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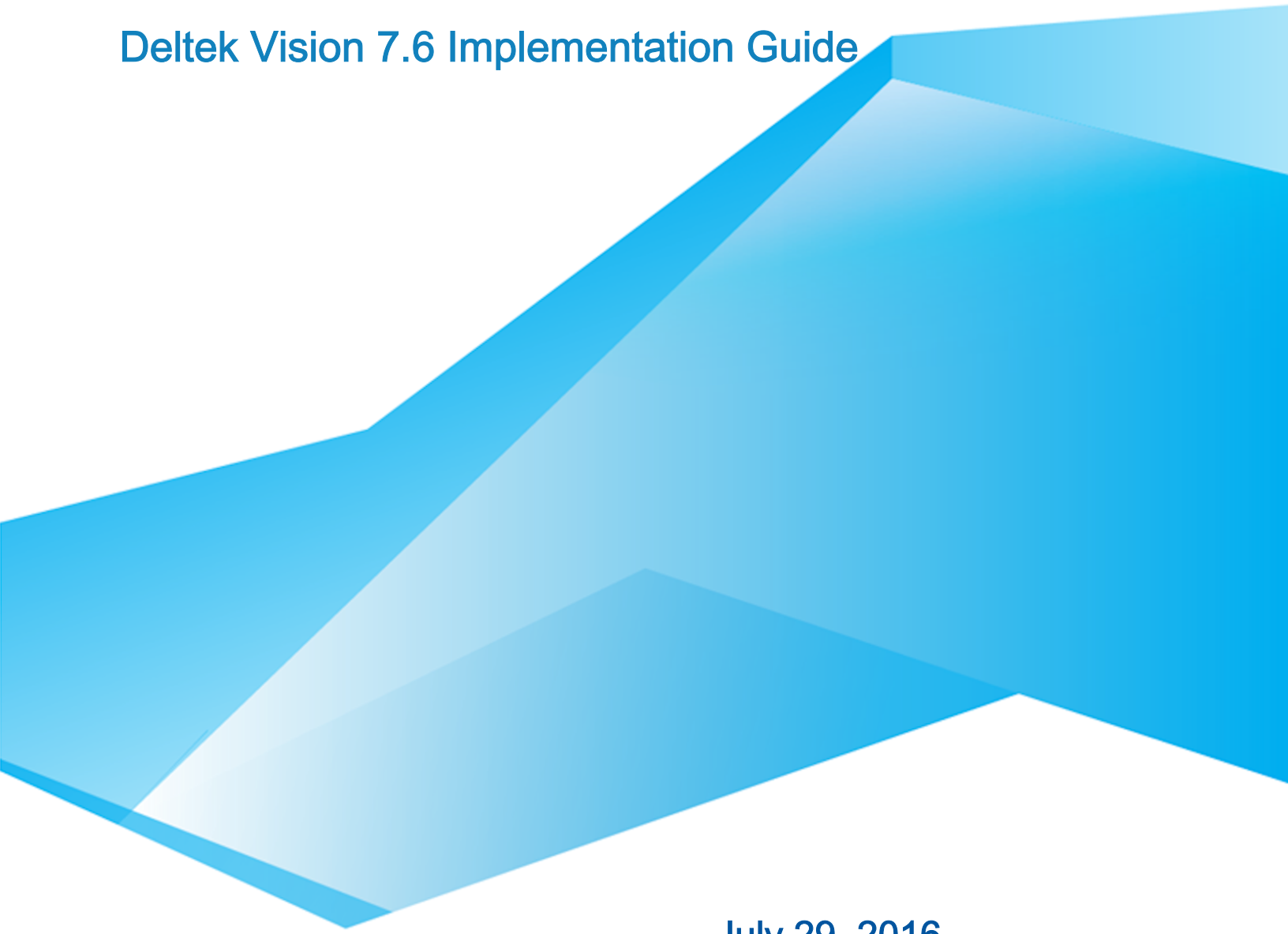
Deltek Vision® 7.6

Deltek Vision 7.6 Implementation Guide



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Configuration Overview

Your system administrator uses configuration options to establish settings for all users.

If your firm uses multiple companies, you must establish these company-wide settings for each company in your enterprise. If not, you set up the company-wide settings one time for your firm.

Configuration and Multiple Companies

Configuration consists of both system-wide and company-specific settings. If your firm uses multiple companies, you must establish company-wide settings for each company in your enterprise. If not, you set up the company-wide settings one time for your firm.

Some applications require both system-wide and company-specifics settings.

Choosing a Company to Configure

Depending on the Configuration area, there are two ways to apply Configuration settings to a particular company: change companies or select a company name from a **Company** field.

- **Change Companies**: When you change companies, you enter Configuration settings for one company. Then you click **Utilities** » **Change Company**, change to a different company, and enter configuration settings for that company. You repeat this process for each company in the enterprise. The name of the company currently selected displays at the top of the Configuration form. Areas such as Holiday Configuration and Billing Setup use this method.
- **Select a Company Name**: In some areas of Configuration, the setup forms include a **Company** field, which contains a drop-down list of all the companies in your enterprise. You select the appropriate company from the drop-down list and then apply the Configuration settings to that company. Areas such as Accounting and Accounts Receivable use this method.

Configuration Areas That Have Company-Specific Settings

Configuration Area	Settings
Configuration » **General** » **Company Settings**	Use this area to enter a company name and address, specify date and time formats, and enable currencies for each company.
Configuration » **General** » **Holiday Calendar**	Use this area to set up holidays and non-working days for each company.
Configuration » **General** » **Alerts**	Use this area to create alerts. You set some alerts at the company level and some at the system level.
Configuration » **Plannng** » **Plan Settings**	Use this area to set up WBS mapping, planned revenue, and labor cost and billing rates for each company.

Configuration Area	Settings
Configuration » Billing	Use this area to set up general billing information, default billing terms, and reporting default terms for each company.
Configuration » Accounting » Company Settings	Use this area to enter general accounting settings for such areas as accounts, timesheets, and cross charges for each company.
Configuration » Accounting » Employee Types	Use this area to create employee types and associate those types with direct and indirect accounts for each company.
Configuration » Accounting » Time Analysis	Use this area to set up time analysis and benefit accrual options for each company.
Configuration » Accounting » Taxes	Use this area to set up tax codes for each company.
Configuration » Accounting » Banks	Use this area to set up bank codes and direct deposit information for each company.
Configuration » Accounting » Company AP	Use this area to enter accounts payable settings, liability codes, vendor types, and discount codes for each company.
Configuration » Accounting » Accounts Receivable	Use this area to set up ledger headings and invoice and AR mapping accounts for each company.
Configuration » Accounting » Overhead Allocation	Use this area to set up overhead allocation for each company.
Configuration » Payroll » General	Use this area to enter general payroll settings for each company.
Configuration » Payroll » Withholding Codes	Use this area to set up withholding codes for each company.
Configuration » Time and Expense	Use this area to set up timesheet and expense report options for each company.

Configuration and Multiple Currencies

If your company uses multiple currencies, you must specify currency-related settings.

Configuration Areas That Have Currency-Specific Settings

Configuration Area	Settings
Configuration » General » Company Settings	If multiple currencies are enabled, a Currency tab displays in Company Settings. Use this tab to enable the currencies that your company needs and to establish the triangulation currency.

Configuration Area	Settings
Configuration » **General** » **Currency Configuration**	Use this area to enable multiple currencies and to format your companies' currencies, including decimal places, symbols, and unit labels.
Configuration » **General** » **Daily Exchange Rates**	Use this area to set daily exchange rates for the currencies that you enabled for your company in **Configuration** » **General** » **Company Settings**.
Configuration » **General** » **Period Exchange Rates**	Use this area to set period (monthly) exchange rates for the currencies that you enabled for your company in **Configuration** » **General** » **Company Settings**.

Customizing Overview

You can customize screens to suit your company's needs, on both a business logic basis and a functional basis.

You set up some of these features on a system-wide level. You set up other features on an individual level. Some features make it possible for you to customize the that way the interface looks, while others affect how applications behave.

For example, you can:

- Change the names of fields to confirm with your industry's terminology.
- Add and change tabs and fields in the Info Center.
- Customize your Navigation Menu.
- Customize report layouts and behavior.
- Create workflows, which perform an action when an event in an Info Center occurs.
- Create alerts to move information along and to ensure that business standards are followed.
- Create online help topics.
- Write custom programs that extend the business logic of the standard applications.

All of these features are included as standard, at no additional cost. However, certain Workflow actions require programming knowledge. For these, Deltek offers support on a time and materials basis.

User Defined Tabs

Use the User Defined Tabs application to customize your Info Center, Project Planning, and Activity Manager tabs to better suit your company's needs. Before you add new tabs, carefully determine what information you need to gather that is not captured elsewhere in Vision. Also consider how you want this information grouped.

You can:

- Add new tabs, fields, and grids.

- Change the names and order of fields on tabs.
- Change the order of tabs.

Screen Designer

Use the Screen Designer to design your own tabs in the Info Center, Project Planning, and Activity Manager. You open up a tab in "design mode" to perform a variety of actions.

You can:

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

Navigation Menu Designer

Use the Navigation Menu Designer to customize your Navigation Menu. You can:

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

Field Labels

Use the Field Labels feature to rename key fields, such as Project or Client, to reflect the terminology used in your industry or company. Your new field names display throughout the application (for example, on screens or reports).

Reports

Standard reports are designed to meet most of your business needs. In some cases, however, you may need something different in a report.

You can:

- Modify report columns, format text, set margins, or create graphs using the Options tabs in Reporting.
- Create options for custom reports.
- Create user-defined calculations with any existing numeric columns available for a given report.

Alerts and Workflows

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

For example, you can define a workflow so that when an opportunity record is changed from Pending to Awarded status, the workflow triggers a series of actions—creates a new project, sends an email message to the project accountant, and sets up a meeting.

Lookup/Report Labels

If you change field names on standard tabs, you can create custom lookup lists and report labels to reflect these changes, including the following items:

- Lookup search types labels
- Report column labels
- Report group labels

You can also change report labels within the individual report settings.

Code Tables

Use Code Tables to custom populate drop-down lists with standard values for many Info Center fields. These values can save time during routine data entry or enforce uniformity in data fields. For example, for the **Employee Role** field on the Projects tab of the Employee Info Center, you can use a table to define the roles that your employees may have on projects, such as Architect and Project Manager.

Dashboard Configuration

The Dashboard is your "portal." Use the dashboard to create a personalized view of your business world. The Dashboard combines information drawn from different areas of the applications; thus you can design a single Web page that brings together all of the information and tools that you rely on most. For example, you can:

- Drag and drop your dashparts anywhere on the screen.
- Resize, hide, rename, or change the color of your dashparts.
- Create individual URL dashparts for your Dashboard.

User Options

User Options make it possible for you to do the following on an individual basis, by username:

- Set startup and viewing options.
- Change your Vision and Customer Care passwords.
- Determine lookup, search, and retrieval options.
- Enable or disable activity reminders.
- Set reporting and printer preferences.

Screen Designer Overview

Use the Screen Designer to tailor screens and tabs to meet your requirements. Only employees with an Admin type role can access the Screen Designer.

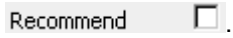
What Elements Can You Change?

The elements that you can change with the Screen Designer depend on the area in which you want to work:

- In the Info Centers and the Activity Manager, you can change all screens and tabs.
- On the Activity dialog box, you can change the Detail, Attendees, Contacts, Leads, and Recurrence tabs.
- In Planning, you can change the General tab.

Field Types

You may see any of the following types of fields on forms and tabs:

Field Type	Description
Check Boxes	Check boxes are fields in which you click inside the box to select an option, such as  . You can move a check box and change its label. You can also determine whether you want to position the caption to the left or to the right side of the check box. To do this, select the check box field that you want to change, and then select **True** or **False** from the **Left Align Text** field in the Properties pane.
Command Buttons	Command buttons are fields that you use to perform an action, such as . You can move, change the size of, and change the name of command buttons. You can hide command buttons, but you cannot lock them.
Drop-Down List Fields	Drop-down list fields are fields in which you can select a setting from a predetermined list. For example, the **Status** field on the General tab of the Client Info Center is a drop-down list field. When you click the field, a list displays from which you can select one of the following settings: **Active**, **Inactive**, or **Dormant**. In the Screen Designer, when you resize a drop-down list field, it does not affect the width of the opened drop-down list.

Screen Designer and the User Defined Tabs Application

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

Screen Designer and Multiple Currencies

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

Even if you are **not** using multiple currencies, the **Cost Currency** field still displays on the Contract Management tab of the Project Info Center. To hide this field, you must open the Screen Designer from the Contract Management tab. The Cost, Billing, and Functional currency options will all display in the Screen Designer, but you must only hide the **Cost Currency** option to hide the respective field from the Contract Management tab.

Screen Designer and Kona Integration

If you implement the Kona integration feature and you want to move or resize the Kona widget on either the Project Info Center form or the Opportunity Info Center form, you can use Screen Designer to do so.

Screen Designer and iAccess for Vision Expense Reports

If you use the Screen Designer to make changes to labels and hidden, locked, and required settings in the Vision Expense Report application, those changes are automatically applied to the iAccess for Vision Expense Reports application.

How to...

Before you use the Screen Designer, you may want to review the procedures for working with tabs, fields, group boxes, and grids.

The Screen Designer provides application workspace lines to show you the amount of screen space available on the page for different display resolutions. For example, if your display resolution is 1024 x 768, then you must keep all labels and fields within the workspace lines labeled 1024 x 768.

If you place labels or fields outside this area, scroll bars display on the page.

Customize Tabs with the Screen Designer

Use the Screen Designer to tailor screens and tabs to meet your business requirements. All possible fields display in the Screen Designer, even for applications that your firm has not purchased, so you may see unfamiliar fields.

You can customize tabs in the Info Center, Activity Manager, or Project Planning.

To customize a tab:

1. Display the screen (form) that you want to customize and click the **Screen Designer** icon at the bottom right of the screen.
   The Design form for that screen displays. If you right-click the **Screen Designer** icon, you can then show or hide the tab sequencing for that screen.
2. Click the tab that you want to customize.
3. Design the tab to suit your company's needs.
4. Select and customize other tabs.
5. Click **OK**.

Customize Fields with the Screen Designer

Use the Screen Designer to move, resize, and change labels for the fields on screens.

To customize a field:

1. Display the screen (form) that contains fields that you want to customize and click the **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, click a single field to select it, press CTRL while you select multiple fields, lasso a group of fields, or click **Select All** to select all fields.
   Vision displays the data for that field in the Properties pane. The data that you can change displays in black; the data that you cannot change is shaded (grayed out). The names that display in this list are actual HTML IDs associated with each element.
3. To resize a field or a set of fields, select the field(s) and enter new dimensions in the **Height** and **Width** fields on the Properties pane or drag the Resize arrows for the fields.
4. To move a field, select it and drag it to a new position or use the **Position** fields to specify a new location.
   You can click **Select All** to drag all fields on the tab at the same time.
5. To change the label for a field, enter a new name in the **Caption** field on the Properties pane or click to display the Caption Editor dialog box and specify a new label on the dialog box.
   You cannot change labels for command buttons, such as **Delete Address**.
   HTML tags such as <i> and <b> are not supported.
6. To add a new field label, click **New Label**, move the new label to its location, and enter the new name in the **Caption** field.
   The labels that you add with the custom label feature are not associated with any input field.
7. To align multiple fields, select the fields and then click one of the following icons: **Align Left**, **Align Right**, **Align Top**, or **Align Bottom**.
8. To make multiple fields the same width, select the fields and click **Same Width**.
9. To make multiple fields the same height, select the fields and click **Same Height**.

10. To delete a label that you created in the Screen Designer, select the label and click

    Delete.

    - Only field labels that you created in the Screen Designer can be deleted using the Screen Designer.
    - You cannot delete standard field labels.
    - If you created fields for this tab in the User Defined Tabs application, you need to go to that application to delete them.
    - You cannot delete the actual input portion of the field using the Screen Designer. To do that, you need to use the User Defined Tabs application.
11. Click **OK**.

Customize Group Boxes with the Screen Designer

You can use the Screen Designer to add new group boxes or change the labels for existing group boxes.

A group box is the box around a group of fields and the label for the box, if one exists. For example, you may have a group box labeled **Address**, which surrounds the **Street Address**, **City**, **State**, and **Zip** fields. The fields within the group box are not "linked" to the group box. If you move the group box, the fields within the box remain in the same place.

To customize a group box:

1. Display the screen (form) that contains fields that you want to customize and click the

   Screen Designer icon at the bottom right of the screen.
2. On the Screen Designer form, to select a group box and all the fields within it, complete one of the following actions:
   - Click outside the group box and drag the mouse over the entire box to lasso all the fields within it.
   - Press the SHIFT key and then click the group box and each individual field within it.
3. To add a group box, click **New Group Box**.
4. To move a group box, drag the box to the new position or use the **Position** fields on the Properties pane to specify the location.
5. To resize a group box, drag the outlines of the box or enter dimensions in the **Height** and **Width** fields on the Properties pane.
6. To add a label for a group box, enter the label in the **Caption** field on the Properties pane.
7. Drag fields into the group box and arrange them in the sequence that you want.
8. To delete a group box that you added with the Screen Designer, select it and click

   Delete.
9. Click **OK**.

Customize Grids with the Screen Designer

You can use the Screen Designer to change grids. Grids are a type of field in which you can insert multiple entries. For example, the Team tab of the Project Info Center contains two grids, Projects and Vendors. In both grids you can insert, copy, or delete multiple entries.

You cannot resize grids with the Screen Designer. The width of the grid automatically sizes to fit the width of the window. However, if you want to change the number of rows displayed in the grid before vertical scrollbars appear, you can do so in the User Defined Components application.

To customize a grid:

1. Display the screen (form) that contains fields that you want to customize and click the **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, select a grid.
   The Columns pane displays, which allows you to change information about the column fields within the grid. For example, the Employee Skill grid contains three columns: **Skill**, **Level**, and **Primary**. For each of these columns, you can determine whether the column is locked or required. When you edit grids, the settings in the Properties pane apply to the overall grid; the settings in the Columns pane apply to the column headings within the grid.
3. To move a grid, drag it to the new position or use the **Position** fields on the Properties pane to specify the location.
4. To change a grid's label, enter the new name in the **Caption** field on the Properties pane.
5. To specify the maximum number of records that display at one time before the user needs to page through the records, enter the number in the **Row Limit** field on the Properties pane.
6. To change a column heading, click the heading, then click the **Columns** field on the Properties pane, and then click the ellipsis (...) button.
7. On the Collection Name pane of the Grid Column Collection Editor dialog box, select the column heading.
   The information about that heading displays in the Properties for Collection pane.
8. Use the Properties for Collection pane to change the name of the column heading and to determine whether the heading is hidden, locked, or required.
   If the selected grid has only one line of text for each heading, only one **Caption** field displays. If the grid supports two lines of text per heading, two **Caption** fields display, and so on.
9. Click **OK**.

Add a Workflow Button with the Screen Designer

You can use Screen Designer to add a workflow button to a tab.

To add a workflow button to a tab:

1. In Vision, open the tab to which you want to add a workflow button, and click the **Screen Designer** icon at the bottom right of the screen.

2. On the toolbar of the Screen Designer form, click **New Workflow Button**.

   A button labeled **Custom Button** displays in the upper left part of the tab.
3. Drag the button to the desired location on the tab.
4. In the Properties panel, enter a label for the button in the **Caption** field.
5. In the drop-down list in the **Workflow** field, select the workflow that will start when users click this button on the tab.

   Only workflows that are associated with the application to which you are adding a workflow button display in the **Workflow** field's drop-down list.
6. Click **OK**.

Add a Tool Tip with the Screen Designer

Use the Tool Tip feature in the Screen Designer to create brief company-specific help tips for your screens. You can create tool tips for most fields, including input, drop-down list, and check box fields.

After you create a tool tip for a field, a user can hover the mouse pointer over the field to view the tip.

You cannot format text for a Tool Tip.

To add a tool tip:

1. Display the screen (form) that contains fields that you want to customize and click the

   Screen Designer icon at the bottom right of the screen.
2. On the Screen Designer form, select the field to which you want to add a tool tip.

   Select the input portion of the field, not the label of the field.
3. In the **Tool Tip** field on the Properties pane, enter the text for the tip.
4. Click **OK**.

Add Online Help with the Screen Designer

You can create company-specific online help for your screens. To display this custom help, a user clicks on a help icon that you position on the screen. You can format the online help text and insert hyperlinks to other help topics. On any screen, you can add as many Help Text icons as you like.

You can use an icon to supply users with links to other documents and Web pages. For example, for a field that requires a company-specific code, place an icon next to that field. When the user clicks the icon, the help text that displays contains a link to the list of codes.

To add an icon and online help text:

1. Display the screen (form) that contains fields that you want to customize and click the

   Screen Designer icon at the bottom right of the screen.
2. On the Screen Designer form, click **New Help Text**.

   A Help icon displays in the upper left part of the tab.

3. Drag the icon and place it next to a field, where users can click it to get information for that field, or in a neutral part of the screen, where users can get more information about the entire screen.
4. In the **Help Text** field on the Properties panel, enter the help message.
5. To format the text with the Text Editor, click the **...** button in the **Help Text** field.
6. Optional. Click **New Label** and specify a label such as "Click here for a list of codes" to display beside the icon.
7. Click **OK**.

Learn More About...

Before you use the Screen Designer, you may find it helpful to review guidelines for tab sequencing, security, workflows, and more.

Screen Designer Icons

Use the icons on the toolbar of the Screen Designer form to move, resize, and change labels for the fields on screens.

You can also add group boxes, help text, and workflow buttons to screens.

Icon	Description
Select All	Use this icon to "lasso" (select) multiple fields at one time. For example, you can select multiple fields so that you can left-align them. Click the icon and then hold down the mouse and lasso the fields that you want to change.
Align Left	Use this icon to left-align multiple selected fields. First, use the **Select All** icon to lasso multiple fields. Alternatively, select a field and then hold down the CTRL key to select the rest of the fields that you want to align.
Align Right	Use this icon to right-align multiple selected fields. First, use the **Select All** icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
Align Top	Use this icon to top-align multiple selected fields. First, use the **Select All** icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
Align Bottom	Use this icon to bottom-align multiple selected fields. First, use the **Select All** icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.

Icon	Description
Same Width	To make multiple fields the same width, select the fields and click this icon. The fields reset to the same width as the last field that you selected.
Same Height	To make multiple fields the same height, select the fields and click this icon. The fields reset to the same height as the last field that you selected.
Bring to Front	When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the **Bring to Front** and **Send to Back** options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location). These are tools that allow you to set up tab components in the Screen Designer. These options do not display on the actual tabs.
Send to Back	When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the **Bring to Front** and **Send to Back** options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location). These are tools that allow you to set up tab components in Screen Designer. These options do not display on the actual tabs.
Restore Defaults	If you want to restore tabs and fields to their original default settings, select the tab element(s) that you want to restore and click this icon.
Restore Location	If you want to restore Top/Left align properties to their original location, select the fields that you want to restore and click this icon.
New Group Box	Use this icon to create a new group box. A group box consists of the box around a group of fields and the label of the group box. For example, you may want to create a group box labeled **Address**, which surrounds **Street Address**, **City**, **State**, and **Zip** fields.
New Label	Use this icon to add a new label. When you select this option, a new custom label displays in the upper left corner of the form. Move the new label to the desired location and relabel the field by entering the name in the **Caption** field.
New Help Text	Use this feature to create user-defined help for your tabs. Unlike the Tool Tip, Help Text allows you to format the text, as well as insert links to other help areas. After you create a Help icon, a user can click the icon to view the help. You can add as many Help Text icons as you like to the tab.
New Workflow Button	Use this icon to add a workflow button to a tab. When you add a workflow button, users can click the button to initiate a scheduled workflow for a particular Info Center record. The scheduled workflows are set up in **Configuration** » **Workflow** » **Scheduled Workflows**.

Icon	Description
	After you click the **New Workflow Button**, you specify the following in the Properties pane of the Screen Designer dialog box: ▪ The label for the button in the **Caption** field. ▪ The workflow for the button in the **Workflow** field. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in this field. **Project Plans and Expense Reports** You can also set up a workflow button for a web service workflow for a project plan in Planning or an expense report in Time & Expense. **Caution:** If you use an approval workflow for expense reports and you add workflow buttons to the General tab in Expense Report with Screen Designer, be sure to read important information in the following topic to prevent the approval workflow from failing: Expense Report Approvals and Workflows Added With Screen Designer **Activity Manager** The **New Workflow Button** toolbar icon is not available in the Activities Manager Screen Designer.
Delete	Use this icon to delete a selected field. Only those field labels that you created in the Screen Designer can be deleted in the Screen Designer.
Help	Use this icon to display online help.

Tab Sequencing in the Screen Designer

When you use the Screen Designer to move fields around on the screen, you affect the sequence in which you move, or tab, through the fields on the screen.

The following information is from a developer's perspective. In most cases, tab sequencing is simple and straight forward: reading left to right and top to bottom. However, this topic describes more detailed/technical issues for times when you add new fields or grids. See your system administrator for more information.

Issues with Tabbing

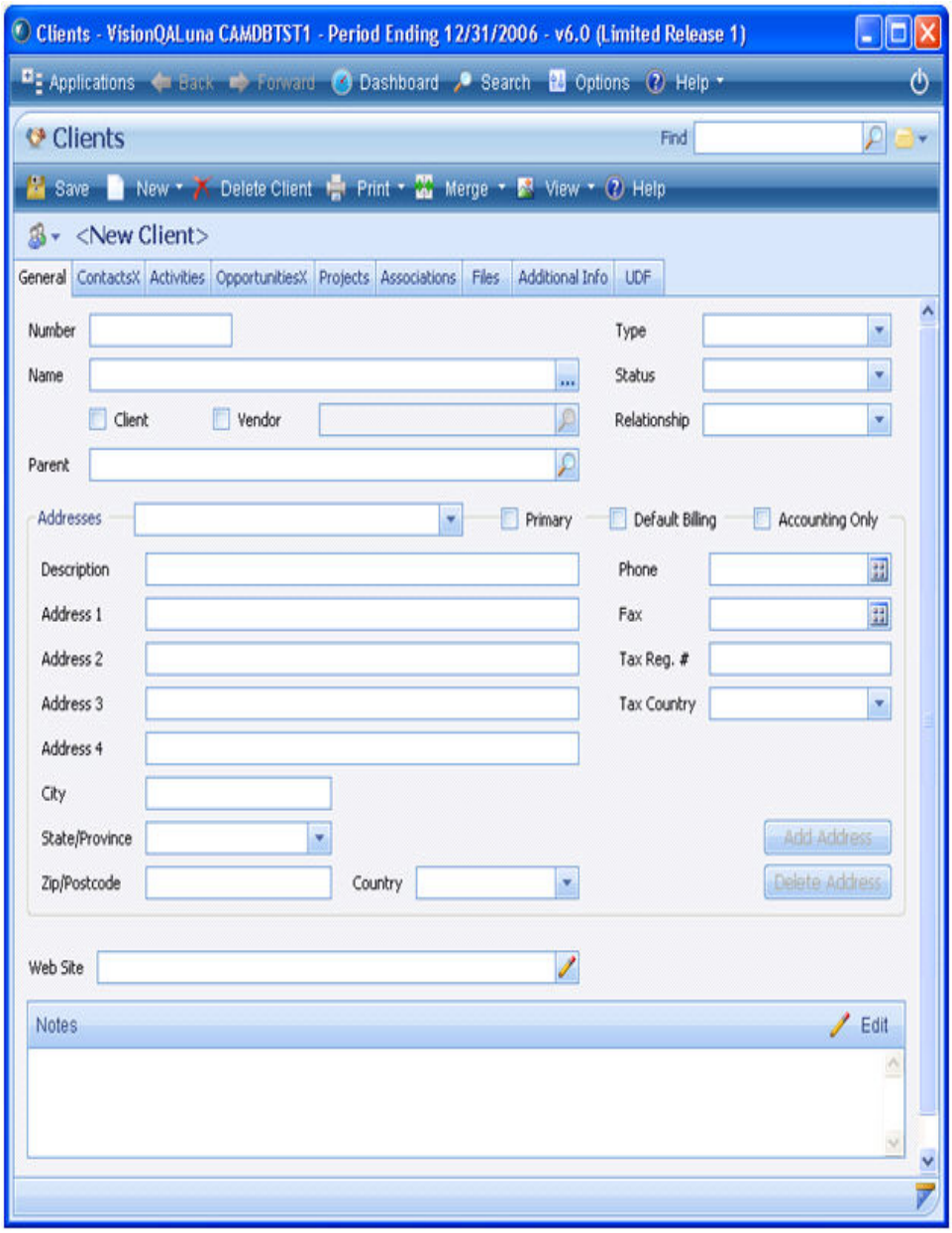
For most applications, the tab order is determined by explicitly defining a tab index for each control as the application is created. This is not sufficient, however, for those applications that allow you to move fields around on a screen. If the tab order were explicitly defined in those applications, then moving fields would cause the tab order to jump around the screen since each control would retain its original tab index.

Deltek could have dealt with this issue by allowing users to specify the tab indexes from within the Screen Designer; however, because controls can be hidden for specific roles, the tab order specified for one role might not work as well for another.

Instead, Deltek developed an algorithm to calculate an appropriate tab order based on the layout of the controls at run-time. Only visible controls are considered, so each role gets a tab order that makes sense.

How the Algorithm Works

The example below displays how the algorithm works, using the General tab of the Client Info Center.

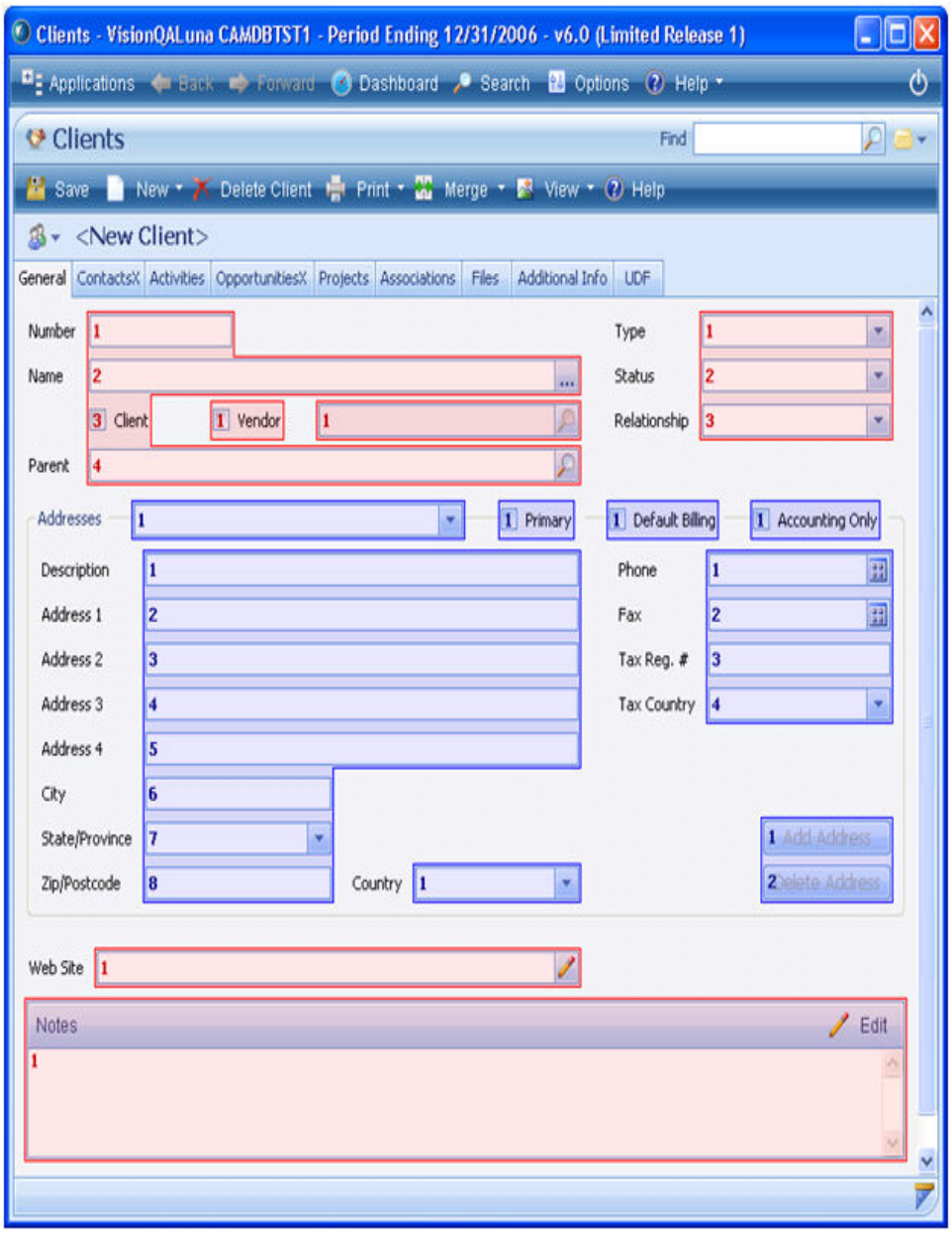


The algorithm is based on the idea that the fields on the screen can be divided into groups, each of which has a fairly simple tab order, for example, **Type**, **Status**, and **Relationship** at the top-right of the sample screen. Once the groups are established, the final tab order is determined by placing the groups in an appropriate order.

Fields

The way in which fields are grouped together is based upon the layout standards Deltek use when designing screens. To be considered a group, fields must be left-aligned (within two pixels), and their top positions must be no more than 29 pixels apart (our standard is 27 pixels, but the algorithm allows for an additional two pixels as a leeway factor).

The example below displays the initial field groups for the sample screen, and the tab indexes of each field within the group.



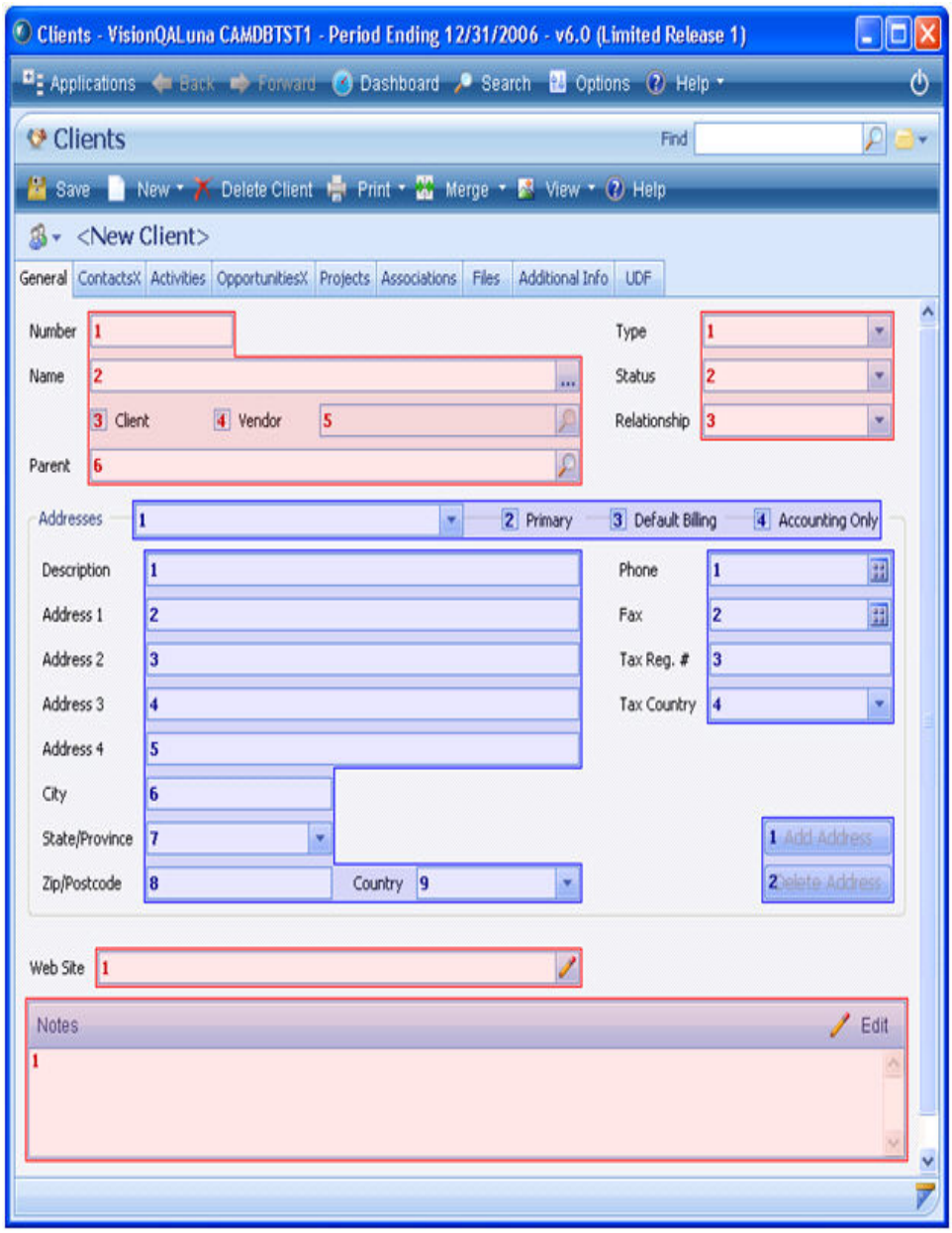
Check Boxes

For most fields, labels are not considered when grouping fields; however, check box labels are usually part of the control itself; therefore, if the caption were to the left of the check box (which sometimes occurs), then the grouping would be based on the left position of the caption, not the check box. Also, even though they do not appear as such, check boxes are the same height as other input controls with the actual check box centered vertically within the control.

Group Boxes

You need to be aware of how group boxes are handled. When the tab order gets to the first field within a group box, it should continue through all of the fields within the group box before going elsewhere. This issue is addressed by treating the group box as a mini-screen. In other words, the entire algorithm is run for just the group box, and then that portion of the tab order is merged into the rest of the screen as if the group box were a single group located at the top left of the group box.

To help illustrate this, the field groups within the group box are colored blue while those outside the group box are red. Note that even if a field only partially overlaps a group box, it is considered to be within the group box.



Merging Groups

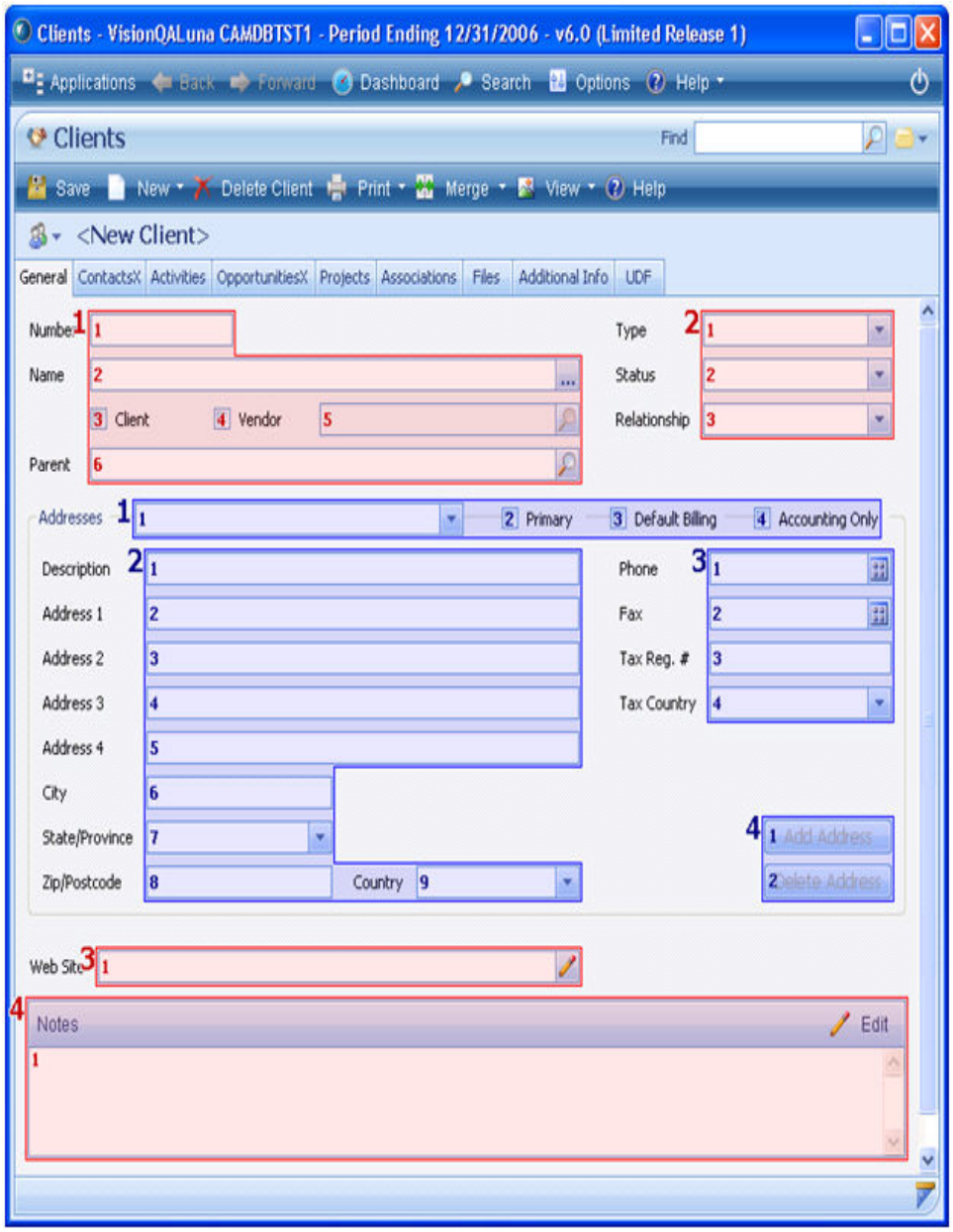
You may have noticed that there are quite a few single-field groups in the example above. If we left things as is, the tab order would proceed from the **Client** check box to the **Parent** field, and then up to the **Type**, **Status**, and **Relationship** fields, before coming back to the **Vendor** check box. This is because of the way the groups are ordered, as you'll see in the Group Order section below. To avoid this problem, the algorithm attempts to merge single-field groups into other groups. If the single-field group has the same top coordinate as any other field, it will be inserted into the other field's group. If it shares the same top coordinate with multiple fields, it will be placed after the nearest field to its left, if one exists. Otherwise, it will be placed before the nearest field to its right.

The screen example above shows the new group definitions and tab indexes after the merge process is complete. Note that there are still some single-field groups since no matching top coordinates were found.

Group Order

After the field groups have been defined, the groups are ordered based on the top-left corner of the first field within each group. The groups are ordered from top to bottom, and if the top values of any groups match, then they are ordered from left to right.

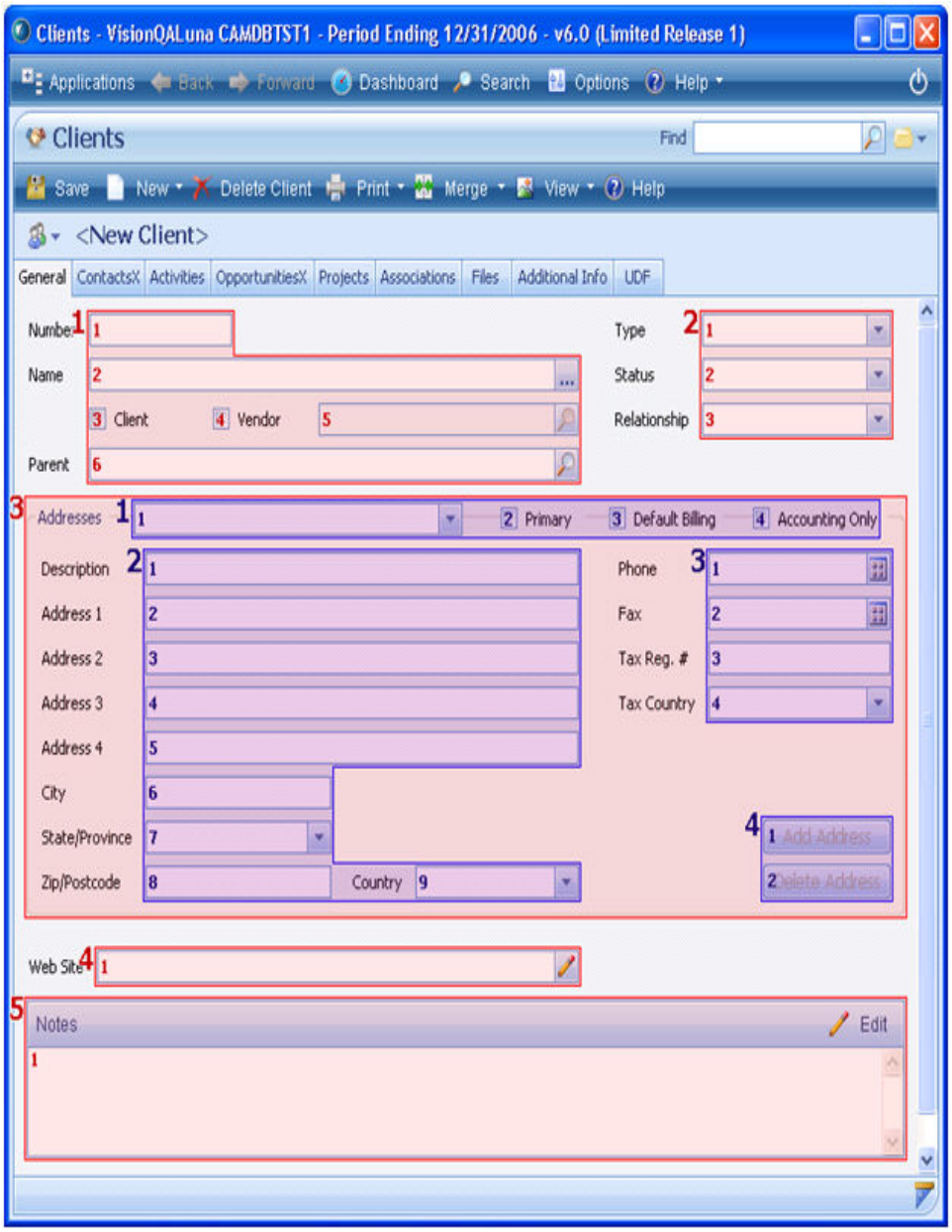
The large numbers at the top-left of each group in the screen below show the group order for the sample screen. Note that the field groups within the group box are ordered separately from the other groups.



Merging Group Boxes

After determining the group order, any group boxes are merged into the primary group order by treating the entire group box as a single group.

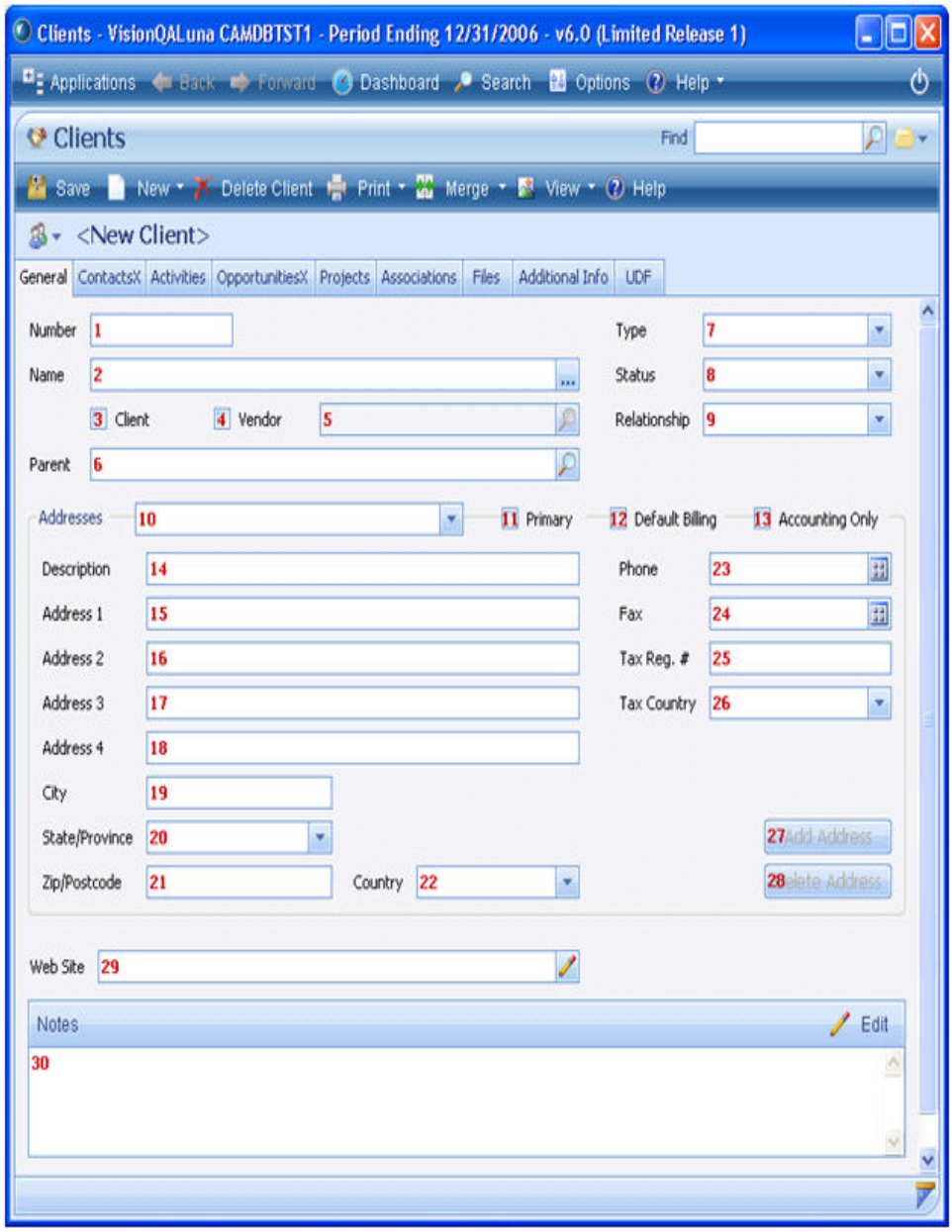
The example below displays the resulting group order after including the group box.



Final Tab Order

At this point, it's simply a matter of going through each group in order, and within each group, each control in order, adjusting the tab indexes accordingly. When a group box is processed, each internal group is processed in order before proceeding to the next primary group.

The example below displays the resulting tab order for the sample screen.



Screen Designer and Multiple Languages

Some special rules apply if you use the Screen Designer in a multilingual environment.

If you use the Screen Designer to move components (fields, grids, group boxes) to a different tab, a message prompts you to review the affected tabs for every enabled language. The components display on the new tab in other languages in the same position as the current tab.

If you use the Screen Designer to move a custom component to another tab, the User Defined Tabs application displays the new tab for that component.

Workflows and the Screen Designer

Use Screen Designer to add a workflow button to a tab.

The workflow button allows users to initiate a scheduled workflow for a particular Info Center record or a web service workflow for a particular project plan in Planning or an expense report in Time & Expense.

When you click a workflow button that has been added to a tab, Vision starts the workflow for the record that you have open. For example, assume you create a scheduled workflow called Validate Address, which has a web service action that validates a contact's address through a mapping web site. You add a workflow button to the General tab of the Contacts Info Center for the Validate Address scheduled workflow. When a user enters a contact's address on the General tab in the Contact Info Center and clicks the **Validate Address** workflow button, the workflow process is started and the address is validated.

In Screen Designer, you add a workflow button to a tab by clicking the **New Workflow Button** icon on the Screen Designer toolbar. Then you select a scheduled workflow for the button in the **Workflow** field in the Properties pane in Screen Designer. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in the **Workflow** field.

You do not need to schedule a scheduled workflow to make it work when you click a workflow button.

The Workflow Screen Designer feature does not apply to the Activities Manager.

Caution: If you use an approval workflow for expense reports and you add workflow buttons to the General tab in Expense Report with Screen Designer, be sure to read important information in the following topic to prevent the approval workflow from failing: Expense Report Approvals and Workflows Added With Screen Designer

How the Workflow Button Works

- After a user clicks a created workflow button, Vision displays a message in the status bar to indicate that the workflow has started. The user can continue to work in Vision while the workflow is processed.
- The record must still satisfy the conditions of the workflow. If the workflow does not meet the workflow conditions for that record, Vision displays an error message to inform the user.
- You must save changes to the record before you initiate the workflow. If you do not, Vision displays a message to say that you must save your changes.
- If the workflow no longer exists, Vision displays an error message.

Expense Report Approvals and Workflows Added with Screen Designer

If you use an approval workflow for expense reports in Time & Expense and you use the Screen Designer to add workflow buttons to the General tab of the Expense Report form, you should take certain precautions to avoid interfering with other workflows.

You must make sure that the scheduled workflows for the workflow buttons created in Screen Designer do not interfere with what the Expense Report approval workflow is doing, or the approval workflow may fail.

For example, if a scheduled workflow that you added as a workflow button using Screen Designer changes the status of an expense report, this could cause problems because the approval workflow for the expense report is expecting a particular status at certain times during the approval process. If a workflow created in Screen Designer interrupts this, then the approval workflow will fail to work.

You create an approval workflow for Expense Report in **Configuration** » **Workflow** » **Approval Workflows** and enable the approval workflow in **Configuration** » **Time & Expense** » **Company Expense**.

You create scheduled workflows for a Screen Designer workflow button in **Configuration** » **Workflow** » **Scheduled Workflows**.

Security and the Screen Designer

When you use the Screen Designer you can apply security settings to screen elements, including input fields, grids, and column headings within grids. You can determine, by Security role, whether or not you want the element to be hidden and whether or not users can enter data in a field.

You can also determine whether a given field is required for CRM, Accounting, or both.

Field Type	Description
Locked Fields	You can determine, by Security role, whether or not you want a field to be locked. Users can see locked fields but cannot take action in them. You can lock all screen elements, including input fields, grids, and column headings within grids. To lock a field, select the field and click the **Locked** field. Select the role to which you want to apply the locked status. You can also select **<All Roles>**. When you select this option, any new roles that are added in the future are excluded as well. Make sure that you do not lock required fields. When you lock a field, select the input portion of the field, rather than the label for that field. When you lock a grid, the commands for the grid (for example, **Insert**, **Copy**, **Delete**) are disabled. When you lock column headings within a grid, the commands are not disabled.
Hidden Fields	You can determine, by Security role, whether or not you want a field to be hidden. Users cannot see hidden fields. You can hide all screen elements. To hide a field, select the field and click the **Hidden** field. Select the role to which you want to apply the hidden status. Make sure that you do not hide required fields. When you hide a field, remember to hide both the input portion of the field and the label for the field.
Required Fields for CRM and Accounting	If your company has either CRM or Accounting installed, you can specify whether a selected field is required for CRM, for Accounting, or both. To make a field required for these

Field Type	Description
	applications, select the field(s). Then select the desired option (**CRM**, **Accounting**, **Both**) from the **Required** field in the Properties pane.
Required Fields	If your company does not have CRM or Accounting installed, the menu option in the **Required** field just has **Yes** as an option. Select this option if you want the field to be required.

Navigation Menu Designer Overview

You can customize the Navigation menu to better suit your company's needs. You can add new menu items, rearrange existing menu items, or delete menu items.

The changes that you make apply to all users.

The changes that you make using the Navigation Menu Designer also override any changes that you make on the Labels tab of **Configuration** » **System Settings**. For example, if you renamed Employee to Associate on the Labels tab, the node label in the Navigation menu remains as Employee Info Center if there is an entry for that node in the Designer. The Designer takes precedence and displays the node label.

Only employees with an Admin type role can access the Navigation Menu Designer. There is not a separate security role for the Navigation Menu Designer.

When you add a menu level, the level is also added as an option in Security that can be restricted by role. The level displays in Security in the same place as it was added to the menu. For example, if you add a menu item in **Utilities** » **Advanced Utilities**, this is also where it is located in Security. Similarly, if you rearrange items in the menu, they are rearranged in Security.

How to...

You can rename menu items, add new ones, and change the sequence of the items on the Navigation menu.

Customize the Navigation Menu

You can customize the Navigation menu to suit your company's needs. You can add new menu items, rearrange existing menu items, or delete menu items. The changes that you make apply to all users.

To customize your Navigation menu:

1. Click **Navigation Menu Designer** at the bottom right part of the Navigation menu.
2. On the Navigation Menu Designer dialog box, add new menu items:
    a) Go to the area on the tree where you want to add a menu item.
    b) Right-click the item and select **Insert before** or **Insert after**.

For example, if you want to add an item after Clients in the Info Center, click **Clients** and then select **Insert after**. A new menu item called **new node** displays.

c) Select the item and complete the applicable fields.

When you add a top-level menu item, it automatically becomes a parent level and no further action is allowed. The top-level menu only houses the levels under it. A parent-level node must have at least one child node in order to be visible and active. Parent levels with children that have no actions do not display in the Navigation menu; however, they do display in the Navigation Menu Designer.

3. To rename menu items, select the menu item that you want to change and enter the new label in the **Menu Label** field.

   Limit the length of the label. If it is too long, it will "wrap" in the Navigation menu.

4. To rearrange menu items:

   a) Right-click the item that you want to move and select **Cut** from the menu.

   b) Go to the item/area on the menu where you want to move it.

   c) Right-click the item and select **Paste before** or **Paste after** from the menu.

   For example, if you want to move an item after Backup Database in Utilities, click **Backup Database** and select **Paste after**.

5. To indent or outdent any item beneath a parent item, right-click the item and select **Indent** or **Outdent** on the shortcut menu.

6. To delete an item, right-click the item and select **Delete** from the shortcut menu.

   You can only delete user-defined menu items. You cannot delete standard items. To restrict users so that they cannot see a particular standard menu item, use Security.

7. Click **OK**.

Postrequisite: You must log out and log in again for your changes to appear.

Fields and Options

Use the Navigation Menu Designer dialog box to customize the Navigation menu.

Navigation Menu Designer Dialog Box

Use the Navigation Menu Designer dialog box to customize your Navigation menu.

Location

To display the form:

Click **Navigation Menu Designer** at the bottom right of the Navigation menu.

Contents

Field	Description
Menu ID	When you select a standard menu item, this field displays the unique system ID for that item. You cannot change it. If you add a user-defined Info Center, a unique system ID is generated for the item; you can change this ID.
Menu Label	This field displays the label for the menu item. You can change this information. You may want to limit the length of the label; if it is too long it will be truncated in the Navigation Menu.
User-Defined Node	When you select a menu item, a check in this field indicates that the item is user-defined.
Icon	Use the drop-down list to select an icon for the selected node. The list of icons is pre-defined; you cannot modify the list.

Action	When you add a user-defined menu item, select an option in the drop-down list in this field to indicate the type of menu item that you want to add. You cannot change the action for a system-defined menu item (or any of its action options, except for the **Help Page** field). You can select only an action for a user-defined menu item.
	Options are:
	▪ **Parent**: Use this option to designate that the item is a parent item only; its purpose is to contain other menu items; it has no action of its own.
	▪ **Open Application**: This option applies only to standard menu items. You cannot apply it to user-defined menu items. When you select this option, the following fields display in the Action Options section for you to complete:
	  ▪ **Web**: This field displays the Web address for the page.
	  ▪ **Arguments**: This field displays any argument parameters.
	  ▪ **Open Options**: This field indicates whether the page opens in the current window or in a new window.
	  ▪ **Help Page**: This field displays the default help topic associated with this page. You can change this setting.
	▪ **HTTP**: Use this option to add an http address. For example, you can add an intranet site to the Navigation Menu. Complete the following options:
	  ▪ **Open Address**: Enter the Web address for the page.
	  ▪ **Arguments**: Enter argument parameters. (This field is not currently used.)
	  ▪ **Open Options**: Select whether you want the page to open in the current window or a new window.

Field	Description

	▪ **File**: Use this option to add an external file or document that you want all employees to be able to access. For example, you can add an employee handbook. In the **File** field in the Action Options section, click to search for and select a file. Use a network share file as the path.
	▪ **Web Outlook**: Use this option to add the Web Outlook application to your Navigation Menu. Complete the following options:
	  ▪ **Web Address**: Select the URL address for Web Outlook.
	  ▪ **Outlook Folder**: Select the Outlook folder that you want to display as the default, such as Inbox, Calendar, or Contacts.
	  ▪ **Users**: Enter an Outlook ID to pass to login. Enter **[USERNAME]** to use the Vision ID as the Outlook ID. If you leave the field blank, the login opens with no name filled in.
	▪ **Report**: Use this option to add a favorite report to your Navigation Menu. Complete the following options:
	  ▪ **Report Favorite**: Select a report from the available list of reports.
	  ▪ **Always Rebuild Report**: Select this option if you want the report recalculated each time that it is selected.

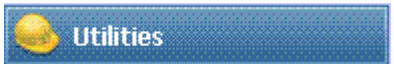
Action Options	The fields in this section vary, based on what you select in the **Action** field. See the **Action** field description for information about what displays in the Action Options section.

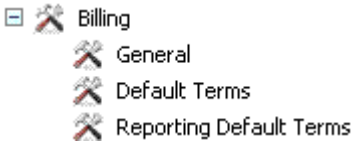
Learn More About...

You may find it helpful to become familiar with terms used in discussing the Navigation menu.

Navigation Menu Designer Terminology

You may want to review terminology specific to the Navigation Menu Designer before you begin to use its features.

Term	Description
Node	A node is a **menu item**.
Top-level parent menu items	Top-level menu items are the highest level of parent menus. They have no actions associated with them; they are "containers" for other parent and child levels. Top-level menu items display in blue boxes. For example: 
Parent-level menu items	Parent-level menu items are those menus that have children, or sub-level menus, under them. A parent level menu has an

Term	Description
	expand symbol to the left of it. For example: When you create a new parent level node, you must add at least one child level menu item to it for the parent node to be visible and active.
Child-level menu items	Child-level menu items (also referred to as **leaf nodes**), or sub-level menus, are those menus that display under a parent-level menu item. For example, in this case Billing is the parent and General, Default Terms, and Reporting Default Terms are the children: 
Sibling-level menu items	Sibling-level menu items are those menus that are on the same level. In the example above, General, Default Terms, and Reporting Default Terms are sibling level menu items.

General Configuration Overview

Use General Configuration to establish settings for all users. You establish both system settings and company settings in General Configuration.

You can restrict access to configuration options through Security settings.

General System Settings Overview

Use General System Settings to define overall features of your implementation, such as email preferences, automatic numbering, and audit trail reporting.

How to...

In General System Settings, you establish system-wide defaults for automatic numbering, audit trail reporting, text editor fonts, and so on.

If you use the Deltek First Vision Essentials cloud version of Vision, some of the tabs on the General System Settings form may not be available.

Set Up Lookup, Dashboard, and Info Center Grid Options

Use the Lookups tab of General System Settings to configure lookups, dashboards, and Info Center grid views.

To set up these options:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Lookups tab.
3. Complete or modify the fields on this tab.
4. Click **Save**.

Set Up Email Preferences

Use the Email tab of General System Settings to configure system-wide email message options. Identify your company's email servers and passwords to facilitate sending email messages for alerts or errors.

To set up email preferences:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Email tab.
3. Complete or modify the fields on this tab.
4. Click **Send Test Email to Default Help Desk** to check your settings and send a test email to the default help desk that you specified.
5. Click **Save**.

Set Up Server Options

Use the Servers tab of General System Settings to configure process queues and application servers.

To set up server options:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Servers tab.
3. Select one of the following actions:

Option	Description
To add a new process queue or application server	Click **Insert** in the appropriate grid to add a blank row, in which you can enter the name of the queue or server.
To delete an existing queue	Select the queue and click **Delete**.

Option	Description
To pause or continue a process queue	Select the queue and click **Pause** or **Continue** to update the status in the **Status** field.

4. Complete or modify the fields on this tab.
5. Click **Save**.

Set Up Field Labels

Use the Labels tab of General System Settings to rename key fields to reflect the terminology used in your industry or firm. The new names are used on screens, fields, and reports.

If a label that you change here affects a label on the Navigation menu and you also use the Navigation Menu Designer, the Navigation Menu Designer settings override the changes that you enter here.

If you use multiple languages, only standard field labels are translated. If you use custom field labels, you must log in using the alternate language and change the custom labels.

To set up field labels:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Labels tab.
3. Complete or modify the fields on this tab.
   Do **not** use single quotes (') or double quotes (") in your labels.
4. Click **Save**.

View Current Numbering Formats

You can review the default numbering structure, such as project and employee numbers.

You use the Numbering tab of General System Settings to view the format currently set up for your firm. However, you cannot modify the length and formats of your key fields on this tab. To change the lengths and format, use the Key Formats utility.

To view current numbering formats:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Numbering tab.
3. View the fields on this tab.

Set Up Auto Numbering

The auto numbering feature automatically generates an identification number for new records created in User-Defined Components and in many Info Centers. You can define the structure of these identification numbers to match your business requirements.

To set up auto numbering:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Numbering tab.
3. Complete or modify the fields on this tab.
4. Click **Save**.

   The record reloads, with the auto number.

Enable Document Management

You enable the Document Management feature in System Settings.

To enable Document Management:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Setup form, click the Document Management tab.
3. Select the **Enable Document Management** option.
4. Complete the other fields on this form.
5. Click **Save**.

Configure sites, document libraries, and folders in which to store documents on the Document Management form.

Set Up Audit Trail Reporting

Use the Audit Trail Reporting feature to keep track of changes made to your Info Center and configuration records. Audit trails are triggered when users perform update, delete, and insert actions. Audit Trail Reporting is supported at both the record level and the field level.

To set up the audit trail:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Audit Trail tab.
3. Complete or modify the fields on this tab.
4. Click **Save**.

Set Up Workflow Log

Workflows allow you to create conditions in Info Centers for which you want to be alerted. With Workflows you can totally automate the process of being alerted each time a specific action takes place. You can also log the execution of workflows.

If you log workflow actions, the log records the progress of each workflow, such as when events start, and when individual actions succeed, fail, or are not executed because conditions defined are not met. This log is mainly used as a troubleshooting tool to determine why workflow alerts do or do not work correctly. You can specify how long workflow logs are saved. If workflow alerts do not occur during the period you specify, they are kept until a workflow alert is generated.

To enable workflow logs:

1. From the Vision Navigation menu, click **Configuration General System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the Workflow Log area, select **Enable Workflow Log**.
4. In the **Number of days to retain log** field, enter the number of days that you want to keep workflow actions.
5. Click **Save**.

Set Up Authentication for Internet Access

If your company requires credentials for Vision to access the Internet (HTTP), you must establish authentication settings in General System Settings. For setups that do not require authentication to access the Internet, leave these fields blank.

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

To set up authentication for internet access:

1. From the Vision Navigation menu, click **Configuration** » **General System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Internet Authentication** area, enter information in the **Domain**, **Username**, and **Password** fields.
4. Click **Save**.

Set Up Alert Polling Interval

Activity alerts remind you of things such as calendar events or project tasks to be assigned or approved. The polling interval that you specify determines how often, in seconds, alert activity is checked.

The polling interval that you set up in General System Settings applies only to CRM activity alerts. For all other alerts, the polling interval is system-set.

To set up the alert polling interval

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Polling interval for alerts (seconds)** field in the **Activity Settings** area, enter the polling interval, in seconds.

   The value that you enter here must be greater than 0. Deltek recommends a value of at least 60.
4. Click **Save**.

Allow Calendar Sharing

If you enable the sharing feature, users can share their Activity Calendar data with each other.

Each employee can specify which other users can have access to his or her Activity Calendar. These users can open and view the employee's Activity Calendar using the Calendar and Activities application. The employee can also determine which access rights these other users have.

To allow Activity Calendar sharing:

1. From the Vision Navigation menu, click **Configuration** » **General System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the Activity Settings area, select the **Allow users to share their calendar** option.

   If you allow users to share Activity Calendars, three additional options display in the View menu:

   - **Share Calendar**
   - **Open Calendar**
   - **My Calendar**
4. Click **Save**.

Set Up Default Fonts for the Text Editor

In General System Settings, you specify the default font and size that the Text Editor uses whenever someone enters text in a memo, comment, note, description, or proposal field.

The default font and text size are also used in reports that include these fields.

When you select a new default font and size in General System Settings, any text that was entered using the previous default font and size is changed automatically to the new default font and size. Any text that was previously entered using a font and size that differed from the default will not be changed to the new default font and size. You can still change the font or size for a specific text field at any time. Open the Text Editor in that field and change the font or size for the specific entry.

To set the default font and text size for the Text Editor:

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

2. On the General System Settings form, click the Miscellaneous tab.
3. In the Text Editor Font Defaults section, select the default font and text size.
4. Click **Save**.

Set Up Default Location for MODI Attachments

Use Microsoft Office and Desktop Integration (MODI) to integrate Vision information with Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. You can set up a default location for MODI email attachments. You can also save MODI email attachments to a specific location, write a description for the attachment, and associate the attachment with an activity.

To set up a default location for MODI email attachments:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Default Attachment Save Location (MODI)** field, enter the default network location.
4. Click **Save**.

Set Up the XE.Com Exchange Rates Service

If you use multiple currencies, you can schedule and automate the updating of exchange rates. Deltek partners with XE.com, an online foreign exchange tools and services company, to supply up-to-date exchange rates to Vision users.

Use the XE.com service to:

- Choose as few or as many currencies as you want.
- Select the time of day and time zone at which your rates are updated.
- Download currencies up to nine times a week (once a day, plus two "grace" downloads in the event a daily download gets corrupted).

To use the XE.com Exchange Rate Service:

Step	Refer to this help topic:
Communicate with XE.com directly to set up licensing information in Vision.	Set Up Licensing Information for the XE.Com Currency Exchange Rate
Configure the XE.com Rates Tab in Vision.	XE.com Rates Tab
Use the Daily Exchange Rates form to download rates, schedule the rate download, and specify an exchange date.	Daily Exchange Rates Form

Disclaimer

When you click the www.XE.com link, you enter a third party Web site. You do so at your own risk. Deltek is not responsible for your entrance into the third party Web site or use of the services offered therein.

Set Up Licensing Information for Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service that you can incorporate into Vision's Daily Exchange Rates feature.

To enter licensing information for XE.com, complete the following steps:

1. Determine how to set up your license:
   - **New XE.com license** — You must contract with XE.com before setting up licensing information in Vision. Click here to register with XE.com. Reference **Deltek Vision** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.
   - **Existing XE.com license** — If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required for use with Vision 7.6. These APIs replace the datafeed method that was used in all prior versions of Vision. Click here to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

   Disclaimer

   When you click the www.XE.com link, you leave the Vision software and enter a third-party Web site. You enter the third-party Web site at your own risk. Deltek is not responsible for your entrance into the third-party Web site or use of the services offered therein.
2. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
3. On the General System Settings form, click the XE.com Rates tab.

   If you have a prior version of an XE.com license, the XE Licenses grid displays with the previous XE license information in the **Account ID** and **Description** columns. Select each row that contains a previous license and click **Delete**.
4. Enter the **Account ID** and associated **API Key** for your license that was provided by XE.com.
   You can only enter one license on the XE.com Rates tab.
5. Enter a **Description** for the license.
6. Use the **Currencies** grid to specify the rate combinations for the license entered in the XE Licenses grid.
   You can **Insert** and **Delete** currencies on this grid.

   Because the API can support multiple currency combinations, you can insert as many currency combinations as needed, but you cannot enter the same combination more than once.

   The currency options that are available are based on the currencies that are enabled for all companies.
7. Click **Save**.

Fields and Options

You establish general system settings in General Configuration.

General System Settings Form

Use the General System Settings form to establish settings used across your company, such as automatic numbering and audit trail options.

Display the General System Settings Form

You display the General System Settings from in General Configuration.

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.

Lookups Tab of General System Settings Form

Use the Lookups tab to configure lookups, dashboards, and Info Center grid views.

Contents

Field	Description
Allow user to automatically retrieve records in lookups	If you select this check box, Vision controls whether records are automatically retrieved when lookups are initially opened. If the option is not selected, Vision does not retrieve records automatically in lookups. You can determine whether Vision retrieves records automatically when you open a lookup. To do this, click **Options** on the Vision title bar, select the General tab, and select the **Automatically retrieve records when opening lookups** option. If your company has a large database, you may not want to select this option because retrieving records may take some time.
Search on Active employees only when using employee quick lookup	Select this check box to display only active employees when using the search function of the Employee quick lookup. If you use Multicompany feature and select this option, the lookup will also include the company code for each active employee record. This is useful when an employee is associated with multiple companies and you only want to search on the active records.
Search on client name and contact name in contacts	Select this option to search for a contact using the client name and to include client names in the search results when searching via the Contact Info Center lookup.

Field	Description
info center quick lookup (only search on contact name when unchecked)	
Use lookup limits	Select this check box to control the number of records displayed at one time in the results grid in a lookup dialog box. This setting affects all lookups. If your company has a large database, you may want to limit the number of records displayed because retrieval may take some time. When you select this check box and enter number in the **Maximum number of records** field below the check box, the following items display on a lookup dialog box after you click the **Search** button: ▪ **Show Results (x-xx)** displays above the results grid on the right side of the lookup dialog box. It helps you know your place in the list of records since you cannot see or scroll through them all at one time. Use the right or left arrow beside this text to scroll through and view the next or previous set of retrieved records in the lookup grid. ▪ **Get Total Rows** text displays in the lower right corner of the lookup dialog box. Click the text to display the total record count for the search results. The **Get Total Rows** text is replaced with **Total Rows** text when you click it.
Maximum number of records	If you selected the **Use lookup limits** check box, enter the maximum number of records to display at one time in the results grid in a lookup dialog box. For example, if you enter a maximum of 12 and a lookup returns 75 records, only 12 records will display in the grid at one time.
Use Dashboard lookup limits	Select this check box to limit the number of records that display at one time in the grid for dashparts. In the field below this check box, enter the maximum number of records to display at one time. These settings affect all dashparts. However, they apply only when Saved Searches are used in dashparts.
Maximum number of Dashboard records	If you selected the **Use Dashboard lookup limits** check box, enter the maximum number of records to display at one time in your dashparts. For example, if you enter a limit of 5 and you have 10 records in a dashpart, only 5 will display at a time. When you set this limit, you click on the dashpart's **<<Previous X Records** or **Next X Records >>** hyperlink below the grid to view the next or previous group of records (**X** is the maximum number of records you can view at a time).
List View Settings section: Maximum fields selected	Enter the maximum number of fields that you want to be able to see in the List View in Info Centers. In an Info Center, you select any of the fields that you want included in the List View up to this number.

Email Tab of General System Settings Form

Use the Email tab to configure system-wide options for sending email messages for alerts or errors.

Contents

Field	Description
Email Server	Enter the host name or IP address of an SMTP-compliant email server.
Port	Enter the SMTP port that the SMTP server that you entered above uses .
Use TLS	If you use an email provider, such as Microsoft Office 365, that uses TLS (Transport Layer Security) encryption, select this check box. When you select this check box, enter the following on the Email tab: ▪ In the **Email Server** field, enter the address of the SMTP server, such as **smtp-mail.outlook.com** if you use Office 365. ▪ In the **Port** field, enter **25**. In some cases, port 25 or 587 may be required. ▪ In the **Username** and **Password** fields, enter a username and password if they are required by your email provider for sending emails via SMTP. For example, enter your Office 365 username and password if you use Office 365. If you use smtp.office365 or other SMTP vendors who require that an existing account must match the email address in the **From** field of emails from Vision, then you may need to create or rename an account/mailbox to match the two default sender email addresses used in Vision. The two default email addresses are derived by taking the email address that is entered in the **Default Sender** field on the Email tab in General System Settings and adding the following prefixes to it: ▪ **Deltek_**: Invoice Approval and Billing Transfer email alerts use this prefix. ▪ **DeltekAdmin_**: All other Vision applications use this prefix. For example, if you enter IT@webb.com in the **Default Sender** field, the default sender email addresses are DeltekAdmin_IT@webb.com and Deltek_IT@webb.com.
Add DeltekAdmin_ Prefix to the Default Sender Email Address	This option is selected by default and, for email authentication, automatically inserts the prefix **DeltekAdmin_** to the sender's email messages. This allows the recipient to validate the authenticity of the sender. Clear this option to remove the prefix from emails.
Email Size Limit	Enter the maximum email message size limit, in Megabytes (MB). For example, if you enter 10, you cannot send emails larger than 10 MBs.

Field	Description
Number of Emails to Send at Once	Select this option to specify the number of email messages that can be sent at one time. This organizes the emails into groups of batches. For example, enter 100 to send emails in batches of 100. If there is a timesheet due alert that will be sent to 500 users, then 5 batches of 100 emails will be sent.
Default Sender	Enter the default email address that you want to use when emails are sent by Vision. Vision also uses this address if an employee sends an email message from within Vision and that employee does not have an associated email address.
Use Default Sender for Default Reply To	Select this option if you want the Reply email address (the address that displays when you click **Reply**) to be the same as the email address you entered in the **Default Sender** field. Do not select this option if you want the Reply address to be different from the address you entered in the **Default Sender** field. In this case, enter a different address in the **Default Reply To** field.
Default Reply To	Enter a default Reply email address that displays when you click **Reply**.
Default Help Desk	Use this field to funnel all Vision help desk inquiries to a single email address. Vision uses the address you enter here to route any email messages that users send via **Help** » **Help Desk**.
Username (optional)	If your SMTP server requires domain authentication, enter the username in this field. This is a domain username, not a Vision username.
Password (optional)	If your SMTP server requires domain authentication, enter the password (that matches the domain username above) in this field. This is a domain password, not a Vision password.
Application URL	Enter your company's entire URL. For example: http://vision.deltek.com. This field is required if you want alert emails to work in Vision.
iAccess URL	If you are using Deltek iAccess, enter your company's iAccess URL to connect Vision to iAccess. This enables you to click the **iAccess** option on the Vision toolbar to open iAccess, and it enables Vision to provide links to iAccess in alert emails.

Servers Tab of General System Settings Form

Use the Servers tab to configure process queues and application servers.

Contents

Field	Description
Retain job history for x days	Select this option if you want to save history for completed processes in the queue. The default for this field is to retain process history. If you do not retain process history, process entries are deleted from the queue after they run, fail, or get cancelled. If the process entry has an alert pending, the process entry is deleted after the submitter has been notified. If you do retain process history, process entries are deleted from the queue after the number of days that you enter in this field. If the job has an alert pending, the process entry is deleted after the specified number of days and only after the submitter has been notified. Deltek strongly recommends that you **do not** enter zero, which saves the process history indefinitely.
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 processing runs. Deltek strongly recommends that you **do not** enter zero, which saves the reports indefinitely.
Process Queues Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Name	Enter a name by which to identify this process queue. The queue name should be descriptive. This name displays wherever process queue information is displayed and may be selected.
Dedicated Server	If you want to dedicate a queue to a specific server, select the server from the drop-down list. Only that process server will run jobs on that queue. This is useful if you want a particular machine to run jobs of a particular type. For example, you may want all large jobs to run on the most powerful machine.
Max	Enter the maximum number of jobs that will run concurrently in this queue, regardless of how many jobs are actually in the queue. Enter zero for no limit.

Field	Description
Priority	Enter the priority of the process queue, zero being the highest priority.
Status	This field displays the status of the queue, either Running or Stopped. Status is determined by whether you click **Pause** or **Continue**.
Application Servers: Server Name	This field displays the names of existing application servers and allows you to enter a new server name. You can enter the name of the server on which the Process Server Service is running. If you leave **Server Name** blank, Vision assumes that the Process Server Service is running on the Web Server.

Labels Tab of General System Settings Form

Use the Labels tab to rename key fields to reflect the terminology used in your industry or firm. The new names display on forms, fields, reports, and so on.

Contents

Field	Description
User Defined Labels Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
System Label	This field displays the default system label used throughout the applications.
Label	Enter a different name to use instead of the default system label. Depending on the length of the label, it may wrap to a second line on reports or bills. Do not use single quotes (') or double quotes (") in your labels.

Numbering Tab of General System Settings Form

Use the Numbering tab of General System Settings to view the current formats for your firm's record identification numbers, and to set up auto numbering for records.

You can set up auto numbering for the Project, Employee, Vendor, Client, Opportunity, Marketing Campaign, and Equipment Info Centers. You can also set up numbering formats for user-defined components. When you create a user-defined Info Center that includes a **Number** field, a row is added to the Numbering tab, and you can define the numbering structure for the new Info Center.

To change the length and format of key fields, use the Key Formats utility.

Contents

Field	Description
System Numbering Format Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
System Label	This field displays the system label.
Length	This field displays the specified length of the system label.
Leading Zeros	This field displays the position of leading zeros.
First Delimiter	This field displays the position of the first delimiter.
First Delimiter Position	This field displays the location of the first delimiter position.
Second Delimiter	This field displays the position of the second delimiter.
Second Delimiter Position	This field displays the location of the second delimiter position.

Field	Description
Auto Number Source	If you use the auto numbering feature, select one of the following options as the source for the auto numbering. These options let you create custom formats for your auto numbers. ▪ **Custom Method** ▪ **Expression** ▪ **Stored Procedure** ▪ **Web Service** ▪ **<None>** — Select this option to disable auto numbering for the associated Info Center. When you select **<None>**, the column remains blank to indicate that no **Auto Number Source** is assigned.
Auto Number Format	If a value is selected in the **Auto Number Source** column, then the **Auto Number Format** column is enabled and required. If no value is selected in the **Auto Number Source** column, then the **Auto Number Format** column is disabled. When you click in this column, a detail button displays. Click this button to open a dialog box that reflects your selection in the **Auto Number Source** column. After a format is defined, **<auto number defined>** displays in this column.
Allow Override of Auto Number	Select **Allow Override of Auto Number** to allow the user to enter a different number before the auto number is generated for a record. When you enter a non-automatic number, Vision checks for duplicate records and, if it detects one, displays the Potential Duplicate Records Found dialog box. This dialog box identifies the name and number of the existing record that exactly matches the number that you are trying to add. If an auto number has been generated, you must run a Key Conversion to change the number.

XE.Com Rates Tab of General System Settings Form

If you use the Multicurrency feature, you can schedule and automate the updating of exchange rates. Deltek partners with XE.com, an online foreign exchange tools and services company, to supply up-to-date exchange rates to Vision users. After you establish a contract and payment process with XE.com, you can use the XE.com Rates tab of General System Settings to enter configuration settings.

Contract with XE.com to Get Data

To set up license information on the XE.com Rates tab in Vision, you must first contract with XE.com either for a new or existing license:

- **New XE.com license** — You must contract with XE.com before setting up licensing information in Vision. Click here to register with XE.com. Reference **Deltek Vision** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.

- **Existing XE.com license** — If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required for use with Vision 7.6. These APIs replace the datafeed method that was used in all prior versions of Vision. Click here to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

Disclaimer

When you click the www.XE.com link, you leave the Vision software and enter a third-party Web site. You enter the third-party Web site at your own risk. Deltek is not responsible for your entrance into the third-party Web site or use of the services offered therein.

Contents

Field	Description
Allow Exchange Rate API to Overwrite Existing Exchange Rates	Select this option if you want Vision to overwrite an exchange rate when a currency exchange rate already exists for the particular currency pair and date.
XE Licenses Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new XE.com license in the grid. Vision 7.6 only allows one active API for each XE.com license.
Delete	To delete a license from the grid, select the license's row and click this option. If you are upgrading from a prior version to Vision 7.6, you must delete any existing XE.com licenses from this grid before inserting a new license.
Account ID	XE.com sends an email message with the Account ID and the associated API Key when you complete your licensing agreement. Enter the account name for the license in this field.

Field	Description
API Key	XE.com sends an email message with the Account Name and the associated API Key when you complete your licensing agreement. Enter the API Key for the license in this field.
Description	Enter the description of the license.

Currencies Grid

Use this grid to specify the exchange rate between two currencies.

Field	Description
Currencies Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a From/To currency combination on the grid. The currencies that are included in the drop-down list are those that are enabled for all companies.
Delete	To delete a From/To currency combination from the grid, select the currency's row and click this option.
From/To	Use the **From** and **To** drop-downs to specify the exchange rates from one currency to another. The currencies that are included in the drop-down list are those that are enabled for all companies.

Document Management Tab of General System Settings Form

Use the Document Management tab to enable the Document Management feature. When you add or modify information on this tab, you must save it. When you save it, the SharePoint Server entered in the **Server** field becomes the active SharePoint Server for Vision.

Contents

Field	Description
Enable Document Management	Select this option to turn on Document Management functionality. After you enable Document Management, the Document Management tabs display in all Info Centers except the Units and Accounts Info Centers.

Field	Description
Server Name/IP	Enter the URL/Web address where Windows SharePoint Services are installed. You can enter values such as "servername:port" in this field. If you enter any protocol prefixes (http, https) or subsite paths, Vision removes them. If you enter a port number, Vision removes it and instead displays it in the **Virtual Server Port** field. To select subsites, click **Retrieve Sites**. For example, if you enter "http://servername:port/subsite" and leave the field, the value becomes "servername" and the port displays in the **Virtual Server Port** field.
Virtual Server Port	Enter the port number associated with the server referenced in the **Server name/IP** field. This should be port 80.
Current Site	Click to select a site.
Test Site	Click this button to verify that the current site can be successfully accessed.
View Site	Click this button to validate that the site you want to use is actually extended and managed by SharePoint.
New Site	Click this button to add a new site. A dialog box displays that allows you to add new site information.

Audit Trail Tab of General System Settings Form

Use the Audit Trail tab to enable and set up the Audit Trail feature.

Contents

Info Center / User Activity Audit Trail

Use this group box to enter audit trail settings.

Field	Description
Number of days to retain audit history	Enter the number of days for which you want to retain audit trail information for your info centers. If the value in this field is reduced, then records that are older than the new value will be deleted upon save. For example, if the value for this field is 20, then all audit trail information older than 20 days will be deleted. If the value for this field is reduced to 10 from 20, then all audit trail information older than 10 days will be deleted upon save. This option does not apply to configuration audits.
Log User Activity	Select this option to track user log in and log out time stamps in the User Activity Utility. If this option is selected, the User Activity grid displays the **Log In** and **Log Out** columns in place of the **Application** and **Last Activity** columns. The **Last Activity** field below the User Activity grid will also be replaced with the **Logout Time** field.

Field	Description
	Consequently, selecting this option clears all existing application activity logs from the system.
Enable Info Center Audit Trail	Select this option to enable the Audit Trail feature. Selecting this option will enable the info center check boxes. Enable user activity monitoring for an Info Center by selecting the corresponding check box. ▪ Activities ▪ Billing Terms ▪ Chart of Accounts ▪ Clients ▪ Contacts ▪ Employees ▪ Leads ▪ Marketing Campaigns ▪ Projects ▪ Opportunities ▪ Text Libraries ▪ Units ▪ Vendors
User Defined Components Grid	▪ **Application**: This list displays the applications that you can audit. The list is based on the modules that you own and any user-defined components that are available. ▪ **Audit**: Select the check box to enable audit tracking for the user-defined component beside it.
Audit only key fields when deleting main records	The Audit Trail feature has the ability to track only key values when you delete main records from Info Centers. If you select this option and a main Info Center record is deleted (for example, an Employee), then only key columns are tracked. If you do not select this option, then all columns of the main record and all rows of all subsidiary tables are tracked.

Configuration Audit Trail

Use this group box to enable an audit trail for specific Configuration screens and for Screen Designer security. When you enable these options, Vision tracks any insertions, deletions, and changes made.

The log files for the Audit Trail Tab are not removed automatically. You must use the Configuration Audit Purge utility to remove these logs.

Field	Description
Enable Configuration Audit Trail	Select this option to enable audit trail configuration, which allows you to determine how audit trail changes are tracked in specific Vision areas. ▪ **Roles**: Select this option to track the insertions, deletions, and changes made to **Configuration** » **Security** » **Roles**. ▪ **Screen Designer**: Select this option to track changes made to **Hidden**, **Locked**, or **Required** field values in the Screen Designer. ▪ **Users**: Select this option to track the insertions, deletions, and changes made to **Configuration** » **Security** » **Users**. ▪ **Exchange Rates**: This option is available if your firm uses the Multicurrency feature. Select this option to track the insertions, deletions, and changes made to **Configuration** » **General** » **Daily Exchange Rates** and **Configuration** » **General** » **Period Exchange Rates**. ▪ **Open and Close Periods**: Select this option to track the changes made to **Utilities** » **Period Setup** or **Utilities** » **Open New Period**.

Azure Active Directory Tab of General System Settings Form

Use this tab to enter settings that will interface with Microsoft Azure Active Directory (Azure AD) to provide single sign-on for the Vision cloud offering, Deltek First Vision Essentials, or on-premise Vision.

Single sign-on allows users to log onto Vision using their Windows user name and password instead of a Vision user name and password when your company's Active Directory domain is hosted within the Microsoft Azure cloud. Azure AD allows you to securely synchronize your users' network credential information to the cloud.

Single sign-on support does not affect or replace the Windows Authentication functionality available natively within Vision for on-premise customers. Instead, it expands functionality for First Vision Essentials and broadens single sign-on support for on-premise Vision.

Before you enter information on this tab, you must complete the configuration steps described in one of the following guides:

- *Deltek First Vision Essentials Administrator Guide*, for customers who access Vision via the Deltek cloud
- *Deltek Technical Installation Guide*, for customers who have Vision deployed on-premise

These configuration steps include:

1. Signing up for a Microsoft Azure AD account.
2. Completing single sign-on configuration in Azure AD.

Contents

Field	Description
Windows Azure Active Directory Integration Section	After you complete the single sign-on configuration in Azure AD, complete the following fields on this tab: ▪ **Domain Name (Tenant)** ▪ **Client ID** ▪ **Server Client ID** ▪ **Server Key (Secret)** ▪ **Authentication type** For specific instructions about what to enter in these fields, see one of the following guides: ▪ *Deltek First Vision Essentials Administrator Guide*, for customers who access Vision via the Deltek cloud ▪ *Deltek Technical Installation Guide*, for customers who have Vision deployed on-premise

Miscellaneous Tab of General System Settings Form

Use the Miscellaneous tab of General System Settings to enter various system-wide settings, including enabling workflow logs and instant messaging, setting polling intervals for alerts, and setting the default font for the Text Editor.

Contents

Workflow

Field	Description
Enable Workflow Log	Select this option to enable the Workflow log. If you choose to log workflow actions, the log records the progress of each workflow, such as when events start, and when individual actions succeed, fail, or are not executed because defined conditions are not met. This log is mainly used as a troubleshooting tool to determine why workflow alerts do or do not work correctly.
Number of days to retain log	If you selected the **Enable Workflow Log** option, enter the number of days that you want workflow actions retained.
Web Service Timeout (seconds)	The default duration for web service timeout is 100 seconds. Use this field to prolong the duration before web service timeout. Enter 0 or make it blank to make the duration infinite.
Allow APIs to Trigger Workflow	Select this option to allow regular workflows to be triggered from an API (for example, when a new employee is hired and imported into Vision).

Internet Authentication

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

Activity Settings

Field	Description
Polling Interval for Alerts	Activity alerts are designed to remind you of calendar events, tasks to be assigned or approved, and the need to submit timesheets, expense reports, and project budgets. The polling interval that you specify determines how often Vision checks for alert activity. Enter the polling interval in seconds. The value you enter must be greater than 0. Deltek recommends a value of 6; however, it can be higher if needed.
Allow Users to Share Their Calendars	Select this option to allow calendars to be shared and viewed among Vision users. This option is only available if the CRM application is installed. This option is selected by default.

Text Editor Font Defaults

Specify the default font and size that the Text Editor uses whenever someone enters text in a memo, comment, note, description, or proposal field. The default settings are also used in reports that include these fields.

Changing the default font and size does not change any existing text in these fields. The new font and size apply only to text that you enter after you make the change.

Field	Description
Font	Use this field to select the default font.
Size	use this field to select the default size.

Field	Description
Default Attachment Save Location (MODI)	If your company uses Microsoft Office and Desktop Integration (MODI), you can use this field to set up a system default location for email message attachments.

Field	Description
Enable Instant Messaging	Select this option to enable the Instant Message and Email feature. You can click the icon next to an employee's name to use the Employee lookup to send an Instant Message or an email message directly to that employee in the Vision database.
Application Session Timeout (Minutes)	Enter the amount of idle time after which a user will be prompted to log back into Vision. A blank value indicates that no timeout exists, and users will not be required to log back into Vision, no matter how long they have been idle.

Online Help

Field	Description
Type of Help	Select the type of online help that you want users to access in Vision. This setting also applies to the iAccess for Vision help if you use iAccess for Vision.
Support Username	This option is available if **Hosted** is the designated type of online help. Hosted help requires that the Vision Administrator enter a Deltek Customer Care Connect site username, which will allow any user to access online help that matches the version of software that the firm is using. When the users log into the help for the first time, they must enter this username. After their initial log in, the online help will be accessible without entering the username.
Support Password	This option is available if you select **Hosted** is the designated type of online help. The Vision Administrator enters the matching Deltek Customer Care Connect site password that allows any user to access the hosted help for the version of software that your firm is using. When the users log into the help for the first time, they must enter this password. After their initial log in, the online help will be accessible without entering the password.

FILESTREAM

Field	Description
File Size Upload Limit (Megabytes)	This field displays if Vision is configured to allow employees to upload documents for transactions, templates, and Info Centers (it does not apply Adobe InDesign templates). When you upload a document, a copy of the file is stored in Vision. To control the size limit for each file, enter the maximum allowable file size in Megabytes (MB). If the uploaded file exceeds the allowable limit, Vision displays an error message an includes the impacted file names. This field cannot be blank. If you do not enter a maximum file size, Vision defaults to 50MB. The *Deltek Vision Advanced Technical Installation Guide* provides a system administrator with the instructions on how to enable FILESTREAM (a Microsoft SQL Server feature), which allows you to store the uploaded documents.

Export Reports as Files

The following export options allow you to save reports, including invoices, on the Vision application server or a server of your choice.

Field	Description
Export Reports as Files drop-down	Use these options to select the type of export process, if any, that you want to apply to Vision reports including Billing invoices: ▪ **Do Not Allow Reports to be Exported** — Select this option if reports will not be exported. ▪ **Allow Reports to be Exported to Application Server** — Select this option to export reports to a file on the application server. The export process occurs when the **Export Reports as Files When Printing** option is selected on the Print Setup dialog box. On this dialog box, you can define the format for saving the report. For example, you might want to save an invoice file on the application server when the invoice is final printed but not when the draft invoice is created. ▪ **Allow Reports to be Uploaded via SFTP** — Select this option to use Secure File Transfer Protocol (SFTP) to export and save invoices to an application server of your choice. When you choose to upload via SFTP, Vision enables options so that you can specify the **SFTP Host Name**, **User Name**, and **Password** to ensure that your files are securely transferred to the appropriate location. The export process occurs when the **Upload Reports via SFTP when Printing** option is selected on the Printer dialog box. On this dialog box, you can define the format for saving the report. For example, for Billing Invoices you might want to save an invoice file on the application server when the invoice is final printed but not when the draft invoice is created. For additional information on implementing SFTP with Microsoft IIS, see: http://www.iis.net/learn/publish/using-the-ftp-service/using-ftp-over-ssl-in-iis-7 If you do not use Microsoft IIS for SFTP, refer to your vendor's documentation for additional information.
SFTP Host Name	If **Allow Reports to be Uploaded via SFTP** is selected for **Export Reports as Files**, use this field to record the name of the SFTP host.
SFTP Username	If **Allow Reports to be Uploaded via SFTP** is selected for **Export Reports as Files**, use this field to record the SFTP username.
SFTP Password	If **Allow Reports to be Uploaded via SFTP** is selected for **Export Reports as Files**, use this field to record the SFTP password.

Field	Description
Kona Account Key	To enable the options in the Opportunity and Project Info Centers to link an opportunity or project to a Kona space, enter your Kona Business token or oAuth

Field	Description
	client ID in this field. You can obtain the oAuth client ID from your Kona business administrator. If you enter a token, you can have Vision create a Kona space when you add a project, link that space to the project, and automatically make the space available in the Project Info Center when you or other members of the space display the project record. Similarly, you can have Vision create, link, and display spaces for opportunities in the Opportunity Info Center. Employees listed on the Team tab when you save the project or opportunity initially are automatically invited to join the Kona space. Entering the token in this field also gives you the option to link projects or opportunities to existing Kona spaces. If you are using iAccess for Vision, you can link a Kona space to a project. You must enable the **Kona Account Key** here in order to do so. If you leave this field blank, Kona spaces cannot be linked directly to specific projects or opportunities. The only available access to Kona from Vision in that case is through the **Kona** option on the main Vision toolbar. If no token is entered in this field, that option simply launches Kona. **Prerequisites**: For an employee to be able to use the Kona integration features in the Info Centers, the following must be true: ▪ Their Vision access rights must give them access to the project or opportunity record. ▪ They must be set up as a user of the firm's Kona Business account. ▪ They must log on to Kona on the Misc tab of the User Options dialog box in Vision. ▪ If they are not the space owner, they must be invited to join, and accept membership in, the Kona space for the project or opportunity. ▪ They must be using Microsoft® Internet Explorer® 9 or a later version.
Kona Account Secret	Enter your corresponding oAuth client secret for the oAuth client ID that you entered on the **Kona Account Key** field. You can obtain the oAuth client secret from your Kona business administrator.

Custom Method Configuration for Auto Numbering Dialog Box

Use the Custom Method action to call a custom DLL to provide auto numbering information. For the auto numbering feature, the Custom Method must return one value of type **String**. You cannot use a subroutine to create this value.

This dialog box requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact Deltek Customer Care for assistance.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. Click the Numbering tab.
3. In the **Numbering** grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Custom Method**.
5. In the **Auto Number Format** box, click the detail ... button.

Contents

Field	Description
Assembly	Select the name of the actual Microsoft .NET assembly or the DLL that consists of the custom method that is being invoked. All assemblies located in the AutoNumber directory under the Vision install directory are listed here. Assemblies or DLLs that are used for custom methods are required to be placed in the above mentioned directory. Vision does not provide the option of using an assembly that is located elsewhere.
Class	When a specific assembly is selected from the list, Vision automatically reads the assembly and loads the Class drop-down with a list of classes available in the assembly.
Method	The drop-down list for this field lists the methods (functions or subs) available in the selected class. The method that you select will be used when auto numbering conditions are met.
Arguments Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Arguments	The list of arguments populates based on the **Method** selected. ▪ **Name**: This is the name of the parameter for the method. ▪ **Value**: This is the SQL expression, which Vision uses to determine the value of the argument at run time. Click in this field to display the SQL Expression Builder to define the values.
Test Method	This button becomes active when the **Assembly**, **Class**, and **Method** fields are populated. Use it to test the custom methods that you have written for auto

Field	Description
	numbering. When you click this button, Vision displays a dialog box that contains all the arguments for the method. You can only enter literal values for each of the arguments. Vision converts values to the appropriate data type at run time.

Expression Configuration for Auto Numbering Dialog Box

Use the Expression Configuration for Auto Numbering dialog box to create new identification numbers automatically, based on existing fields in the selected Info Center. When you use Expressions, you can create an auto number format based on any of the fields in the Projects, Employees, Vendors, Clients, Opportunities, and Marketing Campaigns Info Centers.

This dialog box includes a **Sample Value** field which changes to reflect the selections made in the Employee Auto Number Format grid. Refer to the **Sample Value** field each time that you change the auto number structure to view a sample of the new numbering format.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. Click the Numbering tab.
3. In the **Auto Number Source** field, select **Expression** from the drop-down list.
4. In the **Auto Number** format box, click ....

Contents

Field	Description
Charge Type	This drop-down list is only available for the Project Info Center and only when Accounting is enabled. Select **Overhead**, **Regular**, or **Promotional** and create different auto numbering rules for each specific charge type.
Auto Number Format Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Auto Number Format Grid

Use the Auto Number Format grid to specify the values for the auto number expression. These values configure the format for the auto number.

- The rows in this grid dictate the order in which the fields are used to populate the auto number
- Each time you insert, delete, or move a grid row, the **Sample Value** updates to reflect the change. If the number has one or two delimiters in Key Formats, then this delimiter automatically displays in the appropriate position.
- If you attempt to save the auto format but it does not match the existing key format established for the respective Info Center, then an error message prompts you to change the key format before you can apply the auto number format.

Field	Description
Insert	Inserts a blank row on the grid. You can have a maximum of five rows on the Auto Number Format grid.
Copy	Copies the current row and places it on the next row of the grid.
Delete	Deletes the current row from the grid. You must confirm the deletion. Click **Yes** to delete.
Move Up	Moves the selected row up, one row at a time, within the grid. The rows in this grid dictate the order in which the fields are used to populate the auto number.
Move Down	Moves the selected row down, one row at a time, within the grid. The rows in this grid dictate the order in which the fields are used to populate the auto number.
Item	Use this drop-down list to select the field to use as a basis for the auto number.
Default Value Description	Enter a default value description for the item. If you select a **Default Value** from a code table, then **Default Value Description** automatically populates with the description of that value. For example, if you base a number on the States code table and choose MD as the **Default Value**, Maryland displays as the description. This field gives meaning to the **Default Value**. If you base the field on any other type of field, then this field is required and you can enter any text.
Default Value	Enter the default value for the item. This value displays in the desired position within the auto number sample. The default value is used in the auto number when that item is blank for that record or if the value in that item is not listed in Map Values. For example, if the auto number is based on **Project Type** and a record has no value in the **Project Type** field, then the default value is used.

Field	Description
	If the **Default Value** selected is from a code table, Vision automatically populates the **Default Value Description** with the description of that value. For example, if you base a number on the States code table and choose MD as the **Default Value**, then Maryland displays as the description. If the field specified for the auto number is not completed on a new record when the user clicks **Save**, then the default value is used.
Actual Length	This field displays the full length of the selected Item.
Start Position	Enter the position at which Vision begins populating the number. For example, if the **Start Position** is **3**, then the first two characters of that item are ignored and the auto number begins populating with the third character. The default Start Position is **1**. This field is disabled if values were established in the **Map Values** column.
Length Used in Number	This field defaults to the actual length used for the number. You can modify this length to use only part of the field in the code. This field's maximum is equal to the length defined in the **Actual Length** field. This field is disabled if values were established in the **Map Values** column.
Map Values	Use this field to map values for lookups, drop-downs, check boxes, and the current month and year. Mapping values creates a relationship between data where Vision substitutes the map value instead of the actual value entered in a field. This enables better customization of the auto number to match your business requirements. When values are mapped, the **Length Used in Number** and **Start Position** grid columns are disabled and remain disabled until the value in the **Map Values** field is removed. Click to access the Value Map dialog box. Use this dialog box to define the values and associated numbers to merge into a code. The grid has two columns: ▪ **Value in Vision**: Click to access the lookup related to the current item in the Auto Number Format grid. Select the value that you want to map. ▪ **Value for Use in Number**: Enter a value for each Value in Vision listed. You can enter the same value for multiple values, to merge them into one code. For example, you can specify the value ED for the education project types, K-12 and College. After you map and save the values, the **Map Value** column displays **<Values Mapped>**. The user can delete rows from this grid if the default value should be used for that value.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Reset Sequence</td><td>Use Reset Sequence to determine if that field is used when resetting the numbering sequence.

For example, If the auto number is based on the project type and the Reset Sequence option is selected, then the Auto Number resets when the project type changes.
<table>
<tr><th>Project</th><th>Type</th><th>Auto Number</th></tr>
<tr><td>Project 1</td><td>HC</td><td>HC000</td></tr>
<tr><td>Project 2</td><td>HC</td><td>HC001</td></tr>
<tr><td>Project 3</td><td>ED</td><td>ED000</td></tr>
<tr><td>Project 4</td><td>ED</td><td>ED001</td></tr>
<tr><td>Project 5</td><td>XR</td><td>XR000</td></tr>
</table>
However, for the same projects, if the Reset Sequence option is NOT selected, the auto numbering is sequential regardless of Project Type.
<table>
<tr><th>Project</th><th>Type</th><th>Auto Number</th></tr>
<tr><td>Project 1</td><td>HC</td><td>HC000</td></tr>
<tr><td>Project 2</td><td>HC</td><td>HC001</td></tr>
<tr><td>Project 3</td><td>ED</td><td>ED002</td></tr>
<tr><td>Project 4</td><td>ED</td><td>ED003</td></tr>
<tr><td>Project 5</td><td>XR</td><td>XR004</td></tr>
</table></td></tr>
<tr><td>Sequence Number Length</td><td>A sequential number is always added to the end of the auto number. This number is calculated by taking the Info Center number set from the Key Format utility, minus the sum of characters specified in the Info Center field. You may enter a new value in this field, but the value must result in the total number of characters equal to the specified maximum length for the Info Center number.

If the Sequence Number Length is an invalid number (negative or out of the acceptable range), you are prompted to change your entry.</td></tr>
<tr><td>Starting Sequence Number</td><td>Enter a number to use as the starting number for the sequence.</td></tr>
<tr><td>Sequence Number Position</td><td>Enter the number that corresponds to the position where the sequence number starts.</td></tr>
<tr><td>Sample Value</td><td>Refer to this field for a sample value of the auto number, based on the formats entered in the Auto Number Format grid. As you make changes to the rows in the Auto Number Format grid, the Sample Value updates to reflect those changes.</td></tr>
</table>

Stored Procedure Configuration for Auto Numbering Dialog Box

Use the Stored Procedure Configuration for Auto Numbering dialog box to execute a stored procedure on the Vision database. For the Vision auto numbering feature, the stored procedure must return one output parameter.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. Click the Numbering tab.
3. In the **Numbering** grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Stored Procedure**.
5. In the **Auto Number Format** box, click ...

Contents

Field	Description
Stored Procedure	Enter the name of the stored procedure. The arguments for the stored procedure appear in the Arguments grid.
Arguments Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Arguments	The list of arguments populates automatically, based on the stored procedure selected. ▪ **Name**: This is the name of the argument. ▪ **Value**: This is the SQL expression, used to determine the value of the argument at run time. Click the detail ... button in this field to display the SQL Expression Builder to define the values.

Web Service Configuration for Auto Numbering Dialog Box

Use the Web Service action to invoke a Web service to provide auto numbering information. A Web service is a way to call code located on a different machine, via HTTP.

For the auto numbering feature, the Web Service must return one value of the type **String**. Auto numbering ignores any type of warning or error message that is generated.

This dialog box requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact Deltek Customer Care for assistance.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. Click the Numbering tab.
3. In the Numbering grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Web Service** from the drop-down list.
5. In the **Auto Number Format** box, click ....

Contents

Field	Description
Web Service Location	Enter the location of the Web Service, using the Web Services Description Language (WSDL) location of the service. WSDL is an XML language for describing Web services. For example, enter: http://www.webservicex.net/stockquote.asmx?WSDL
Web Methods	When you enter the **Web Service Location**, this field lists the Web methods defined at that Web Service location. Only methods that have simple type arguments, such as string or numeric, are listed here. To refresh the list of available methods, click **Refresh Methods**. Vision goes to the Web Service URL and refreshes the list in this field.
Arguments Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by

Field	Description
	that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Arguments	A list of arguments automatically populates based on the method selected. ▪ **Name**: This is the name of the parameter to the method. ▪ **Value**: This is the SQL expression used to determine the value of the argument at run time. Click the detail button to display the SQL Expression Builder to define the values.
Refresh Methods	Click this button to refresh the list of available methods.

Learn More About...

You may find it helpful to review background information on general configuration features such as processing options, audit trial reporting, and automatic numbering.

Lookup, Dashboard, and Info Center Grid View Options

You can configure Lookups, Dashboards, and Info Center grid views.

The Lookup settings that you select determine how records are retrieved and displayed. You use lookups to locate a record or group of records that share a specific type of data (for example, all of your contacts that live in a particular state). You can also use a lookup to find a single record, such as an employee, with a specific employee number.

Lookups are available whenever displays in the upper-right corner of a field.

Use the Info Center Grid View feature to view records in a grid format. The Grid View Settings determine how records are retrieved and displays them in a grid. Another grid view option, set at the individual level, allows you to control how grids appear on your screen.

Audit Trail Reporting

Use the Audit Trail Reporting feature to keep track of changes made to your Info Center and Configuration records. Audit trails are triggered when users perform update, delete, and insert actions. Auditing also applies to Info Center user-defined components

Audit Trail Reporting is supported at both the record level and the field level. Auditing tracks the following information:

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

Auditing may cause performance issues if numerous changes are made. Auditing is disabled when the Batch Deletes utility runs.

To view audit trails (by record type), select the appropriate audit trail report in the Reporting application or print the report from the Info Center.

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

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

The Audit Trail Reporting feature creates log files for configuration changes. If your security role has the appropriate access rights, you can purge these log files with the Configuration Audit Purge utility.

Process Server Options

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

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

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

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

If you use the Deltek First Vision Essentials cloud version of Vision, the Servers tab may not be available.

Auto Numbering Overview

Vision includes an automatic numbering feature that automatically generates an identification number for new records created in many Info Centers and User-Defined Components.

You can define the structure of the identification numbers to match your business requirements. The Info Centers that use auto numbering are Projects, Employees, Vendors, Clients, Opportunities, Marketing Campaigns, and Equipment. You enable automatic numbering for records on the Numbering tab of the General System Settings form in **Configuration** » **General** » **System Settings**.

When you enable auto numbering for an Info Center and you enter a new record in the Info Center, the number field for the record prefills with **[AUTONUMBER]**. When you save the record, the next auto-assigned number prefills in the number field. You can change the prefilled number only if the **Allow Override of Auto Number** option is selected for the Info Center on the Numbering tab of General System Settings.

An identification number is also generated when you create a new record in any of the following ways:

- Click **New** on the Dashboard.
- Copy another record.
- Click the **New** button in a different Info Center (for example, add a new client from within the Project Info Center).
- Use a template.
- Copy an opportunity to create a project.

When you use automatic numbering for the Equipment Info Center, the automatic numbers are also assigned for equipment items that are automatically generated from Purchasing records and Accounts Payable vouchers.

The auto numbering functionality does not work when a project is created from a project plan because the project, phase, and task numbers must be mapped in Planning before the project record is actually created.

If Vision is set to create an auto number but, for some reason, is unable to generate one, a message displays stating that an auto number cannot be generated and you are prompted to enter one manually. This occurs even if Vision is configured not to allow overriding of the number.

If your firm uses multiple companies, you configure auto numbering at the system level so that it applies to all companies in your enterprise.

Auto Numbering Example

To create new identification numbers in the Client Info Center, you could format the fields as shown in this example.

Enter these values in the first row on the Client Auto Number Format dialog box:

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

The first digit in the **Sample Value** field displays as **7**.

Enter the second row as follows:

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

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

Vision creates the number for a new Client Info Center record and populates the **Number** field as **7EX0000000** because:

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

Map Values Example for Expression Configuration

You can use the **Map Values** field on the Expression Configuration for Auto Numbering dialog box to map values for lookups, drop-downs, check boxes, and the current month and year.

Mapping values creates a relationship between data where the map value is substituted for the value entered in a field. This enables better customization of the auto number to match your business requirements.

For example, assume that you want to generate the first two characters of your employee's auto number based on the employee's regional location in the United States: Northeast, Northwest, Southeast, or Southwest.

To do so, you complete the following actions:

1. Select **EM.State** as an **Item** on the Expression Configuration for Auto Numbering dialog box.
2. Set the **Length Used in Number** field to **2**.
3. Click the **Map Values** column to open the Mapped Values dialog box.
4. In the **Value in Vision** column, insert the states Vermont, New Hampshire, Massachusetts, and Connecticut.
5. Set the **Value for Use in Number** to **NE** for all.
6. Complete the same steps for the states of Florida, Alabama, North Carolina, and South Carolina, but set the **Value for Use in Number** as **SE**.
7. Save your changes.

   When the auto number is generated, the first two numbers are based on the employee's regional location.

Document Management

The Document Management module makes it possible for you to share information by providing a Web-based document collaboration platform for all team members.

With Document Management, team members can store, share, and collaborate on a set of documents for every project, employee, client, or other key record.

See the Document Management section of the help for complete information about enabling, setting up, and using Document Management.

See the *Vision Document Management Installation Guide*, available for download from the Customer Care Connect site, for additional details.

General Company Settings Overview

Use General Company settings to enter your company's name and address and other general information, such as a default phone format.

Name and address information displays at the top of the Vision screens, on your invoices (if Billing is installed), and in the headings of all reports. You can also enable the Payroll module.

If you use multiple currencies, you see an additional Currency tab, where you assign currencies to your company or companies.

If your firm uses multiple companies, you must set up General Company Settings for each company.

How to...

You set up certain things, such as firm name, firm address, and functional currency, on a company-by-company basis.

Set Up General Company Settings

Use General Company settings to specify your company's name and address, set a default address format, and set a default phone format.

You also enable or disable currencies and enable the Payroll module in General Company settings.

To set up general company settings:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Settings**.
2. On the General tab, specify your company's name and address.
3. Complete the information on all the tabs of the General Company Settings form.
4. If your firm uses multiple currencies, enable or disable currencies on the Currency tab.

Option	Description
To add (enable) a currency	Click **Insert**, then select the code that you want to add.
To disable a currency	Select the currency and click **Delete**. After you use an enabled currency, you cannot delete it.

5. Click **Save**.

Postrequisite: If your firm uses multiple companies, click **Utilities** » **Change Company** to select the next company for which you want to set up General Company settings. The name of the active company displays at the top of the General Company Settings form.

Fields and Options

Use the tabs of the General Company Settings form to specify items such as the company address and functional currency.

General Company Settings Form

On a company-wide basis, you establish how your company's name and address appear on screen and reports.

If your firm uses multiple companies, you need to set up General Company settings for each company. To do this, go to **Utilities** » **Change Company** and select the next company for which you want to set up General Company settings. The name of the active company displays at the top of the General Company Settings form.

Display the General Company Settings Form

You display the General Company Settings form in General Configuration.

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Company Settings**.

General Tab of General Company Settings Form

Use the General tab to set up your firm's name and address and set the default address format.

Contents

Firm and Address Information Section

Field	Description
Firm Name	Enter your firm’s name, which displays at the top of the Vision screens, on your invoices (if Billing is installed), and in the headings of all reports.
Byline	Enter the byline of the firm.
Address Line 1 - 4	Enter address information.
Country	This field is used for reports that do not have a **Display Country** option to determine whether the **Country** field displays for a particular record. Existing users will have companies set up with no country. For these users, the reports always display the country on reports.
Company Email	Enter your firm's email address.
Company Phone	Enter your firm's phone number. Click to open the Phone Format dialog box to change the country and phone format.

Miscellaneous Settings Section

Field	Description
Enable Payroll Module	If your company purchased the Payroll module, select this option to enable Payroll.
Default Address Format	Select the default format for the Address fields. If the **Country** and **State/ Province** fields are blank on a record, then the setting in this field determines which address format is used in reports.

Formatting Tab of General Company Settings Form

Use the Formatting tab to set up phone number formats for your company. The formatting information that you enter affects the default settings applied to records created after the information is entered; it does not update existing records.

Contents

Field	Description
Allow No Format	Select this option to allow users to choose **<None>** as the **Country** and **Description** on the Phone Format Selection dialog box.
Default Country	Select the default country for the phone format. This drop-down lists all countries that you have set up in the Phone Format code table. When completing any of the phone fields, a user can change the value that you enter here to another country.
Default Description	There may be more than one format for a country. This field lists all the formats for the country that you selected in the **Default Country** field.

Currency Tab of General Company Settings Form

Use the Currency tab of General Company Settings to assign currencies to your companies. These currencies are available in drop-down lists for **Currency** fields on forms throughout all applications. You can also specify a triangulation currency. This tab only displays if you enabled the Multicurrency feature.

After you select your currencies, you can set up Daily and Period Exchange rates for the currencies.

Contents

Field	Description
Enabled Currencies Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Code	From the drop-down list of all available currencies, select the three-letter code for the currency that you want to add (enable).
Description	This field displays the description for the enabled currency.
Functional Currency	This field displays the functional currency for the company. You set the functional currency when you first enable the Multicurrency feature and you cannot change it.
Triangulation Currency	Select the currency used to perform a triangulation through an intermediate currency, if a direct or inverse exchange rate is not available. See the discussion of "Triangulation Currency and Exchange Rates" in the Concepts help for related information.

User-Defined Components Overview

The User-Defined Components feature enables you to customize existing tabs, fields, and grids in some applications to suit your company's needs. You can also create new Info Centers and define specific properties, fields, grids, labels, and help URLs for those Info Centers.

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

The User-Defined Components feature works differently in Project Planning than in other areas of Vision.

There are two types of tabs:

- **Standard tabs** are tabs that come as part of the product. In User-Defined Components, you can change the names and order of these tabs as well as add user-defined fields and grids to them.
- **User-defined tabs** are tabs that you add to Info Centers, Project Planning, and Activities Manager with the User-Defined Components feature. You can also add user-defined fields and grids to these tabs. User-defined tabs and fields can be used in any situation in which you need to track data that is not a standard part of the application.

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

You might want to create your own tabs or fields for information such as professional affiliations, bonding information, or contract types.

Creating a New User-Defined Info Center

Use the New Info Center and Info Center Properties dialog boxes to create custom, user-defined Info Centers (UDICs) that supplement the standard Info Centers. You can create an Info Center for a specific purpose and include appropriate functionality. You can also link the user-defined Info Center's information to the relevant Vision or Costpoint CRM data, which expedites data entry, reporting, and business processes.

Mapping Fields

The Mapping tab of User-Defined Components allows you to map user-defined fields and grid information between the Opportunity Info Center, Project Info Center, and Project Planning when you complete actions such as creating a project from an opportunity or creating a project from a plan.

Additional User-Defined Capabilities

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

User-Defined Components and the Screen Designer

After you add your tabs, fields, and grids, you can use the Screen Designer to re-arrange tab elements, resize fields and labels, and determine whether you want certain fields hidden or locked, based on Security role.

Procedures

After you add an Info Center, you can add and modify tabs, grids, and fields for it.

Add a New Info Center

You can add a new Info Center with properties that are specific to your organization.

You can link the new Info Center's details to CRM, project, planning, vendor, and employee data, to streamline data entry and reporting.

To add a new Info Center:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User Defined Components**.
2. On the User-Defined Components form, click **New Info Center**.
3. Complete the fields on the Info Center Properties dialog box.
4. Click **Save**.

Postrequisite: Each time that you update the user-defined Info Center, you must re-load it before you run a report that includes data from the user-defined Info Center.

Modify Info Center Properties

After you create and save a user-defined Info Center, you can modify its properties at any time. Properties include the singular and plural labels for the Info Center. You also specify whether or not activities, links, and/or attachments can be included in the Info Center.

To modify an Info Center's properties:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User Defined Components**.
2. On the User-Defined Components form, click **Info Center Properties**.
3. Complete the fields on the Info Center Properties dialog box.
4. Click **Save**.

Add or Modify Tabs

You can add and delete user-defined tabs, modify the sequence of tabs, or change the names of both standard and user-defined tabs.

To add or modify tabs:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. In the **Application** field on the User-Defined Components form, select the application to which you want to add user-defined tabs.
3. Click the Tabs tab, which displays both standard and user-defined tabs for the application that you selected.
4. Position the cursor on the line above the point at which you want to insert a tab, and click **Insert**.

5. Complete the fields on the tab, using the following options:

Option	Description
To change the tab order	Select the name of the tab and click **Move Up** and **Move Down** to arrange the order in which the tabs appear in the application.
To change the name of a tab	Enter the new name in the **Tab Heading** field.
To restore the headings for a standard tab	Select the tab and click **Restore**. (This feature is disabled for user-defined Info Centers.)

6. Click **Save**.

Postrequisite: Add fields or grids to the tabs.

Add or Modify Fields in Standard and User-Defined Components

Use the Custom Fields tab in User-Defined Components to add user-defined fields to both standard and user-defined tabs. Only user-defined fields display on the Custom Fields tab; standard fields that ship with Vision do not display on this tab. After you add user-defined fields, use the Screen Designer to re-arrange and resize them.

To add or modify fields:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. In the **Application** field on the User-Defined Components form, select the application to which you want to add fields.
3. Click the Custom Fields tab.
4. Position the cursor on the line above the point at which you want to insert a field, and click **Insert**.
5. Complete the fields on this tab.

   You can move fields from one tab to another without losing the data in the field. To move a field to another tab, select the new tab in the **Tab** field for that field. When you add fields to user-defined components, Vision positions the fields in the order in which you designate on the Custom Fields tab, starting in the top left corner of the tab. When you add fields to standard components, Vision positions them beneath existing fields on the component, outside of the main area.

   If you add both fields and grids to a tab, fields are listed first, then grids.
6. If you want to specify a list of values from which users select when they use the field, set the **Data Type** field to **Dropdown** or **Lookup** and then use the **List of Values** field to enter the items that display in the list.
   When you click the **List of Values** field, Vision displays the Column Values dialog box.
7. On the Column Values dialog box, complete the following actions:

a) Click **Insert** to add a new item to the list.

b) Enter a value and a code for each item.

The value that you enter in the **Value** column on the Column Values dialog box displays in the drop-down list to identify the list item.

c) Use the **Move Up** and **Move Down** buttons to determine the order of the items in the list.

d) Decide if you want to limit entries for the field:

- If you select the **Limit entry to values in list** check box, users can select only one of the items in the list. This is available for drop-downs only.
- If you do not select the **Limit entry to values in list** check box, users can either select one of the items from the list or enter something else that is not in the list.

8. Click **Save**.

Postrequisite: Use the Screen Designer to move fields to new positions or to group user-defined fields together within a group box.

Add or Modify Grids in Standard and User-Defined Components

Use the Custom Fields tab in User-Defined Components to add grids to both standard and user-defined tabs.

To add or modify grids:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User Defined Components**.
2. In the **Application** field on the User Defined Components form, select the application in which you want to add grids to tabs.
3. Click the Grids tab and complete the fields on the tab.

Option	Description
To modify the order in which grids appear in the application	Select the name of the grid in the Grids grid and click **Move Up** and **Move Down** to arrange the order in which the grids appear in the tab.
To modify the order in which columns appear in the grid	Select the name of the column heading in the Columns grid and click **Move Up** and **Move Down** to arrange the order in which the columns appear in the grid.

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

4. Click **Save**.

Postrequisite: After you add grids, you can use the Screen Designer to move the grids to the desired positions.

Map User Defined Fields and Grids

Use the Mapping tab to map user-defined fields and grid information. These mappings are used for actions such as creating a project from an opportunity.

Prerequisite: If you are new to mapping fields, review Guidelines for Mapping Fields before you continue.

To map fields and grids:

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

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

   Vision inserts a new row. Each row represents a mapping of either fields or grids between any combination of Opportunity Info Center, Project Info Center, and Project Planning.
4. Complete the fields in the row.
5. Click **Save**.

Select User-Defined Fields for Analysis Cubes

If you use Vision Analysis Cubes and you purchased the Performance Management application, you can select the user-defined Vision fields that populate the Vision data cubes. User-defined fields do not automatically populate the data cubes.

To select user-defined fields to populate Analysis Cubes:

1. On the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. On the User-Defined Components form, click the Custom Fields tab.
3. In the **Applications** field on the Custom Fields tab, select the application for the user-defined field.

   For example, select **Projects** to add user-defined fields from the Project Info Center to the data cubes.

   The grid on the Custom Fields tab displays user-defined fields added to each of an application's tabs.
4. For each user-defined field that you want to populate the data cubes, select the check box in the **Available for Analysis Cubes** column.

   The **Available for Analysis Cubes** check box displays only if the Performance Management application is activated. The check box Is enabled or disabled based on the

application that you select in the **Application** field and the data type that you enter in the **Data Type** field on the User-Defined Components form.

5. Click **Save**.

Postrequisite: Use the Resource Kit to update the Project data cubes with the user-defined fields.

Find a User Defined Field Label

After you add user-defined fields on the Custom Fields tab, you can quickly search the **Label** column for a specific label or text that was entered for a custom field.

To find a custom field label:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. In the **Application** field on the User-Defined Components form, select the application that contains the custom label or text.
3. Click the Custom Fields tab.
4. Click **Find**.
5. In the **Label** column on the Find User Defined Field Label dialog box, enter the label or text that you want to search for and then click **Find**.
   Vision searches the **Label** column and stops on the first row that contains the label or text.
6. To locate the next instance of the label or text, click **Find Next**.

Delete a User-Defined Info Center

You can delete a user-defined Info Center. When you do this, you permanently remove all fields, tabs, grids, and records for that Info Center. You cannot undo this action. You cannot delete standard Info Centers.

To delete a user-defined Info Center:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User Defined Components**.
2. In the **Application** field on the User-Defined Components form, select the Info Center that you want to delete.
3. Click **Delete Info Center**.
4. When prompted, click **Yes** to confirm the deletion.
5. Click **Save**.

Delete a User-Defined Tab

You can delete a user-defined tab. When you do this, you permanently remove the tab. You cannot undo this action. If a user-defined tab has fields or grids assigned to it, you must first re-

assign the fields and grids on that tab to another tab, or delete them, before you can delete the tab. You cannot delete standard tabs.

To delete a user-defined tab:

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

Delete a User-Defined Field

You can delete a user-defined field. When you do this, you permanently remove the field and any values entered into the field, for all records in the database. You cannot undo this action. You cannot delete standard fields.

To delete a user-defined field:

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

Delete a User-Defined Grid

You can delete a user-defined grid. When you do this, you permanently remove the grid, all of the fields associated with the grid, and any values that were entered via the grid, for all records in the database. You cannot undo this action. You cannot delete standard grids.

To delete a user-defined grid:

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

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

Fields and Options

The screens for working with user-defined components are in General Configuration.

User-Defined Components Form

On the User-Defined Components form you add custom fields, grids, and tabs. You also specify the mapping of fields and grids between certain Info Centers.

Display the User-Defined Components Form

You display the User-Defined Components form in General Configuration.

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.

Toolbar of User-Defined Components Form

Use the toolbar buttons to add, modify, or delete items related to user-defined Info Centers.

Contents

Field	Description
Save	Click this option to save your entries on the User-Defined Components form.
New Info Center	Click this option to enter a new user-defined Info Center's information.
Info Center Properties	Click this option to display the Info Center Properties dialog box, which you can use to modify properties for an existing user-defined Info Center.
Delete Info Center	Click this option to delete a user-defined Info Center's information. You can only delete user-defined Info Centers; you cannot delete standard Info Centers. If a user-defined Info Center is deleted, all records and data (user defined fields, lookups, links, and so on) related to the deleted Info Center are removed.

Field	Description
	You cannot undo a deletion. Deleting permanently removes the user-defined Info Center and all data within it.
Edit Database Names	This option is enabled after you select an **Application**. Click **Edit Database Names** to enable the database columns on the Custom Fields and Custom Grids tabs. This allows you to modify the database names for the fields and grids for the application. Database name modifications may impact saved searches and custom reports.
Help	Click this option to display the online help for this feature.

Tabs Tab of User-Defined Components Form

Use the options on this tab to add or modify standard tabs and user-defined Info Center tabs. When you add a user-defined Info Center, a General tab is added for the new Info Center.

Contents

Field	Description
Application	Select the application for which you want to create or modify tabs. This list includes standard and user-defined Info Centers.
Type	This field is based on the selected **Application**. An application that is shipped with Vision displays as a **Standard** type. A user-defined application displays as a **Custom** type.

Tabs Grid

Field	Description
Tab Label	This field displays the names of standard and user-defined tabs for the selected application. If you enter a user-defined Info Center, a General tab is added. Enter a new tab name or change the name of an existing standard or user-defined tab. For the first user-defined tab, the default label is **General**. You can assign a label to all other user-defined tabs. The name that you enter displays on the tab and serves as a reference in other Vision areas. You can modify these names at any time. The following guidelines apply when you add or modify tab names: ▪ Tab names must begin with a letter, not a number. ▪ If data from this user-defined tab is to be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, the tab name cannot include the following symbols: !, @, (,), `, ', [,], {, }, or &. ▪ When a new user-defined Info Center is added, a General tab is added to this list. You can rename the tab or change its order as needed.

Field	Description
Tab Type	This field displays the tab type. Tabs shipped with Vision default to **Standard**. New, user-defined tabs default to **Custom**.

iAccess Business Development Space grid

This section is only displayed for the following applications:

- Opportunities
- Clients
- Vendors
- Contacts

Field	Description
Tabs drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Tab Name	Use this field to assign a name to the user-defined tab for the iAccess Business Development Space.

Mobile CRM grid

This section only displays for the following applications:

- Opportunities
- Clients
- Vendors
- Contacts

Field	Description
Misc. Section drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Tab name for User Defined Fields	Use this field to assign a name to the user-defined tab for Mobile CRM.

Custom Fields Tab of User-Defined Components Form

Use the Custom Fields tab to add, modify, or delete fields on standard and user-defined components in Info Centers and Activity Manager.

If you use Project Planning, you can select user-defined fields for Planning. If you use Vision Analysis Cubes, you can select user-defined fields to populate the Vision data cubes.

Contents

Field	Description
Application	From the drop-down list, select the application for which you want to create or modify user-defined fields. This list includes standard and user-defined Info Centers.
Type	This field is based on the selected **Application**. An application that is shipped with Vision displays as a **Standard** type. A user-defined application displays as a **Custom** type.

Custom Fields Grid

Grid Options

Field	Description
Custom Fields Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new user-defined field in a blank row in the grid. The blank row is inserted below the user-defined field that is selected.
Find	Click this option to open the Find User Defined Field Label dialog box and search for specific text in the **Label** column on the Custom Fields grid. Vision searches the grid and stops on the first row that contains the text.
Find Next	Click this option to locate the next instance of the text that you entered on the Find User Defined Field Label dialog box. Each time that you click this option, Vision searches the **Label** column on the Custom Fields grid and scrolls to the next instance of the text.
Move Up Move Down	To change the order of user-defined fields in the grid, select the user-defined field, and then click either **Move Up** or **Move Down** on the grid toolbar to move the field up or down in the grid. This determines the order in which the fields display on lookups and reports.
Delete	To delete a user-defined field from the grid, select the user-defined field's row and click this option.

Grid Fields

Field	Description
Tab	Select the tab on which you want the user-defined field to display. Both standard and user-defined tabs for the selected application display in the list. You cannot change the tab for a previously saved user-defined field that has had Screen Designer changes made to it.
Label	Enter a name for the user-defined field, such as **Birthday**. This name displays as the label for the field on the tab. **IMPORTANT**: ▪ If data from a user-defined field will be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, or made available to the Vision Analysis Cubes, **do not use any special characters or symbols** (for example, !, @, (,), `, ', [,], {, }, or &) in user-defined field labels. If you do, Vision displays an error when you attempt to save the user-defined field.

Field	Description

	▪ When you modify a label name after the user-defined field has been in use:
	  ▪ If you have saved searches, you may need to make changes in these saved searches.
	  ▪ If the user-defined field was previously available in Vision Analysis Cubes, a system administrator must use the Vision Resource Kit to update the data cubes with the new label name. If you have custom report designs that had the old label name, you must refresh the report data, and manually re-add the user-defined field with the new label.

Database Column Name	This is the name that is used internally by the Vision database for a user-defined field. It does not display on a tab. The name that you enter in the **Label** field prefills in the **Database Column Name** field and is preceded with **Cust**. For example, if you enter **Birthday** in the **Label** field, **CustBirthday** prefills in the **Database Column Name** field. You can modify the prefilled entry in the **Label Database Code** field, but it must begin with **Cust**. If you omit **Cust**, Vision automatically inserts it when you save the entry. You can enter 96 characters in this field.
Data Type	Select the data type for the user-defined field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular Info Center item, such as account, contact, or employee. When you select a data type for the field and data is entered into that field, you cannot change the data type, with the exception of **Character**, **Dropdown**, and **Lookup**. These three types are compatible and interchangeable. If you want to change data types other than these, you must delete the user-defined field and re-add it. The General tab of a new user-defined Info Center must contain at least one field whose **Data Type** is either **Record ID** or **Name**. The maximum is one **Record ID** and three **Name** fields per tab. You have the following options: ▪ **Account**: Creates an Account lookup list field. ▪ **Character**: Creates alphanumeric values. ▪ **Check Box**: Determines if the field is a Yes/No check box. When the field is selected (checked), a value of Y is entered into the database. When the field is cleared, a value of N is entered into the database. ▪ **Client**: Creates a Client lookup list field. ▪ **Contact**: Creates a Contact lookup list field.

Field	Description
	▪ **Currency**: Select this option to create a currency field for a monetary amount. The specific type of currency (currency code) is not specified, so the currency that users enter in this user-defined field can vary from record to record. This option displays in the drop-down list if either of the following apply: ▪ You do not have the Multicurrency feature enabled. ▪ You selected any application in the **Application** field on this form other than **Activities**, **Projects**, or **Project Planning**. (You have the Multicurrency feature enabled or disabled.) ▪ **Currency (Project)**: Select this data type to create a project currency field for a monetary amount. You can add this type of user-defined field to project and project planning reports. This option displays in the list if the Multicurrency feature is enabled, and Vision Accounting, Billing, or Project Control is installed. This option displays only if you select **Projects** or **Project Planning** in the **Application** field on this form. ▪ **Currency (Billing)**: Select this data type to create a billing currency field for a monetary amount. You can add this type of user-defined field to billing reports. This option displays in the list if the Multicurrency feature is enabled, and Vision Accounting, Billing, or Project Control is installed. This option displays only if you select **Projects** or **Project Planning** in the **Application** field on this form. ▪ **Currency (Specific)**: If the Multicurrency feature is enabled, select this data type to create a currency field for a monetary amount. You also select the specific currency type to be entered in this user-defined field in the **Currency Code** column in this grid. When you see this type of user-defined field in the Vision software, because there is no indication of which currency code is associated with it, you may want to include the currency code as part of the field's name that you enter in the **Label** column. This helps users more easily identify the specific currency associated with the user-defined field. ▪ **Date**: Creates a field that contains a date value. The field includes a pop-up calendar that users can access from the arrow to the right of the field value. ▪ **DropDown**: Creates a drop-down list field. If you select this option, you create the entries that appear in the list using the **List of Values** field. ▪ **Employee**: Creates an Employee lookup list field. When you create an employee data type, Vision adds two new fields to the lookup for that Info Center: one for the employee name and one for the employee number.

Field	Description
	The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined employee type fields. For example, if you create a user-defined Client Info Center field called **Special Contact**, Vision creates two search fields, **Special Contact** and **Special Contact Number**. The **Special Contact Number** field can be used with the "is me" operator. ▪ **Lead**: Creates a Lead lookup list field. ▪ **Lookup**: Creates a lookup list field similar to a drop-down field, except that you select a value from the list using a lookup. If you select this option, you create the entries that will appear on the lookup, using the **List of Values** field. ▪ **Marketing Campaign** : Creates a Marketing Campaign lookup list field. ▪ **Memo**: Creates an RTF (rich text format) field for formatted text. ▪ **Name**: This data type is available for user-defined Info Centers. You can have a maximum of three Name fields, which are used to identify the record on lookups, in searches, and on reports. If you have more than one name field, they are concatenated together in the order that they occur in the grid and then separated by a space. Use the Up and Down arrows to place the names in the correct order in the grid. The General tab of a new user-defined Info Center must contain at least one field whose **Data Type** is either **Record ID** or **Name**. The maximum is one **Record ID** and three **Name** fields per tab. When you enter a lookup to find a record, the **Name** and **Record ID** fields are searched. ▪ **Numeric** : Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the **Decimals** field. ▪ **Opportunity**: Creates an Opportunity lookup list field. ▪ **Organization** : Creates an Organization lookup list field. ▪ **Project**: Creates a Project lookup list field. ▪ **Record ID**: This data type places a numeric identification field on the user-defined Info Center record. If used, the **Record ID** field must be unique for each record. The General tab of a new user-defined Info Center must contain at least one field whose **Data Type** is either **Record ID** or **Name**. The maximum is one **Record ID** and three **Name** fields per tab. If the user-defined Info Center has no **Name** field, then the **Record ID** field is used to identify an associated record in a lookup field. ▪ **Text Library**: Creates a Text Library lookup list field. ▪ **URL**: If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window. ▪ **Vendor**: Creates a Vendor lookup list field.

Field	Description
	▪ **User-Defined Info Center Lookup**: When you create a user-defined Info Center, a data type is added to the list for that user-defined Info Center. You can create user-defined Info Center lookup fields on standard and user-defined Info Centers.
Display Width	This setting determines the number of characters you want to display for the field. Vision calculates how wide the field should be on the screen based on the fonts used in Vision. Basically, Vision multiplies the number in this field by 6 to arrive at the number of pixels in the field. For example, if you enter 20, then the number of pixels for the field is 120. Remember, you can always adjust the size of the field with the Tab Designer.
Lines	If you selected **Memo** in the **Data Type** field, this field allows you to determine the number of lines of allowed text in the **Memo** field. Basically, if you use a size 8 font in this field, then the number you enter here is equal to one line of text.
List of Values	If you selected **Dropdown** or **Lookup** in the **Data Type** field, use the **List of Values** field to enter the items that display in the drop-down list. When you click this field, Vision displays a Column Values dialog box.
Include in Report Total	Select this option if you want a total to display for a list of numbers in reports. This option applies to Numeric and Currency data types only. If you plan to include a user-defined field on a report with a graph, you must select this option so that Vision is able to set the scale appropriately for the graph.
Decimals	If you selected **Numeric** in the **Data Type** field, use the **Decimals** field to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.)
Minimum Value	If you selected **Numeric** or **Currency** in the **Data Type** field, use the **Minimum Value** field to determine the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set. In other words, you can enter a negative number. To allow a minimum of any non-negative number, enter 0.
Maximum Value	If you selected **Numeric** or **Currency** in the **Data Type** field, use the **Maximum Value** field to determine the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
Mobile CRM Section	Use this drop-down to select the Mobile CRM tab where the user-defined field appears on Mobile CRM.
iAccess Tab	Use this drop-down to select the iAccess tab where the user-defined field appears in iAccess for Vision.
Required	The options for this field are: ▪ **CRM**: Select this option if the field is required for CRM users. In other words, Vision does not save the record for CRM users if no data is entered in this field. This option is only available if the CRM module is installed.

Field	Description
	▪ **Accounting**: Select this option if the field is required for Accounting users. In other words, Vision does not save the record for Accounting users if no data is entered in this field. This option is only available if the Accounting module is installed. ▪ **CRM & Accounting**: Select this option to require the field for both CRM and Accounting users.
Default Value	Enter the default value that prefills for the user-defined field. The **Default Value** field is available only when you select the following data types in the **Data Type** field: ▪ **Checkbox**: The default value for this data type is **N**. However, you can change it to **Y**, but you cannot leave the value blank. ▪ **Date**: You can either enter the words **Current Date** or enter a date. If you enter **Current Date**, new records always default to the current date. You can also select a date from the calendar icon in this field. ▪ **Lookup** and **Dropdown**: If the data type is either **Lookup** or **Dropdown**, the **Default Value** field contains a Lookup icon. ▪ **Currency** and **Numeric**: Enter any valid numbers. ▪ **Character** and **URL**: Enter any alphanumeric characters.
Standard Search By	This option is only available for user-defined Info Centers. Select this option to allow the user to search by this field in the standard search for user-defined Info Centers. The default for this option is not selected.
Display in Result List	This option is only available for user-defined Info Centers. Select this option to include the field in lookup results lists when searching for a user-defined Info Center record. The default for this option is not selected.
Currency Code	This column is enabled when you select **Currency (Specific)** in the **Data Type** field in this grid. From the drop-down list, select the currency code for the currency user-defined field. ▪ If you do not have multiple companies, the currency code drop-down list is comprised of currency codes that are entered for your company on the Currency tab in **Configuration** » **General** » **Company Settings**. ▪ If you do have multiple companies, the currency code drop-down list is comprised of the combined list of currency codes that are entered on the Currency tab in **Configuration** » **General** » **Company Settings** for all of the companies in your enterprise.
Required Level	This option is only applicable to the Project Info Center and is only available if the field is required. The options are: ▪ **All Levels**: Select this option if you want the field to be required at all levels (for example, project, phase, task). ▪ **Project**: Select this option if you want the field to be required at the top level only (project only) and not at lower levels.

Field	Description
	▪ **Lowest**: Select this option if you want the field to be required at the lowest level (the charging level) of any given node of a particular project. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.
Available for Analysis Cubes	If you use Vision Analysis Cubes, select the **Available for Analysis Cubes** check box if you want a user-defined field to populate the Vision data cubes. This makes the field available when you create custom reports with Analysis Cubes. The **Available for Analysis Cubes** check box displays only if you purchased the Performance Management application and activated it in **Configuration** » **Module Activation**. If you have not purchased Performance Management, you still have access to Analysis Cubes, but you do not have access to adding user-defined fields and Analysis Cubes Configuration. After you select the **Available for Analysis Cubes** check box for a field, a system administrator must use the Vision Resource Kit to update the data cubes with the user-defined fields. This option is not available for user-defined Info Centers. **Special Characters in Labels** You must not enter special characters (such as /, \, ?, &, %, $, ., !, *, and so on) in the **Label** column for a user-defined field that you make available for Analysis Cubes. If you do, Vision displays an error message when you try to save it. **Optimal Performance** For optimum performance, Deltek recommends that you select no more than 21 user-defined fields per Vision application for the Vision data cubes. If you select more than 21, Vision displays a warning message about performance. (You enter the Vision application at the top of the User Defined Tabs form. The applications that apply to Analysis Cubes are Activities, Clients, Employees, Opportunities, Project Planning, Projects, and Vendors.) **User-Defined Fields** If you want a user-defined measure field to display in the list of Measures in **Configuration** » **General** » **Analysis Cubes** so that you can create a calculated measure with a user-defined measure, you must select the check box in the **Available for Analysis Cubes** column on the Custom Fields tab in Vision **Configuration** » **General** » **User-Defined Components** and then use the Resource Kit to update the Project data cubes with the user-defined fields. **User-Defined Fields that Are Removed from the Vision Data Cubes** If you clear the **Available for Analysis Cubes** check box for a user-defined field after the user-defined field has populated the data cubes and after you created reports with the user-defined field: ▪ A system administrator must use the Vision Resource Kit to remove user-defined fields from the Vision data cubes.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
You must manually remove a user-defined field from a report. If the user-defined field remains in the report, Vision displays an error message when you run the report.
When Does the Available for Analysis Cubes Check Box Display and When Is It Enabled in the Grid?
Whether or not this check box displays in the grid, and whether or not it is enabled (allowing you to select or clear it), depends on the following factors:

The Performance Management module must be activated for this check box to display in the grid.
The application that you enter in the Application field on this form and the data type that you enter in the Data Type column on this form determine whether or not the check box is enabled (allowing you to select or clear it) as per the following table:

<table>
<tr><th>User-Defined Field Application</th><th>Data Type Entered for the User-Defined Field</th><th>Available for Analysis Cubes Check Box Is Enabled</th></tr>
<tr><td>Select any of the following:
Activities
Clients
Employees
Opportunities
Project Planning
Projects
Vendors</td><td>Select any of the following:
CheckBox
Client
Currency
Currency (Project)
Currency (Billing)
Currency (Specific)
Dropdown
Employee
Lookup
Numeric
Opportunity
Organization
Project
Vendor</td><td>Yes</td></tr>
<tr><td>Select any of the following:
Activities</td><td>Select any of the following:
Account</td><td>No</td></tr>
</table>
</td></tr>
</table>

Field	Description

User-Defined Field Application	Data Type Entered for the User-Defined Field	Available for Analysis Cubes Check Box Is Enabled
▪ Clients ▪ Employees ▪ Opportunities ▪ Project Planning ▪ Projects ▪ Vendors	▪ Character ▪ Date ▪ Lead ▪ Marketing Campaign ▪ Memo ▪ Text Library ▪ URL	
Select any of the following: ▪ Accounts ▪ Contacts ▪ Leads ▪ Marketing Campaigns ▪ Text Libraries	Select any data type.	No

Background Color of the Available for Analysis Cubes Check Box Cell

- When the check box is enabled, the background color of its cell in the grid is white and you can select or clear the check box.
- When the check box is **not** enabled, the background color of the cell is shaded, and the empty check box does not display a check mark when you click it.

What Determines Whether a User-Defined Field is a Dimension or Measure?

A user-defined field's data type determines whether the field is available in the data cubes as a dimension or measure.

Dimensions

The following data types populate the data cubes as dimensions:

- Checkbox
- Date
- Dropdown
- Lookup

Field	Description
	▪ Client ▪ Employee ▪ Vendor ▪ Project ▪ Opportunity ▪ Organization **User-Defined Dimensions**: ▪ All of the user-defined dimensions populate the Project data cube. ▪ Only the Account, Employee, Project, and Vendor user-defined dimensions populate the General Ledger data cube. ▪ User-defined dimensions display in the Excel PivotTable Field List in the More fields folder in the user-defined field's application group. ▪ User-defined dimensions have the naming convention <Application name> <Field label>. For example, assume that you enter a user-defined (dimension) field with the label **CPR Certified**. Its data type is **Checkbox**. You create this for the Employees Info Center application. **CPR Certified** displays in the Excel PivotTable Field List in the More fields folder under the Employee dimension group as **Employee CPR Certified**. **Dimensions and the Projects Application User-Defined Fields** For the Projects application, if you use phases and/or tasks (work breakdown structures 2 and 3), the Project user-defined dimensions display in the Project folder, Phase, and Task folder within the Projects dimension group in the Excel PivotTable Field List. **Dimensions and the Clients Application User-Defined Fields** For the Clients application, you can create user-defined dimension fields for only those with a data type of **Checkbox**, **Date**, **Dropdown**, and **Lookup**. You cannot create user-defined dimensions for **Client**, **Contact**, **Employee**, **Vendor**, **Project**, **Opportunity**, or **Organization** data types; you cannot select the **Available for Analysis Cubes** check box for these data types. User-defined fields for the Clients application that are dimensions display in the Excel PivotTable Field List in the following dimension groups: ▪ Clients ▪ Activities group\Activity Client folder ▪ Opportunities group\Opportunity Client folder ▪ Plans group\Plan Client folder ▪ Projects group\Project Billing Client folder and the Project Primary Client folder **Measures**

Field	Description
	The following data types populate the data cubes as measures: ▪ Currency ▪ Currency (Project) ▪ Currency (Billing) ▪ Currency (Specific) ▪ Numeric **User-Defined Measures**: ▪ Populate the Project data cube only. ▪ Display in the Excel PivotTable Field List in the <Application name> Measures group. ▪ Have the naming convention <Application name> <Field label>. For example, you enter a user-defined field with the label **Number of Client Referrals**. Its data type is **Numeric**. You create this for the Employee Info Center application. Number of Client Referrals displays in the Excel PivotTable Field List in the Employee Measures group as **Employee Number of Client Referrals**. **Measures and the Projects Application User-Defined Fields** For the Projects application, if you use phases and/or tasks (work breakdown structures 2 and 3), the Project user-defined measures display in the Project folder, Phase, and/or Task folder within the Projects measure group in the Excel PivotTable Field List. When you add a user-defined project, phase, or task measure to a report, each measure displays and provides totals for only the amounts entered (posted) directly at that level. It does not include amounts entered directly at other levels. In the examples below, each user-defined measure (column) displays amounts and totals for only the amounts that were entered directly at the measure's WBS level. **Example 1:** 100 was entered for each of the three tasks. Notice that the Grand Total of 300 (100 +100+100) also displays in the Project A row at the top of the Task Amount column. However, 300 does not display in the Project A row of the Project Amount column. And 100 and 200 does not display in the Phase1 and Phase 2 rows of the Phase Amount column.

User-Defined Measures	Project Amount	Phase Amount	Task Amount
Project A	0	0	300
Phase 1	0	0	100
Task 1	0	0	100
Phase 2	0	0	200

Field	Description

User-Defined Measures	Project Amount	Phase Amount	Task Amount
Task 1	0	0	100
Task 2	0	0	100
Grand Total	0	0	300

Example 2:

100 was entered for each of the two phase.

User-Defined Measures	Project Amount	Phase Amount	Task Amount
Project A	0	200	0
Phase 1	0	100	0
Task 1	0	0	0
Task 1 Phase 2	0	100	0
Task 1	0	0	0
Task 2	0	0	0
Grand Total	0	200	0

Example 3:

100 was entered for the project as a whole.

User-Defined Measures	Project Amount	Phase Amount	Task Amount
Project A	100	0	0
Phase 1	0	0	0
Task 1	0	0	0
Phase 2	0	0	0
Task 1	0	0	0
Task 2	0	0	0
Grand Total	100	0	0

Custom Grids Tab of User-Defined Components Form

Use the Custom Grids tab to add, modify, and delete user-defined grids.

Contents

Field	Description
Application	Select the application for which you want to add, modify, or delete grids. This list includes user-defined Info Centers, which do not apply to the Mappings tab. If you select a user-defined Info Center, the Mappings tab is non-editable.
Type	This field displays the application type, which is based on the selected **Application**. An application that is shipped with Vision displays as a **Standard** type, and a user-defined application displays as a **Custom** type.

Custom Grids Grid

Grid Options

Field	Description
Custom Grids Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Move Up Move Down	Use these options to control the order in which the tabs will display on the user-defined grids. Click the tab name and use the **Move Up** and **Move Down** buttons on the grid toolbar to move it up or down in the grid.
Delete	Click a tab name and use this option to remove the tab from the grid.
Insert	Click this option to insert a blank line on the grid and add a new tab. This determines the order in which the fields display in lookups and reports.

Grid Fields

Field	Description
Tab	Select the tab for which you want to add a grid. If you select **Activities** or **Files**, the Columns grid includes one row for each standard **Activity** column and the grid options are disabled.
Caption	Enter a name for the tab. If you change the Caption name, Vision displays a message that asks if you also want the database table name to be changed. If you select **Yes**, you may have to make changes in your saved searches and custom reports, if you use these.
Database Table Name	This field displays the database code for the selected application and the new tab.
Row	Enter the number of rows in which users are allowed to enter data.
iAccess Tab	Use this drop-down list to select the iAccess tab where the user-defined field appears in iAccess for Vision.
Type	This field indicates the type of grid that was inserted. The Activities and Files grid types can be added automatically when you create a new user-defined Info Center.

Custom Columns Grid

Grid Options

Field	Description
Custom Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Move Up	The grid order indicates the order in which the tabs will display. Click the tab name and use the **Move Up** button to move a tab up in the grid order.
Move Down	The grid order indicates the order in which the tabs will display. Click the tab name and use the **Move Down** button to move a tab up in the grid order.

Field	Description
Insert	Click this option to insert a blank line on the grid and add a new tab.
Delete	Click a tab name and click this option to remove the tab from the grid.
Edit Codes	Click this option to edit the database code field.

Grid Fields

Field	Description
Heading	Enter the column headings. If you change the column name, Vision displays a message that asks if you also want the database column name to be changed. If you select **Yes**, you may have to make changes in your saved searches and custom reports, if you use these.
Database Column Name	This column lists the database code based on the selected column heading.
Data Type	Select the data type for the user-defined column heading. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular Info Center item, such as Account, Contact, or Employee. After you select a data type for the column heading and data is entered into that field, you cannot change the data type, with the exception of three types: Character, Drop Down, and Lookup. These three are compatible types and are interchangeable. If you need to change any other data types, you need to delete that column heading and re-add it. Options in the **Data Type** field are: ▪ **Account**: Creates an Account lookup list field. ▪ **Character**: Alphanumeric values. ▪ **Check Box**: Determines if the field is a Yes/No check box. When the field is checked, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database. ▪ **Client**: Creates a Client lookup list field. ▪ **Contact**: Creates a Contact lookup list field. ▪ **Currency**: Creates a currency field. ▪ **Date**: Determines if the field contains a date value. The field includes a pop-up calendar that can be accessed from the arrow to the right of the field value.

Field	Description
	▪ **Drop Down**: Creates a drop down list field. If you select this option, you create the entries that will appear in the list using the **List of Values** field. ▪ **Employee**: Creates an Employee lookup list field. When you create an employee data type, Vision adds two new fields to the Lookup dialog for that Info Center: one for the employee name and one for the employee number. The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined employee type fields. For example, if you create a user-defined Client Info Center field called **Special Contact**, Vision creates two search fields, **Special Contact** and **Special Contact Number**. The **Special Contact Number** field can be used with the "is me" operator. ▪ **Lead**: Creates a Lead lookup list field. ▪ **Lookup**: Creates a lookup list field similar to a drop-down field, except you select a value from the list using a lookup. If you select this option, you create the entries that will appear on the lookup using the **List of Values** field. ▪ **Marketing Campaign** : Creates a Marketing Campaign lookup list field. ▪ **Memo**: Creates an RTF (rich text format) field for formatted text. ▪ **Numeric**: Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the **Decimals** field. ▪ **Opportunity**: Creates an Opportunity lookup list field. ▪ **Organization**: Creates an Organization lookup list field. ▪ **Project**: Creates a Project lookup list field. ▪ **Text Library**: Creates a Text Library lookup list field. ▪ **URL**: If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window. ▪ **Vendor**: Creates a Vendor lookup list field.
Display Width	This setting determines the number of characters you want to display for the column. Vision calculates how wide the column should be on the screen based on the fonts used in Vision. Vision multiplies the number in this field by 6 to arrive at the number of pixels in the field. For example, if you enter 20, then the number of pixels for the column would be 120. Remember, you can always adjust the size of the column using the Tab Designer.
Sorted	This setting determines whether the rows will be sorted by the column in question when first retrieved. Sorted may only be selected for one column in each grid.

Field	Description
List of Values	If you selected Drop Down or Lookup in the **Data Type** field, this field allows you to list the entries that will appear in the drop down list. When you click this field, Vision displays a Column Values dialog box. Click **Insert** to add new entries; use the **Move Up** and **Move Down** buttons to determine the order of the entries. If you select the **Limit entry to values in list** option, users will only be allowed to select one of these entries. If you do not select this option, users can either select one of these entries or enter other entries not included in the list.
Total	Select this option if you want a column total to appear at the bottom of the grid. This total field also displays for a list of numbers in reports. This option applies to Numeric and Currency data types only.
Decimals	If you selected **Numeric** in the **Data Type** field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.)
Minimum Value	If you selected **Numeric** or **Currency** in the **Data Type** field, this field allows you to determine the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set. In other words, you can enter a negative number. To allow a minimum of any non-negative number, enter 0.
Maximum Value	If you selected **Numeric** or **Currency** in the **Data Type** field, this field allows you to determine the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
Required	You have the following options: ▪ **CRM**: Select this option if the field is required for CRM. In other words, Vision will not save the record for CRM users if no data is entered in this field. This option is only available if the CRM module is installed. ▪ **Accounting**: Select this option if the field is required for Accounting. In other words, Vision will not save the record for Accounting users if no data is entered in this field. This option is only available if the Accounting module is installed. ▪ **CRM and Accounting**: Select this option to require the field for both CRM and Accounting users.
Default Value	Enter the default value for the field. This field is only available if the following data types are selected: Character, Check Box, Currency, Date, Drop Down, Lookup, Numeric, and URL. ▪ **Checkbox** Data Type: These data types have a default value of **N** by default. However, you can change it to **Y**. You cannot leave this blank. ▪ **Date** Data Type: You can either enter the words **Current Date** or enter a date. If you enter **Current Date**, new records always default to the current date. You can also select a date from the calendar icon in this field. ▪ **Lookup**, **Drop Down** Data Types: If the data type is either Lookup or Drop Down, the **Default Value** field will contain a Lookup icon. ▪ **Currency**, **Numeric** Data Types: Enter any valid numbers.

Field	Description
	▪ **Character**, **URL** Data Types: Enter any alphanumeric characters.
Merge Template Specific Selection	This column displays in the grid only if you have the Vision CRM (Customer Relationship Management) or Proposals application installed. The check box in this column applies only for merge templates that you create with Adobe InDesign. In an InDesign merge template, if you want data from only some of the rows in a custom grid (rather than data from all the rows), you must add a custom column specifically for this purpose to the **Custom Columns** grid on the Custom Grids tab in User Defined Components Configuration. For the custom column, select **Checkbox** from the drop-down list in the **Data Type** column, and then select the check box in the **Merge Template Specific Selection** column. You can select the **Merge Template Specific Selection** check box for only: ▪ One custom column (row) in the **Custom Columns** grid. ▪ A custom column (row) that has **Checkbox** selected in the **Data Type** field. Additionally, you must complete the following for this option to work: ▪ In the appropriate Info Center, select the specific rows in the custom grid for which you want to include data in the merge template. To select these rows, select the check box in the custom column that you previously created for this purpose in User Defined Components. ▪ When you create the InDesign merge template in Vision Merge Templates Configuration, you select the name of the check box column (that you created for this purpose in User Defined Components) in the **Select Specific <custom grid name>** field in the **Options** section of the Merge Code dialog box. **Example:** On the Custom Grids tab in User Defined Components Configuration, you create a custom grid titled **Certifications** for the Experience tab of the Employees application. You add a custom column to the grid with the heading **Specific Records**. For this column, you select **Checkbox** in the **Data Type** column. You also select the check box in the **Merge Template Specific Selection** column for it. In the Employee Info Center, you now see the **Specific Records** column (that you added in User Defined Components Configuration) in the **Certifications** custom grid on the Experience tab. You want only two of the nine certifications (rows) in the **Certifications** grid to be added to an Adobe InDesign merge template, so you select the check box in the **Specific Records** column for the two certification rows in the custom grid. You create the InDesign Merge Template for the Employee Info Center in Vision Merge Templates Configuration. On the Merge Code dialog box, you select **Certifications** in the **Table** field. In the **Select Specific Certifications** field in the **Options** section, you select **Specific Records**. In the **Field** field, you select and add the custom grid fields that you want to include in the merge template. When you generate a merged document using the merge template, only the data for the two

Field	Description
	certifications (rows) are included. (If you had selected **All** in the **Select Specific Certifications** field, data for all nine certifications would have been included in the merged document.)
Currency Code	From the drop-down list, select the currency code for the currency user-defined field. This column is enabled when you select **Currency (Specific)** in the **Data Type** field in this grid. ▪ If you do not have multiple companies, the currency code drop-down list is comprised of currency codes that are entered for your company on the Currency tab in **Configuration** » **General** » **Company Settings**. ▪ If you do have multiple companies, the currency code drop-down list is comprised of the combined list of currency codes that are entered on the Currency tab in **Configuration** » **General** » **Company Settings** for all of the companies in your enterprise.
Required Level	This option is only applicable to the Project Info Center and is only available if the field is required. The options are: ▪ **All Levels**: Select this option if you want the field to be required at all levels (for example, project, phase, task). ▪ **Project**: Select this option if you want the field to be required at the top level only (project only) and not at lower levels. ▪ **Lowest**: Select this option if you want the field to be required at the lowest level (the charging level) of any given node of a particular project. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.

Mappings Tab of User-Defined Components Form

Use the Mappings tab to map user-defined field and grid information.

You can map from the Opportunity Info Center to the Project Info Center, from the Opportunity Info Center to Project Planning, and between the Project Info Center and Project Planning for actions such as creating a project from an opportunity or creating a project from a plan. This tab is only available for the Project Info Center, the Opportunity Info Center, and Project Planning. It is disabled for other standard and user-defined Info Centers.

Contents

Field	Description
Field Mappings Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Opportunity Grid	This field displays a **<Field>** entry and all user-defined grids for all Opportunity Info Center tabs. If you want to map an Opportunity Info Center field, select **<Field>**. Then select the specific field in the **Opportunity Column** field. If you want to map an Opportunity Info Center grid column heading, select the name of the grid. Then select the column heading in the **Opportunity Column** field. If you want to map all column headings in that grid, you need to create an entry for each one. You cannot map an entire grid to an entire grid in one entry (row).
Opportunity Column	If you selected **<Field>** in the **Opportunity Grid** field, this column displays all of the user-defined fields on all tabs of Opportunity Info Center. Select the field you want to map. If you selected a grid in the **Opportunity Grid** field, this field displays all of the column headings for that grid. Select the column heading you want to map.
Project Grid	This field displays a **<Field>** entry and all user-defined grids for all Project Info Center tabs. If you want to map a Project Info Center field, select **<Field>**. Then select the specific field in the **Project Column** field. If you want to map a Project Info Center grid column heading, select the name of the grid. Then select the column heading in the **Project Column** field. If you want to map all column headings in that grid, you need to create an entry for each one. You cannot map an entire grid to an entire grid in one entry (row).
Project Column	If you selected **<Field>** in the **Project Grid** field, this column displays all of the user-defined fields on all tabs of the Project Info Center. Select the field that you want to map. If you selected a grid in the **Project Grid** field, this field displays all of the column headings for that grid. Select the column heading that you want to map.
Planning Grid	This field displays a **<Field>** entry and all user-defined grids for all Project Planning tabs. If you want to map a Project Planning field, select **<Field>**. Then select the specific field in the **Planning Column** field.

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

Find User Defined Field Label Dialog Box

Use this dialog box to search for specific text in the **Label** column on the Custom Fields grid.

Vision searches the **Label** column and stops on the first row that contains the text. To locate the next instance of the text, click **Find Next**.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. Click the Custom Fields tab.
3. On the Custom Fields grid, click **Find**.

Contents

Field	Description
Find Label Containing Text	Enter the text that you want to search for in the **Label** column in the Custom Fields grid. Vision searches the grid and stops on the first row that contains the text. To locate the next instance of the text, click **Find Next**.
Find button	Use this button to find the text specified in the **Find Label Containing Text** field.
Cancel button	Click this button to cancel the search and return to the Custom Fields tab.
Help button	Click this button to display the help topic for this dialog box.

Info Center Properties Dialog Box

Use the Info Center Properties dialog box to add or modify the singular and plural labels for the Info Center, insert a URL to link to online help, and control whether or not activities, links, and/or attachments can be included in the Info Center.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. On the User-Defined Components toolbar, click **Info Center Properties**.

Contents

Field	Description
Application	Select the application for which you want to create or modify tabs. This list includes user-defined and standard Info Centers.
Type	This field is based on the selected **Application**. An application that is shipped with Vision displays as a **Standard** type, and a user-defined application displays as a **Custom** type.
Info Center Labels	Use this group box to define the singular and plural labels used in the new Info Center. These values also display on the Set Up Field Labels screen in **Configuration** » **General** » **System Settings**, where they can be modified.
Help URL	When you create a user-defined Info Center, you can link the Info Centers to a custom help file that your organization created. This help file will launch when you click the **Help** button in the user-defined Info Center. Use the **Help URL** field to enter a URL that links to the user-defined Info Center's online help file. This URL can be a maximum of 255 characters in length.
Automatically Include	To automatically include the specified grids in the new Info Center, select one of the following options: ▪ **Activities Grid**: Select this option to add an Activities tab to the Tabs grid. ▪ **Links Grid**: Select this option to include a Links tab on the Tabs grid. ▪ **Attachments Grid**: Select this option to include an Attachments tab on the Tabs grid. Available actions for data input will be similar to that for standard Info Centers.
Database Table Name	This field displays the name of the internal table that is created for the user-defined Info Center. The **Database Table Name** is needed when creating custom reports or advanced workflows.

Reorder User Defined Tab Fields Dialog Box

Use the Reorder User Defined Tab Fields dialog box of User Defined Components to change the order of fields for Individual Fields type tabs and Grid Style type tabs. The contents of the dialog box depend on whether you are reordering fields for individual fields or for grid style fields.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **User Defined Components**.
2. In the Fields grid, select the **Reorder** option.

Contents

Field	Description
Fields	For Individual Fields tabs, the dialog box has both a **Field - Left Column** and **Fields - Right Column** fields. ▪ To move fields between the left and right columns, use the left and right arrow buttons. ▪ To change the sequence in which fields display, select the appropriate field name and use the **Up** and **Down** buttons. For Grid Style tabs, this dialog box contains only one **Fields** field. To change the order in which fields appear on the tab, select the appropriate field name and use the **Up** and **Down** buttons.

Learn More About...

You may find it helpful to review guidelines for creating and working with user-defined components.

User-Defined Components: New Info Centers

You can create new Info Centers that supplement the existing standard Vision Info Centers. You can create these Info Centers to match your business requirements, and then link the information to the relevant Vision data to streamline data entry, reporting, and business processes.

When you add a new Info Center, the following occurs:

- The Info Center name displays in the Info Center Navigation Tree.
- A General tab is added to the Tabs dialog box. The General tab includes both a **Record ID** and a **Name** field. You can rename this tab and move the fields to another tab.
  - **Record ID**: Use this field to enter an identifier for the Info Center record. This field defaults to required. However, you have the option to make it not required or to delete it. The only requirement is that the user-defined Info Center must have at least

one **Record ID** or **Name** field. If it has a **Record ID** field, then a row is added to **Configuration** » **General** » **System Settings** » **Numbering** tab for you to define the auto numbering rules.

  - **Name**: Use this field to enter a description or name for the Info Center record. You can add up to two additional **Name** fields for a total of three (for example, First Name, Middle Name, and Last Name). The user-defined Info Center record will display with the names that you specify in lookup fields and in reports. For example, if you use First Name, Middle Name, and Last Name, all three names are separated by a space in the order that they display in the Fields grid.

- The new Info Center is added to the **Applications to Audit** list on the Audit Trail tab in **Configuration** » **General** » **System Settings**. Vision supports Audit Trail Reporting at both the record level and the field level.
- If you use the Multicurrency feature and have added least one non-specific currency field to the user-defined Info Center, then a **User Defined Currency** field is added to the first tab in the user-defined Info Center. This field is used to determine the currency code for all non-specific currency fields on a particular record. You can use the Screen Designer to move this field to another tab if desired.
- The new Info Center is added to the **Applications** drop-down list in User Initiated and Scheduled Workflows.
- A new reporting application is added for the user-defined Info Center.
- The user-defined Info Center is added to **Configuration** » **Security** » **Roles**.

When you add a new Info Center, you can also:

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

User-Defined Components: Tabs

You can add or modify standard tabs or user-defined Info Center tabs.

You can also:

- Determine the sequence in which tabs display.
- Change the names of both standard and user-defined tabs.
- Delete user-defined tabs.
- Select the user-defined tabs to populate Vision data cubes if you use Vision Analysis Cubes and you purchased the Performance Management application.

User-Defined Components: Fields

You can add fields to both standard and user-defined components.

You can also:

- Modify the names of user-defined fields. To modify the names of standard fields, use the Screen Designer.
- Modify the order in which fields display on a tab.
- Delete user-defined fields. You cannot delete standard fields, but you can hide them using the Screen Designer.
- Select the user-defined fields to populate Vision data cubes if you use Vision Analysis Cubes and you purchased the Performance Management application.

User-Defined Components: Grids

You can add grids to both standard and user-defined components.

You can also:

- Add columns to user-defined grids.
- Determine the sequence in which grids appear on a tab.
- Determine the sequence in which columns appear in a user-defined grid.
- Delete user-defined grids. You cannot delete standard grids, but you can hide them using the Screen Designer.

Guidelines for Mapping Fields

Use the Mappings tab of the User-Defined Components form to map user-defined fields and grid information.

These mappings are used for actions such as **Create a Project from an Opportunity** or **Create a Project from a Plan**.

You can map:

- From the Opportunity Info Center to the Project Info Center
- From the Opportunity Info Center to Project Planning
- Between the Project Info Center and Project Planning

For example, if you created a user-defined field called **Billing Contact** in the Project Info Center and in the Opportunity Info Center, you can map these two fields. Then every time you create a

Project from an Opportunity, Vision automatically enters the information in the Opportunity **Billing Contact** field into the Project **Billing Contact** field.

This tab is only available for Projects, Opportunities and Project Planning. It is disabled for other standard Info Centers and user-defined Info Centers.

Guidelines

- Mapping works in both directions. When you create a mapping entry from a project to a plan, you also create the mapping entry from a plan to an project.
- For each line in the Mapping grid, you can map between two or three of the Info Center and Project Planning applications.
- You can only map fields to fields and grids to grids. You cannot select a grid when you map to a field or vice versa.
- Mapped fields and grids do not have to have the same label. The most common use of this feature is to ensure that values are carried over from one Info Center or application to another when you create a new opportunity, project, or project plan. Deltek recommends that you create user-defined fields with similar, if not identical, names wherever they are needed in the Opportunity Info Center, Project Info Center, and Project Planning.
- After you map fields, you can change the labels of the fields or grids using the Screen Designer. The mappings remain associated with the original labels of the fields, but they display with the new label. However, if you change the label of the field or grid using the User-Defined Components application, Vision displays a message that asks if you want to change the original labels.
  - If you click **Yes**, Vision changes the underlying label and you will need to remap the field or grid.
  - If you click **No**, Vision does not change the underlying label and you do not have to remap the field or grid.
- Do not map fields that do not have compatible data types. For example, do not map a field with a data type of **date** to a field with a data type of **numeric**.
- You cannot map user-defined Info Centers.

Guidelines for User-Defined Fields and Analysis Cubes

You can select user-defined fields for data cubes in the Vision Analysis Cubes application.

The following guidelines apply:

- For optimum performance, Deltek recommends that you select no more than 21 user-defined fields per Vision application to populate the Vision data cubes.
- You cannot add columns from user-defined grids to the data cubes.
- The user-defined fields that you select to populate the Vision data cubes are not updated to the data cubes until a system administrator uses the Vision Resource Kit to update the Vision Project data cubes with the user-defined fields.
- If you clear the **Available for Analysis Cubes** check box for a user-defined field after create reports with the user-defined field:

- A system administrator must use the Resource Kit to apply the changes in the Vision data cubes.
- Any reports that reference the removed user-defined field will produce an error. You must manually remove the user-defined fields from the reports.

- If you modify the label of a user-defined field on the Custom Fields tab of the User-Defined Components form and the field was previously in use and available in Analysis Cubes, a system administrator must use the Vision Resource Kit to update the Vision Project data cubes with a new label name. If you have custom report designs that included the old label name, you must refresh the report data, and then manually re-add the user-defined field with the new label to the report design.

Lookup and Report Labels Overview

Use the Lookup and Report Labels feature to create custom labels for lookups and reporting.

You can create custom labels for the following:

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

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

How to...

You can change lookup and report labels, or restore defaults, at any time.

Create Custom Lookup and Report Labels

Use the Lookup and Report Labels feature to create custom labels for lookups and reporting.

To create custom labels:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Lookup/Report Labels**.
2. Complete or modify the fields on the Lookup/Report Labels form.
   If you modify a default label, and that label displays on other lookups or reports, a message asks if you want to change all existing default labels to match that label.

3. Click **Yes** to accept.
   All matching labels change, regardless of what Application Type/Label Type currently displays on the form.
4. To restore system default labels, click **Restore All Default Labels**.
5. Click **Save**.
6. Log off and then log back in for your changes to take effect.

Fields and Options

Use the Lookup/Report Labels form to change labels or restore defaults.

Lookup Report Labels Form

Use the Lookup/Report Labels form of General Configuration to create custom lookup and report labels.

Location

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Lookup/Report Labels**.

Contents

Field	Description
Application Type	Select the type of application for which you want to create custom labels. You can select **All Application Types** or, if you want to limit your list, select one of the other settings from the drop-down list.
Label Type	For each application type, you can select **[All Types]** or, if you want to limit your list, select a corresponding label type. For example, if you selected **Report Columns** in the **Application Type** field, corresponding fields in the **Label Type** field would be items such as AR Comments, AR Ledger, Account Analysis.
System Labels Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Application Type	This field displays a list of all labels for the application type you selected in the **Application Type** field.
Type	This field displays a list of the labels for the label type you selected in the **Label Type** field.
Default Label	This field displays a list of the default labels for the application and label type that you selected.
New Label	Enter the new label. If the label displays on other lookups or reports, a message asks if you want to change all existing default labels to match that label. Click **Yes** to accept. All matching labels change, regardless of what Application Type/Label Type currently displays on the form.
Default Report Heading 1/2	This field displays the default report heading. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.
New Report Heading 1/2	Enter the new report heading. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.
Default Alternate Report Heading 1/2	This field displays the default alternate report heading, if applicable. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.
New Alternate Report Heading 1/2	Enter the new alternate report heading. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.

Calculated Fields Overview

You can create or modify calculated fields for use on reports.

A system administrator (a user whose security role has menu access to **Configuration** » **General** » **Calculated Fields**) can create calculated fields available to all users. Individual users can create calculated fields which are not visible or available to other users.

For reports that offer column selection, you can use the Add/Modify Calculated Field dialog box in Reporting to create or modify your own calculated fields. Calculated fields that you create or modify on this dialog box are specific to the current report.

Calculations can contain simple expressions, such as **[X] - [Y]** or conditional statements, such as **if org = "CO" then [ytdAmount]**. Conditional statements are useful in creating reports using data on different tabs, for example, to compare data for different organizations on a report.

When you save a calculated field, it displays on the list of columns available for that report.

Your security role must have menu access to **Configuration** » **General** » **Calculated Fields** in order for you to be able to create system-wide calculated fields. You can use Security Roles to restrict access to any globally available calculated fields.

How to...

You can create local and system-wide calculated fields.

Create System-Wide Calculated Fields

Use the Calculated Fields form of General Configuration to create a global calculated field for a specific report. You can then use Role Security to specify the roles that have access to the calculated field.

Your security role must have the appropriate menu access for you to be able to create system-wide calculated fields.

To create system-wide calculated fields:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Calculated Fields**.
2. On the Calculated Fields form, select one of the following actions:

Option	Description
To create a new field	Click **New** » **New Calculated Field**.
To create a new field from a field already open on the form	Select the field and click **New** » **Copy Current Calculated Field**. On the refreshed form, modify the fields and save the record as a new calculated field record.
To create a new field from a field currently in the list	Click **New** » **Select Calculated Field to Copy**. Select the field, modify it, and save it as a new field.

3. Complete the fields on the form.
4. Click **Check Calculation** to verify that the formula syntax is valid.
5. Click **Save**.

   The field that you add displays in the list of fields on the Column tab of the report. To have the field display on the report, you need to select it on the Columns tab.

Create Local Calculated Fields

Individual users can create calculated fields which are not visible or available to other users. Users do this through the Reporting application, not through configuration settings.

If the report already has calculated fields created for global use (through configuration settings), you cannot modify those calculated fields. See your system administrator if you need assistance. See the discussion of Role Security in the Security Configuration help for information on how to grant or deny access to columns on a report. A user has access to the new calculated field only if they have access to all other columns for that report.

To create calculated fields for your own reporting purposes:

1. Select the report to which you want to add a calculated field.
2. In the **Options** column of the report, click .
3. On the Options dialog box, click the Columns tab.
   For visualizations, click the Metrics tab.
4. Click **New Calculated Field**.
5. Complete the fields on the Add Calculated Fields dialog box.
6. Click **Check** » **Calculation** to verify that the formula syntax is valid.
7. Click **Save**.

Fields and Options

You create global calculated fields in General Configuration.

Calculated Fields Form

Use the Calculated Fields form of General Configuration to create a global calculated field for a specific report. You can then use Role Security to specify the roles that will be allowed access to the calculated field. Your security role must have the appropriate menu access for you to be able to create system-wide calculated fields.

Location

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Calculated Fields**.

Contents

Toolbar Options

Field	Description
Save	Click this option to check your calculation for errors. If any of the formula's elements contains an error, such as an invalid field name, mismatched parentheses, or text fields in a field other than the **If** field, Vision displays a message explaining the error and displaying the erroneous contents in a bold red font. This same check is also performed by the **Check Calculation** grid option on the Calculated Fields form. If no errors are present, Vision saves the record.
New	After you click this option, select from the following options: ▪ To create a new field, click **New Calculated Field**. ▪ To create a new field from a field currently displayed on the form, click **Copy Current Calculated Field**. In the refreshed form, modify the fields and save the record as a new calculated field record. ▪ To create a new field from a field currently in the list, click **Select Calculated Field to Copy**. Select the field, modify it, and save it as a new field.
Delete	Click this option to delete the calculated field record currently open.
Help	Click this option to display the overview help topic for the Calculated Fields form.

Fields

Field	Description
Folder	Select the reporting area from which you want to select a report. Vision lists all the reports associated with that area in the **Report Type** field.
Report Type	Select the report to which you want to add a calculated field. Vision displays all the fields associated with that report in the **Fields** field.
Description	Enter a name for the calculated field. Deltek recommends that you enter a description that indicates what the calculated field represents, so that other users understand its purpose.
Data Type	From the drop-down list, select the data type for the calculated field. When you select this setting, Vision changes the format that displays in the **Format** field; you can alter the format if you wish.
Currency	This option becomes available if you select **Currency (Specific)** as the Data Type. From the drop-down list of currencies enabled for use by your company, select the currency to use for the calculated field.

Field	Description
Heading 1 and Heading 2	Use these options to specify new heading text for the calculated field. The heading you specify can have one line or two. If your new heading only requires one line, enter it in **Line Heading 2**. If you enter a new heading that is longer than the default, you may need to use the **Width** option to change the column width. Heading 2 is unavailable for Visualization reports.
Format	Select a format for the calculated field. For example, the format #,###.00 [-#,###.00] would appear as 5,400.00 or -5,400.00.
Width	Select the width of the field in inches. The default is 1.0.
Fields	Select the field(s) to use in a calculation. To select a field, either double-click on it, or select it and click **Add Field**. The field name displays in the Calculation grid. Calculations can be simple or complex, and can be created using the Calculator and/or the Use a Condition tool. The result for a calculated field must be a number. Text fields can be used only in the **If this is true** field, which is available when **Use a Condition** is selected.
Calculator	Use the Calculator tool to create simple calculations using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also type the number or symbol directly in the Calculation grid.
Use a Condition	Use this tool to create or modify more complex calculations. To activate the tool, click the **Use a Condition** check box. **Example** This calculation will show the year-to-date amount for the Boston Office: If this is true: [Office] = "BO" Then [Year-to-Date Amount] Else 0 **Available Conditions** The conditions available are: = (Equals) <> (Does not equal) < (Less than) > (Greater than) >= (Greater than or equal to) <= (less than or equal to) **LIKE.** You can use an asterisk * as a wildcard with this function to find text contained within a field. For example, [EmployeeName] LIKE "Apple*" .

Field	Description
	Add Period Click the drop-down arrow and select an accounting period from the list.
Calculation	The calculation that you are creating or modifying displays in this field.
Perform calculation on	Use this drop-down list to specify whether the calculated field's calculation will be performed on detail and/or subtotal/total lines, as well as how subtotal values are calculated. Some options are unavailable on some reports, and not all options are appropriate for all reports. For example, a Summary report without subtotal/ total lines will not display such values for a calculated field, even if an option is selected which would normally calculate on subtotal/total lines. Click the drop-down arrow and select one of the following settings: ▪ **Detail lines**: The calculation is performed on detail lines. If the **Sum up calculated amounts on total lines** option is selected, the calculated detail values are added to generate the subtotal values, and subtotals are added to calculate higher levels of subtotal or total. ▪ **Last group line**: Vision performs the calculation on the lowest subtotal level only. The **Sum up calculated amounts on total lines** check box is not available if you select this option. ▪ **All detail and total lines**: The calculation is performed on each detail, subtotal, and total line individually, rather than adding the detail lines to arrive at subtotal values. ▪ **Each row from the query**: The calculation is performed on each detail line, and the resulting values are added to generate each successively higher level of subtotal or total (functionally equivalent to "r;detail lines" with "r;Sum..." selected). Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the **Perform Calculations On** field and the **Sum Up Calculated Amounts on Total Lines** check box. When you save a calculated field that may not be supported by your current reporting services, Vision displays a warning message. If you decide to use that calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.
Sum up calculated amounts on total lines	If you select **Detail lines** in **Perform calculation on**, you can also select this check box. If you do, Vision sums up the calculated detail values to generate the subtotal values, and sums up subtotals to calculate higher level subtotals or totals. Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the **Perform Calculations On** field and the **Sum Up Calculated Amounts on Total Lines** check box. When you save a calculated field that may not be supported by your current reporting services, Vision displays a warning message. If you decide to use that

Field	Description
	calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.
Calculated Fields Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Undo	Click this button to undo only the last change you made to the calculation.
Clear	Click this button to delete the entire calculation currently displayed in the **Calculation** box.
Check Calculation	Click this button to check your calculation for errors. If any of the formula's elements contains an error, such as an invalid field name, mismatched parentheses, or text fields in a field other than the If field, Vision displays a message to explain the error and displays the erroneous contents in a bold red font. **Save** on the menu toolbar also performs this check.

Learn More About...

If you're new to calculated fields, you may find it helpful to review sample scenarios.

Calculated Field Scenarios

The Calculated Fields form includes two options, **Perform Calculation On** and **Sum Up Calculated Amounts on Total Lines**, which you can combine to generate any of several scenarios.

Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the **Perform Calculations On** field and the **Sum Up Calculated Amounts on Total Lines** check box. When you save a calculated field that may not be supported by your current reporting services, Vision displays a warning message. If you decide to use that calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.

This table uses these symbols to show the effect of **Perform Calculation On** in each of these scenarios for a report which is grouped, has totals showing or not, or both:

- **c**: calculates value using the calculated field formula
- **s**: sums up records from the next highest level

Scenario	Detail	Subtotal	Total
Report grouped, totals showing			
all detail and total lines	c	c	c
detail lines, Sum on total unselected	c		
detail lines, Sum on total selected	c	s	s
each row from the query	c	s	s
last group line		c	
Report grouped, no totals showing			
all detail and total lines	c	c	
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c	s	
each row from the query	c	s	
last group line		c	
Report not grouped, totals showing			
all detail and total lines	c		c
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c		s
each row from the query	c		s
last group line			
Report neither grouped nor showing totals			
all detail and total lines	c		
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c		
each row from the query	c		
last group line			

Custom Report Options Overview

Reporting options determine which information is displayed in the current report, how the data is formatted, and the sequence in which the data displays. You select options for each standard report on the Options dialog box in the Reporting application. Each report has options specific to that report, which are described in the Reporting section of the help

For any option page that you select, you can add additional options from the Custom Report Options form. These additional options display on the Custom Options tab of the report's Options dialog box.

How to...

You can add options for a custom report.

Add Options to a Custom Report

You can add options to custom reports. The options that you add display on the Custom Options tab of the Options dialog box in the Reporting application.

To add options to a custom report:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Custom Report Options**.
2. In the **Report Name** field on the Report Custom Options form, select the custom report for which you want to create an options page.
3. Click **Insert** to add an option to the Options grid.
4. Complete the fields on the Custom Report Options form to define the option.
5. Repeat steps 3 and 4 for each option that you want to add.
6. Click **Save**.

Postrequisite: If you create a custom lookup list, you must specify values for the list.

Modify the Order of Options

After you add custom options, you can change the sequence in which the options display on the Custom Options tab of the Options dialog box in the Reporting application.

To modify the order of options:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Custom Report Options**.
2. In the **Report Name** field, select the custom report that has the options that you want to rearrange.
3. Select an option and click **Move Up** or **Move Down** to reorder the options.
4. Click **Save**.

Specify Values for a Custom Lookup Option

If you add custom options with a data type of **Lookup**, you must specify possible values for the lookup.

To specify values for a Lookup type option:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Custom Report Options**.
2. From the **Report Name** field, select the custom report.
3. Click **Lookup Lists** on the toolbar.

   All options from the Options grid for the selected report with a Data Type of Lookup or Search display in the **Column** area.
4. From the **Column** area, select the option for which you want to specify values.
5. Click **Insert** on the Options grid.
6. In the **Value** field, enter the name of a value that you want to make available for selection.

   For example, you create a custom Lookup option called **Report at**. You can then select **Report at** in the **Column** area and define the values of **Cost** and **Burden** by inserting one row for each value in the Value grid.
7. To move a value up or down in the list of selections, select the value and click **Move Up** or **Move Down**.
8. Click **Save**.

Fields and Options

The reports for adding options to custom reports are in General Configuration.

Custom Report Options Form

Use the Custom Report Options form to create custom options that display on the Custom Options tab of the Options dialog box in Reporting.

Location

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Custom Report Options**.

Contents

Toolbar Options

Field	Description
Save	Click this option after you create or modify options.
Lookup Lists	Click to open the Lookup Lists dialog box, from which you specify the selection values for options with a **Data Type** of **Lookup** or **Search**.
Help	Click this option to display the help system.

Fields

Field	Description
Report Name	Select the custom report for which you want to create custom options.

Grid Toolbar Options

Field	Description
Options Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a blank row to the grid, in which you define a new option.
Delete	Select a row and click this option to remove the field from the Custom Options tab.
Move Up and Move Down	Click **Move Up** or **Move Down** to modify the order of the options.

Grid Fields

Field	Description
Option Label	Enter a name for the field.
Parameter Name	Enter a parameter that you will use to reference the field in a custom report. Acceptable characters include all alphanumeric values and the underscore (_) symbol.
Data Type	Select the data type for the custom field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular account, contact, employee, and so on. You have the following options. ▪ **Account**: This data type creates an account lookup field. ▪ **Character**: This data type consists of alphanumeric values, up to 70 characters. ▪ **Check Box**: This data type determines if the field is a Yes/No check box field. When the field is checked, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database. ▪ **Client**: Creates a Client lookup list field. ▪ **Contact**: This data type creates a Contact lookup list field. ▪ **Date**: This data type determines if the field contains a date value. The field includes a popup calendar that can be accessed from the arrow to the right of the field value. ▪ **Employee**: This data type creates an Employee lookup list field. ▪ **Lookup**: This data type consists of alphanumeric values, up to 20 characters. The field includes a drop-down list and lookup table of values that can be modified by double clicking on the lookup field. ▪ **Memo**: This data type creates an RTF (rich text format) field with unlimited formatted text. ▪ **Numeric**: This data type creates a numeric field. ▪ **Opportunity**: This data type creates an Opportunity lookup list field. ▪ **Project**: Creates a Project lookup list field. ▪ **Search**: This data type functions exactly the same as the Lookup data type, except a Vision search field (with **Search** to open a search dialog box) is used instead of a drop down list. With these types of fields, the records in the user-defined lookup list are **not** retrieved until the user opens the dialog box and clicks **Search**. In addition, since this is a dialog box search, you have the added ability of being able to use Quick Find to enter the first few characters of the value. If your company has a large database, you may want to use this data type

Field	Description
	instead of Lookup, since using Lookup may cause performance problems. ▪ **Text Library**: This data type creates a Text Library lookup list field. ▪ **URL**: If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window. ▪ **Vendor**: Creates a Vendor lookup list field.
Default Value	Enter the default value for the field. This field is available with the standard data types String, Numeric, Date, Search, Lookup, and Check Box. ▪ **Check Box** —These data types have a default value of **N**, meaning not selected. Enter **Y** to specify that the field be selected, by default. ▪ **Date**: Either type the text **Current Date** or enter any date in m/d/yy format. If you enter **Current Date**, new records always default to the current date. You can also click **Calendar** in this field. ▪ **Lookup or Search**: If the data type is either Lookup or Search, the **Default Value** field will contain a Lookup icon.
Display Width	This field determines the number of characters you want to display for the field. Vision calculates how wide the field should be on the screen based on the fonts used in Vision.
Memo Height	If you select **Memo** in the **Data Type** field, this field allows you to determine the number of lines you want to appear for the memo. For example, if you enter 5, Vision calculates the proper height of the memo field, to accommodate five lines of text.
Limit to List	This option applies only to fields with a **Data Type** of Lookup. If you select this option, users will only be allowed to select one of these pre-defined values. If you do not select this option, users can either select one of the pre-defined values or enter other values not included in the list.
Total	Select this option if you want a column total to appear at the bottom of the grid. This option applies to **Numeric** data types only.
Currency	If you selected **Numeric** in the **Data Type** field, this field allows you to use your currency format.
Decimals	If you selected **Numeric** in the **Data Type** field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.)
Minimum Value	If you selected **Numeric** in the **Data Type** field, this field allows you to determine the minimum number that the user can enter in the field.
Maximum Value	If you selected **Numeric** in the **Data Type** field, this field allows you to determine the maximum number that the user can enter in the field.

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

Lookup Lists Dialog Box

Use the Lookup Lists dialog box to define the values available for selection from fields with a data type of **Lookup**.

For example, if you create a custom option called **Custom Percent Complete**, you can define the values available for selection, such as 10%, 50%, and 100%.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Custom Report Options**.
2. In the **Report Name** field, select the custom report for which you want to specify Lookup option values.
3. Click **Lookup Lists** on the toolbar.

Contents

Grid Toolbar Options

Field	Description
Insert	Click this option to add a blank row to the Value grid, in which you enter a new value.
Delete	Select a value in the **Value** grid and click this option to remove the value from the list of selections.
Up	Select a value in the Value grid and click this option to change the order in which values display in the list of selections.
Down	Select a value in the Value grid and click this option to change the order in which values display in the list of selections.

Grid Fields

Field	Description
Tab	This field defaults to **CustomOptions**, to indicate the **Custom Options** tab. This is the Options dialog box tab on which the custom options that you specify display.
Column	All options specified in the Options grid with a **Data Type** of **Lookup** display in the **Column** area.
Value	Enter the name of a value that you want to make available for selection for the option selected in the Column area. For example, if you created a custom Lookup option called **Report at**, this option displays in the Column grid. You can select **Report at** in the Column area and define the values of **Cost** and **Burden**; insert one row for each value in the Value grid.

Code Tables Setup Overview

You use Code Tables to populate drop-down lists with standard values for certain Info Center fields. These lists of values save time during routine data entry and enforce uniformity in data fields. You can add new, edit, and delete entries at any time. You can add an unlimited number of entries to any code table.

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

The Client Role, Contact Role, and Employee Role code tables have pre-populated or system entries and their entries cannot be deleted.

Recommendations

Deltek recommends that you set standards for each of the code tables and populate the tables before you enter data in the Info Centers. For example, if you decide that your educational degrees will use the format B.A. and M.A. (as opposed to BA or Bachelor of Arts), populate the Degree code tables with all possible degrees in the appropriate format.

Types of Code Tables

There are three types of code tables in Vision:

- One type of code table dynamically updates all existing records that are associated with that respective code to reflect the new description.
- The second type is a table with a list of only Descriptions, such as Client Relationship, Employee Title, and Suffix Tables. If you change a code, only the values for future lookups are affected; no changes are made to existing records.
- The last type of code table allows you to remove the selection of the **Active** check box so that the code is not a choice for future selections. Existing records in your database associated with a code that is not active remain unchanged. New records cannot be associated with this code, since it is not active. This preserves older records' characteristics that you do not want to use in new records.

Code Tables and Multiple Languages

If you use multiple languages with Vision, the standard code tables display in the selected language. If you insert your own codes, you must translate the code and manually enter it in the Code Table Maintenance form. If you do not translate the custom code, Vision displays **Text Not Translated** as the description for this code.

How to...

You can create or delete code tables.

Set Up Code Tables

Use the Code Table Maintenance form to add new code table entries, edit descriptions, re-order entries, and delete entries at any time. You can add an unlimited number of entries to any code table.

If you use multiple languages with Vision, the standard code tables display in the selected language. If you insert your own codes, you must translate the code and manually enter it in the Code Table Maintenance form. If you do not translate the custom code, Vision displays **Text Not Translated** as the description for this code.

To set up code tables:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Code Tables**.
2. On the Code Table Maintenance form, select the name of the code table that you want to edit.
3. Enter new codes.

Option	Description
To add a new code	Position the cursor on the row above where you want to insert the code and click **Insert**.
To move one code	Position the cursor on the code, and click **Move Up** or **Move Down**.
To re-order all the codes alphabetically by code or description	Click the **Code** or **Description** heading.

   Codes display in application drop-down lists in the order that you specify here.
4. Click **Save**.
5. Optional. To print a list of codes, select the code table (do not open it) on the Code Table form and then click **Print**.
6. Optional. To export the list to Excel, use the **Code Tables** drop-down list.

Delete Code Tables

Use the Code Table Maintenance form to delete unwanted code table entries. When you attempt to delete codes that have been used, Vision displays a warning to indicate that the codes will be blanked out everywhere they have been used.

In some cases, deleting codes can also result in deletion of records. Vision displays a warning. You cannot delete codes in a code table that is prefixed by **sys**. (Vision again displays a warning.) Certain codes, such as **sysOwner**, must be kept in the database. You can, however, change the description of codes beginning with **sys**. If codes prefixed with **sys** must be deleted, contact Vision Support.

To delete code table entries:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Code Tables**.
2. On the Code Table Maintenance form, click the description.
3. From the list, select the code that you want to delete.
4. Click **Delete**.

   Vision displays a warning message indicating the consequences of the deletion.
5. Click **Yes** to confirm and then click **Save**.

Learn More About...

You may find it helpful to be familiar with code table descriptions and international address formats.

Code Table Descriptions

Use Code Tables to set up the items for users to choose in the drop-down list in some fields in the Info Center.

This allows users to enter a standard, pre-defined value in many fields in the Info Center. Many of these values can also be used to search for specific types or groups of records when you use lookups.

Before you enter code table values, review the code table descriptions. Each description includes a brief explanation of the code table and information about possible values. When you set up your code tables, some tables require that you enter both a code and a description. Other tables require that you enter only a description. Use codes to enter short alphanumeric identifiers. Use descriptions to enter more detailed information. In most cases, users see only the code table descriptions.

Some code tables have values that are defined by the system, which you cannot delete.

If you use multiple languages with Vision, the standard code tables display in the selected language. If you insert your own codes, you must translate the code and manually enter it in the Code Table Maintenance form. If you do not translate the custom code, Vision displays **Text Not Translated** as the description for this code.

Field	Description
Account Group Table	Use this table to enter a list of valid account group table codes.
Account ID Type	Use this table to enter a selection, such as Account Number, ACH, or CHIPS UID, for the Account ID Type in the Vendor Info Center. The contents of this drop-down list display in the **Account ID Type** field on the Accounting tab of the Vendor Info Center.
Activity Subject	Use this table to enter descriptions that employees can select as an activity's subject when they schedule activities in Vision. The activity subject should indicate the purpose of the activity, such as Initial Consultation, Planning Meeting, or Follow-up Visit. For each activity subject that you enter, you specify whether or not it can be used for an activity whose activity type is Milestone. Only the activity subjects that are specified to be used with the Milestone activity type will display in the **Subject** drop-down list when you select **Milestone** as the activity type for an activity. The activity subjects that you add to this table display in the drop-down list in the **Subject** field on the Detail tab of the Activity dialog box.
Activity Type	Use this table to define activity types that employees can select to classify activities that they schedule in Vision and Connect for Microsoft Outlook. The activity type indicates the nature of the activity, such as meeting or teleconference. System-provided activity types also appear in the Activity Type code table, which you cannot change or delete: ▪ **Milestone** When you selected **Milestone** in the **Type** field for an activity, the drop-down list in the activity **Subject** field contains only the subjects that have been designated for use with the Milestone activity type (in the Activity Subject code table in **Configuration** » **General** » **Code Tables**). ▪ **Touchpoint** This activity type is reserved for future use. The activity types that are entered in this table display in the drop-down list in the **Type** field on the Detail tab of the Activity dialog box where you enter an activity in Vision. In the **Display** field on the Activity Type dialog box in Code Table Configuration, you select where the type of activity displays in Vision and Connect for Microsoft Outlook after you create the activity. The display setting does not affect where you can create the different types of activities. You can create any type of activity anywhere that you can create activities in Vision. In Connect for Microsoft Outlook, there are different forms for entering calendar, task, and generic activities, so you must create activities from the correct location, so that the appropriate entry form appears.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>The options in the Display field on the Activity Type dialog box in Code Table Configuration are:
<table>
<tr><th>Option Selected in the Display Field</th><th>Where the Activity Displays in Vision</th><th>Where the Activity Displays in Connect for Microsoft Outlook</th></tr>
<tr><td>Calendar</td><td>▪ Calendar
▪ Activity Manager
▪ Activities grid on associated Vision records in the Contact, Client, Opportunity, and Vendor Info Centers</td><td>▪ Calendar
▪ Activities folder
▪ Activities grid on associated Vision contact, client, opportunity, and vendor records</td></tr>
<tr><td>Task</td><td>▪ Calendar, when a user selects the option to view tasks
▪ Activity Manager
▪ Activities grid on associated Vision records in the Contact, Client, Opportunity, and Vendor Info Centers</td><td>▪ Task folder
▪ Activities folder
▪ Activities grid on associated Vision contact, client, opportunity, and vendor records</td></tr>
<tr><td>Activity Manager Only</td><td>▪ Activity Manager
▪ Activities grid on associated Vision records in the Contact, Client, Opportunity, and Vendor Info Centers</td><td>▪ Activities folder
▪ Activities grid on associated Vision contact, client, opportunity, and vendor records</td></tr>
</table>
Activity types with an Activity Manager Only display setting are non-calendar and non-task activities that are considered to be generic activities. Examples are email messages and mailings.</td></tr>
<tr><td>Attachments Category</td><td>Use this table to define the categories that employees can select to describe the documents that are uploaded and attached to info center</td></tr>
</table>

Field	Description
	records on the Attachments tab. You can customize these categories to meet your organization's specific needs. Employees can upload and attach documents only if Vision has been configured to allow attached documents. The Deltek Vision Advanced Technical Installation Guide provides a system administrator with the instructions on how to enable FILESTREAM (a Microsoft SQL Server feature), which allows employees to store the uploaded documents for Vision transactions, templates, and info centers.
Bank ID Type	Use this table to enter a selection for the Bank ID Type in the Vendor Info Center. The contents of this drop-down list display in the **Bank ID Type** field on the Accounting tab of the Vendor Info Center.
Billing Rate Table	Use this table to enter a list of valid billing rate table codes.
Client Relationship	Use this table to define the relationships your company may have with new and existing clients. The contents of this table display in the drop-down list in the **Relationship** field on the General tab of the Client Info Center.
Client Role	Use this table to define the roles that your clients may have on new and existing opportunities and/or projects, such as Client, Developer, or Owner. The contents of this table display in the drop-down list in the **Role** field on the following tabs: ▪ Opportunities tab of the Client Info Center ▪ Projects tab of the Client Info Center ▪ Clients/Contacts tab of the Opportunity Info Center (Clients Grid) ▪ Clients/Contacts tab of the Project Info Center (Clients Grid) The **sysOwner** code automatically defaults to the Primary Client in the associated record. You may modify the **Description** of this code, but you cannot remove this code. There can only be one Primary Client assigned to a role. Contact your system administrator for information about adding values to this list.
Client to Client Relationship	Use this table to define the relationships that may exist between any of your new or existing clients. For example: Competitor, Parent, Subsidiary. The contents of this table display in the drop-down list in the **Relationship** field on the following: ▪ Associate a Client dialog box ▪ Associations tab of the Client Info Center (Associations Grid)
Client Type	Use this table to define values (such as market segments or industry types) that you can use to classify or group your clients. The contents of

Field	Description
	this table display in the drop-down list in the **Type** field on the General tab of the Client Info Center.
Contact Role	Use this table to define the roles that your contacts may have on new and existing opportunities and/or projects at your firm. The contents of this table display in the drop-down list in the **Role** field on the following forms: ▪ Opportunities tab of the Contact Info Center ▪ Projects tab of the Contact Info Center ▪ Clients/Contacts tab of the Opportunity Info Center (Contacts Grid) ▪ Clients/Contacts tab of the Project Info Center (Contacts Grid)
Contact Source	Use this table to define your contact sources, such as Client Reference or Management Association. The contents of this table display in the drop-down list in the **Source** field on the General tab of the Contact Info Center. This field is mapped to the **Source** field on the General tab of the Lead Info Center.
Contact Title	Use this table to enter the professional titles used by your contacts. The contents of this table display in the drop-down list in the **Title** field on the General tab of the Contact Info Center.
Contact to Contact Relationship	Use this table to define the relationships that exist between any of your contacts, such as Former Coworker, Fellow Board Member, or friend. The contents of this table display in the drop-down list in the **Relationship** field on the following: ▪ Associate a Contact dialog box ▪ Associations tab of the Contact Info Center (Associations Grid)
Contract Status	Use this table to define the status of the contract, such as Pending or Sent for Signature. The contents of this table display in the drop-down list in the **Status** field on the Contract Management tab of the Project Info Center.
Contract Type (CFGContractType)	Use this table to define contract types for projects. The types that you enter here display in the drop-down list in the **Type** field on the Contract Management tab of the Project Info Center.
Country	Use this table to enter the names of all countries for which you may have to enter a client, contact, employee, or vendor address; and/or an opportunity or project location. You also use this table to determine how **Addresses** are formatted on reports for a selected record (Format 1, Format 2, or Format 3). The contents of this table display in the drop-down list in the **Country** field on the following: ▪ General tab of the Client Info Center

Field	Description
	▪ General tab of the Contact Info Center ▪ General tab of the Vendor Info Center ▪ Location tab of the Opportunity Info Center ▪ Location tab of the Project Info Center ▪ Personal tab of the Employee Info Center ▪ User Options dialog box
County	Use this table to enter the names of all counties for which you may have to enter a project location. The contents of this table display in the drop-down list in the **County** field on the Location tab of the Project Info Center.
Degree - Employee Education	Use this table to enter college degree information for use in Employee Info Center records. The contents of this table display in the drop-down list in the **Degree** field on the Experience tab of the Employee Info Center (Education Grid).
Diary Type	Use this table to set up different diary types. Diary types are used to set up diaries for different types of transactions, such as separate diaries for purchase transactions or sales transactions. Diary numbers are automatically assigned to transactions so that you can report on general ledger entries based on the sequentially numbered transactions that are based on diary numbers. When you click the **Diary Type** code on the Code Table Maintenance form and open the Diary Type dialog box, you enter a description and a code (up to 10 characters) for each diary type that you create. If you have multiple companies in Vision, a diary type code must be a unique across all your companies. If you have multiple companies, the first row of the grid on the Diary Type dialog box prefills with **Intercompany Diary** in the **Description** column and **IC** in the **Code** column. You cannot delete this row. When you have multiple companies, you must set up a diary on the Transaction Auto Numbering tab in **Configuration** » **Accounting** » **System Settings** using the Deltek-provided **IC** (Intercompany Diary) diary type to capture intercompany transactions. You cannot use **IC** in the **Diary Type** field code if you do not have multiple companies in Vision. On the Diary Type dialog box, you can only delete the diary types that have not been used in configuration on the Transaction Auto Numbering tab in **Configuration** » **Accounting** » **System Settings**.
Description Category - Projects	Use this table to set up categories that you can attach to descriptions of your company's work on various projects. Categories can help you classify project descriptions so that you can more easily locate specific types of project information. The contents of this table display in a Lookup when you add a project description to the Descriptions grid on the Background tab of the Project Info Center.

Field	Description
Employee License	Use this table to enter professional license information for use in Employee Info Center records. The contents of this table display in the drop-down list in the **License** field on the Experience tab of the Employee Info Center (Licenses Grid).
Employee Relationship	Use this table to define the relationships between your employees and clients and/or contacts. The contents of this table display in the drop-down list in the **Relationship** field on the following: ▪ Associations tab of the Employee Info Center (Clients Grid and Contacts Grid) ▪ Associations tab of the Client Info Center (Employees Grid) ▪ Associations tab of the Contact Info Center (Employees Grid)
Employee Role	Use this table to define the roles that your employees may have on new and existing opportunities and/or projects at your firm. Use the **Default** field if you want to set a particular role as the default employee role when projects and employees or opportunities and employees are associated with each other. You can select only one default role. The contents of this table display in the drop-down list in the **Role** field on the following: ▪ Team tab of the Opportunity Info Center (Employees Grid) ▪ Team tab of the Project Info Center (Employees Grid) ▪ CRM Info tab of the Employee Info Center (Opportunities Grid) ▪ Projects tab of the Employee Info Center (Projects Grid)
Employee Skill/ Discipline	Use this table to enter specific types of employee skills or areas of expertise (disciplines) for use in Employee Info Center records, as well as SF254, SF255, and SF330 records. For example, you could enter Administrative, Technician/Analyst, and Communications Engineer. Employee Skill/Discipline information is used along with information entered in the Employee Skill/Discipline Level code table. The contents of this table display in the drop-down list in the **Skill** field on the Experience tab of the Employee Info Center (Skills Grid).
Employee Skill/ Discipline Level	Use this table to enter employee experience levels for use in Employee Info Center records. Employee Skill/Discipline Level information is used along with information entered in the Employee Skill/Discipline code table. The contents of this table display in the drop-down list in the **Level** field on the Experience tab of the Employee Info Center (Skills Grid).
Employee Title	Use this table to enter the professional titles used by your employees. Typically, these titles indicate your employees' roles/positions within your firm. For example, you can enter Administrative Assistant, Account Manager, and Principal. The contents of this table display in the drop-down list in the **Title** field on the General tab of the Employee Info Center.

Field	Description
Information Category - Contacts	Use this table to enter activity categories that you can use to manage various types of contact solicitations. The contents of this table display in the drop-down list in the **Category** field on the Activities tab of the Contact Info Center (Categories Grid).
Invoice Template Table	Use this table to enter a list of valid invoice template table codes.
Lead Rating	Use this table to specify rating values that reflect your leads' level of interest in doing business with your company. The contents of this table display in the drop-down list in the **Rating** field on the General tab of the Lead Info Center.
Lead Source	Use this table to enter all the sources your company may use to generate leads. Your sources may include specific conferences, trade shows, or the names of referring clients. The contents of this table display in the drop-down list in the **Source** field on the General tab of the Lead Info Center.
Lead Status	Use this table to define status options that you can use to classify a lead's current relationship with your company. The contents of this table display in the drop-down list in the **Status** field on the General tab of the Lead Info Center.
Lead Status Reason	Use this table to define reasons/explanations for the status of a lead's current relationship with your company, such as Converted to Contact. The contents of this table display in the drop-down list in the **Status Reason** field on the General tab of the Lead Info Center.
Lead Types	Use this table to enter the industry types or market segments to which you target your marketing efforts. This information can be used to group leads into distinct categories. The contents of this table display in the drop-down list in the **Type** field on the General tab of the Lead Info Center. When leads are converted into clients, the **Type** field in Lead Info Center is mapped to the **Type** field in the Client Info Center only if a Lead Type value exists in the Client Type code table.
Marketing Campaign Action	Use this table to enter the various activities your company might engage in during a typical marketing campaign, such as Campaign Kickoff, Develop Materials, or Follow-up Calls. The contents of this table display in the drop-down list in the **First Action**, **Current Action**, and **Next Action** fields on the General tab of the Marketing Campaign Info Center.
Marketing Campaign Audience	Use this table to enter the various audience types or market segments to whom your firm might direct a typical marketing campaign. The contents of this table display in the drop-down list in the **Target Audience** field on the General tab of the Marketing Campaign Info Center.

Field	Description
Marketing Campaign Objective	Use this table to enter the various goals that your firm tries to achieve through a typical marketing campaign, such as Lead Generation. The contents of this table display in the drop-down list in the **Objective** field on the General tab of the Marketing Campaign Info Center.
Marketing Campaign Status	Use this table to enter options that you can use to specify the current status/stage of your marketing campaigns such as Active, Completed, or Planning. The contents of this table display in the drop-down list in the **Status** field on the General tab of the Marketing Campaign Info Center.
Marketing Campaign Type	Use this table to enter the various types of marketing campaigns that your firm might undertake, such as Direct Mail, Newsletter, or Seminar. The contents of this table display in the drop-down list in the **Type** field on the General tab of the Marketing Campaign Info Center.
Master Contract	Use this table to enter master contracts, which help you track new opportunities that are master service agreement (MSA) contracts or indefinite delivery/infinite quantity (IDIQ) contracts. The contents of this table display in the drop-down list in the **Master Contract** field on the General tab in the Opportunities Info Center.
NAICS	This table contains the North American Industry Classification System (NAICS) codes that are provided by the government to identify the industry in which a company operates. The codes provide a means for classifying businesses for data collection, analysis, and publication of data that is related to the U.S. business economy. You can insert or delete NAICS codes as needed. These NAICS codes display in the drop-down list in the **NAICS** field on the General tab of the Opportunity Info Center.
Opportunity Contract Type	This code table does not apply to Vision.
Opportunity Probability	Use this table to enter percentages that indicate the likelihood that an opportunity will become a project. For example: 60 means that the probability that the opportunity will become a project is 60%. The contents of this table display in the drop-down list in the **Probability** field on the General tab of the Opportunity Info Center.
Opportunity Source	Use this table to enter all the sources your firm may use to identify opportunities; for example: Client Contact, Marketing Campaign, Trade Show. The contents of this table display in the drop-down list in the **Source** field on the General tab of the Opportunity Info Center.
Opportunity Stage	Use this table to enter options to specify the pipeline stages that you want available to assign to your opportunities, such as Pending, Proposal, and Awarded. The contents of this table display in the drop-down list in the **Stage** field on the General tab of the Opportunity Info Center. Select the **Closed Stage** check box for a stage if opportunities assigned to that stage are no longer actively pursued (for example, if

Field	Description
	you were awarded the contract or if you lost the contract to a competitor). The **Closed Stage** option is not used in the Vision smart client. It is only used in the Business Development workspace in iAccess for Vision.
Opportunity Type	Use this table to define values (such as market segments or industry types) that you can use to classify or group your opportunities; for example: Educational, Municipal, Medical. The contents of this table display in the drop-down list in the **Type** field on the General tab of the Opportunity Info Center.
Phone Format	To ensure consistency in records and reports, the system administrator can establish a default format for phone number fields in each country. The Phone Format feature controls the default settings applied to new records created after the feature is enabled, and whether the **<None>** format displays in the list of available formats. When you click the ellipsis (...) on a phone number field, Vision displays the Phone Format Selection dialog box, listing the default country, description, and format for phone numbers. You can override this format by selecting a different format for the current record's phone number fields. You can also change the phone format any time, for any phone number field inVision. Use this table to set up phone formats for each country. For example: ▪ United States Standard Format (###) ###-#### ▪ Germany 4 Digit Prefix +49 ####.###.### ▪ United Kingdom Cell Phone +44 7### ### ### In the **Country** field, select the country. This drop-down menu contains a list of all the values in the Country code table. In the **Description** field, enter a description of the format, such as Cell Phone or Standard Format. This field is required. In the **Format** field, enter the format for the phone. The # character indicates that a number is required in that position. You can also enter text, such as +1. For countries without standardized phone number formats, you can add multiple phone formats.
Prefix	Use this table to enter prefixes to be used with contact, lead, and employee names. The contents of this table display in the drop-down list in the **Prefix** field on the following: ▪ General tab of the Contact Info Center ▪ General tab of the Lead Info Center ▪ General tab of the Employee Info Center
Project Codes	Use this table to enter project codes that identify the different types of work, such as Electrical and Plumbing, that you expect to perform on

Field	Description
	any given opportunity and/or project. Project codes allow you to categorize the types of work you expect to do, and then enter estimated fees for each work segment. The contents of this table display on a lookup when you add a project code to the Project Codes grid on the following: ▪ Background tab of the Project Info Center ▪ Project Codes tab of the Opportunity Info Center
Responsibility	Use this table to define the levels of responsibility that your company may assume when working on a project or opportunity, such as Prime, Joint Venture, or Consultant. The contents of this table display in the drop-down list in the **Responsibility** field on the General tab of the Project and Opportunity Info Center.
Project Type (CFGProjectType)	Use this table to define values (such as market segments or industry types) that you can use to classify or group your projects. The types that you enter here display in the drop-down list in the **Project Type** field on the General tab of the Project Info Center.
Proposal Source	Use this table to enter all the sources your firm may use to identify proposal opportunities, such as Client Contact, Marketing Campaign, and Trade Show. The contents of this table display in the drop-down list in the **Source** field on the Proposals dialog box.
Proposal Status	Use this table to enter options that you can use to specify the current stage of your proposals, such as Pending, Short Listed, and Won. The contents of this table display in the drop-down list in the **Status** field on the Proposals dialog box.
Proposal Type	Use this table to enter the various types of proposals that your firm may produce, such as Cost Proposal or Technical Proposal. The contents of this table display in the drop-down list in the **Type** field on the Proposals dialog box.
Resume Category	Use this table to define resume categories that you can use to classify employee resume data. Use resume categories to make it easier to find the employee information that is most relevant to the proposals that you are producing. For example, you can enter Experience - Medical or Background - Engineering. The contents of this table display on a Lookup when you add resume data to the Resumes grid on the Resumes tab of the Employee Info Center.
States/Provinces	Use this table to enter the names of all states or provinces for which you may have to enter a client, contact, employee, or vendor address; and/or an opportunity or project location. To manage States/Provinces, first select the appropriate Country from the **Country** drop-down. The contents of this table display in the drop-down list in the **States/ Provinces** field on the following:

Field	Description
	▪ General tab of the Client Info Center ▪ General tab of the Contact Info Center ▪ General tab of the Vendor Info Center ▪ Location tab of the Opportunity Info Center ▪ Location tab of the Project Info Center ▪ Personal tab of the Employee Info Center
Suffix	Use this table to enter suffixes to be used with contact, lead, and employee names. The contents of this table display in the drop-down list in the **Suffix** field on the following: ▪ General tab of the Contact Info Center ▪ General tab of the Lead Info Center ▪ General tab of the Employee Info Center
Unit Table Codes	Use this table to enter a list of valid unit table codes.
Unit Type Codes	Use this table to enter unit types that display in the drop-down list in the **Unit Type** field on the Units Info Center form and the Units dialog box in the Units Info Center. Select from three unit types: Equipment, Expenses, and Labor. You can delete any unit type from the Unit Type Codes table if you do not want to use it. However, after a unit type has been assigned to a Units table, you cannot delete it in Code Tables Configuration. Unit type does not affect processing. It is informational and helps you easily distinguish labor unit types from equipment or expense units for reporting purposes. The Unit Detail Report (**Reporting** » **Units**) displays units of each unit type with detail and totals over a selected time frame.
Vendor Primary Specialty	Use this table to enter the types of specialized work that your vendors perform, such as Security Systems Design. The contents of this table display in the drop-down list in the **Specialty** field on the General tab of the Vendor Info Center.
Vendor Role	Use this table to define the roles that your vendors may have on new and existing opportunities and/or projects at your firm, such as Architect, Interior Designer, and Electrical Engineer. The contents of this table display in the drop-down list in the **Role** field on the following: ▪ Team tab of the Opportunity Info Center (Vendors Grid) ▪ Team tab of the Project Info Center (Vendors Grid) ▪ Opportunities tab of the Vendor Info Center (Opportunities Grid) ▪ Projects tab of the Vendor Info Center (Projects Grid)

International Address Formats

Vision includes settings that you can use to select State, Country, and Address formats to support international clients. You determine these formats in Code Tables Setup and General Company Setup.

Populate Address Fields

When you set up the Country Code Table, you determine what values display in the **Country** field drop-downs throughout Vision. These values dictate the States/Provinces that display on the State/Province Code Table. You can insert, move, or delete country codes and their configuration from this table. Columns on this table include:

- **Code**: Specify the country's code.
- **Description**: Enter a description for the country.
- **Display State/Province**: Select from one of the following options to determine how the State/Province data associated with this country displays on reports:
  - **Code**: Vision displays the **State/Province Code** in reports when this country is selected for a record.
  - **Description**: Vision displays the **State/Province Description** in reports when this country is selected for a record.
  - **<Do Not Display>**: Vision does not display the **State/Province** field on reports when this country is selected for a record.
  - **Address Format**: Select from **Format 1**, **Format 2**, or **Format 3** to determine how the formatted address displays on reports for the specified country throughout Vision. See the table below for examples of each format.

Format Address Fields on Reports

Vision uses the Address Format to control the way the address displays on reports for a selected record under the following constraints:

- If the record's address is associated with a **Country**, then the country's values for **Address Format** and **Display State/Province** in the Country Code Table are used.
- If the **Country** field is blank for that address, but the address contains a **State/Province**, then the **Address Format** and **Display State/Province** values are determined by the country that the state/province is associated with in the States/Provinces Code Table, and the **Address Format** and **Display State/Province** value of that country in the Country Code Table.
- If the **Country** and **State/Province** fields are blank for that address, then the Address Format is determined by the Default Address Format setting in General Company Settings Overview.

Format	Address Elements	Example
Format 1 (typical United States format)	Address 1 Address 2 Address 3	12 Main St. Ft. Collins, CO 80526

Format	Address Elements	Example
	Address 4 City, State/Province Zip Country	
Format 2 (typical United Kingdom format)	Address 1 Address 2 Address 3 Address 4 City State/Province Zip Country	Airedale House Park Road Guiseley LEEDS WEST YORKSHIRE LS20 8EH England
Format 3 (typical European format)	Address 1 Address 2 Address 3 Address 4 Zip State/Province City Country	Breite Str. 13 71154 Nufringen Germany

Project Templates Setup Overview

Use project templates to create new projects with pre-defined work breakdown structure (WBS) and field values.

After your firm decides how to structure the WBS, project templates are an efficient way to ensure that projects created by users at your firm conform to this structure. Templates provide a baseline for new projects, which you can then modify to meet the needs of individual projects.

In addition to creating new project templates from scratch, you can also create templates in the following ways:

- Copy an existing project template. You can then edit the copied template to create a new project record.
- Copy an active project template. You can then edit the copied template to create a new template.
- Copy an existing project record. You can then edit the copied record to create a new template.

How to...

You can create, modify, and delete project templates.

Create a Project Template

Use the Project Templates area of General Configuration to create a project template.

To create a project **template:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Project Templates**.
2. On the Project Templates form, complete one of the following actions:

Option	Description
To create a new template from scratch	Click **New** » **New Project Template**.
To create a template that is similar to an exiting template	Select the template and click **New** » **Copy Current Project Template**. You can then edit the copied template to create a new project template.
To create a template that is similar to an existing project record or another project template (not currently open)	Click **New** » **Create Project Template from Project** and select the project. You can then edit the copied project or template to create a new project template.

3. Complete or modify the fields on the tabs.

   The tabs and fields found in the Project Info Center, with the exception of the Contract Management tab, are the same tabs and fields found in Project Template Configuration. See the field descriptions in the Info Center help.
4. If this project has phases, click **New** » **New Phase** or **New** » **Create Phase from** and complete the appropriate fields.
5. If this phase has tasks, click **New** » **New Task** or **New** » **Create Task from** and complete the appropriate fields.
6. Click **Save**.

Modify Project Templates

Use the Project Templates area of General Configuration to modify a project template.

To modify project **templates:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Project Templates**.
2. On the Project Templates form, click to search for and select the project template that you want to modify.
3. Complete or modify the fields on the tabs.
4. If this project has phases, complete or modify the appropriate fields.
5. If this phase has tasks, complete or modify the appropriate fields.

6. Click **Save**.

Delete Project Templates

You can delete a project template.

To delete a project **template:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Project Templates**.
2. On the Project Templates form, click to search for and select the project template that you want to delete.
3. Click **Delete Record**.

   Vision displays a message that asks you to confirm the deletion.
4. Click **Yes**.

Project Defaults Overview

The Project Defaults feature lets you create default values that automatically display in fields when you create a new project. These default values make it easier to create projects with values that you use on a regular basis. You can override project defaults at any time.

For example, if all of your projects are federal projects, you could select this option in Project Defaults. Then, when you create a new project, this selection automatically displays in the Project Info Center. Project Defaults only apply to WBS1 level projects.

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

Only those tabs that are logical for defaults display in Project Defaults: General, Accounting, Time and Expense, Dates and Costs, and Location. Certain standard fields and user-defined fields do not display on these tabs.

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

- If you create a project using the **New** » **New Project** option from the Project Info Center toolbar, Vision applies all the project defaults to the project.
- If you create a project from an opportunity, certain values (such as project type) are determined by values in the opportunity record. For fields not pulled from the opportunity record, Vision uses project defaults.
- If you make a copy of a project and use it as the basis for a new project, Vision uses the field information of the existing project. In this case, Vision does not use project defaults.
- If you create a project with a project template, Vision uses the field information of the template. In this case, Vision does not use project defaults.

How to...

You create and modify project defaults in Configuration to speed record creation in the Project Info Center.

Create Project Defaults

You can create default values that automatically display in fields when you create a new project in the Project Info Center. These default values make it easier to create projects with values that you use on a regular basis. You can override project defaults at any time.

To create project **defaults:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Project Defaults**.
2. Complete the Project Defaults form.
3. Click **Save**.

Opportunity Settings Overview

Use Opportunity Settings to establish the guidelines for features in the Opportunity Info Center, such as Service Estimates, Estimated Revenue, Allocation Templates, and the optional Business Value Selling (BVS) Sales Process.

Service Estimates and Estimated Revenue work together to make it possible to create a simple on-the-fly estimate for labor, units, expenses, and/or consultants for your opportunities. You may also create commonly used clauses to be used on Opportunity Estimate reports, and create estimated revenue allocation templates.

The optional BVS Sales Process tab allows you to define the link that launches the BVS Interface.

Opportunity Settings are only available if you own the Vision CRM application. If you only own the CRM application, the following areas become available when you enable Opportunity Estimates: Accounts key conversion, Units key conversion, Accounts key format, Units key format, and the Accounts tab in **Configuration** » **Accounting** » **System Settings**.

For more information, see the discussions of the Service Estimate tab, Estimated Revenue tab, and BVS Interface in the Opportunity Info Center help.

How to...

You set up fee estimates and service estimates in Opportunity Settings Configuration.

Create Estimated Revenue Allocation Templates

Use the Estimated Revenue tab of Opportunity Settings Configuration to set up allocation default values and to set up and save templates for use as the basis for Estimated Revenue entries on the Estimated Revenue Tab in the Opportunity Info Center.

To create estimated revenue allocation defaults and templates:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Opportunity Settings**.
2. Complete the fields on the Estimated Revenue tab of the Opportunity Settings form.
3. Complete one of the following actions:

Option	Description
To add a new template	Click **Insert**. The Estimated Revenue Allocation Template dialog box displays, which you use to enter details about the template.
To modify an existing template	Select the template and click **Edit**. The Estimated Revenue Allocation Template dialog box displays, which you use to modify details about the template.
To copy an existing template	Select the template that you want to copy and click **Copy**. You can then edit that template.
To delete an existing template	Select the template and click **Delete**. When prompted to confirm the deletion, click **Yes**.

4. Click **OK**.

Set Up Fee Estimates

The Vision Fee Estimate feature provides standardized service profiles and cost structures that you can apply when calculating fee estimates for your projects.

To enable fee estimates:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Opportunity Settings** and then click the Fee Estimate tab.
2. Select the **Enable Fee Estimate** check box to enable fee estimates.
   When you select this option, the following features are also enabled in Vision:
   - **Enable German Scale of Fees**: Select this check box if your firm conducts work in Germany and needs to meet the regulations that are specified by the government's Official Scale of Fees for Services by Architects and Engineers. This enables system service profiles populated with data from the Official Scale of Fees.
   - **Configuration** » **Fee Estimate Groups**: Use Fee Estimate Groups to specify the disciplines and their groupings to use when building your service profiles. Fee estimate groups include both Functional Groups and Cost Groups, which are used to further break down your fee estimate.
   - **Configuration** » **Fee Estimate Service Profiles**: Use Fee Estimate Service Profiles to further define the functional groups, associated fee bands, and project phases that are available for service profiles when building a fee estimate. If you also enable the German Scale of Fees, the service profiles are pre-populated with the associated fee bands and phases that are available when building a fee estimate.

- **Info Center** » **Opportunity**: Use the Fee Estimate tab to generate a fee estimate for the opportunity.
- **Info Center** » **Project**: When creating a new project, you can use the Create New Project from Fee Estimate menu option to automatically build the project's Work Breakdown Structure (WBS) from the fee estimate structure of the linked opportunity.
- **Accounting** » **Project Fee Estimate**: Use this application to review or generate a fee estimate for a project. This fee estimate could start with a linked opportunity's existing fee estimate or you can create a new fee estimate for the project.

3. Click **Save**.

Set Up Service Estimates

Use the Service Estimate tab of Opportunity Settings to enable and create the default settings for use on the Service Estimate Tab in the Opportunities Info Center, and to create commonly used clauses to be used on Opportunity Estimate reports.

To set up default settings and clauses for Opportunity Service Estimates:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Opportunity Settings** and then click the Service Estimate tab.
2. Complete the fields on the Service Estimate tab of the Opportunity Settings form.
3. To set up separate clauses for the top and bottom of the report, which will be available on the General tab for the Opportunity Service Estimate report, select one of the following actions:

Option	Description
To enter a new clause	Click **Insert**.
To copy an existing clause that is similar to a new clause that you want to add	Select that clause and click **Copy**, then edit the copied clause.
To delete an existing clause	Select that clause and click **Delete**.

4. Click **OK**.

Fields and Options

Use the form and related dialog box to establish default settings for opportunities.

Opportunity Settings Form

Use the Opportunity Settings form to establish the guidelines for features in the Opportunity Info Center.

Display the Opportunity Settings Form

You access the Opportunity Settings form in General Configuration.

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Opportunity Settings**.

Service Estimate Tab of Opportunity Settings Form

Use the Service Estimate tab to enable and set up default values for the Opportunity Info Center Service Estimate feature.

This tab is available if your firm purchased the Vision CRM application.

Contents

Field	Description
Enable Service Estimate	Select this option to enable the Service Estimate feature. When you do so, the following elements become available: ▪ In the Opportunity Info Center, the Service Estimate tab ▪ In Project Planning. the **New Copy Service Estimate into the Plan** option ▪ In Reporting, the Opportunity Service Estimate report If you only own the Vision CRM application, the following areas become available: Accounts Key Conversion, Units Key Conversion, Accounts Key Format, Units Key Format, and the Accounts tab in **Configuration** » **Accounting** » **System Settings**.
Enable Units Grid	Select this option if you want the Units grid to display on the Service Estimate tab of the Opportunity Info Center.
Enable Expenses Grid	Select this option if you want the Expenses grid to display on the Service Estimate tab of the Opportunity Info Center.
Enable Consultants Grid	Select this option if you want the Consultants grid to display on the Service Estimate tab of the Opportunity Info Center.
Decimal Digits Hour	Select the decimal value for hour fields. The setting you enter here determines the input and display parameters for the hour values in the grids on the Service Estimate tab. For example, if you select **No Decimal**, hour amounts would appear as **2** (hours); if you select **1 Digit**, hour amounts would appear as **2.5** (hours).
Quantity	Select the decimal value for quantity fields. The setting you enter here determines the input and display parameters for the quantity values in the grids on the Service Estimate tab. For example, if you select **No Decimal**,

Field	Description
	quantity amounts would appear as **2** (quantity); if you select **1 Digit**, quantity amounts would appear as **2.5** (quantity).
Amount	Select the decimal or currency value for amount fields. The setting you enter here determines the input and display parameters for the amount values in the grids on the Service Estimate tab. If you select **No Decimal**, dollar amounts display as **50**. If you select **Currency**, dollar amounts display in the currency format that your system administrator has set up; for example **50.00**.
Estimate Type	Select the column type. This option determines how many columns display in the respective enabled grids. You have the following options: ▪ **Cost**: Displays only cost columns, such as **Cost Rate** and **Planned Cost**. In the Analysis grid, displays only **Total Cost**. ▪ **Billing**: Displays only billing columns, such as **Billing Rate** and **Planned Bill**. In the Analysis grid, displays only **Total Bill**. ▪ **Cost and Billing**: Displays both cost and billing columns. In the Analysis grid, displays **Total Cost**, **Total Bill**, **Gross Margin**, and **Gross Margin %**. Opportunity Service Estimate reports are only available if you select **Billing** or **Cost and Billing**.
Default Labor Category Tables Cost	Select the default table for the Service Estimate from the drop-down list. Only those tables that have been selected as Available for Project Planning appear on this list (if you own Vision Project Planning and Configuration is set to enterprise-wide rather than company specific). This option is only available if you selected **Cost** or **Cost and Billing** as the **Estimate Type**. This table can be overwritten in the Opportunity Info Center (if there is not a Resource Planning role security setting that prevents this).
Billing	Select the default table for the Service Estimate from the drop-down list. Only those tables that have been selected as Available for Project Planning appear in this list (if you own Project Planning and Configuration is set to enterprise-wide rather than company-specific). This option is only available if you selected **Billing** or **Cost and Billing** as the **Estimate Type**. This table can be overwritten in the Opportunity Info Center (if there is not a Resource Planning role security setting that prevents this).
Billing Multipliers Expense	If the Expenses grid is enabled and the **Estimate Type** is **Cost and Billing**, then the value that you enter here is applied to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunity Info Center.

Field	Description
Consultant	If the Consultants grid is enabled and the **Estimate Type** is **Cost and Billing**, then the value that you enter here is applied to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunity Info Center.

Clauses Grid

Use the Clauses grid to set up and save clauses that can be used in Opportunity Service Estimate reports. The codes/clauses you enter here appear as selectable options when you are setting up the Opportunity Service Estimate report. You can set up separate clauses here for both the top and bottom of the report (the top/bottom options are available on the General tab in the Opportunity Service Estimate report). For example, a top clause may read "Please quote us your firm price for the following goods." A bottom clause may read "Please indicate all prices FOB our place of business."

Field	Description
Clauses Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to create a new clause.
Delete	Click this option to delete an existing clause.
Code	Enter the code for the clause, for example: **RFQTOP**
Clause	Enter the clause, for example: **Please quote us your firm price for the following goods**. Click the Text Editor icon in this field to format the text.

Estimated Revenue Tab of Opportunity Settings Form

Use the Estimated Revenue tab to set up allocation default values and to set up and save templates for use as the basis for Estimated Revenue entries on the Estimated Revenue tab of the Opportunities Info Center.

This feature is only available if you purchased the Vision CRM application.

Contents

Defaults

Use these options to select the default settings that display on the Estimated Revenue tab of the Opportunity Info Center.

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

Estimated Revenue Allocation Templates Grid

Use the Estimated Revenue Allocation Templates grid to set up and save templates for use as the basis for Estimated Revenue entries on the Estimated Revenue tab in the Opportunity Info Center.

Field	Description
Estimated Revenue	Click the drop-down arrow on a grid header to complete any of the following actions:

Field	Description
Allocation Templates Drop-down	▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to display the Estimated Revenue Allocation Template dialog box and create a new template.
Edit	Click this option to modify an existing template.
Copy	To copy an existing template that is similar to a new clause you want to add, highlight that template, click this option, and then edit the template on the Estimated Revenue Allocation Template dialog box.
Delete	Click this option to delete an existing template.

Fee Estimate Tab of Opportunity Settings

Use the Fee Estimate tab of Opportunity Settings to enable fee based estimates for your products and services.

Contents

Field	Description
Enable Fee Estimate	Select this check box to enable the fee estimate features. When you do so, the following elements become available: ▪ **Enable German Scale of Fees**: Select this check box if your firm conducts work in Germany and needs to meet the regulations that are specified by the government's Official Scale of Fees for Services by Architects and Engineers. This enables system service profiles populated with data from the Official Scale of Fees. ▪ **Configuration** » **Fee Estimate Groups**: Use Fee Estimate Groups to specify the disciplines and their groupings to use when building your service profiles. Fee estimate groups include both Functional Groups and Cost Groups, which are used to further break down your fee estimate.

Field	Description
	▪ **Configuration** » **Fee Estimate Service Profiles**: Use Fee Estimate Service Profiles to further define the functional groups, associated fee bands, and project phases that are available for service profiles when building a fee estimate. If you also enable the German Scale of Fees, the service profiles are pre-populated with the associated fee bands and phases that are available when building a fee estimate. ▪ **Info Center** » **Opportunity**: Use the Fee Estimate tab to generate a fee estimate for an opportunity. ▪ **Info Center** » **Project**: When creating a new project, you can use the **Create New Project from Fee Estimate** menu option to automatically build the project's Work Breakdown Structure (WBS) from the fee estimate structure of the linked opportunity. ▪ **Accounting** » **Project Fee Estimate**: Use this application to review or generate a fee estimate for a project. This fee estimate could start with a linked opportunity's existing fee estimate or you can create a new fee estimate for the project.
Enable German Scale of Fees	The German Scale of Fees feature allows firms to conduct work in Germany and meet the regulations that are specified by the government's Official Scale of Fees for Services by Architects and Engineers. This provides the ability to define the scope of work and standardize the level of service. When you select this check box, various German-related fields are enabled and the following occurs: ▪ **Configuration** » **Fee Estimate Cost Groups**: The Cost Groups and Functional Groups tabs are pre-populated with standard HOAI-defined lists that specify the disciplines to use when building your service profiles. ▪ **Configuration** » **Fee Estimate Service Profiles**: The Service Profiles tab is pre-populated with the cost groups and associated fee bands and phases that are available when building the HOAI fee estimate.
Create Project from Opportunity Mapping	These fields display if your database is configured to support multiple level Work Breakdown Structures (WBS). You can use a fee estimate as the basis to create a WBS for a new project. These fields allow you to configure the default mappings for all projects by applying the fee estimate's phase or functional group as WBS levels two and three. Then, if you use the **New** » **Create Project From** » **Fee Estimate** menu option in the Project Info Center, the phases and/or functional groups that are assigned to the selected fee estimate's service profile are automatically used to build the project's WBS.
Phase	Use this drop-down list to configure the phase (WBS 2) for the new project: ▪ **Phase**: Includes all phases listed on the Phases grid and the Special Services grid ▪ **Functional Group**: Includes all functional groups listed on the Functional Groups grid ▪ **None**: The project will not have WBS level 2 or WBS level 3 values.

Field	Description
Task	If you specified an option in the **Phase** field, you can use this drop-down list to configure the task (WBS 3) for the new project. The options that are available depend on your selection in the **Phase** field. For example, if you select **Functional Group** in the **Phase** field, then **Functional Group** is not available in the **Task** drop-down list. ▪ **Phase**: Includes all phases listed on the Phases grid and the Special Services grid ▪ **Functional Group**: Includes all functional groups listed on the Functional Groups grid ▪ **None**: The project will only have WBS level 2 values. After you define your WBS mapping, you also set up your service phase codes in the service profile and functional group codes in the Fee Estimate Functional groups to be the same number of characters as the WBS level to which it is mapped. For example, if services phases will map to WBS2, and your WBS2 has 3 characters, you should define the code for service phases in the service profile to be 3 characters as well.

BVS Sales Process Tab of Opportunity Settings Form

Use this tab to enter the link or URL that Vision references when you launch the Business Value Selling (BVS) Interface from the General tab of the Opportunity Info Center.

The BVS Interface extends Vision's capabilities by providing a sales process component that integrates data between the two applications. BVS is an opportunity qualification application that can be purchased separately. Contact your system administrator for details.

This tab displays only for Vision CRM users.

Contents

Field	Description
BVS URL	Enter the **URL** to access the BVS Sales Process Interface. This is the URL that Vision references when you launch the BVS Interface from the Opportunity Info Center form.

Estimated Revenue Allocation Templates Dialog Box

Use the Estimated Revenue Allocation Template dialog box in conjunction with the Estimated Revenue tab to enter additional information about the selected template. This includes inserting and/or editing grid rows that contain description, time frame, and percent of total revenue details. You may also delete details as needed.

Location

To display the dialog box:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Opportunity Settings**.
2. Click the Estimated Revenue tab.
3. Click **Insert**.

Contents

Field	Description
Insert	Click this option to insert a new row on the grid. Complete the grid columns as needed.
Copy	Select the template information that you want to copy and click this option. You can then edit the information as needed.
Delete	Select the template description that you want to remove and click this option.
Description	Enter a description for the template. The description that you enter here displays in the **Description** field on the Estimated Revenue tab of the Opportunity Info Center form.
Time Frame	Select the time frame: Days, Weeks, Months, or Years. This field is used in conjunction with the **Time From Est. Start Date** field to populate the **Revenue Date** field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunity Info Center form. This field is required if a number other than 0 is entered in the **Time from Est. Start Date** field.
Time From Est. Start Date	Enter the revenue date. This field is used to populate the **Revenue Date** field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunity Info Center form. If you enter 0 in this field, then the Revenue Date populated in the Estimated Revenue allocation grid will be equal to the Opportunity Est. Start Date.
% of Total Revenue	Enter the percent of total revenue. The number you enter cannot be less than 0 or more than 100. The % of Total Revenue is totaled at the bottom of the grid and is used to populate the **% of Total Revenue** field on the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunity Info Center form.

Fee Estimate Groups Overview

Fee estimate groups represent the disciplines that are available for use when creating a fee estimate.

You can assign the cost and functional groups to service profiles, which users can select as the foundation for building a fee estimate in the Opportunity Info Center or the Accounting application.

For example, functional groups might include all of the disciplines that are working on the project. A fee estimate could break down the fee amount by phases (segments of work) and by the functional groups that are contributing to the project. To take advantage of the fee estimate feature, you must enter at least one functional group to be available for all fee estimates.

Cost and functional groups are only available when the **Enable Fee Estimate** check box is selected in **Configuration** » **General** » **Opportunity Settings**.

How to...

In Fee Estimate Groups Configuration, you create cost groups and functional groups.

Add a Cost Group for Fee Estimates

You can add cost groups that will be available for use when you build service profiles for fee estimates.

To add a cost group:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Groups**.
2. Click the Cost Group tab.
3. On the grid toolbar, click **Insert**.
4. In the **Code** field, enter a code for the cost group.

   After you create and save a cost group, you cannot change the code. To change the cost group code, delete the cost group and add it to the grid again with the new code.
5. In the **Description** field, enter the cost group description.

   After you create and save a cost group, you can change the description information for that group.
6. Click **Save**.

Delete a Cost Group

You can delete a cost group if it is not assigned to a service profile.

To delete a cost group:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Groups**.
2. Click the Cost Group tab and select the row that contains the cost group that you want to delete.
3. On the grid toolbar, click **Delete**.

   You cannot delete a cost group after it is referenced on a fee estimate. However, you can disable a cost group if you do not want it to be available for selection in a service profile. When you click the **Disabled** check box, the cost group is removed from Fee Estimate Service Profiles but remains enabled for opportunities that previously included the cost group.
4. Click **Save**.

Add a Functional Group for Fee Estimates

You can add functional groups that will be available for use when you build service profiles for fee estimates.

Functional groups are required when creating a fee estimate in the Opportunity Info Center or the Accounting application.

To add a functional group:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Groups**.
2. Click the Functional Group tab.
3. On the grid toolbar, click **Insert**.
4. In the **Code** field, enter a code for the functional group.

   This field works in conjunction with the **Create Project from a Fee Estimate** menu option in **Info Center** » **Projects**. When you create a new project from a fee estimate, you can apply the fee estimate's structure to create a Work Breakdown Structure (WBS) for the new project. Enter the number of characters in the **Code** field to match the selected level of the WBS.

   After you create and save a functional group, you cannot change the code. To change the functional group code, delete the functional group and add it to the grid again with the new code.
5. In the **Description** field, enter the functional group description.

   After you create and save a functional group, you can change the description information for that group.
6. Click **Save**.

Delete a Functional Group

You can delete a functional group if it is not assigned to a service profile.

To delete a functional group:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Groups**.
2. Click the Functional Group tab and select the row that contains the functional group that you want to delete.
3. On the grid toolbar, click **Delete**.

   You cannot delete a functional group after it is referenced on a fee estimate. However, you can disable a functional group if you do not want it to be available for selection in a service profile. When you click the **Disabled** check box, the functional group is removed from Fee Estimate Service Profiles but remains enabled for opportunities that previously included the functional group.
4. Click **Save**.

Fields and Options

You use the Fee Estimate Groups form to create and work with cost groups and functional groups.

Fee Estimate Groups Form

Use the tabs of the Fee Estimate Groups form to create tables of standard cost groups and functional groups that meet your organization's requirements.

Display the Fee Estimate Groups Form

You access the Fee Estimate Groups form in General Configuration.

To display the form:

From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Groups**.

Toolbar of Fee Estimate Groups

Use the toolbar options to save your work and access the online help topics.

Contents

Field	Description
Save	Click this option to save your entries on the form.
Help	Click this option to display help topics for the Fee Estimate Groups form.

Cost Groups Tab of Fee Estimate Groups

Use the Cost Groups tab to build a table of cost groups that are available for use with your firm's service profiles. Cost groups provide a more detailed break down of the work being performed. You can associate multiple cost groups with one functional group on a fee estimate.

Contents

Field	Description
Cost Groups Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to create a new cost group. The cost groups that you enter here will be available for selection when you build service profiles on the Cost Groups tab of **Configuration** » **General** » **Fee Estimate Service Profiles**.
Delete	Click this option to delete an existing cost group. You cannot delete a cost group that is already assigned to a service profile.
Code	Enter the code for your cost group. After you create and save a cost group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the cost group and add it to the grid again with the new code.
Description	Enter a description for your cost group.
Disabled	Select this option to disable a cost group. When you disable a cost group, it is not available for selection in a service profile, but remains enabled in fee estimates where previously used.

Functional Groups Tab of Fee Estimate Groups

Use the Functional Groups tab to build a set of functional groups that are available for use with your service profiles. Functional groups provide a more detailed breakdown of the type of work that is required by your firm. You can associate multiple cost groups with a functional group on a fee estimate.

Functional groups are required when creating a fee estimate in the Opportunity Info Center or the Accounting application.

Contents

Field	Description
Functional Groups Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to create a new functional group. The functional groups that you enter here will be available for selection when you build service profiles on the Functional Groups tab of **Configuration** » **General** » **Fee Estimate Service Profiles**.
Delete	Click this option to delete an existing functional group. You cannot delete a functional group if it is associated with a service profile.
Code	Enter the code for your functional group. After you create and save a functional group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the functional group and add it to the grid again with the new code. This field works in conjunction with the **Create Project from a Fee Estimate** menu option in **Info Center** » **Projects**. When you create a new project from a fee estimate, you can apply the fee estimate's structure to create a Work Breakdown Structure (WBS) for the new project. Enter the number of characters in the **Code** field to match the selected level of the WBS.
Description	Enter a description for the functional group.
Disabled	Select this option to disable the functional group. When you disable a functional group, it is not available for selection in a service profile, but remains enabled in fee estimates where previously used.

Fee Estimate Service Profiles Overview

Use service profiles to configure parameters for building a fee estimate for an opportunity or project.

The parameters that you configure can define the expected fee amounts by fee basis (for example, construction costs, acreage, square footage, deliverables, and so on), as well identify as any standard project phases that are related to the service profile.

You can then align the service profiles with multiple projects that are in a variety of markets, which gives you flexibility to apply different methods when constructing a fee estimate.

Service profiles are only available when the **Enable Fee Estimate** check box is selected in **Configuration** » **General** » **Opportunity Settings**.

If you are using the German Scale of Fees feature with Fee Estimates, the service profile options are pre-populated based on German Scale requirements.

If you are using multiple companies, you can also specify which companies can access the service profile.

How to...

After you create a service profile, you can add fee bands, phases, cost groups, functional groups, and companies to it.

Add a New Service Profile

You can create service profiles that can be used as the basis for generating a fee estimate for an opportunity or project.

To create a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. On the toolbar, click **New** and select one of the following:

Option	Description
To add a new service profile	Click **New Service Profile**.
To add a new service profile based on the service profile that is currently displayed.	Click **Copy Current Service Profile**.
To add a new service profile that is similar to an existing service profile	Click **Select Service Profile to Copy** and then select a service profile from the list).

3. Complete the service profiles information on the tabs of the Fee Estimate Service Profiles form.
4. Click **Save**.

Add a Fee Band to a Service Profile

After you create a service profile, you can use the Fee Bands grid to add the fee basis and define the associated fee bands.

The fee basis could be the chargeable cost or construction cost on the project, or it could represent something like the square footage or project deliverables. The fee bands provide a range for defining the complexity of a job. Typically, the difficulty of the job coincides with the number of fee bands -- the higher the fee band, the greater the difficulty.

If you are using the German Scale of Fees feature with Fee Estimates, the fee bands are pre-populated based on the German scale requirements. You cannot add fee bands to these system-defined service profiles.

To add a fee band to a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Click the General tab.
3. Select a service profile.
4. On the toolbar of the Fee Bands grid, click **Insert**.
5. Enter the value related to the **Fee Basis**.

   Typically, this is the project's total construction cost. The fee basis cost is used to calculate the contractor's fee on the Fee Estimate tab of the Opportunity Info Center and in Project Fee Estimates in Accounting. If you are using multiple currencies, the chargeable cost applies the current currency's format.
6. For each **Fee Band** column that displays in the grid, enter a number for the minimum value.
   The number of fee band columns that displays is determined by the entry in the **Fee Bands** field (1-9).

   The minimum value for each fee band is used as the basis for the range of the fee band, and the maximum value is automatically dictated by the next fee band's minimum. For example, if **Fee Band 1 from** equals 10 and **Fee Band 2 from** equals 20, you can assume that the range for Fee Band 1 is 10 to 20. As you continue to build the fee bands for your service profile, you will finish by entering a cap for the last fee band in the **to** column. This is the absolute maximum for the fee band.

   As part of the fee calculation in the opportunity fee estimate or project fee estimate, you will be able to select a rate that falls within a fee band. The options include the minimum, maximum, average, ¼, ¾, or user-defined.
7. Click **Save**.

Delete a Fee Band from a Service Profile

You can delete a fee band from a service profile.

You cannot delete the fee bands for system-defined service profiles.

To delete a fee band from the Service Profiles grid, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profile**.
2. Click the General tab.
3. In the grid, click the row that contains the fee band that you want to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Add a Phase to a Service Profile

You can add one or more phases to a service profile. Phases are the service profile components that provide the foundation for how the fee is broken down. These phases become the default phases that are available for selection when creating the fee estimate.

When you create a fee estimate in the Opportunity Info Center and in the ProjectFee Estimate application in Accounting, you can select all phases, or a subset of phases, to assign to the fee estimate. You can enter a standard percent of fee for each phase.

If you are using the German Scale of Fees feature with Vision Fee Estimates, the phases are pre-populated based on the German scale requirements. You cannot add phases for these system-defined service profiles.

To add a phase to a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Click the Service Phases tab.
3. On the grid toolbar, click **Insert**.
4. Enter the phase's identification number and description.
   This information displays in the **Phase** drop-down list when a fee estimate is created. Phases can be used as the basis to create a Work Breakdown Structure (WBS) when a new project is created from a fee estimate. If you use the **New** » **Create Project From** » **Fee Estimate** in the Project Info Center, any phases assigned to the fee estimate's service profile are automatically applied to build the project's associated WBS if phases are defined as part of the WBS mapping within the Opportunity settings. This is based on the phases and columns that display on the Phases grid for the fee estimate.

   If the phase is part of the WBS mapping, it is important that the number of characters that is defined for the phase is the same as the mapped WBS level. For example, if a phase is mapped to WBS 2, you should enter the same number of characters in your phase codes as the WBS 2 level.
5. Enter a standard percent of fee for the phase.
   Because the fee estimate may be comprised of multiple phases, the sum of the percentages of all phases listed on the Service Profiles grid typically equals 100 (but this is not required).
6. Click **Save**.

Delete a Phase from a Service Profile

You can delete a phase from a service profile.

You cannot delete the phases for system-defined service profiles.

To delete a phase from the Service Profiles grid, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.

2. Click the Service Phases tab.
3. In the grid, click the row that contains the phase that you want to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Add a Cost Group to a Service Profile

Cost Groups represent a more detailed categorization of a functional group. You can add one or more cost groups to a service profile.

The cost groups can be used to develop the total chargeable cost for a functional group on the Fee Estimate tab of the Opportunity Info Center.

To add a cost group to a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open a service profile.
3. Click the Cost Groups tab.
4. On the grid toolbar, click **Insert**.
5. Use the drop-down list in the **Code** field to select a cost group.
   The drop-down list includes all cost groups that are defined in **Configuration** » **General** » **Fee Estimate Groups**. The **Description** field displays a description of the selected cost group.
6. Click **Save**.

Delete a Cost Group from a Service Profile

You can delete a cost group from a service profile if it is not referenced in a fee estimate.

You cannot delete the cost groups for system-defined service profiles.

To delete a cost group from a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open the service profile.
3. Click the Cost Group tab and select the row that contains the cost group that you want to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Alternative procedure: You can disable a cost group if you do not want it to be available for selection on future fee estimates for this service profile. When you click the **Disabled** check box,

the cost group is removed from the **Cost Group** drop-down in the Opportunity Info Center and in Project Fee Estimates in Accounting, but remains enabled for fee estimates that previously included the cost group.

Add a Functional Group to a Service Profile

Functional groups allow you to create a detailed breakdown of the type of work that is required by your firm. You can associate multiple cost groups with a functional group on a fee estimate, and you can add one or more functional groups to a service profile.

The functional groups will then be available for selection in the **Functional Group** drop-down list on the Fee Estimate tab of the Opportunity Info Center and in the Project Fee Estimate application in Accounting. Functional groups are required when creating a fee estimate in the Opportunity Info Center or the Project Fee Estimate application in Accounting. Each service profile must have at least one functional group defined.

To add a functional group to a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open a service profile and click the Functional Groups tab.
3. On the grid toolbar, click **Insert**.
4. Use the drop-down list in the **Code** field to select a functional group.

   The drop-down list includes all functional groups that are defined in **Configuration** » **General** » **Fee Estimate Groups**. The **Description** field displays a description of the selected functional group.
5. Click **Save**.

Delete a Functional Group from a Service Profile

You can delete a functional group from a service profile if it is not referenced in a fee estimate.

You cannot delete the functional groups for system-defined service profiles.

To delete a functional group from a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open the service profile.
3. Click the Functional Group tab and select the row that contains the functional group that you want to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Alternative procedure: You can disable a functional group if you do not want it to be available for selection on the fee estimates that are related to the service profile. When you click the **Disabled** check box, the functional group is removed from the **Functional Group** drop-down in the

Opportunity Info Center and in Project Fee Estimate application in Accounting, but remains enabled for fee estimates that previously included the functional group.

Add a Company to a Service Profile

If you are using Vision Multicompany, you can add one or more companies to the service profile. This determines the individual companies for which the service profile is available (by default, all companies have access).

Because opportunity records are available to all companies, the relationships between companies and service profiles that are created on this tab will only apply when you create a fee estimate where an organization is assigned to the opportunity on the General tab of the Opportunity Info Center. Otherwise, all service profiles will display when creating a fee estimate and there are no limits applied by company.

To add a company to a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open a service profile and click the Company Access tab.
3. For the service profile to be available to all companies, click the **Available to All Companies** check box.
   The Companies grid is disabled.
4. To assign specific companies to a service profile, make sure the **Available to All Companies** check box is cleared and click **Insert** on the grid toolbar.
5. Use the drop-down list in the **Company** field to select a company.
   The **Name** field displays a description of the company.
6. Click **Save**.

Delete a Company from a Service Profile

You can delete a company from a service profile if it is not referenced in a fee estimate.

To delete a company from a service profile, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.
2. Open the service profile.
3. Click the Company Access tab and select the row that contains the company that you want to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Fields and Options

Use the Fee Estimate Service Profiles form to create and work with the profiles.

Fee Estimate Service Profiles Form

Use the Fee Estimate Service Profiles form to create or modify the service profiles that you use to build fee estimates.

Display the Fee Estimate Service Profiles Form

You access the Fee Estimate Service Profiles form in General Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Fee Estimate Service Profiles**.

Toolbar of Fee Estimate Service Profiles

Use the toolbar options to create and display service profiles and to save your work.

Contents

Field	Description
Save	Click this option to save your entries on the form.
New	Click this option to create a new service profile.
Delete Service Profile	Click this option to delete a service profile's information. You can only delete service profiles that are not referenced in fee estimates. You cannot undo a deletion. Deleting permanently removes the service profile and all data in it.
Help	Click this option to display help topics for the Fee Estimate Service Profile form.

General Tab of Fee Estimate Service Profiles

Use the General tab to create a service profile and then enter the associated chargeable costs and fee bands that can be used when calculating a fee estimate in the Opportunity Info Center.

These items are also used in the Project Fee Estimate application in Accounting.

Contents

Field	Description
Service Profile	Enter a unique alphanumeric identifier for the service profile. After you create and save a service profile, it becomes available in the **Service Profile** drop-

Field	Description
	down list that you use when you create a fee estimate in the Opportunity Info Center and in the Project Fee Estimate application in Accounting. When a service profile is selected for a fee estimate, its associated fee values and standard phases define the basis for the fee estimate. The service profile identifier is not editable after you save this form. To edit the identifier, you must copy the service profile, make edits and save, and then delete the original service profile.
Description	Enter a description for the service profile.
Fee Basis Label	Enter a label for the fee basis or chargeable cost. This will display as a column in the Functional Groups grid on the Fee Estimate tab of the Opportunity Info Center and in the Project Fee Estimate application in Accounting.
Fee Bands	Enter the number of fee bands for the service profile. Multiple fee bands can define the different ranges for the fee calculation for an individual fee basis (chargeable cost). This determines the number of columns that are included on the Fee Bands grid. For example, if you enter **4** in this field, then four fee bands display in the Fee Bands grid. Vision automatically adds one additional column after the last fee band, where you can define the maximum for the last fee band.
Currency	This field displays if you use the Multicurrency feature. Select the currency to apply to the service profile. This currency dictates the format of the costs and values entered for the fee estimate.
Disable	Select this option to disable this service profile. This service profile will not be available when you create the fee estimate in the Opportunity Info Center and in the Project Fee Estimate application in Accounting.
System	Service profiles that are provided when you select **Enable German Scale of Fees** in Opportunity Settings are marked as **System**. This means that the core calculation components of the service profile are not editable, including the Fee Band and Service Phases. You can still update the Functional Group, Cost Groups, and Company Access tabs. If you are using the German Scale of Fees feature with Vision Fee Estimates, the **System** option is selected for all service profiles and cannot be changed.
Disable Fee Bands	Select this option to disable the fee bands. This will result in the removal of the **Fee Band** and **Rate** columns on the Fee Estimate tab in the Opportunity Info Center. You can enter the fee directly on the Functional Groups grid rather than having Visioncalculate the fee based on applicable fee bands.

Fee Bands Grid

Use this grid to view the fee bands for each entered fee basis (chargeable cost).

You cannot add, edit, or delete the fee bands for system-defined service profiles.

Field	Description
Fee Bands Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new fee basis on the Fee Bands grid.
Delete	Click this option to delete the selected fee basis from the Fee Bands grid.
Fee Basis	Enter the fee basis for the range in the selected row of the fee band. It is common for the fee basis to be the total chargeable cost for the project. For example, this could be the total construction cost, which is then used to determine the contractor's fee amount. If you use the Multicurrency feature, the format of the chargeable cost is dictated by the selected currency.
Fee Bands	Use these fields to define the range of the contractor's fee that is associated with the chargeable cost entered for the row. The number of columns that display is based on the entry in the **Fee Bands** field. For example, if you entered **4** in the **Fee Bands** field, four fee bands display in the Fee Bands grid. Vision automatically adds one additional column after the last fee band where you can define the maximum for the last fee band. The minimum value for each fee band is used as the basis for the range of the fee band, and the maximum value is automatically dictated by the next fee band's minimum. For example, if **Fee Band 1 from** equals 10 and **Fee Band 2 from** equals 20, you can assume that the range for Fee Band 1 is 10 to 20. As you continue to build the fee bands for your service profile, you finish by entering a cap for the last fee band in the **to** column. This is the absolute maximum for the fee band. There may be situations where the amount entered for the chargeable cost in the fee estimate is not in complete alignment with the associated fee bands. For example, if you enter 35,000 for the chargeable cost but Fee Band 1's chargeable cost is 20,000 and Fee Band 2's chargeable costs is 30,000, Vision interpolates the data to define the calculated fee. The fee bands work in conjunction with the **Rate** field on the Fee Estimate tab of the Opportunity Info Center and in Project Fee Estimates in Accounting to calculate the

Field	Description
	fee for each functional group. The **Rate** field includes options that help specify an amount within the range. For example, if a fee band's range is **2,000 to 3,000**, and you select **Average** as the **Rate**, the fee estimate will apply **2,500** from the fee band. However, if you select **Minimum** as the **Rate**, the fee estimate will apply **2,000** from the fee band. The fee bands work in conjunction with the **Rate** field on the Fee Estimate tab of the Opportunity Info Center to calculate the fee for each functional group. The **Rate** field includes options that help specify an amount within the range. For example, if a fee band's range is **2,000 to 3,000**, and you select **Average** as the **Rate**, the fee estimate will apply **2,500** from the fee band. However, if you select **Minimum** as the **Rate**, the fee estimate will apply **2,000** from the fee band.

Service Phases Tab of Fee Estimate Service Profiles

Use the Service Phases tab to define the phases that are available for each service profile. Phases are the different components of a service profile that provide the foundation for how the fee is determined.

You can assign a percent of fee to each service phase, and then build your fee estimate by choosing the service phases that apply to each service profile. The assigned fee bands will determine the firm's fee and then spread it over the selected phases based on the percent of fee.

If you are using the German Scale of Fees feature with Vision Fee Estimates, the service phases are pre-populated based on the German Scale requirements.

The Service Phases tab works in conjunction with the Phases grids on the Fee Estimate tab of the Opportunity Info Center, and in the Fee Estimate application in Vision Accounting. After you select a service profile for your fee estimate and define the fee basis for the functional groups, you can create a Phases grid that allows you to specify the phases that apply to the fee estimate. After you establish the phases for your fee estimate, you can choose to create a new project from the fee estimate. This option is available in the Project Info Center, and will automatically create a Work Breakdown Structure (WBS) for the project that is based on the phases and functional groups that are selected for the service profile, as well as the WBS mapping that is configured in Opportunity Settings.

Contents

Field	Description
Service Phases Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a phase on the Service Phases grid.
Delete	Click this option to delete the selected phase from the Service Phases grid.
Phase	Enter a unique identifier for the phase. This identifier displays on the Select Phases dialog box and the Fee Estimate Phases grid when you create a Phases Grid on the Fee Estimate tab of the Opportunity Info Center, or the Fee Estimate application in Vision Accounting. If you are creating new projects from fee estimates and the phase is mapped to a WBS level, it is important that the phase has the same number of characters as the WBS level it is mapped to.
Phase Description	Enter a description for the phase. This description displays for the phase on the Fee Estimating tab in the Opportunity Info Center and in Project Fee Estimates in Accounting.
Standard Percent of Fee	Enter the percentage that represents this phase's portion of the total fee for the service profile.
Disabled	Select this option to disable this phase. This phase will not be included when the service profile is selected on Fee Estimating tab in the Opportunity Info Center and in Project Fee Estimates in Accounting.
Sum	After you enter the **Standard Percent of Fee** for each of the service phases, their sum displays in the bottom row of the grid. Most often, this sum will total 100 percent, assuming the contractor is responsible for the planning of the entire project. However, there may be situations where there is a pre-planning phase or the project is broken down into other components. In this cases, the sum of the phases may only represent one portion of the project. Visiondoes not validate or require that the sum of the Service Phases grid equals 100.

Cost Groups Tab of Fee Estimate Service Profiles

Use the Cost Groups tab to specify the cost groups that are available for the selected service profile. Cost groups provide a detailed break down of the work being performed. You can associate multiple cost groups with one functional group on a fee estimate.

When users create a fee estimate, they will first select a service profile. Based on this selection, the **Cost Group** drop-down list on the Fee Estimate tab of the Opportunity Info Center, and in the Project Fee Estimate application in Vision Accounting, will include all cost groups that are assigned to that specific service profile. This ensures that the appropriate cost groups are matched with their respective service profiles.

Contents

Field	Description
Cost Groups Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a cost group the Cost Groups grid.
Delete	Click this option to delete the selected cost group from the Cost Groups grid.
Code	Select a cost group for the service profile. The cost groups that display in this list are entered on the Cost Groups tab of **Configuration** » **General** » **Fee Estimate Groups**. If you do not see the cost group that you need, you must first enter it in Fee Estimate Groups.
Description	This field displays a description of the selected cost group.
Disabled	Select this option to disable this cost group. This cost group will not be available when creating the fee estimate.

Functional Groups Tab of Fee Estimate Service Profiles

Use the Functional Groups tab to specify the functional groups that apply to each service profile. This makes it possible for you to create sets of functional groups that meet the particular needs of each service profile.

The fee basis (chargeable cost) will be entered by the functional group in the fee estimate, and the functional group could be part of a new project's Work Breakdown Structure (WBS) when created from a fee estimate.

The functional groups that are assigned to that service profile are available in the **Functional Group** drop-down list in the Opportunity Info Center. When a user creates a fee estimate in the Opportunity Info Center and in the Project Fee Estimate application in Accounting, they must select a service profile. This dictates the functional groups that are available for selection when building a fee estimate, and ensures that the appropriate functional groups are matched with their respective service profiles.

Contents

Field	Description
Functional Groups Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a phase on the Functional Groups grid.
Delete	Click this option to delete the selected phase from the Functional Groups grid.
Functional Group	Select a functional group for the service profile. The functional groups that display in this list are entered on the Functional Groups tab of **Configuration** » **General** » **Fee Estimate Groups**. If you do not see the functional group that you need, you must first enter it in Fee Estimate Groups.
Description	This field displays a description of the functional groups.
Disable	Select this option to disable this functional group. This functional group will not be available when creating the fee estimate in the Opportunity Info Center and in the Project Fee Estimate application in Accounting.

Company Access Tab of Fee Estimate Service Profiles

If you are using Vision Multicompany, service profiles are automatically available to all companies. Use the Company Access tab to restrict access by specifying the companies that can access each service profile.

For example, your database includes companies in France and in Germany. You want only the French companies to be able to access the current service profile. On this tab, you can select each French company for the service profile and then create another service profile for the German companies.

Because opportunity records are available to all companies, the relationships between companies and service profiles that are created on this tab only apply when you create a fee estimate where an organization is assigned to the opportunity or project in the Info Centers. Otherwise, there are no limits applied by company and all service profiles display when you create a fee estimate.

Contents

Field	Description
Available to All Companies	Click this check box to make the service profile available to all companies. Selecting this option disables the Companies grid.
Companies Grid	If you do not select **Available to All Companies**, you can use this grid to select the companies that have access to the service profile.
Companies Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a company on the Companies Access grid.
Delete	Click this option to delete the selected company from the Companies Access grid.
Companies	Select a company to assign to the service profile. This drop-down list includes all companies in the Vision database.
Name	This field displays a description of the selected company.

Merge Templates Overview

Use Merge Templates Configuration to add merge templates to Vision.

Merge templates contain merge codes that determine the Info Center data to be retrieved when you produce merged documents. Merge templates also contain the formatting for merged documents.

You use the Merge feature in Info Centers and Custom Proposals to select one or more Info Center records and merge templates to produce a merged document or proposal. For example, you could create a simple list from the Employee Info Center that contains an employee's name and hire date. In Custom Proposals, you can integrate your proposal text into any format that you want. For example, you could create employee resumes with a merge template based on information from the Employee Info Center.

Summary of How Merge Templates and the Merge Process Work

1. You create your own merge templates with Microsoft Word (.rtf files) or Adobe InDesign (.indt files). InDesign gives you more flexibility with formatting and structuring the merged document. Each merge template applies to a specific Info Center.
2. In Vision **Configuration** » **General** » **Merge Templates**, you add merge template files to Vision.
   - For merge templates that are created in Word: You create the .rtf merge template file in Word before you add the file's contents to Vision.
   - For merge templates that are created in InDesign: You create the .indt merge template file in InDesign from within Merge Templates Configuration at the same time that you add the merge template to Vision.
3. A system administrator can assign specific merge templates to each security role, so that users have access to only the templates that they need to use.
4. To generate a merged document:
   - **In an Info Center** — Click **Merge** on the Info Center toolbar to select one or more Info Center records (such as one or more employees), and then select the merge template to use.
   - **In Custom Proposals** — Click **Sections** on the Custom Proposals form toolbar to create different sections of a custom proposal, and select a merge template to use for each section. On the tabs on the Custom Proposals form that are created for each section, add the Info Center records to include in the custom proposal. Then click **Merge** on the Custom Proposals toolbar to generate the merged document.

You can create merge templates and produce merged documents for all of the Info Centers except the Accounts, Units, and user-defined Info Centers.

Merge Templates Created With Adobe InDesign

If you are new to creating Vision merge templates with Adobe InDesign, be sure to read the conceptual materials before you specify your firm's configuration settings.

How to...

After you create a merge template, you can modify it by adding things such as merge codes for records, graphics, and resume text.

Create the Adobe InDesign Registry Entry

If you have Windows 7, Adobe InDesign may not generate the required registry entry automatically when you launch InDesign for the first time.

You must have administrator rights on your workstation to complete the steps below. See your system administrator if you need help with this.

To create the InDesign registry entry, complete the following steps:

1. On your workstation, open Windows **Start** » **All Programs** and navigate to the Adobe InDesign application.
2. Right-click the Adobe InDesign application and select **Run as administrator** from the shortcut menu.

   This updates your Windows registry.

   You perform this step only once on a workstation. You need to repeat this step only if you upgrade InDesign to another version. You do not have to run InDesign with administrator rights after the registry entry is made.

Assign Merge Templates to a Security Role

A system administrator assigns access to specific merge templates for each security role.

This allows users to generate only the merged documents that apply to them in each Info Center and in Custom Proposals.

All users have access to 254/255 merge templates, regardless of their security roles.

This information applies for merge templates created with either Adobe InDesign or Microsoft Word.

To assign merge templates to a security role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. In the **Search** field on the Roles form, select the security role for which you want to assign merge templates.
3. Click the Access Rights tab and from the drop-down list in the **Functional Area** field, select **MergeTemplates**.
4. In the drop-down list in the **Info Center** field, select the Info Center for the merge templates that you want to assign to the security role.
5. In the **Available Templates** pane, click a merge template name, and then click the **Add ->** button to make the template accessible to the security role.

   The template name now displays in the **Templates for this Role** pane.

6. Repeat step 5 to add other templates for the security role.
7. When you finish adding merge templates for a role, click **Save**.

Create a Vision Merge Template with Adobe InDesign

You can create a Vision merge template with Adobe InDesign in Vision Merge Templates Configuration.

InDesign gives you flexibility in formatting and structuring your merged document.

You create a merge template with InDesign when InDesign is launched automatically from within Vision Merge Templates Configuration. In the same step that you add the merge template to the Vision database, you also create the merge template. This allows the Vision database tables and fields to be available within InDesign. You cannot create merge templates directly in InDesign without going through Vision Merge Templates Configuration.

Prerequisites: Review the "Prerequisites for Creating Vision Merge Templates with Adobe InDesign" help topic.

To create a Vision **merge template with Adobe InDesign and add it to** Vision**, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the appropriate Info Center for the template.
3. On the **Merge Templates** grid toolbar, click **Add** and from the drop-down list select **Create Adobe InDesign Template**.
4. On the Add Merge Template dialog box, enter a description for the template and click **OK**.
   The description will also be used as the name for the InDesign .indt file that is created for the merge template. When you click **OK**, the Adobe InDesign software opens, and the Vision Merge Code dialog box may be minimized on your Windows taskbar.
5. On the Merge Code dialog box, select a Vision table and field (merge code) that you want to add to the merge template.
   From the drop-down lists, you can select only the Vision database tables and fields for the Info Center that you selected on the Merge Templates form.
6. Optional. If the field that you select can be formatted, enter formatting for it in the **Format** field.
   You can see how the formatting looks in the **Example** section below the **Format** field.
7. Click **Insert** on the Merge Code dialog box.
   The Vision field and its formatting are entered into the active InDesign text frame.
8. Continue to add more Vision fields to the InDesign merge template using the Merge Code dialog box. As you work, you move back and forth between the Vision Merge Code dialog box and the In Design text frame.
9. When you finish adding Vision fields to the InDesign template file, click **Save and Close** on in the Merge Code dialog box.

This saves the merge template to Vision, closes InDesign, and returns you to the Vision Merge Templates form. A new row for the template is added to the Vision Merge Template form. The file name that displays in the **Template File Name** field is based on the description that you entered for the merge file on the Add Merge Template dialog box.

If you save the file using **File** » **Save** or **File** » **Save As** in the InDesign screen, the .indt file is not saved to Vision. It is saved to a location on your workstation or a network drive. You must use the **Save** or **Save As** buttons on the Vision Merge Code dialog box to save the InDesign merge template file in Vision.

To add merge codes for grid fields, graphics, and other items, see the following topics:

- Insert Merge Codes for Vision Grids in an Adobe InDesign Merge Template
- Insert Merge Codes for a Graphic in an Adobe InDesign Merge Template
- Insert Merge Codes for Project Descriptions in an Adobe InDesign Merge Template
- Insert Vision Data into a Table in an Adobe InDesign Merge Template

Insert Merge Codes for a Graphic in an Adobe InDesign Merge Template

Use the **Proposal Graphic** merge code to add a graphics frame to an Adobe InDesign merge template.

The graphics merge code is a placeholder that allows you to insert one or more graphic files in Vision Custom Proposals into a section of a custom proposal.

To insert a graphics merge code in an InDesign merge template, complete the following steps:

1. When you create or update an InDesign merge template in Vision, on the Merge Code dialog box in Vision, select **Proposal Graphic** from the drop-down list in the **Field** field.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.
2. In the InDesign active text frame, place your mouse pointer in the location where you want to insert the graphics merge code.
3. Return to the Merge Code dialog box, and in the **Format** section, enter the number **1** in the **Graphic Number** field if this is the first graphic you are inserting into the template.

   Because you can have multiple graphics in a merge template, numbers are used to identify the different graphics in a merged document. For merge templates with multiple graphics merge codes, when you insert the graphic files in Custom Proposals, the first graphic that you insert will be placed where the graphic 1 merge code is located; the second graphic file that you insert will be placed where the graphic 2 merge code is located; and so on.
4. Click **Insert** to insert the proposal graphic merge code into the InDesign active text frame. In the InDesign active text frame, you now see an empty graphic frame inserted between the begin code [Proposal Graphic|{Graphic} 1] and the end code [{End Graphic}].
5. To add more graphic frames to the merge template, repeat steps 2-4, and enter the next number in the **Graphic Number** field.

After you add a graphic frame to the merge template, you can use any functionality in InDesign to change the frame properties and format the graphic in InDesign, including:

- Size — The height and width of the graphic.
- Resizing — Whether or not the graphic is resized to fit within the frame or merged as-is (so you may only see a piece of the graphic).
- Wrapping of other objects, such as text, around the graphic.
- Stroke (borders).
- Effects, such as drop-shadows.
- Justification.
- Transparency.

After you create a merge template that contains graphics merge codes, in Vision Custom Proposals, you insert the merge template into a custom proposal section and then insert the graphic files into the custom proposal section.

Insert Merge Codes for Project Descriptions in an Adobe InDesign Merge Template

Use the **Proposal Description** merge code to insert project descriptions into a custom proposal.

This applies only if you are using an Adobe InDesign merge template for a custom proposal section in Custom Proposals. The project descriptions that are retrieved with the **Proposal Description** merge code are the descriptions that you enter in the Descriptions grid on the Background tab of the Project Info Center.

To insert a project **description merge code in an Adobe InDesign merge template, complete the following steps:**

1. When you create or update an InDesign merge template in Vision, be sure you select **Projects** in the **Info Center Area** field.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.
2. On the Merge Code dialog box, select **Projects** in the **Table** field.
3. In the drop-down list in the **Field** field, select **Proposal Description**.
4. In the InDesign active text frame, place your mouse pointer in the location where you want to insert the **Proposal Description** merge code.
5. Return to the Merge Code dialog box, and click **Insert** to insert the **Proposal Description** merge code into the InDesign active text frame.
   In the InDesign active text frame, you now see the merge code:

   [Proposal Description|{BlockText}]

   There is only one merge code (instead of both a beginning and end code). This serves as a placeholder for the project description text that you add in Custom Proposals.

In Vision Custom Proposals, you must add projects and their descriptions on the Project section tab. For instructions, see the "Add a Project Description to a Custom Proposal Section" topic.

Insert Merge Codes for Multiple Records in an Adobe InDesign Merge Template

There are merge codes that allow you to insert multiple records on one page or without page breaks when generating a proposal.

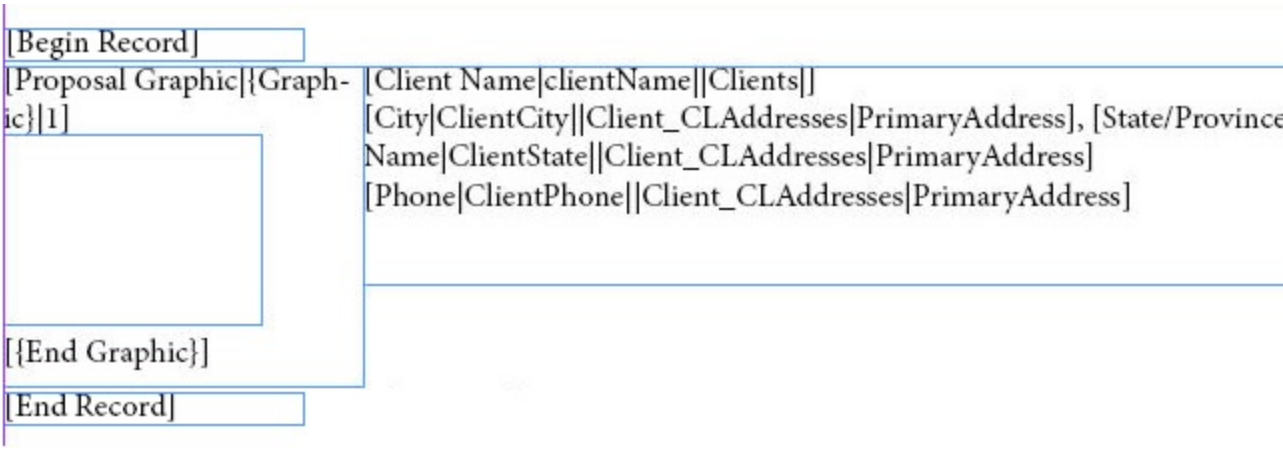
To insert multiple records in an InDesign merge template, complete the following steps:

1. When you create or update an InDesign merge template in Vision, on the Merge Code dialog box in Vision, click the **Insert Record Begin/End Codes** button.

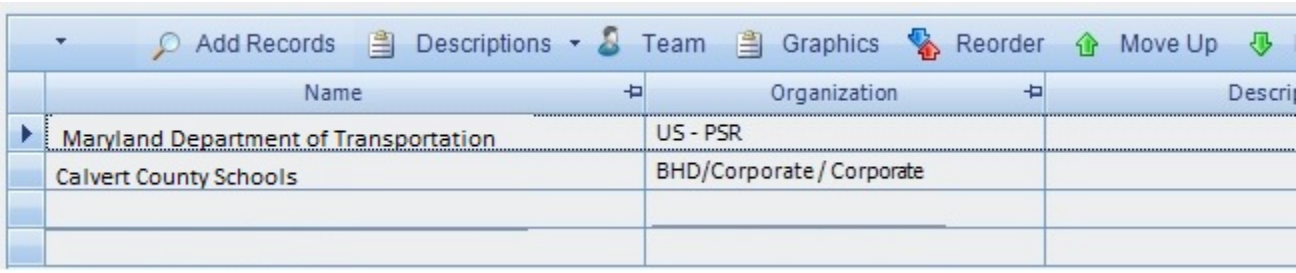
   This inserts [Begin Record] and [End Record] codes on the template, which allow you to add multiple records on one page or without page breaks when generating a proposal. The ability to add multiple records to a proposal is useful when creating project sheets with multiple projects on one page, or client reference sheets with multiple clients on one page.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.

2. Insert all table and field merge codes between the [Begin Record] and [End Record] codes. All of the codes, text, graphics, and objects that are between these codes will then repeat for each record that uses the template and is merged into the proposal. Repeat as needed.
   For example, if you enter the following codes in InDesign:



   And have the following two records on the Project tab of **Proposals** » **Custom Proposals**:



   When you generate the proposal, the two records will be listed on the same page follows:

Maryland Department of Transportation (MDOT)
Glen Burnie, MD
410.256.2545

Calvert County Schools
Prince Frederick, MD
410.258.2415

It is important to note that multiple records may exceed the space allotted in an InDesign text frame on one page. To avoid issues with overset, it is helpful to thread, or link, the text frames together before you generate the proposal. Before you add merge codes it is helpful to create additional blank pages in InDesign and use the thread option to thread the text boxes together. When you generate the proposal, the text will flow from page to page as needed.

Insert Merge Codes for Resume Text in an Adobe InDesign Merge Template

Use the **Proposal Resume** merge code to insert resume text into a custom proposal.

This applies only if you are using an Adobe InDesign merge template for a custom proposal section in Vision Custom Proposals. The resume text that is retrieved with the **Proposal Resume** merge code is the text that you enter in the Resumes grid on the Resumes tab in the Employee Info Center.

To insert a resume text merge code in an Adobe InDesign merge template, complete the following steps:

1. When you create or edit an InDesign merge template in Vision, on the Merge Template form, select **Employees** in the **Info Center Area** field.

   If you need more instruction on how to create a merge template and open the Merge Template form, see the "Create a Vision Merge Template with Adobe InDesign" or "Update an Adobe InDesign Merge Template in Vision" help topic.
2. On the Merge Code dialog box, select **Employees** in the **Table** field.
3. In the drop-down list in the **Field** field, select **Proposal Resume**.
4. In the InDesign active text frame, place your mouse pointer in the location where you want to insert the **Proposal Resume** merge code (resume text).
5. Return to the Merge Code dialog box, and click **Insert** to insert the resume text merge code into the InDesign active text frame.
   In the InDesign active text frame, you now see the merge code:

   [Proposal Resume|{BlockText}]

   There is only one merge code (instead of both a beginning and end code). This serves as a placeholder for the resume text that you add in Custom Proposals.

In Vision Custom Proposals, you must add employees and build their resumes on the Employees section tab.

Insert Vision Data into a Table in an Adobe InDesign Merge Template

When you create a merge template in Adobe InDesign, you can add Vision data in a table format.

To insert Vision **data into a table in an Adobe InDesign merge template, complete the following steps:**

1. When you create or edit an InDesign merge template in Vision, in the InDesign active text frame, place your mouse pointer where you want to insert a table.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.
2. If you are creating a table that will contain only Vision standard fields (not fields from a Vision associated or non-associated grid): on the toolbar in the InDesign active text frame, click **Table** » **Insert Table**.
3. If you are creating a table that will contain Vision grid fields (associated or non-associated grids) or a mix of standard and grid fields:
   a) In the **Table** field on the Vision Merge Code dialog box, select the Vision associated or non-associated table from which you want to add fields to a table in the InDesign active text frame. Then click the **Insert Begin/End Code** button.

      This inserts a begin code and an end code ([Begin] and [End]) in the InDesign active text frame where you had your mouse pointer.

      When you add Vision grid fields to a table format, the table must be inserted between a begin and end code. If a table does not contain grid fields, it does not require a begin and end code.

   b) Place your mouse pointer between the begin and the end code, then click **Table** » **Insert Table** on the InDesign toolbar.
4. On the InDesign Insert Table dialog box, enter the table dimensions (number of rows, columns, header rows, and footer rows) and table style, and then click **OK**.
5. In the table that displays in the active text frame, if you entered header and footer rows, enter header and footer text in the first and last rows.
6. Click your mouse pointer in a cell of a data row, and then on the Vision Merge Code dialog box, select the field in the **Field** field that you want to insert in the cell, and click **Insert**.

   If you have not already selected a Vision database table in the **Table** field, you must select a table before you can select a field in the **Field** field. The field is inserted into the table in the InDesign active text frame.
7. Repeat step 6 to continue adding Vision fields to each cell in a data row of the table in the InDesign active text frame.

   You can insert more than one Vision field in one cell in the table. For example, you can insert an employee's first name and last name fields in one table cell.

You can insert both standard Vision fields and grid fields into one table as long as the table is between a begin and end code (that you added using the **Insert Begin/End Code** button on the Merge Code dialog box).

8. When you finish adding fields to the table cells, save the merge template file.

Insert Merge Codes for Vision Grids in an Adobe InDesign Merge Template

You can insert merge codes for grid fields from associated or non-associated grids in an Adobe InDesign merge template.

To insert a grid field in an InDesign merge template, complete the following steps:

1. When you create or edit an InDesign merge template in Vision, on the Merge Code dialog box in Vision, select an associated or non-associated grid table from the drop-down list in the **Table** field.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.

2. In the InDesign active text frame, click your mouse pointer in the location where you want to add the grid fields.
3. In the Merge Code dialog box, click the **Insert Begin/End Codes** button to insert a [Begin] code and an [End] code into the active text frame in InDesign.

   Example of what this looks like in InDesign:

   [Begin]

   [End]

   You move back and forth between the Vision Merge Code dialog box and the InDesign active text frame.

4. In the InDesign active text frame, place your mouse pointer in between the begin and end codes.
5. Return to the Merge Code dialog box, and from the **Field** drop-down list, select the grid field to insert between the begin and end codes in the merge template.
6. Click **Insert** on the Merge Code dialog box to insert the grid field into the InDesign active text frame between the begin and end codes.
7. To add other grid fields from the same grid to the merge template, add these fields within the same begin and end codes by repeating steps 4–5.

   Do not mix grid fields from different grids between one set of begin and end codes. You must use separate begin and end codes for different grid templates.

When you add grid field merge codes to a merge template and there are multiple records in the grid, a blank row appears between the row of grid data for each grid record in the merged document. To prevent the blank row from displaying in a merged document, follow the steps in the "Prevent Blank Rows from Displaying Between the Rows of Data for Each Grid Record in a Merged Document" topic.

Because grids can include many rows of data for multiple records, it is possible in a merged document for the merged data to exceed the space that is allotted in an InDesign text frame. To

prevent this from happening, follow the steps in the "Prevent Merged Document Content from Exceeding the Space" topic.

Prevent Blank Rows from Displaying between the Rows of Data for Each Grid Record in a Merged Document

When you add grid field merge codes to an Adobe InDesign merge template and there are multiple records in the grid, a blank row displays between the rows of grid data for each grid record in the merged document.

This topic applies for merged documents that you create with an Adobe InDesign merge template.

To prevent blank rows from displaying in a merged document between the rows of grid data when an InDesign merge template contains grid field merge codes, complete the following steps:

1. Complete the steps in the "Insert Merge Codes for Vision Grids in an Adobe InDesign Merge Template" topic to add grid field merge codes to a merge template.
2. In the InDesign active text frame for the merge template, place your mouse pointer directly in front of the [End] code for the grid field merge code, and press the BACKSPACE key on your keyboard until [END] is directly beside the last grid data merge code (no space between them).
3. Press the ENTER key on your keyboard.
   This adds a hard return that indicates to Vision that no blank rows should be placed in between the grid records when merged.

Prevent Merged Document Content from Exceeding the Space

When you add grid field merge codes to an Adobe InDesign merge template, because grids can include many rows of data for multiple records, it is possible in the merged document for the data to exceed the space that is allotted in an InDesign text frame.

This topic applies for merged documents that you create with an Adobe InDesign merge template.

To prevent grid field data and records from exceeding the InDesign text frame space, complete the following steps:

1. Complete the steps in the "Insert Merge Codes for Vision Grids in an Adobe InDesign Merge Template" topic to add grid field merge codes to a merge template.
2. In the InDesign active text frame for the merge template, create a second page with another text frame and link the two.
   This will allow larger quantities of text to flow onto the next page of a merged document.

An alternative to these steps is to adjust the text manually in the merged document itself.

Insert Merge Codes for Vision Associated Grid Fields and Only Certain Records in the Grid

When you create a merge template in Adobe InDesign, you can insert merge codes that will display the contents of an associated gird field only for certain records (rows) in the grid.

This applies to Adobe InDesign merge templates that you create for the Project, Client, Employee, or Opportunity Info Center. For example, you might want the last name of only the employees who are designated as principals for the project to be included in a merge template for the Project Info Center. These employees have **Principal** entered in the **Role** column in the associated Employee grid (on the Team tab) of the Project Info Center.

To insert a merge code that displays the contents of an associated grid field for only certain records in the grid, complete the following steps:

1. When you create or edit an InDesign merge template for a Project, Client, Employee, or Opportunity Info Center, on the Merge Code dialog box in Vision, select an associated grid table from the drop-down list in the **Table** field.

   If you need more instructions on how to create a merge template and open the Merge Code dialog box, see the "Create a Vision Merge Template with Adobe InDesign" help topic or the "Update an Adobe InDesign Merge Template in Vision" topic.
2. In the InDesign active text frame, click your mouse pointer in the location where you want to add the grid fields.
3. On the Merge Code dialog box, click **Insert Begin/End Codes**to insert a [Begin] code and an [End] code into the active text frame in InDesign.

   Example of what this looks like in the active text frame in InDesign:

   [Begin]

   [End]
4. In the InDesign active text frame, place your mouse pointer between the begin and end codes.
5. Return to the Merge Code dialog box, and from the **Field** drop-down list, select the associated grid field to insert between the begin and end codes in the merge template.
6. From the drop-down list in the **Select Specific <xxx>** field in the Options section, select the specific records from the associated grid table to display in the merge template.
7. Click **Insert** to insert the grid field and grid records merge code into the InDesign active text frame between the begin and end codes.

   Example of what this looks like in InDesign (**Associated Employees** is selected in the **Table** field; **Employee Role** is selected in the **Field** field; and **Principal** is selected in the **Select Specific Role** field):

   [Begin]

   [Employee Role|employeeRole||Employees|sysPR]

   [End]

   This adds only the employees whose role is **Principal** in the associated Employees grid to a merged document.
8. On the Merge Code dialog box, click **Save**.

Select Specific Rows from a User-Defined Grid to be Included in an Adobe InDesign Merge Template

You can choose to have data from some of the rows (records) in a custom grid (rather than from all of the rows) in an Adobe InDesign merge template.

To choose data from only some of the rows in a custom grid to include in an InDesign merge template, complete the following steps:

1. In Vision **Configuration** » **General** » **User Defined Components**, create a custom grid on the Custom Grids tab for an Info Center application.
2. In the Custom Columns grid, enter the various columns that you want for the grid.
3. In the grid, add a column that will serve as a check box that you will select when you want to include only some rows of the grid data in the merge template.

   For this column, you must select **Checkbox** from the drop-down list in the **Data Type** grid field and select the check box in the **Merge Template Specific Selection** grid field.

   You can select the **Merge Template Specific Selection** check box for only one custom column (row) in the **Custom Columns** grid.
4. In the Info Center in which the custom grid displays, select the specific rows (records) in the custom grid for which you want to include data in the merge template. To do this, select the check box in the grid column that you created in User Defined Components (steps 3) specifically for this purpose.
5. When you create an InDesign merge template in Vision Merge Templates Configuration, select the name of the check box column (that you created in User Defined Components for this purpose) in the **Select Specific <custom grid name>** field in the Options section of the Merge Code dialog box.

   When you select this option, you include only the specific records that you specified in the Info Center (step 4).

> For an example, see "Example for Selecting Specific Rows from a User-Defined Grid to be Included in an Adobe InDesign Merge Template."

Update an Adobe InDesign Merge Template in Vision

Use the Update process in Merge Templates Configuration to modify the contents of Adobe InDesign merge templates that have been previously added to Vision.

To update an existing InDesign merge template, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, select the Info Center in the **Info Center Area** field for the template that you want to update.
3. In the merge templates grid, select the InDesign merge template to update.
4. On the grid toolbar, click **Update**.

   The Vision Merge Code dialog box and the InDesign active text frame open. They may be minimized on your Windows taskbar.

5. Use the Merge Code dialog box and the InDesign active text frame to make edits to the merge template.
6. When you finish making changes, click **Save and Close** on the Merge Code dialog box.

   The InDesign .indt file is saved in Vision, and you are returned to the Merge Templates form.

> If you save the .indt file using **File** » **Save** or **File** » **Save As** in the InDesign active text frame, the .indt file is not saved to Vision. It is saved to a location on your workstation or a network drive.

Copy Merge Templates

You can copy an existing merge template in Vision to create a new merge template.

This applies for both Microsoft Word and Adobe InDesign merge templates.

To copy an existing merge template, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center for the template that you want to copy.
3. In the Merge Template grid, select the merge template to copy.
4. Click **Copy** on the grid toolbar.

   A new row is inserted in the grid, and the **Template File Name** and **Type** columns prefill with the information from the template that you copied.
5. In the blank **Description** column, enter a description for the new merge template.

   When you move away from this field, the description is used to rename the file in the **Template File Name** column.
6. Click **Save** on the Merge Templates form toolbar.

Import an Adobe InDesign Merge Template into Vision

You can import an existing Adobe InDesign merge template into Vision in Merge Templates Configuration.

For example, you can import a sample InDesign merge template that you downloaded from the Deltek Customer Care Connect site (Knowledge Base article # 73879).

To import an existing InDesign merge template into Vision**, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, select the Info Center for the merge template in the drop-down list in the **Info Center Area** field.
3. On the merge templates grid toolbar, click **Add**, and then from the drop-down list, select **Import Adobe InDesign Template**.

4. On the Add Merge Template dialog box, enter a description for the merge template in the **Description** field.
5. Click the **Browse** button beside the **Merge Template** field, and on the Please Select an InDesign File dialog box, navigate to and select the .indt merge template file to import into Vision.
   You can also select an InDesign .indd file. When it is imported into Vision, it is saved as an .indt file within Vision.
6. Click **OK** to return to the Merge Templates form.
   The contents of the InDesign .indt file are copied and saved in Vision. The name of the .indt file in Vision is based on the description that you entered in the **Description** field on the Add Merge Template dialog box.

   The imported merge template displays in the merge templates grid. The **Description** and **Template File Name** columns are prefilled with the entries that you made on the Add Merge Template dialog box when you imported.

Delete Merge Templates

You can delete a Microsoft Word or an Adobe InDesign merge template from the Vision database.

Ensure that you no longer need a template before you delete it because the deletion cannot be undone. You cannot delete system default or sample templates. After a template is deleted, it is no longer accessible in the Merge Templates functional area on the Access Rights tab of Role Security. It is no longer accessible in the Info Centers or Custom Proposals.

To delete a Word or InDesign merge template from Vision**, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center for the template that you want to delete.
3. In the Merge Templates grid, select the template to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Yes** on the dialog box that says "The merge template that you selected will be permanently deleted, and all references to it will be lost. Do you want to continue?"

Learn More About...

You may want to review prerequisites, sample merge templates, security considerations, and more, before you work with merge templates.

Prerequisites for Creating Vision Merge Templates with Adobe InDesign

Before you can use Adobe InDesign to create Vision merge templates and generate merged documents, you must complete certain prerequisites.

Prerequisites include the following:

- You must have InDesign installed on your workstation.
  - InDesign versions CS5.5 (7.5) and later are supported for Vision.
  - The Creative Cloud version of InDesign is supported.
  - If you use InDesign CS6, you must install it on the same drive as your Windows Users directory on your workstation. If they are not located in the same directory, you cannot create or edit Vision InDesign templates. You will receive a message that InDesign has never been run as an administrator, and InDesign will not open. This issue does not occur with InDesign CS5.5.
  - InDesign must be included in the Windows registry on your workstation for InDesign to work with Vision. If you have Windows 7, InDesign may not generate the registry entry automatically when you launch InDesign for the first time. See the Vision "Create the Adobe InDesign Registry Entry" help topic for instructions.
- A system administrator must enable Microsoft SQL Server FILESTREAM. InDesign merge templates are uploaded and saved to Vision using FILESTREAM technology.

  See the *Deltek Vision Advanced Technical Installation Guide* for instructions.

Vision Has Not Been Configured for Adobe InDesign Merge Templates

When you try to add or import an Adobe InDesign merge template into Vision, if Microsoft SQL Server FILESTREAM has not been enabled and configured for Vision, you will receive the message: "Vision has not been configured for Adobe InDesign merge templates. Please see your administrator."

Microsoft SQL Server FILESTREAM must be enabled and configured before you can use Adobe InDesign to create or import merge templates into Vision. For instructions on how to enable and configure FILESTREAM, see the *Deltek Vision Advanced Technical Administration Guide*.

Adobe InDesign Sample Merge Templates

You can download sample Adobe InDesign merge templates from the Deltek Customer Care Connect site.

Knowledge Base article # 73879 has complete instructions and the sample merge template files.

Use the samples to see what InDesign templates looks like as you learn how to create InDesign merge templates. You can also use the samples as a starting point to create your own InDesign merge templates. You can use the sample merge templates for merged documents in the Project Info Center, Employee Info Center, and Custom Proposals.

Vision Memo Field Formatting in Adobe InDesign Merge Templates

Some of the formatting for text in Vision memo fields that you add to Adobe InDesign merge templates is controlled by the Vision Text Editor, whereas other formatting is controlled by InDesign.

When you create an Adobe InDesign merge template in Vision and you select a Vision memo field (text box field) in the **Field** drop-down list on the Merge Code dialog box, the Format section on the Merge Code dialog box says "No format options available for this field." Instead, the

formatting is controlled by the formatting choices that you make in either the Vision Text Editor or in InDesign.

Formatting that Is Controlled by the Vision Text Editor

The following text formatting that you apply directly to text in Vision memo field on the Vision Text Editor dialog box carries through and displays on InDesign merged documents:

- Bolding
- Bullets
- Indentation
- Italics
- Numbering
- Underlining

Although bolding and italics come from the Text Editor, they may **not** be applied in the merged document if the font that you use in the template does not have an option for bolding or italics.

Formatting that You Can Control from within InDesign

You can control the following formatting attributes for text in Vision memo fields from within InDesign when you create a merge template:

- Case (if you want to use small caps)
- Color
- Columns
- Drop caps
- Font face (family)
- Font size
- Hyphenation
- Justification
- Keep Options
- Kerning (adjusting the spacing between characters)
- Leading
- Space before or after a paragraph

When you apply this formatting in InDesign, it overrides the formatting from the Vision memo field.

Paragraph Styles Applied in InDesign

Attributes, such as bullets and numbering, from Vision memo fields may or may not be retained in an InDesign merged document when you apply paragraph styles in InDesign.

- When you apply a paragraph style to a Vision memo field merge code in InDesign and that paragraph style is compatible with the Vision Text Editor, the bullets and numbering

may still appear for the memo field in a merged document. If the paragraph style is not compatible, the attributes will be stripped from the memo field in a merged document.

- When you do **not** apply a paragraph style to a Vision memo field merge code in InDesign, the paragraph style of the merge text will be "basic paragraph." This means that the bullets and numbering from the Vision Text Editor will be retained and displayed in a merged document. However, if the font is not compatible with the bullets and numbering, the bullets and numbering will **not** display correctly in a merged document.

Text Quantity

Vision memo fields can include a large amount of text, so it is possible for the merged data to exceed the allotted space in an InDesign text frame in a merged document. If this happens, you can manually adjust the text in the merged InDesign document. To allow larger quantities of memo field text to flow automatically onto the next page of a merged document, you can create a second page with another text frame and link the two when you create the merge template.

Security for Adobe InDesign Merge Templates and Merged Documents

Certain Vision security settings must be applied to allow you to create, add, and update Adobe InDesign merge templates in Vision and generate merged documents with them.

Security to Create and Add an Adobe InDesign Merge Template in Vision Configuration

To create and add or update an InDesign merge template in Vision Configuration, you must have security access to **Configuration** » **General** » **Merge Templates**. This access is set up for a security role on the General tab of the Security Roles form (**Configuration** » **Security** » **Roles**).

Security to Access Specific Merge Templates

A system administrator can assign specific merge templates to each security role, so that users have access to only the templates that they need to use.

All users have access to 254/255 merge templates, regardless of their security roles.

For instructions, see the "Assign Templates to a Security Role" topic.

Security to Access to Merge Codes (Vision Fields)

When you create or update an InDesign merge template in **Configuration** » **General** » **Merge Templates**, you select Vision fields (merge codes) from the **Field** field in the Merge Code dialog box. The drop-down list in the **Field** field displays only the Vision fields for which you have at least "read only" record-level access rights. These rights are set up for your security role in **Configuration** » **Security** » **Roles** » **Record Access tab**.

Security to Generate Merged Documents in Info Centers and Custom Proposals

To generate merged documents using InDesign merge templates in Info Centers and Proposals, your role security must give you access to the following:

- **The Info Center and Custom Proposals applications** — This access is set up in **Configuration** » **Security** » **Roles** » **General tab**.
- **The individual merge template** —This access is set up in **Configuration** » **Security** » **Roles** » **Access Rights tab** for the Merge Templates functional area.

When you generate a merged document and you do not have at least "read only" record-level access rights to a Vision field that is included in a merge template, you will see the merge code (Vision field name) displayed in the merged document instead of the actual Vision data. Record-level access rights are set up for a role in **Configuration** » **Security** » **Roles** » **Record Access tab**.

Memo Fields

A Vision memo field is a text box in which you can enter a large amount of text. You can then format the text on the Vision Text Editor dialog box.

Examples of Vision memo fields:

- **Notes** field on the General tab in the Client Info Center
- **Memo** field on the General tab in the Project Info Center
- **Professional Memberships** field on the Miscellaneous tab in the Employee Info Center

Associated and Non-Associated Grids

Vision entry grids on Info Center tabs are associated or non-associated.

Associated Grids

Associated grids in Vision are grids on the various tabs in an Info Center that allow you to associate one Info Center record with another Info Center record.

For example, the Projects grid on the Projects tab in the Employee Info Center is an associated grid. In the Projects grid, you associate projects with an employee.

Other examples of associated grids are the Employees and Vendors grids on the Team tab in the Project Info Center. In these grids, you associate employees and vendors with a project.

Non-Associated Grids

Non-associated grids are grids on the various tabs in an Info Center in which you add information for an Info Center record, but that information is not based on another Info Center record. For example, the Employees Info Center has a Resumes grid on the Resumes tab. You add resumes for an employee, but the resumes are not records that are stored in a separate "Resumes" Info Center. Other examples of non-associated girds are the Descriptions and Awards grids on the Background tab in the Project Info Center.

Associated and Non-Associated Grid Tables in an Adobe InDesign Merge Template

When you create a Vision merge template with Adobe InDesign, you can select associated or non-associated tables in the **Table** field on the Merge Code dialog box.

Examples of associated grid tables in the **Table** field are: Associated Projects (for Employee Info Center merge templates) and Associated Clients (for Project Info Center merge templates).

Examples of non-associated grid tables in the **Table** field are: Resume (for Employee Info Center merge templates) and Awards (for Project Info Center merge templates).

Cost and Fee Proposals

You can create cost or fee custom proposals that include detailed labor, expense, consultant, and unit information from the Service Estimate tab of the Opportunities Info Center.

The following fields from the Service Estimate tab of the Opportunities Info Center are available when you create a merge template with either Adobe InDesign or Microsoft Word for custom proposals:

- **Total Consultants Planned Bill**
- **Total Consultants Planned Cost**
- **Total Expenses Planned Bill**
- **Total Expenses Planned Cost**
- **Total Labor Planned Bill**
- **Total Labor Planned Cost**
- **Total Units Planned Cost**
- **Total Units Planned Bill**
- **Total Bill** (from the Analysis grid on the Service Estimate tab)
- **Total Cost** (from the Analysis grid on the Service Estimate tab)

Adobe InDesign Merge Templates

You access the fields from the Service Estimate tab in **Configuration** » **General** » **Merge Templates** when you create a merge template for the Opportunities Info Center with InDesign. After you select **Opportunities** in the **Table** field on the Merge Code dialog box, the fields from the Service Estimate tab are available in the drop-down list in the **Field** field on the Merge Code dialog box.

Microsoft Word Merge Templates

To access the fields from the Service Estimate tab when you create a merge template with Word, you must first download a copy of the DeltekWordMacro.dot file from Vision **Utilities** » **Download Merge Macro**. After you install the macro in Word on a workstation, you see the Service Estimate tab fields in the left pane of the Opportunities macro.

Merge Templates Created with Microsoft Word

If you are new to creating Vision merge templates with Microsoft Word, be sure to read the conceptual materials before you specify your firm's configuration settings.

How to...

After you create a merge template, you can modify it by adding things such as merge codes for records, graphics, and resume text. You can also export merge templates created with Microsoft Word.

Assign Merge Templates to a Security Role

A system administrator assigns access to specific merge templates for each security role.

This allows users to generate only the merged documents that apply to them in each Info Center and in Custom Proposals.

All users have access to 254/255 merge templates, regardless of their security roles.

This information applies for merge templates created with either Adobe InDesign or Microsoft Word.

To assign merge templates to a security role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. In the **Search** field on the Roles form, select the security role for which you want to assign merge templates.
3. Click the Access Rights tab and from the drop-down list in the **Functional Area** field, select **MergeTemplates**.
4. In the drop-down list in the **Info Center** field, select the Info Center for the merge templates that you want to assign to the security role.
5. In the **Available Templates** pane, click a merge template name, and then click the **Add ->** button to make the template accessible to the security role.

   The template name now displays in the **Templates for this Role** pane.
6. Repeat step 5 to add other templates for the security role.
7. When you finish adding merge templates for a role, click **Save**.

Create a Vision Merge Template with Microsoft Word

One way to create a Vision merge template is to create an .rtf file with Microsoft Word.

You create merge templates in Word before you add them to Vision.

To create a Vision **merge template with Microsoft Word, complete the following steps:**

1. From theVision Navigation menu, click **Utilities** » **Download Merge Macro**.
2. On the Download Merge Macro form, click the **DeltekWordMacro.dot** button.
3. In the File Download dialog box, click the **Save** button.
4. On the Save As dialog box, complete the following actions:
   a) Browse to your workstation's Startup folder.
   b) In the **Save as type** field, select your startup folder.
   c) Click **Save**.

   A Vision toolbar that contains Vision merge codes and formatting options displays in Word.
5. Open Word and select merge codes and formatting from the Vision toolbar to create your merge template.

6. Save the file as a Rich Text Format (.rtf) file.

Postrequisites: After you create a merge template, you add it to Vision and associate it with the appropriate Info Center in Vision **Configuration** » **General** » **Merge Codes**. The Vision Demo database comes with sample merge templates that are created with Microsoft Word. You can access these to view the contents of an .rtf merge template file and see the results when you generate a merged document.

Select an Info Center and Merge Codes in a Microsoft Word Merge Template

Use the Select Vision Info Center dialog box to select the Info Center and merge codes for a merge template to use for a proposal.

This topic applies if you use a Microsoft Word merge template.

To select an Info Center and merge codes, complete the following steps:

1. On the Merge Code toolbar in Microsoft Word, click the **Deltek Vision** button, and select an Info Center on the dialog box.
2. In the left-hand pane on the Select Merge Codes dialog box, select the merge code.

   If the field is in a grid, select the appropriate group code from the drop-down list in the right-hand pane, then select the field in the right-hand pane.
3. Click **OK** to insert the field in the merge template.

   If the merge code is for a date field:

   - The Select Date Format dialog box displays. Specify the format for the date.
   - The Select Separator Format dialog box displays. Specify the separator format option for displaying the date in the completed proposal.
   - If you select a format requiring a separator, the Enter separator dialog box displays. Enter the separator.

   If the merge code is for a numeric or currency field:

   - The Select Number Format dialog box displays. Specify the numeric or currency format.
   - If you select Decimal Format, the Microsoft Word dialog box displays. Specify the number of decimal places.

   If the merge code is for a state field:

   - The Select State/Province Format dialog box displays.
   - If you select a format requiring a separator, the Enter separator dialog box displays. Enter the separator.

   If the merge code is for a custom field:

   - The Select Custom Field Format dialog box displays if you define a new custom field.
   - If you select an existing user-defined field, its data causes the appropriate formatting dialog boxes to display.

Add a Microsoft Word Merge Template to Vision

Add a merge template that you already created with Microsoft Word to Vision, so that you can generate merged documents with it in Vision Info Centers and Custom Proposals.

You must create the merge template .rtf file in Word first before you add it to Vision. The contents of the .rtf file are copied into Vision.

To add a new merge template created with Word to Vision**, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, select the appropriate Info Center for the template in the **Info Center Area** field.
3. On the Merge Templates grid, click **Add**, then select **Microsoft Word Template** from the drop-down list.
4. On the Add Merge Template dialog box, enter a description for the merge template in the **Description** field.
5. Click the **Browse** button beside the **Merge Template** field.
6. In the Open dialog box, navigate to and select the .rtf file that contains the contents for the merge template. Then click **Open**.
7. On the Add Merge Template dialog box, check that the .rtf file that prefilled in the **Merge Template** field is the one that you want, then click **OK**.
   The contents of the Word .rtf file are copied and saved in Vision. You are returned to the Merge Templates form where a new row for the template is added to the Merge Templates grid. The **Description** and **Template File Name** columns in the grid prefill with the entries that you made on the Add Merge Template dialog box.

Update a Microsoft Word Merge Template in Vision

Use the Update process in Merge Templates Configuration to copy revised content into an existing Microsoft Word merge template in Vision.

After you add a Word merge template to Vision, if you need to change any of its content, you must first revise the content in the Word .rtf file (the original .rtf file that you added as a Vision merge template). Then use the Update process described below to copy the .rtf file contents into the existing merge template in Vision.

If the original .rtf file is not immediately available on your network or local drive, you can use the Export process in Merge Templates Configuration to create a new .rtf file that will have the contents of the current merge template. Save the exported .rtf file to the desired location on your workstation or network drive, and modify it in Word. Then use the Update process to copy the updated content in the exported .rtf file back into the existing merge template in Vision.

To update an existing Word merge template, complete the following steps:

1. In Word, make changes to a merge template .rtf file.
2. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
3. On the Merge Templates form, select the Info Center in the **Info Center Area** field for the template that you want to update.

4. In the merge templates grid, select the Word merge template to update.
5. On the grid toolbar, click **Update**.
6. On the Update Merge Template dialog box, click the **Browse** button beside the **Merge Template** field.
7. On the Open dialog box, navigate to and select the .rtf file that contains the modified or new content for the merge template, then click **Open**.
8. On the Update Merge Template dialog box, check that the .rtf file that you selected is correct in the **Merge Template** field, and click **OK**.
   The contents of the Word .rtf file are copied into the merge template in Vision, and you are returned to the Merge Templates form.

Export Merge Templates

When you export a Microsoft Word merge template file from Vision, it saves a copy of the .rtf file outside of Vision on your local machine or a network drive.

The **Export** option in Merge Templates Configuration applies only for merge templates that are created with Microsoft Word (.rtf files). You cannot export Adobe InDesign .indt files.

You can use the Export option when you need to modify an .rtf merge template file that has been previously added to Vision, and a copy of the .rtf file is not immediately available on your network or local drive. After you export the .rtf file, you can modify the exported copy in Word. Then use the **Update** option in Vision Merge Templates Configuration to copy the contents of the updated .rtf file back into the existing merge template in Vision. If you already have a copy of an .rtf file that has been added to Vision, you do not need to export the file from Vision before you modify it.

To export a merge template, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center that you want to export.
3. In the Merge Templates grid, select the Word merge template that you want to export.
4. Click **Export**.
5. On the File Download dialog box, specify whether you want to open or save the file.
   - When you click **Save** on the File Download dialog box, the Save As dialog box opens and you enter the location in which to save the file. When you click **Save** on the Save As dialog box, an .rtf file for the template downloads to the folder that you selected.
   - When you click **Open** on the File Download dialog box, the file displays on the screen in Word. You can make edits and save the file.

When you make changes to an exported .rtf file in Word and save the changes, the changes are not automatically saved in the Vision database. To save the changes to the Vision database, you must also update the merge template in Vision using the **Update** option in Merge Templates Configuration. This copies the contents of the .rtf file back into the existing merge template in Vision.

Copy Merge Templates

You can copy an existing merge template in Vision to create a new merge template.

This applies for both Microsoft Word and Adobe InDesign merge templates.

To copy an existing merge template, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center for the template that you want to copy.
3. In the Merge Template grid, select the merge template to copy.
4. Click **Copy** on the grid toolbar.

   A new row is inserted in the grid, and the **Template File Name** and **Type** columns prefill with the information from the template that you copied.
5. In the blank **Description** column, enter a description for the new merge template.

   When you move away from this field, the description is used to rename the file in the **Template File Name** column.
6. Click **Save** on the Merge Templates form toolbar.

Delete Merge Templates

You can delete a Microsoft Word or an Adobe InDesign merge template from the Vision database.

Ensure that you no longer need a template before you delete it because the deletion cannot be undone. You cannot delete system default or sample templates. After a template is deleted, it is no longer accessible in the Merge Templates functional area on the Access Rights tab of Role Security. It is no longer accessible in the Info Centers or Custom Proposals.

To delete a Word or InDesign merge template from Vision**, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center for the template that you want to delete.
3. In the Merge Templates grid, select the template to delete.
4. On the grid toolbar, click **Delete**.
5. Click **Yes** on the dialog box that says "The merge template that you selected will be permanently deleted, and all references to it will be lost. Do you want to continue?"

Learn More About...

You may find it helpful to review security considerations for merge templates.

Security for Microsoft Word Merge Templates and Merged Documents

Certain Vision security settings must be applied to allow you to add Microsoft Word merge templates to Vision and generate merged documents with them.

Security to Add a Word Merge Template in Vision Merge Templates Configuration

To add or update a Word merge template in Vision Configuration, you must have security access to **Configuration** » **General** » **Merge Templates**. This access is set up for a security role in **Configuration** » **Security** » **Roles** » **General tab**.

Security to Access Specific Merge Templates

A system administrator can assign specific merge templates to each security role, so users have access to only the templates that they need to use.

All users have access to 254/255 merge templates, regardless of their security roles.

For instructions, see the "Assign Templates to a Security Role" topic.

Security to Generate Merged Documents in Info Centers and Custom Proposals

To generate merged documents using Word merge templates in Info Centers and Proposals, your role security must give you access to the following:

- **The Info Center and Custom Proposals applications** — This access is set up in **Configuration** » **Security** » **Roles** » **General tab**.
- **The individual merge template** —This access is set up in **Configuration** » **Security** » **Roles** » **Access Rights tab** for the Merge Templates functional area.

When you generate a merged document and you do not have at least read only record-level access rights to a Vision field that is included in a merge template, you will see the merge code (Vision field name) displayed in the merged document instead of the actual Vision data. Record-level access rights are set up for a role in **Configuration** » **Security** » **Roles** » **Record Access tab**.

Fields and Options for all Merge Templates

Use the form and related dialog boxes to create and modify merge templates.

Merge Templates Form

Use this form to manage the merge templates that you use to create merged documents in Vision Custom Proposals and Info Centers.

The merge templates that you add here display in:

- **Roles Security Configuration** — On the Access Rights tab, select **MergeTemplates** in the **Functional Area** field. After you select an Info Center, the merge templates display in the **Available Templates** box, and you can move them to the **Templates for this Role** box.
- **An Info Center** — Click **Merge** on an Info Center toolbar to open the Merging dialog box where you select a merge template and generate the merged document.

- **Custom Proposals** — Click **Sections** on the Custom Proposals form toolbar to open the Configure Sections dialog box, where you select a merge template for different sections of the proposal.

Display the Merge Templates Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.

Toolbar of the Merge Templates Form

Use toolbar options to save changes to merge templates.

Contents

Field	Description
Save	Click this option to save any changes that you make to the description of a template in the **Description** column in the **Merge Templates** grid.
Help	Click this option to display the online Help for the Merge Templates form.

Contents of the Merge Templates Form

Use the fields and options on the Merge Templates form to create new templates or modify existing ones.

Contents

Field	Description
Info Center Area	Click the down-arrow and from the drop-down list, select the Info Center for the merge template that you want to view, add, update, export, copy, or delete.

Merge Templates Grid

Each row in the grid displays a merge template that has been added for the Info Center that you entered in the **Info Center Area** field.

Field	Description
Merge Templates Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Add	Click this toolbar icon, and from the drop-down list, select one of the following options to add, create, or import a merge template into Vision: ▪ **Microsoft Word Template** — Use this option to add a merge template that has been created using Microsoft Word (an .rtf file). You must create merge templates in Word, before you add the file to Vision. When you add the file to Vision, the contents of the .rtf file are copied into Vision. ▪ **Create Adobe InDesign Template** — Use this option to create a new merge template using InDesign. The InDesign software will open from within Vision, and you create the merge template (an .indt file). When you save the InDesign file, it is saved in Vision using SQL FILESTREAM capabilities. ▪ **Import Adobe InDesign Template** — Use this option to import an existing merge template that you created directly in InDesign (not from within Vision). When you select any of these options, the Add Merge Templates dialog box opens, and you enter information for the merge template you are adding, creating, or importing.
Update	Click this toolbar icon to apply or make modifications to merge templates that have previously been added to Vision. This works differently for Microsoft Word and Adobe InDesign merge templates. **Microsoft Word merge templates** First, you must make modifications to the original .rtf file or a new .rtf file in Word (outside of Vision). Then in the Merge Templates grid on the Merge Templates form, select the Word merge template that you want to modify. Click the **Update** icon to copy the contents of the modified or new Word .rtf file into the existing merge template in Vision. **Adobe InDesign merge templates** In the Merge Templates grid on the Merge Templates form, select the InDesign merge template that you want to modify. Then click **Update** to open Adobe InDesign and modify a merge template directly in the InDesign software. For more specific information about the update process for both Word and InDesign merge templates, see the "Update Merge Templates" help topic.

Field	Description
Export	This toolbar icon applies only for merge templates that are created with Microsoft Word. The icon is disabled when you select an Adobe InDesign merge template. After you select an .rtf merge template in the Merge Templates grid, click this icon to save a copy of the .rtf merge template file outside of Vision on your local machine or a network drive. For more specific information about the update process for Word merge templates, see the "Export Merge Templates" topic.
Copy	This toolbar icon applies for merge templates that are created with either Microsoft Word or Adobe InDesign. Click this icon to copy a selected merge template to create a new one. A new row is inserted in the grid, and the **Template File Name** and **Type** columns prefill with the information from the template that you copied. In the **Description** column, enter a description for the new merge template. When you move away from the **Description** field, the description is used to rename the file in the **Template File Name** column. For more specific information about the copy process, see the "Copy Merge Templates" help topic.
Delete	Click this toolbar icon to delete a selected merge template from Vision. Be sure that you no longer need a template before you delete it because the deletion cannot be undone. After a template is deleted, it is no longer accessible in the Merge Templates functional area on the Access Rights tab of Role Security. It is no longer accessible in the Info Centers or Custom Proposals.
Description	This column displays the description of the merge template that you entered on the Add Merge Template dialog box when you initially add the template to Vision. This column also reflects any changes you make to the description on the Update Merge Template dialog box if you updated the merge template. You can modify the description directly in this field. To save changes, click **Save** on the Merge Template form toolbar. When you use **Copy** to copy an existing merge template to create a new template, after you enter a description for the new (copied) template and move away from the **Description** field in the Merge Templates grid, the description is used to rename the file in the **Template File Name** column.
Template File Name	This column displays the name of the Microsoft Word .rft or Adobe InDesign .indt file that is used to create the merge template in Vision. **For Microsoft Word merge templates** This column displays the .rtf file that you selected in the **Merge Template** field on either the Add Merge Template dialog box when you initially add a Word merge template to Vision or on the Update Merge Template dialog box if you update a merge template in Vision. **For Adobe InDesign merge templates**

Field	Description
	This column displays the name of the InDesign .indt file, which is based on the description that you entered in the **Description** field on the Add Merge Template dialog box when you initially created and added the InDesign merge template in Vision. When you use **Copy** to copy an existing Word or InDesign merge template to create a new template, the **Template File Name** column initially fills with the file name of the merge template you are copying. After you enter a description for the new (copied) merge template in the grid on the Merge Templates form and move away from the **Description** column, the description is used to rename the file in the **Template File Name** column.
Type	This column displays the merge template file type. The software that you use to create the merge template and the file extension are listed in this field. The types are: ▪ Microsoft Word (.rtf) ▪ Adobe InDesign (.indt)

Merge Code Dialog Box

Use this dialog box to add merge codes to a merge template that you are creating in Adobe InDesign within Vision.

This dialog box applies when you add a new InDesign merge template or update an existing InDesign merge template.

The merge codes identify the Vision database fields that you want to include in a merged document.

On this dialog box, you also select the formatting for Vision fields that can be formatted.

If you turn on hyphenation in an InDesign merge template, it is possible for merge codes to become hyphenated, especially if you use a large font size in the merge template. A hyphenated merge code will not work properly. The solution is to turn off hyphenation or reduce the font size of the merge code.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, enter an Info Center area for the merge template that you are adding or updating.
3. Do either of the following:
   - On the Merge Templates grid toolbar, click **Add** and then click **Create Adobe InDesign Template** to create a new InDesign template. On the Add Merge Template dialog box, enter a description for the template, and click **OK**.

- Select an existing InDesign merge template in the Merge Templates grid, and click **Update** on the grid toolbar.

Contents

Fields

Field	Description
Table	From the drop-down list, select the Info Center database table that contains the field (merge code) that you want to add to the merge template. The drop-down list contains only the table options for the Info Center that you selected on the Merge Templates form. The entry that you make in this field determines which fields display in the drop-down list in the **Field** field. The items in the drop-down list include: ▪ **<Info Center Name>** — For example, you see **Employees** in the drop-down list when you create a merge template for the Employees Info Center; you see **Projects** in the drop-down list when you create a merge template for the Project Info Center; and so on. These options allow you to select fields from an Info Center, but not the grid fields that are contained in associated or non-associated grids on Info Center tabs. ▪ **<Associated Grid Name> —** Select an associated grid table to add grid fields from an Info Center associated grid to a merge template. Examples of associated grids that display in the drop-down list are **Associated Projects**, **Associated Clients**, **Associated Employees**, and so on. ▪ **<Non-Associated Grid Name>** — Select a non-associated grid table to add grid fields from an Info Center non-associated grid to the merge template. For example, **Resumes** is a non-associated table grid for an Employee Info Center merge template. **Awards** and **Descriptions** are non-associated grid tables for a Project Info Center merge template. ▪ **Firm Setup - Proposals** — This displays in the **Table** field drop-down list when you create a merge template for an Employee, Opportunity, or Project Info Center. When you select **Firm Setup - Proposals**, the drop-down list in the **Field** field displays all the fields listed on the General tab of the Firm Setup - Proposals form in **Configuration** » **Organization** » **Firm Setup - Proposals**. ▪ **Service Estimate Tables** The following tables display in the **Table** field when you create a merge template for the Opportunity Info Center if the **Enable Service Estimate** check box is selected on the Service Estimate tab in **Configuration** » **General** » **Opportunity Settings**: ▪ **Service Estimate Consultants** ▪ **Service Estimate Expense** ▪ **Service Estimate Labor** ▪ **Service Estimate Unit**

Field	Description
Select Specific <xxx>	When you select certain tables in the **Table** field, the **Select Specific <xxx>** field is enabled. The field name varies, based on the table that you select. For example, **Select Specific Role** displays for the **Associated Employees** table, **Select Specific Relationship** displays for the **Associated Clients** table, and so on. In the **Select Specific <xxx>** field, select an option that will determine whether the associated grid field that you entered in the **Field** field will display in a merged document for all the records (rows) in the associated grid or for only some of the specific records in the grid. **Example:** ▪ If you select **All** in the **Select Specific Role** field: The last name for all employees who are entered in the associated Employees grid on the Team tab in the Project Info Center are included in the merged document. ▪ If you select **Principal** (a specific role) in the **Select Specific Role** field: Only employees who are designated as principals for a project (they have **Principal** entered in the **Role** column in the associated Employees grid on the Team tab in the Project Info Center) are included in the merged document. **Items in the Drop-Down List** The drop-down list in this field displays different options based on the associated grid that you selected in the **Table** field. In addition to specific values, other possible options in the drop-down list are: ▪ **All** — All association grid records are included in the merge template. For some associated grids, **All** is the only option available, and you cannot change it. ▪ **Billing** — This option displays in the drop-down list when you create a merge template for the Client Info Center, and you select **Addresses** in the **Table** field. The client's billing address is included in the merge template. ▪ **Primary** — This option displays in the drop-down list when you create a merge template for the Client or Vendor Info Center, and you select **Addresses** in the **Table** field. The primary address for the client or vendor is included in the merge template. This is the address that has the **Primary** check box selected for a client on the General tab of the Client or Vendor Info Center. This option also displays in the drop-down list when you create a merge template for the Employee Info Center, and you select **Skills** in the **Table** field. This adds an employee's skills from the **Skills** grid on the Experience tab of the Employee Info Center that have the **Primary** check box selected. ▪ **Proposal** — This option displays in the drop-down list when you create a merge template for an Employee Info Center and you select either **Degrees** or **Licenses** in the **Table** field. For **Degrees**, select **Proposal** to include only data for the degrees that have the **Proposal** check box selected in the Education grid on the Experience tab in the Employee Info Center. For **Licenses**, select **Proposal** to include only data for the licenses that have the

Field	Description
	Proposal check box selected in the Education grid on the Experience tab in the Employee Info Center. ▪ **Proposal Contacts** — This option displays in the drop-down list only when you create a merge template for the Client Info Center, and you select **Associated Contacts** in the **Table** field. Select **Proposal Contacts** if you want specific contacts rather than all associated contacts for a client to be included in a Client Info Center section of a custom proposal. You select the specific contacts for clients in **Proposals** » **Custom Proposals** on the Client Info Center section tab. **Proposal Contacts** applies only for merge templates that you create specifically for Client Info Center sections of a custom proposal. If, instead, you add this merge code to a merge template that you use in the Client Info Center, the merge codes are displayed instead of any actual contact when you generate a merged document. ▪ **Proposal Projects** — This option displays in the **Select Specific Project** field drop-down list only when you create a merge template for the Employee Info Center and you select **Associated Projects** in the **Table** field on the Merge Code dialog box. Select **Proposal Projects** if you want specific projects rather than all associated projects for an employee to be included in an Employee Info Center section of a custom proposal. You select the specific projects for employees in **Proposals** » **Custom Proposals** on the Employee Info Center section tab (using the **Projects** toolbar option). **Proposal Projects** applies only for merge templates that you create specifically for Employee Info Center sections of a custom proposal. If, instead, you add this merge code to a merge template that you use in the Employee Info Center, the merge code is displayed instead of any actual projects when you generate a merged document. ▪ **Proposal Team** — This option displays in the drop-down list only when you create a merge template for the Project Info Center, and you select **Associated Employees** in the **Table** field. Select **Proposal Team** if you want specific team members (employees) rather than all associated team members for a project to be included in a Project Info Center section of a custom proposal. You select the specific team members for a project in **Proposals** » **Custom Proposals** on the Project Info Center tab. **Proposal Team** applies only for merge templates that you create specifically for Project Info Center sections of a custom proposal. If, instead, you add this merge code to a merge template that you use in the Project Info Center, the merge codes are displayed instead of any actual team member when you generate a merged document. **Address Fields for Associated** Clients **or Associated** Vendors When you create a merge template for the Project, Employee, or Opportunity Info Center, and you select either **Associated Clients** or **Associated Vendors** in the **Table** field and **Address** in the **Field** field, after you click the **Insert** button on the Merge Codes dialog box, the Client Address or Vendor Address dialog box displays. On these dialog boxes, you can select the appropriate address for the associated client

Field	Description
	or vendor because each can have multiple addresses entered for them in the Info Center. You can also select which parts of the address (line 1, city, country, and so on) to include in the merge template.
Insert Table Begin/ End Codes	This button is enabled only after you select an associated or non-associated grid in the **Table** field. Grid field merge codes that you add to a merge template must be placed between a [Begin] code and an [End] code. Regular fields (non-grid fields) do not require [Begin] and [End] codes. **Example:** [Begin] [grid field merge code] [another grid field merge code] [End] After you select a grid in the **Table** field, click in the InDesign active text frame where you want to place the begin and end codes. Then click the **Insert Begin/End Codes** button to insert a [Begin] and an [End] code into the active text frame. Put your mouse pointer between the [Begin] and [End] codes. Then select a grid field in the **Field** field on the Merge Code dialog box, and click the **Insert** button. The grid field is inserted between the [Begin] and [End] codes in the InDesign active text frame. Add multiple grid fields from the same grid between one set of [Begin] and [End] codes. Because grids can include many rows of data for multiple records, it is possible for the merged data to exceed the space allotted in an InDesign text frame.
Field	From the drop-down list, select a Vision field (merge code) to add to merge template. You can select only one field at a time. The drop-down list contains only: ▪ The fields for the Info Center table that you entered in the **Table** field. ▪ The Lookup fields that you have access to per the Lookup functional area settings for your role security in Vision **Configuration** » **Security** » **Roles**, on the Access Rights tab. When you generate a merged document and you do not have at least read only record access rights to a field that is included in a merge template, you will see the merge code (Vision field name) displayed in the merged document instead of the Vision data. **Field Names and Labels** The Vision field names in the drop-down list are based on the field labels that are entered in Vision in **Configuration** » **General** » **Lookup/Report Labels** or in **Configuration** » **General** » **User Defined Components** for grids. If a field label is changed in Vision Configuration after an InDesign merge template has been created and saved, the correct data will display on a merged document that is generated from the merge template. However, the new field label will not

Field	Description
	display on a merged document until you update the merge template and replace the merge code (Vision field). If you make a change to a field label in Vision Screen Designer, you must make the same change in the in **Configuration** » **General** » **Lookup/Report Labels**, or the label change will not be displayed in the **Field** field. **Grid Fields** When you select an associated or non-associated grid in the **Table** field, the drop-down list in the **Field** field includes fields from the grid. For associated grids, it also includes fields from the associated Info Center lookup. **Current User and Current User Title** **Current User** and **Current User Title** display in the **Field** drop-down list when you select an Info Center's name (for example **Project** for the Project Info Center) in the **Table** field. Select these fields to add your Vision user name and title (first and last names and title from the Employee Info Center) to a merged document. **Proposal Description** When you create a merge template for the Project Info Center and you select **Projects** in the **Table** field, the drop-down list in the **Field** field includes a **Proposal Description** merge code. This merge code allows you to insert project descriptions into a section of a Vision custom proposal. The project descriptions are from the Descriptions grid on the Background tab in the Project Info Center. The Proposal Description merge code appears as the following in the merge template: [Proposal Description|{BlockText}] After you create the merge template and insert the **Proposal Description** merge code, you must add projects and their descriptions on the project section tab in Custom Proposals. When you merge the template in Custom Proposals, the project description text appears in place of the **Proposal Description** merge code. **Proposal Graphic** When you select one of the following tables in the **Table** field, the drop-down list in the **Field** field includes a **Proposal Graphic** merge code: ▪ **Clients** ▪ **Employees** ▪ **Opportunities** ▪ **Projects** ▪ **Text Libraries** ▪ **Vendors** Select this merge code to insert an empty graphic frame into the merge template. This is a placeholder that allows you to insert a graphics file in Vision Custom Proposals to a section of a custom proposal. **Proposal Section**

Field	Description
	Proposal Section displays in the **Field** drop-down list when you select an Info Center's name (for example **Project** for the Project Info Center) in the **Table** field. This field applies only when you create a merge template for a custom proposal. Select this field to display the custom proposal section name on a merged document. This is the section name entered for a section on the Configure Sections dialog box in Custom Proposals when you create a custom proposal section. **Contact Address Fields** Contact address fields apply for merge templates that you create for the Contact Info Center. To add a contact's **Other/Home Address** from the General tab of the Contact Info Center to a merged document: Select **Contact** in the **Table** field. Then select address fields (such as **Address Line 1**, **City**, and so on) in the **Field** field. To add a contact's **Mailing Address** from the General tab of the Contact Info Center to a merged document: Select **Mailing Address** in the **Table** field. Then select address fields (such as **Address Line 1**, **City**, and so on) in the **Field** field. The **Insert Begin/End Code** button is not enabled when you select the **Mailing Address** table; begin and end codes are not needed for this table. **Total Years of Experience** **Total Years of Experience** displays in the **Field** drop-down list when you create a merge template for the Employee Info Center and you select **Employee** in the **Table** field. In a merged document, the **Total Years of Experience** displays the sum of the following fields from the General tab of the Employee Info Center for an employee: ▪ **Hire Date** through today ▪ **Prior Years with This Firm** ▪ **Years with Other Firms** **Cost or Fee Proposals** You can add detailed labor, expense, consultant, and unit information from the Service Estimate tab of the Opportunities Info Center to a merge template for the Opportunities Info Center for cost or fee proposals. When you select **Opportunities** in the **Table** field on the Merge Code dialog box, select any of the following fields in the **Field** field: ▪ **Total Consultants Planned Bill** ▪ **Total Consultants Planned Cost** ▪ **Total Expenses Planned Bill** ▪ **Total Expenses Planned Cost** ▪ **Total Labor Planned Bill** ▪ **Total Labor Planned Cost** ▪ **Total Units Planned Cost** ▪ **Total Units Planned Bill**

Field	Description
	▪ **Total Bill** (from the Analysis grid on the Service Estimate tab) ▪ **Total Cost** (from the Analysis grid on the Service Estimate tab)

Field Options Section

Field	Description
Preceding Text and Succeeding Text	You can add spaces, a comma, or other text before or after fields directly in the InDesign active text frame when you create a merge template. Examples: In the InDesign active text frame, you add a space between a first name and a last name. You add a comma between the city and state in an address. You add the title "Total Cost" before a total cost field. However, if you want the separators or text not to display when no data exists for a record, then instead of adding separators and text in the active text frame, enter them in the **Preceding** text and **Succeeding** text fields. After you select a field in the **Field** field, in the **Preceding text** field enter the text (or space) that you want to appear before the field. In the **Succeeding text** field, enter the text (or space) that you want to appear after the field. Example: You add an employee's first, middle, and last names to a merge template. You enter a space (press the spacebar on your keyboard) in the **Succeeding text** field for both the **Employee First Name** and the **Employee Middle Name** fields. This adds a space between the first and middle name and between the middle and last name. For employees who have no middle name, their first and last name displays correctly with only one space between. If, instead of using the **Preceding text** and **Succeeding text** fields to enter the space separators, you entered the spaces directly in the InDesign active text frame between the first, middle, and last names, then the employees with no middle name would have two spaces between their first and last name, instead of one space. You cannot use the following square bracket and vertical bar characters in the **Preceding text** and **Succeeding text** fields: [ ] | You cannot use a hard return (press the ENTER key on your keyboard) in these fields. The **Preceding text** and **Succeeding text** fields are not enabled for Vision memo fields.

Format Section

Various formatting options display in this section, depending on the specific field or type of field that you select from the **Field** field drop-down list.

The formatting options affect how the specific fields display in merged documents that are produced by the InDesign merge template. Fields that contain number, date, and currency fields can be formatted.

No format options available for this field

When you select a field that cannot be formatted, "No format options available for this field" displays in the **Format** section. An example of a field that cannot be formatted is the **Project Manager Name** field.

Vision memo fields cannot be formatted in the **Format** section. Some formatting from the Vision Text Editor carries over from a Vision memo field, and you can also apply some formatting in InDesign.

In the **Format** section field description list that follows, the fields are grouped together by the specific field or the type of field that you enter in the **Field** field:

- Proposal Graphic (an individual field)
- Currency or Number fields
- Currency Fields only
- Date fields

Proposal Graphics

When you select **Proposal Graphic** from the **Field** drop-down list, the following **Graphic Number** field displays in the **Format** section. Use the **Proposal Graphic** merge code to add graphics frames to a merge template. Then in Vision Custom Proposals, you can insert one or more graphic into a custom proposal section that uses the merge template.

Field	Description
Graphic Number	After you select **Proposal Graphic** in the **Field** field, place your mouse pointer in the InDesign active text frame where you want to insert the graphic frame. Return to the Merge Code dialog box, and enter the number of the graphic in the **Graphic Number** field. If this is the first graphic you are inserting, enter **1**; if it is the second graphic you are inserting, enter **2**, and so on. Numbers are used to identify multiple graphics in a merged document. After you enter a number in the **Graphic Number** field, click **Insert**. This inserts the merge code with an empty graphic frame into the InDesign active text frame. For merge templates with multiple graphic merge codes, when you insert the graphic files in Custom Proposals, the first graphic file that you insert will be placed where the graphic 1 merge code is located; the second graphic file that you insert will be placed where the graphic 2 merge code is located; and so on.

Currency or Number Fields

The following fields display in the **Format** section when you select a currency or number field from the **Field** drop-down list:

Field	Description
Type	This displays the type of field, **Currency** or **Number**, for the field that you entered in the **Field** field.
Use Regional Settings	This check box is selected by default. When it is selected, Microsoft Windows regional settings from the workstation of the user who generates a merged document will be used to format the currency or number field on the merged document. When you select this check box, only some of the fields listed in this Currency or Number Fields section are enabled for entry.

Field	Description
	When you do not select this check box, all of the remaining settings listed in this Currency or Number Fields section are enabled for entry.
Decimal Places	From the drop-down list, select the number of decimal places to use. Options are **0**, **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, and **9**. When you select **0**, no decimal symbol is displayed.
Decimal Symbol	This field is enabled only when you do **not** select the **Use Regional Settings** check box. From the drop-down list select the decimal symbol to use. Options are comma and period: , and .
Display Digit Grouping Symbol	Select this check box if you want a symbol, such as the comma, to be used as a thousands separator. This may make large numbers easier to read. You select the separator symbol to use in the next field, **Digit Grouping Symbol**. Example that uses a comma as the digit grouping symbol (with two decimal places that use a period symbol): ▪ **Display Digit Grouping Symbol** check box is **not** selected: 2000000.00 ▪ **Display Digit Grouping Symbol** check box is selected: 2,000,000.00
Digit Grouping Symbol	This field is enabled only when you do **not** select the **Use Regional Settings** check box, and you select the **Display Digit Grouping Symbol** check box. From the drop-down list, select a symbol to use as a thousands separator. Options are comma, period, and (Space): ▪ **,** ▪ **.** ▪ **(Space)**
Zero Number	From the drop-down list, select how you want a zero to display. The options are: ▪ **0** ▪ **Do Not Display** (it displays nothing) If you have preceding or succeeding text next to a zero amount and you selected **Do Not Display**, the preceding and succeeding text will also not display on a merged document.

Currency Fields Only

The following fields display in the **Format** section only when you select a currency field in the **Field** drop-down list:

Field	Description
Display Currency Symbol	Select this check box if you want the currency symbol to display. This field applies if you use the Multicurrency feature.
Symbol Location	This field is enabled when you select the **Display Currency Symbol** check box. From the drop-down list, select whether you want the currency symbol placed to the left or right of the currency amount. The symbols used are the symbols that you set up in Vision **Configuration** » **General** » **Currencies**.
Sample:	This displays a sample of how the currency or number will display on a merged document, based on the settings that you selected in the **Format** section. If you select the **Use Regional Settings** check box, a field's format using your workstation's regional settings is displayed. This may be different from the regional settings of another user who generates a merged document using the merge template.

Date Fields

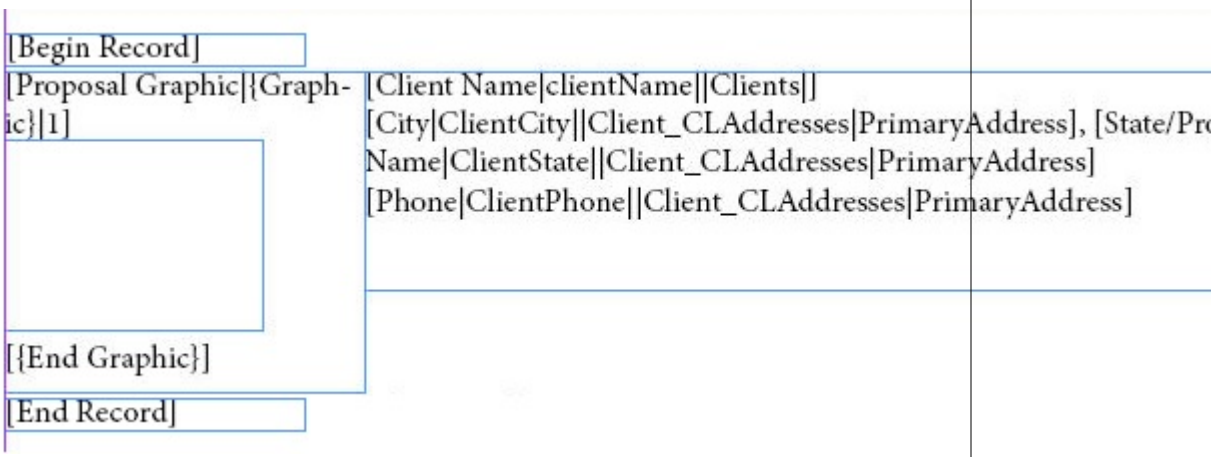
The following fields display in the **Format** section when you select a date field in the **Field** drop-down list:

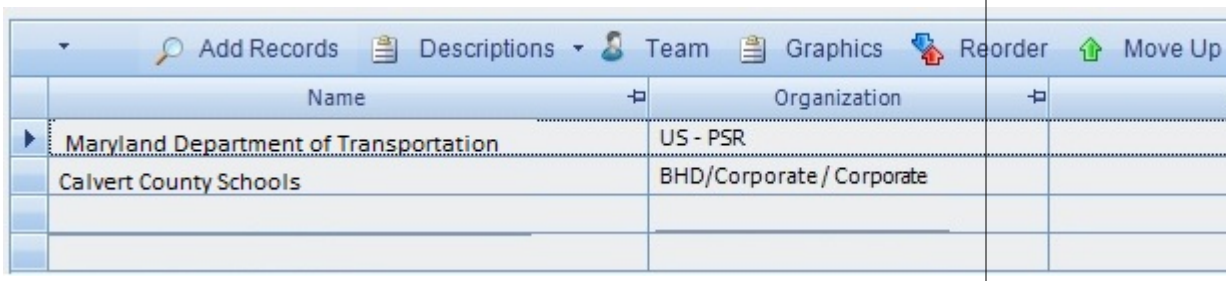
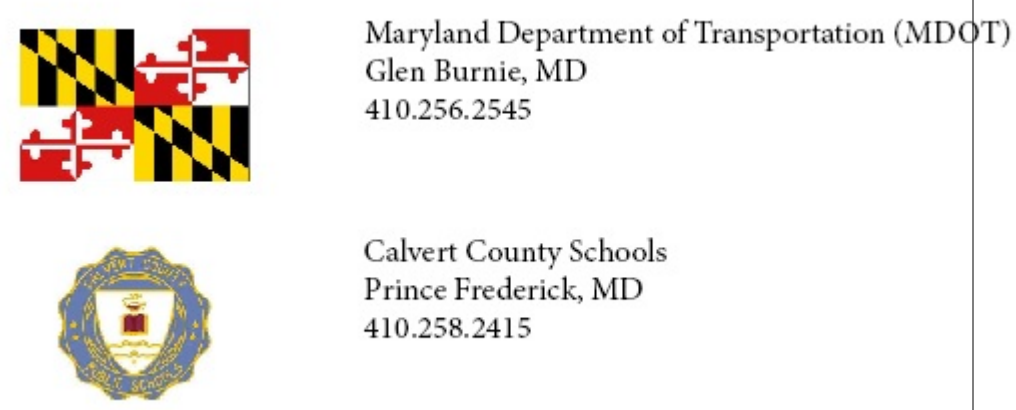
Field	Description
Type	From the drop-down list, select how you want the date to display in merged documents. The options are: ▪ **Short Date** — Example: 10/23/2015 ▪ **Medium Date** — Example: October 23, 2015 ▪ **Long Date** — Example: Friday, October 23, 2015
Use Regional Settings	This check box is selected by default. When it is selected, Microsoft Windows regional settings from the workstation of the user who generates a merged document will be used to format the date field on a merged document. When you select this check box, the **Date Separator** and the **Date Order** fields in this section are **not** enabled. When you do not select this check box, all the remaining fields in this section are enabled.
Date Separator	This field is enabled only when you select **Short Date** in the **Type** field, and you do not select the **Use Regional Settings** check box. From the drop-down list, select the symbol to use to separate the month, day, and year in a date. Options are forward slash, hyphen, and period:

Field	Description
	▪ / ▪ - ▪ . Example using the hyphen symbol: 3-6-2015
Date Order	This field is enabled only when you do not select the **Use Regional Settings** check box. From the drop-down list, select the order in which the month, day, and year will display for a date. Options are: ▪ **Month Day Year** — Example: 3/27/2015 ▪ **Day Month Year** — Example: 27/3/2015 ▪ **Year Month Day** — Example: 2015/3/27
Display Day, Display Month, and Display Year	Select one or more of these check boxes to display one, two, or all of the components that make up a date. For example, if a date field is a short date: ▪ When you select the **Display Month** and **Display Year** check boxes, September 5, 2015 displays as 9/15. ▪ When you select the **Display Day**, **Display Month**, and **Display Year** check boxes, September 5, 2015 displays as 9/5/15.
Display Four Digit Year	This check box is enabled only when you select the **Display Year** check box. Select this check box to have the year display with all four digits, such as 2015 (instead of 15).
Display Leading Zeros	Select this check box if you want a leading zero to display before a single-digit day or month. Example: With this check box selected, you will see August 9, 2015 displayed as 08/09/2015 instead of 8/9/2015. When you select only the **Display Day** or only the **Display Month** check box, the **Display Leading Zeros** check box is selected automatically, and you cannot change it.
Sample:	This displays a sample of how dates will display on a merged document, based on the settings that you selected in the **Format** section. If you selected the **Use Regional Settings** check box, **Sample** displays a field's format using your workstation's regional settings. This may be different from the regional settings of another user who generates a merged document using the merge template.
Insert Field	This button is enabled only after you select a table in the **Table** field and a field in the **Field** field.

Field	Description
	After you select a table and field and you complete the fields on this dialog box, click the **Insert** button. This inserts the field (merge code) into the active text frame in InDesign. **Graphics and the Insert Button** When you select **Proposal Graphic** in the **Field** field, you must put your mouse pointer in the InDesign active text frame in the location where you want to the graphic frame, enter a number in the **Graphic Number** field in the **Format** section on the Merge Code dialog box, and then click **Insert**. **Insert Table Begin/End Codes Button and the Insert Button** For more information about how the **Insert** and the **Insert Begin/End Codes** buttons work together when you select an associated or non-associated grid in the **Table** field, see the description for the **Insert Begin/End Codes** button.

Buttons

Field	Description
Insert Record Begin/End Codes	Use this option to insert multiple records on one page or without page breaks when generating a proposal. This is useful when creating project sheets with multiple projects on one page or client reference sheets with multiple clients on one page. After you insert the record codes, you must insert all table and field merge codes between the [Begin Record] and [End Record] codes. All of the codes, text, graphics, and objects that are between these codes will then repeat for each record that uses the template and is merged into the proposal. **Example:** If you add the following codes in InDesign:  And have the following two records on the Project tab of **Proposals** » **Custom Proposals**:

Field	Description
	 When you generate the proposal, the two records will be listed on the same page follows:  In this example, a table is applied and a picture (graphic) and respective fields that are formatted in InDesign will be included when the proposal is generated in Vision. This same format will be repeated for each record listed for the proposal on the Project tab of **Proposals** » **Custom Proposals**. To insert Record Begin/End codes, click in the InDesign active text frame where you want to place the record codes. Then click the **Insert Record Begin/End Codes** button to insert a [Begin Record] and an [End Record] code into the active text frame. Put your mouse pointer between these codes and select table and fields to insert. Repeat as needed. It is important to note that multiple records may exceed the space allotted in an InDesign text frame on one page. To avoid issues with overset, it is helpful to thread, or link, the text frames together before you generate the proposal. Before you add merge codes it is helpful to create additional blank pages in InDesign and use the thread option to thread the text boxes together. When you generate the proposal, the text will flow from page to page as needed.
Save	Click this button to save the changes that you made to the merge template. The InDesign merge template .indt file is saved in Vision, and the file remains open so you can still work in it.

Field	Description
Save and Close	When you finish adding Vision fields to the InDesign file, click the **Save and Close** button to save the merge template in Vision, close InDesign, and return to the Vision Merge Templates form. The InDesign merge template .indt file is saved in Vision. After you save the merge template, you can access it again using the **Update** icon on the **Merge Templates** grid toolbar on the Merge Templates form. You cannot access the file directly in the InDesign software.
Cancel	Click this button to cancel all changes made to the template since the last save, close InDesign, and return to the Vision Merge Templates form. If the template file has not been saved previously, the template file is not saved.
Help	Click this button to open the online help topic for the Merge Code dialog box.

Add Merge Template Dialog Box

Use this dialog box to add a Microsoft Word merge template, create and add an Adobe InDesign merge template, or import an existing InDesign merge template into Vision.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates grid toolbar on the Merge Templates form, click **Add**, and then select one of the following options in the drop-down list: **Microsoft Word Template**, **Create Adobe InDesign Template**, or **Import Adobe InDesign Template**.

Contents

Field	Description
Info Center Area	This field displays the Info Center that you selected on the Merge Templates form.
Description	Enter a description for the new template. The description will display in the **Description** field in the Merge Templates grid on the Merge Templates form. If you are creating an Adobe InDesign merge template, the description that you enter in the **Description** field is also used for the .indt file name that is prefilled in the **Template File Name** field on the Merge Templates form.
Merge Template and Browse	This field and button apply only if you are adding a Microsoft Word merge template or importing an existing InDesign merge template. These are not enabled when you are creating an InDesign merge template within Vision.

Field	Description
	Click the **Browse** button and in the Open dialog box, navigate to and select the Word or InDesign merge template file. The Word file must be an .rtf file. The InDesign file must be an .indt file. The file that you select displays in the **Merge Template** field.
OK	**When you add a Word merge templates:** After you enter a description and select a Word file, click **OK**. The contents of the Word .rtf file are copied and saved in Vision. You are returned to the Merge Templates form where a new row for the template has been added to the Merge Templates grid. The **Description** and **Template File Name** columns prefill with the entries from the Add Merge Template dialog box. **When you add an Adobe InDesign merge templates:** After you enter a description on this dialog box and click **OK**, Adobe InDesign is launched automatically if you have InDesign installed. In InDesign, you create a merge template and when you save it, it is added to Vision. **When you import an InDesign merge template:** After you enter a description and select an InDesign file, click **OK**. The contents of the InDesign .indt file are copied and saved in Vision using SQL FILESTREAM capabilities. You are returned to the Merge Templates form where a new row for the template has been added to the Merge Templates grid. The **Description** and **Template File Name** columns prefill with the entries on the Add Merge Template dialog box.
Cancel	Click this button to discard the entries that you made on the Add Merge Template dialog box since the last save and return to the Merge Templates form.

Client Address Dialog Box

Use this dialog box to select which client address and which parts of the address from the associated Client grid to insert into a merge template that you are creating for the Project, Employee, or Opportunity Info Center.

This dialog box applies only for merge templates that you create with Adobe InDesign.

Location

To display the dialog box, complete the following steps:

1. From the Vision navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, click **Add** or **Update** on the grid toolbar to add or update an Adobe InDesign merge template for the Project, Employee, or Opportunity Info Center.
3. On the Merge Code dialog box, select **Associated Clients** from the drop-down list in the **Table** field.
4. Select **Address** from the drop-down list in the **Field** field.

5. Click the **Insert** button.

Contents

Field	Description
Address Type	From the drop-down list, select which address for the associated client to add to the merge template. Options are: ▪ **Assigned** — This is the address that is assigned in the **Address Description** column in the associated Client grid on the Clients/Contacts tab in the Project or Opportunity Info Center (whichever Info Center you are creating the merge template for). This option does not apply for a merge template for the Employee Info Center. ▪ **Primary** — This is the address that has the **Primary** check box selected for a client on the General tab of the Client Info Center.
Fields list, Insert button, and Text box	In the **Fields** list, click an address part field (such as **Address Line 1**, **City**, **Country**, and so on) to add it to the merge template. Then click the **Insert** button. Repeat these steps to add all the desired address fields to the merge template. The text box below the **Field** list displays the merge codes for the address fields from the **Fields** list that you added to the merge template. For example, if you insert **Address Line 1**, **City**, **State/Province Name**, and **Zip/Postcode**, it displays as the following in the text box: [Address Line 1|{Address1}#A#] [City|{City}#A#] [State/Province Name|{StateName}#A#] [Zip/Postcode|{Zip}#A#] Each address field will display on a separate line in a merged document. If, instead, you want all the address fields to display on one line with a comma or space between each field, then manually add a comma or space between each address field in the text box. You can also manually add other text into the text box, as well.
Insert Address	When you finish selecting client address fields for the merge template, click this button to insert all the address merge codes into the merge template.
Cancel	Click this button to close the Client Address dialog box and unsaved changes will be lost. You are returned to the Merge Code dialog box.

Vendor Address Dialog Box

Use this dialog box to select which vendor address and which parts of the address from the associated Vendor grid to insert into a merge template that you are creating for the Project or Opportunity Info Center.

This dialog box applies only for merge templates that you create with Adobe InDesign.

Location

To display the dialog box, complete the following steps:

1. From the Vision navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, click **Add** or **Update** on the grid toolbar to add or update an Adobe InDesign merge template for the Project or Opportunity Info Center.
3. On the Merge Code dialog box, select **Associated Vendors** from the drop-down list in the **Table** field.
4. Select **Address** from the drop-down list in the **Field** field.
5. Click the **Insert** button.

Content

Field	Description
Address Type	From the drop-down list, select which address for the associated vendor to add to the merge template. Options are: ▪ **Assigned** — This is the address that is assigned in the **Address Description** column in the associated Vendor grid on the Team tab in the Project or Opportunity Info Center (whichever Info Center you are creating the merge template for). ▪ **Primary** — This is the address that has the **Primary** check box selected for a vendor on the General tab of the Vendor Info Center.
Fields list, Insert button, and Text box	In the **Fields** list, click an address part field (such as **Address Line 1**, **City**, **Country**, and so on) to add it to the merge template. Then click **Insert**. Repeat these steps to add all the address fields to the merge template. The text box below the **Field** list displays the merge codes for the address fields from the **Fields** list that you added to the merge template. For example, if you insert **Address Line 1**, **City**, **State/Province Name**, and **Zip/Postcode**, it displays as the following in the text box: [Address Line 1|{Address1}#A#] [City|{City}#A#] [State/Province Name|{StateName}#A#] [Zip/Postcode|{Zip}#A#] Each address field will display on a separate line in a merged document.

Field	Description
	If, instead, you want all the address fields to display on one line with a comma or space between each field, then manually add a comma or space between each address field in the text box. You can also manually add other text into the text box, as well.
Insert Address	When you finish selecting vendor address fields for the merge template, click this button to insert all the address merge codes into the merge template.
Cancel	Click this button to close the dialog box; unsaved changes will be lost. You are returned to the Merge Code dialog box.

Update Merge Template Dialog Box

Use this dialog box to apply modifications to Microsoft Word merge templates that have previously been added to Vision.

You make the modifications to the Word .rtf file in Word before you use the **Update** option in Vision.

This dialog box does not apply to Adobe InDesign merge template files.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. In the **Info Center Area** field on the Merge Templates form, select the Info Center for the Word merge template that you are updating in Vision.
3. In the Merge template grid, select the Word .rtf merge template that contains the revisions that you want to apply to the existing merge template.
4. Click **Update** on the grid toolbar.

Contents

Field	Description
Info Center Area	This field displays the Info Center area that you selected on the Merge Template form.
Description	This field displays the merge template's description, which you can change as needed. (You can also change the description directly on the Merge Templates form.)
Merge Template and Browse	Click the **Browse** button to the right of the **Merge Template** field to navigate to the .rtf file that contains the revisions that you want to apply to the existing merge template in Vision.

Field	Description
OK	Click this button to save the entries that you made on this dialog box. The contents of the Word .rtf file are copied into the merge template in Vision, and you are returned to the Merge Templates form.
Cancel	Click this button to discard the entries that you made on this dialog box since the last save. You are returned to the Merge Templates form.

Holiday Calendar Setup Overview

You specify your company's non-working days and holidays for the current and future years in Configuration.

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

The Resource Management application uses holiday calendar information to determine the utilization and schedules of employees, and the Timesheet application uses holiday calendar information to highlight holidays and non-working days in transaction entry and to validate the required working hours for each timesheet period.

The Accounting application also uses holiday calendar information, to define non-work days and to make it possible for the approval feature to calculate due dates and reminder dates correctly.

If your firm uses the Multicompany feature, you must set up the holiday calendar for each company in your enterprise.

How to...

You can set non-working days and holidays at any time.

Set Up Holiday Calendar

When you set up the holiday calendar, you enter your company's non-working days and holidays for the current year and future years.

To set up the holiday calendar, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Holiday Calendar**.
2. Complete or modify the fields on the Holiday Configuration form.

Option	Description
To add a new holiday	Position the row selector on the row above where you want to add the new holiday, and click **Insert**.
To add a new holiday that is similar to an existing holiday	Position the row selector on the row you want to copy, and click **Copy**. You can then modify the copy.

Option	Description
To delete a row	Position the row selector on the row that you want to delete and click **Delete**.

3. Click **Save**.

Fields and Options

Use the form to set non-working days and holidays.

Holiday Configuration Form

Use the Holiday Configuration form to enter your company's non-working days and holidays for the current and future years.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Holiday Calendar**.

Contents

Field	Description
Non-working days	Select the days of the week that your firm is normally closed.
Holidays Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Holiday Grid Date	Enter the holiday date, or select a date from the pop-up calendar.

Field	Description
Type	Select the holiday type label. The type is for informational use only.
Description	Enter the description of the holiday, such as Memorial Day.

Currency Configuration Overview

Use Currency Configuration to maintain data for the currency or currencies that your company uses, including code, description, symbol, and units.

If your firm does not use multiple currencies, you only need to set up a single functional currency.

If your firm does use the Multicurrency feature, you must set up each of the currencies that your firm uses. See Currency Configuration for Multicurrency.

How to...

You specify currency settings in Configuration.

Configure Currency

When you format the currency that your company uses, you specify its decimal point placement, symbol, and units.

To configure currencies, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.
2. On the Currency Configuration form, specify the currency's decimal point, symbol, and units (major and minor).
3. Click **Save**.

Fields and Options

You specify currency settings on the Currency Configuration form.

Currency Configuration Form

Use the Currency Configuration form to configure decimal place, symbol, and units for currencies.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.

Contents

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

Currency Configuration for Multicurrency Overview

If your firm uses the Multicurrency feature, use Currency Configuration to maintain data for all of the currencies that your firm uses.

First, you need to enable the Multicurrency feature for Vision to display currencies on the form.

If your firm uses the Multicompany feature, you must configure all currencies used by all companies. For example, your firm may have companies in Canada, France, England, and the US. At a minimum, you should enable Canadian dollars, euros, British pounds, and US dollars. After you enable all appropriate currencies for use throughout your enterprise, you use **Configuration** » **General** » **Company Settings** to select currencies on a company-by-company basis.

The International Organization for Standardization (ISO) maintains a list of standard codes and descriptions for international currencies. If you add a new currency, beyond those that come with Vision, Deltek strongly recommends that you use ISO standard codes and descriptions. See http://www.iso.org for more information.

To learn more about the Multicurrency feature or the Multicompany feature, see the Concepts section of the online help.

How to...

You enable the Multicurrency feature and establish valid currencies in Configuration.

Enable Multicurrency

You must enable the Multicurrency feature before you configure individual currencies.

To enable Multicurrency, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.

2. On the Currency Configuration form, click **Enable Multicurrency**.
3. On the Password dialog box, enter your password and click **OK**.
4. On the Enable Multicurrency dialog box, select your functional currency.

   If your firm uses the Multicompany feature, this is the functional currency for the active company.
5. Click **Enable**.

   Vision displays a prompt that asks if you want to continue.
6. Click **Yes** if you are prepared to continue the process.

   Vision then completes the following actions:

   - Makes the selected currency the functional currency.
   - Displays all available currencies on the Currency Configuration form.
   - Adds the Currency tab to General Company Settings. You can now select a functional currency for each company in your enterprise.
7. Click **Save**.

Configure Currency for Multicurrency

After you enable the Multicurrency feature, you configure currency codes, descriptions, decimal places, symbols, and units. If you add currencies, Deltek strongly recommends that you adhere to the currency standards developed by the International Organization for Standardization (ISO 4217).

See http://www.iso.org for more information about currency standards.

Prerequisite: You must enable Multicurrency before you configure currencies.

To configure currencies, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.
2. Complete the fields on the Currency Configuration form.

Option	Description
To insert a new currency	Click **Insert**.
To insert a new currency that is similar to an existing currency	Select the existing currency and click **Copy**. Vision inserts a new currency with all the fields of the existing currency except the code.
To delete an existing currency	Select the currency and click **Delete**. You cannot delete a currency if the currency is currently in use.

3. Click **Save**.

Fields and Options

After you use the Enable Multicurrency Configuration dialog box to enable the feature, use the Currency Configuration form to establish valid currencies.

Currency Configuration Form for Multicurrency

Use the Currency Configuration form to configure codes, descriptions, decimal places, symbols, and units for currencies. If you add currencies, Deltek strongly recommends that you adhere to the currency standards developed by the International Organization for Standardization (ISO 4217).

See http://www.iso.org for more information.

You must enable Multicurrency before you use this form.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.

Contents

Field	Description
Currency Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Code	Enter the three-character ISO 4217 code for the currency, such as CAD for Canadian dollars or EUR for euros.
Description	Enter the description for the currency.
Decimal Places	Enter the decimal places for the currency. For example, for dollars, enter 2; for yen, enter 0.
Symbol	Select the symbol for the currency.

Field	Description
Major Unit Label Plural	Enter the plural version of the major unit label, such as Dollars.
Major Unit Label Singular	Enter the singular version of the major unit label, such as Dollar.
Minor Unit Label Plural	Enter the plural version of the minor unit label, such as Cents.
Minor Unit Label Singular	Enter the singular version of the minor unit label, such as Cent.

Enable Multicurrency Dialog Box

Use the Enable Multicurrency dialog box to enable the Multicurrency feature and select the functional currency for your company.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Currency**.
2. On the Currency Configuration form, click **Enable Multicurrency**.

Contents

Field	Description
Code	This field displays the three-character ISO 4217 code for the currency. For example, CAD for Canadian dollars, EUR for euros. See http://www.iso.org for more information on ISO (the International Organization for Standardization) and the standard currency codes.
Description	This field displays the text that describes the currency.
Enable	Click **Enable** to enable the Multicurrency feature. Vision displays a message that asks you to confirm that you want to continue.
Cancel	Click this button to dismiss the dialog box without enabling Multicurrency.
Help	Click this button to display the help topic for the dialog box.

Exchange Rate Tables Overview

When you post a transaction, Vision stores the value in the transaction currency as well as other currencies used for billing, reporting, and other business needs. During this process, Vision checks to see if the various currency types (transaction, functional, billing, and project) are the same.

If the currencies are not the same, Vision automatically calculates the exchanges between the transaction currency and the functional currency, and between the functional currency and the project currency and billing currency.

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

Exchange Hierarchy

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

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

Daily Exchange Rates

The Daily Exchange Rates feature allows you to set up exchange rates from one currency to another currency for a specific date.

You specify:

- The "from" currency and "to" currency
- The date to which the exchange rate applies
- The exchange rate, to 10 decimal places

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

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

Translation Methods

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

- Period end rate
- Period avg rate
- Historical rate

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

To set up the translations, use the options on the Translations tab of Consolidated Reporting Setup. For information about how Vision handles gains and losses that result from translations between a company's functional currency and its consolidation group's report currency, see the Concepts help.

XE.com Exchange Rate Online Service

The XE.com Currency Exchange Rate Service is an online exchange rate service, which you can incorporate into Vision's Daily Exchange Rates feature. See the XE.Com Currency Exchange Rate Service online help topic for more information..

How to...

You set up exchange rates and dates in Configuration.

Configure Daily Exchange Rates

The Daily Exchange Rates feature allows you to set up exchange rates from one currency to another currency for a specific date.

To configure daily exchange rates, complete the following steps:

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

Fields and Options

You specify rates and dates for currency exchanges on the Daily Exchange Rates form.

Daily Exchange Rates Form

Use the Daily Exchange Rates form of General System Setup to configure exchange rates from one currency to another currency for a specific date.

If your firm uses the Multicompany feature, the available currencies are limited to those enabled for the active company.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Daily Exchange Rates**.

Contents

Currency Filtering Section

Field	Description
From Currency and To Currency	Use the **From Currency** and **To Currency** fields to filter the exchange rates that display in the **Exchange Rates** grid on this form. To display the exchange rates from one currency to all the other currencies, select a currency only in the **From Currency** field, and leave the **To Currency** field blank. To display the exchange rates to one currency from all the other currencies, select a currency only in the **To Currency** field, and leave the **From Currency** field blank. When you leave both fields blank, all exchange rates display in the grid. Vision remembers the filter settings from one login session to the next. These settings are individual user settings that you can change at any time.

Data Filtering Section

Field	Description
Start Date and End Date	Use the **Start Date** and **End Date** fields to filter exchange rate records that display in the **Exchange Rates** grid on this form by the date that is entered for them in the grid. For example, if you enter 2/15/14 in the **Start Date** field and 2/20/14 in the **End Date** field, Vision displays only the exchange rate records that fall within those dates. You can also filter exchange rate records by entering a date in the **Start Date** field and leaving the **End Date** field blank. Vision displays all records from the **Start Date** to the present. Likewise, if you enter a date in the **End Date** field and leave the **Start Date** field blank, all exchange rate records from the earliest start date entered in the **Exchange Rates** grid up through the date that you entered in the **End Date** display in the grid. You can type the date directly in these date fields, or use the calendar icon in the fields to select a date from the calendar.

Rate Download Exchange Data Section

Field	Description
Today's Date	Select this option if you want to the current day as the default for the download rate.
Specific Date	Select this option and then select a date from the calendar to specify an exact date for the download rate.

Exchange Rates Grid Toolbar

Field	Description
Exchange Rates Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this icon to insert a row in the **Exchange Rates** grid and enter an exchange rate.
Copy	In the **Exchange Rates** grid, select a row to copy, and click this icon to create a new exchange rate from the selected row. A new row is added to the grid with the copied contents. Enter and change the information in the new row as needed.
Delete	In the **Exchange Rates** grid, select a row to delete. Then click this icon to delete it from the grid.

Exchange Rates Grid

Field	Description
From Currency	Select the From currency. The drop-down list contains the list of currencies that you specified in **Configuration** » **General** » **Company Settings**.
To Currency	Select the To currency. The drop-down list contains the list of currencies that you specified in **Configuration** » **General** » **Company Settings**.
Date	Enter the date of the exchange rate, or select a date from the calendar icon. If you want to filter the contents of the **Exchange Rates** grid by date, you need to enter a date in this field.

Field	Description
Exchange Rate	Enter the exchange rate for the two currencies, up to 10 decimal places.
Download Rates	If your firm uses the XE.com Currency Exchange Rate Service, click this button to download currency rates from XE.com.
Schedule Rate Download	If your firm uses the XE.com Currency Exchange Rate Service, you can schedule, via your process server, when you want the rates downloaded from XE.com. Click this button to display the Schedule dialog box for the process server, and complete the information as needed. The Options tab is blank because it does not apply to rate downloads.
Rate Download Exchange Date	If your firm uses the XE.com Currency Exchange Rate Service, use this feature to download historical exchange rates. Use **Today's Date** to schedule a daily download of current rates or to download current rates now. Use the **Specific Date** option, which allows you to select a date from the calendar icon and download historical rates.

XE.com Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate service, which you can incorporate into Vision's Daily Exchange Rates feature. If you wish to use this service, your company must contact XE.com directly.

The XE.com service allows you to:

- Choose as few or as many currencies as you want.
- Select the time of day and time zone at which your rates are updated.
- Download currencies up to nine times a week (once a day, plus two "grace" downloads in the event a daily download gets corrupted).

To use the XE.com Exchange Rate Service, complete the following:

Step	Refer to this help topic:
Communicate with XE.com directly to set up licensing information in Vision.	Set Up Licensing Information for the XE.Com Currency Exchange Rate
Configure the XE.com Rates Tab in Vision.	XE.com Rates Tab
Use the Daily Exchange Rates Form to download rates, schedule rate download, and specify an exchange date.	Daily Exchange Rates Form

Disclaimer

When you click the www.XE.com link, you leave the Vision software and enter a third party Web site. You enter the third party Web site at your own risk. Deltek is not responsible for your entrance into the third party Web site or use of the services offered therein.

How to...

You download the XE.com Currency Exchange Rate service from their web site and then specify related settings in System Configuration.

Set Up Licensing Information for the XE.com Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service that you can incorporate into Vision's Daily Exchange Rates feature.

To enter licensing information for XE.com, complete the following steps:

1. Determine how to set up your license:
   - **New XE.com license** — You must contract with XE.com before setting up licensing information in Vision. Click here to register with XE.com. Reference **Deltek Vision** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.
   - **Existing XE.com license** — If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required for use with Vision 7.6. These APIs replace the datafeed method that was used in all prior versions of Vision. Click here to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

   Disclaimer

   When you click the www.XE.com link, you leave the Vision software and enter a third-party Web site. You enter the third-party Web site at your own risk. Deltek is not responsible for your entrance into the third-party Web site or use of the services offered therein.
2. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
3. On the General System Settings form, click the XE.com Rates tab.

   If you have a prior version of an XE.com license, the XE Licenses grid displays with the previous XE license information in the **Account ID** and **Description** columns. Select each row that contains a previous license and click **Delete**.
4. Enter the **Account ID** and associated **API Key** for your license that was provided by XE.com.
   You can only enter one license on the XE.com Rates tab.
5. Enter a **Description** for the license.
6. Use the **Currencies** grid to specify the rate combinations for the license entered in the XE Licenses grid.
   You can **Insert** and **Delete** currencies on this grid.

   Because the API can support multiple currency combinations, you can insert as many currency combinations as needed, but you cannot enter the same combination more than once.

The currency options that are available are based on the currencies that are enabled for all companies.

7. Click **Save**.

Learn More About...

After you download the XE.com Exchange Rate service, you complete other steps in Vision.

After You Set Up the XE.com Currency Exchange Rate Service

After you set up the licensing for the XE.Com Currency Exchange Rate Service in System Settings, you can begin using the service.

Several new buttons display on the Daily Exchange Rates form:

- **Download Rates**: Click this button to download currency rates from XE.com.
- **Schedule Rate Download**: You can schedule, via your process server, when you want the rates downloaded from XE.com. Click this button to display the Schedule dialog box for the process server, and complete the information as needed. The Options tab is blank because it does not apply to rate downloads.
- **Rate Download Exchange Date**: This feature allows you to download historical exchange rates. You can use **Today's Date** to schedule a daily download of current rates or to download current rates now. Or you can use the **Specific Date** option, which allows you to select a date from the calendar icon and download historical rates.

Period Exchange Rates

You can set up exchange rates from one currency to another currency for a specific period.

For example, your firm may use period exchange rates for re-evaluations and consolidated financial reporting.

You specify:

- The "from" currency and "to" currency
- The date to which the exchange rate applies
- The exchange rate, to 10 decimal places

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

How to...

You set up period exchange rates and dates in Configuration.

Configure Period Exchange Rates

You can set up exchange rates from one currency to another currency, for a specific period.

To configure period exchange rates, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Period Exchange Rates**.
2. Complete the fields on the Period Exchange Rates form.

Option	Description
To add a new rate	Position the row selector on the row above where you want to add the new rate, and click **Insert**.
To add a new rate that is similar to an existing rate, copy the existing rate and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.
To delete a rate	Position the row selector on the row that you want to delete, and click **Delete**.

3. Click **Save**.

Fields and Options

You specify rates and dates for currency exchanges on the Period Exchange Rates form.

Period Exchange Rates Form

Use the Period Exchange Rates form of General System Setup to configure exchange rates from one currency to another currency for a specific period.

If your firm uses the Multicompany feature, the available currencies are limited to those enabled for the active company.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Period Exchange Rates**.

Contents

Currency Filtering Section

Field	Description
From Currency and To Currency	Use the **From Currency** and **To Currency** fields to filter the exchange rates that display in the **Exchange Rates** grid on this form. To display the exchange rates from one currency to all the other currencies, select a currency only in the **From Currency** field, and leave the **To Currency** field blank. To display the exchange rates to one currency from all the other currencies, select a currency only in the **To Currency** field, and leave the **From Currency** field blank. When you leave both fields blank, all exchange rates display in the grid. Vision remembers the filter settings from one login session to the next. These settings are individual user settings that you can change at any time.

Period Filtering Section

Field	Description
Start Period and End Period	Use the **Start Period** and **End Period** fields to filter exchange rate records that display in the **Exchange Rates** grid on this form by the period that is entered for them in the grid. For example, if you enter 3/2014 in this field and 8/2014 in the **End Period** field, Vision displays only the exchange rate records that fall within those periods. You can also filter exchange rate records by entering a period in the **Start Period** field and leaving the **End Period** field blank. Vision displays all records from the **Start Period** to the present period. Likewise, if you enter a period in the **End Period** field and leave the **Start Period** field blank, all exchange rate records from the earliest period entered in the **Exchange Rates** grid up through the period that you entered in the **End Period** display in the grid. You can type the period directly in these period fields, or use the drop-down list to select a period.

Exchange Rates Grid Toolbar

Field	Description
Exchange Rates Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this icon to insert a row in the **Exchange Rates** grid and enter an exchange rate.
Copy	In the **Exchange Rates** grid, select a row to copy, and click this icon to create a new exchange rate from the selected row. A new row is added to the grid with the copied contents. Enter and change the information in the new row as needed.
Delete	In the **Exchange Rates** grid, select a row to delete. Then click this icon to delete it from the grid.

Exchange Rates Grid

Field	Description
From Currency	Select the From currency. The drop-down list contains the list of currencies you specified in **Configuration** » **General** » **Company Settings**.
To Currency	Select the To currency. The drop down list contains the list of currencies you specified in **Configuration** » **General** » **Company Settings**.
Period	Select the period for which you want to create an exchange rate. Periods are for months.
Average Rate	Enter the average rate for that period (month) end, using up to 10 decimals.
End Rate	Enter the exchange rate for the period (month) end, using up to 10 decimals.

Alerts Configuration Overview

You use Vision alerts to move information along. For example, a sales team can use alerts to track the progress of a potential client, to note when it is time to add new contacts or schedule a calendar date to place a follow-up telephone call.

Use alerts to remind you when:

- You must assign or approve project tasks
- You must submit timesheets, expense reports, and project budgets
- Your opportunities advance from one stage to the next.
- Transactions are submitted, approved, or rejected.

For Timesheet and Expense Report alerts, you can create alerts only if approval is required for that action (such as Timesheet Approval or Expense Report Line Item Rejected).

Alerts and Workflows

Alerts and Workflows are similar in the way move information along. However, you can configure workflows to a greater degree to meet your company's business rules. For example, you can configure workflows to notify you when an event occurs, and also to perform a specified action such as updating information in a field.

Alert Options

Alerts Configuration allows you to determine such options as:

- When alerts are sent
- How the alerts are sent (email message or dashboard message)
- Under what conditions the alerts are sent (timesheet overdue, timesheet due in x days)
- The contents of the email message (subject and message body) when alerts are sent via email messages

The options available vary and depend upon the alert type.

Polling Interval

To activate activity alerts, you must set the alert polling interval to a level other than zero. Deltek recommends a value of 60.

This polling interval only applies if you have the Vision CRM application installed. For all other alerts, the polling interval is system-set and cannot be changed by the user.

Alerts and Emails

Before you specify that you want to send alerts via email messages, ascertain that the Vision URL is set up correctly. All alert email messages contain information that you can use to track down alert problems. This information includes the database name, database server, application server, and company code (if your firm uses the Multicompany feature).

If you are using iAccess for Vision, ascertain that the URL is set up correctly on the Email tab in **Configuration** » **General** » **System Settings**. This will connect Vision to iAccess for Vision and provide links to iAccess in alert emails. This URL is also used for dashboard Planning alert links when the Resource Planning module is not licensed.

Types of Alerts

There are two types of alerts:

- Alerts triggered by a reaction to information defined on your process server. Most alerts are triggered by the process server. The process server:

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

- Alerts triggered by a change in information in your database. Database alerts:
  - Do not depend on schedules defined on the process server.

- Are triggered dynamically, based on a change in data.
- Activate a special code when changed data is saved.

  Vision compares changed data with the alert configuration criteria to determine whether or not it requires action, and creates an alert when it does.

Alerts and Process Servers

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

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

System vs. Company Alerts

Accounting, CRM, and Planning alerts are set on a system-wide basis, and are only available if those modules are installed.

Time, Expense, and Purchasing alerts are set at the company level, and are only available if those modules are installed.

Alerts and Multiple Languages

When using multiple languages, a Languages lookup displays on the Alerts Rules grid. This lookup displays the languages that the system administrator enabled in Module Activation. Use this lookup to select the language for this alert. Only employees with the same selected language receive the message. However, if the field is blank, all employees receive the message, no matter what language is used.

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

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

Alerts and Multicompany

If your firm uses the Multicompany feature, you must set up alerts for each company. Because an employee may be associated with more than one company, the alerts only consider the employees that are active in the company for which the alert is configured.

For example, employee John James may be associated and active in Company A and Company B, and associated but inactive with Company C. Company A will send an email alert if a timesheet is late by 2 days, and Company B and Company C will send an email alert when a timesheet is late by 4 days. Because John James is only active in Company A and Company B, he will receive an alert from Company A after 2 days and from Company B after 4 days. He is inactive in Company C, so even though an alert is configured, it will not be sent.

When an alert is configured to be sent to the employee's supervisor, the email message will be sent to the employee's home company supervisor. For more information, see the discussion of employees and Multicompany in the Concepts section.

How to...

You set up certain alerts on a system-wide basis and others by company.

Set Up Alert Polling Interval

Activity alerts remind you of things such as calendar events or project tasks to be assigned or approved. The polling interval that you specify determines how often, in seconds, alert activity is checked.

The polling interval that you set up in General System Settings applies only to CRM activity alerts. For all other alerts, the polling interval is system-set.

To set up the alert polling interval

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Polling interval for alerts (seconds)** field in the **Activity Settings** area, enter the polling interval, in seconds.

   The value that you enter here must be greater than 0. Deltek recommends a value of at least 60.
4. Click **Save**.

Set Up Alerts for AR Aging

When you set up AR Aging alerts, Vision notifies specified employees when a project(s) reaches certain accounts receivable criteria. For example, you can create an alert that notifies employees when Vision finds invoices between 20 and 60 days old and over $2,000. This alert is triggered by the process server.

If the AR Aging alert returns a list of client records, clicking a client name displays the Invoice Review for that client. If the AR Aging alert returns a list of project records, the Project Review for that project displays when you click on the project name.

To set up AR Aging alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General System** » **Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Accounting**.
3. In the **Alert** field, select **AR Aging**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.

7. Click **Save**.

Set Up Alerts for Opportunity Stage Change

When you set up Opportunity Stage Change alerts, Vision notifies selected employees when a stage change occurs within an opportunity. For example, you can set an alert that notifies employees when an opportunity has been awarded. This alert is triggered by a change in the database.

Prerequisite: If you have not yet done so, you need to set the alert polling interval to a level other than zero for this alert to be activated. Deltek recommends a value of 60.

To set up Opportunity Stage Change alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **CRM**.
3. In the **Alert** field, select **Opportunity Stage Change**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Expense Report Approval

Expense Report Approval alerts allow you to send notification to approve a submitted expense report. This alert is triggered by the process server. You specify who receives the alert, when, and under what conditions.

Prerequisites: Before you create Expense Report Approval alert rules, you need to create employee groups to which you apply the rule. See the Expense Report Configuration Overview help topic for information on how to create groups. You must also select the **Require Expense Report to be approved before posting** option on the Setup tab in **Configuration** » **Time & Expense** » **Company Expense**.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Expense Report Approval alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Expense**.
3. In the **Alert** field, select **Expense Report Approval**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.

5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Expense Report Line Item Charge

Expense Report Line Item Charge alerts are generated when individual line items are charged to a project. Recipients of this alert can be the Principal, Project Manager, and Supervisor.

However, if any of the recipients were not selected in Expense Configuration as able to approve line items, they are disabled. In addition, projects that do not have line item approval on do not get these alerts. Line item approval can be set on the Accounting tab of the Project Info Center form.

Prerequisites: Before you create Expense Report Line Item Charge alert rules, you need to create employee groups to which you apply the rule. See the Expense Report Configuration help for information on how to create groups. You must also set the **Expense Report Line Item Approval** option to **On** or **By Project** in **Configuration** » **Time and Expense** » **System Expense**.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Expense Report Line Item Charge alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Expense**.
3. From the **Alert** field, select **Expense Report Line Item Charge**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Expense Report Line Item Rejected

Expense Report Line Item Rejected alerts are generated when a line item on a expense report is rejected. You specify who receives the alert, when, and under what conditions.

Prerequisites: Before you create Expense Report Line Item Charge alert rules, you need to complete or be aware of the following:

- Create employee groups to which you apply the rule. See the Expense Report Configuration help for information on how to create groups.
- Set the **Expense Report Line Item Approval** option to **On** or **By Project** in **Configuration** » **Time and Expense** » **System Expense**.

- If a URL is entered in the **iAccess for Vision URL** field in **Configuration** » **General** » **System Settings**, the email alert will include links to both the Vision and the iAccess for Vision applications.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Expense Report Line Item Rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Expense**.
3. In the **Alert** field, select **Expense Report Line Item Rejected**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for New Credit Card Transactions Available

Use the New Credit Card Transactions Available alert to notify appropriate employees when a charge that they made with a company-issued credit card has been imported from a credit card statement into Vision and is ready to add to an expense report.

This alert applies if you use the Credit Card feature and you import charges from credit card statements into Vision.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up the New Credit Card Transactions Available alert, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Expense** in the **Folders** field.
3. In the Alerts grid, select the **New Credit Card Transactions Available** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.
5. On the Credit Card Charge Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** check box for the New Credit Card Transaction Available alert to enable the alert in Vision.
7. Click **Save** on the toolbar.

Set Up Alerts for Past Due Credit Card Transactions

Use the Past Due Credit Card Transactions alert to send a reminder to appropriate employees and their supervisors after a New Credit Card Transaction Available alert has been sent to an employee and a certain number of days have passed without the charge being added to an expense report.

This alert applies if you use the Credit Card feature and you import charges from credit card statements into Vision for a credit card.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up the Past Due Credit Card Transactions alert, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Expense** in the **Folders** field.
3. In the Alerts grid, select the **Past Due Credit Card Transactions** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.
5. On the Credit Card Past Due Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** check box for the Past Due Credit Card Transactions alert to enable the alert in Vision.
7. Click **Save** on the toolbar.

Set Up Alerts for Requisitions Buyer

If you do not use an approval workflow for approving purchase requisitions, you can set up a requisitions buyer alert to inform purchasers (and requesters) that a requisition has been approved.

When you do not use an approval workflow, requisitions are approved automatically when you submit them.

You can use this alert along with the Requisitions Approval alert.

To set up requisitions buyer alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Requisitions Buyer** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field in the row to open the Purchasing Requisitions Buyer Alert Configuration dialog box, and select an existing alert rule or create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.

6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Requisitions Rejected

If you do not use an approval workflow for approving purchase requisitions, you can set up a requisitions rejected alert to inform requesters that a requisition has been rejected.

To set up requisitions rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Requisitions Rejected** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field for the row, and then click to select an existing alert rule or create a new rule on the Purchasing Requisitions Rejected Alert Configuration dialog box.
   If a rule was already assigned to this alert, **<options selected>** displays in this **Options** field in the grid.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Price Quote Buyer

If you do not use an approval workflow for approving requests for price quotes, you can set up a price quote buyer alert to inform purchasers (and requesters) that a price quote has been approved.

You can use this alert along with the Price Quote Approval alert.

When you do not use an approval workflow, requests for price quotes are approved automatically when you submit them.

To set up price quote buyer alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Price Quote Buyer** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field in the row to open the Purchasing Price Quote Buyer Alert Configuration dialog box, and select an existing alert rule or create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.

6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Price Quote Rejected

If you do not use an approval workflow for approving request for price quotes, you can set up a price quote rejected alert that informs requesters that a price quote has been rejected.

To set up price quote rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Price Quote Rejected** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field for the row, and then click to select an existing alert rule or create a new rule on the Purchasing Price Quote Rejected Alert Configuration dialog box.
   If a rule was already assigned to this alert, **<options selected>** displays in this **Options** field in the grid.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Orders Buyer

If you do not use an approval workflow for approving purchase orders, you can set up an orders buyer alert that informs buyers that the order requested has been approved.

When you do not use an approval workflow, purchase orders are approved automatically when you submit them.

You can use this alert along with the Orders Approval alert.

To set up orders buyer alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Orders Buyer** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field in the row to open the Purchasing Orders Buyer Alert Configuration dialog box, and select an existing alert rule or create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.

7. Click **Save**.

Set Up Alerts for Orders Rejected

If you do not use an approval workflow for approving purchase orders, you can set up an orders rejected alert to inform buyers that the order they requested has been rejected.

To set up orders rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Orders Rejected** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field for the row, and then click to select an existing alert rule or create a new rule on the Purchase Orders Rejected Alert Configuration dialog box.
   If a rule was already assigned to this alert, **<options selected>** displays in this **Options** field in the grid.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Final PO

Final PO alerts are generated when a purchase order is final printed.

You final print a purchase order by selecting the **Final (Mark as Printed)** option on the General tab of the Purchase Order Form dialog box that displays when you click the **Print** option on the toolbar of the Purchase Orders entry form.

This alert applies whether or not you use approval workflows to approve purchase orders.

This alert is always sent to the requester, but you can also choose to have it sent to the requester's supervisor.

To set up Final PO alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Purchasing** in the **Folders** field.
3. In the Alerts grid, select the row that displays **Final PO** in the **Alert** field.
4. Select the **Active** check box in the row to enable the alert throughout Vision.
   If no rules exist for this alert, the **Active** check box is disabled.
5. Click in the **Options** field for the row, and then click to select an existing alert rule or create a new rule on the Final PO Alert Configuration dialog box.
   If a rule was already assigned to this alert, **<options selected>** displays in this **Options** field in the grid.

6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Receiving

The Receiving alert allows you to determine who receives Receiving alerts. Receiving alerts are generated when goods are received. You specify who receives the alert, when, and under what conditions.

To set up Receiving alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Purchasing**.
3. In the **Alert** field, select **Receiving**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Baseline Change

When you set up Baseline Change alerts, Vision notifies selected employees when there is a change to the baseline after you save the current version of the plan as the baseline version. This is useful when you compare baseline labor costs to actual labor costs on screen or in a report.

To set up Baseline Change alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Baseline Change**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Budget Milestone

When you set up Budget Milestone alerts, Vision notifies selected employees when budgets of specified plans reach or exceed specified milestones.

Milestones can be by amount or by percentage. You can specify certain accounts and/or vendors to monitor within a plan. This alert also allows you to notify users when a plan is first associated with a project, or when a plan's baseline has changed. This alert is triggered by the process server and a change in the database.

To set up Budget Milestone alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Budget Milestone**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for EAC Exceeds Baseline

When you set up EAC Exceeds Baseline alerts, Vision notifies specified employees when the estimate-at-completion hours or amount exceeds the established baseline for the plan.

If you want the alert to be sent to a small subset of the employees in the database, you can select specific employees with the employee lookup in the alert configuration. When you select specific employees, the individual employee(s) receive an alert with all of resources assigned or updated when the changes are saved.

To set up EAC Exceeds Baseline alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **EAC Exceeds Baseline**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Plan Creation Modification or Deletion

When you set up Plan Creation, Modification, or Deletion alerts, Vision notifies specified employees when a new plan is created, modified, or deleted, or when a Vision plan is converted to an iAccess for Vision plan.

To set up Plan Creation, Modification, or Deletion alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Plan Create Modification or Deletion**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Project Created from Plan

When you set up Project Created from Plan alerts, Vision notifies team members when a new project is created from a plan, in either of the following ways: when a user selects **Create Project from Plan** from within the plan, or when a project is created from a plan through Workflow.

To set up Project Created from Plan alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Project Created from Plan**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Resource Assignment

The Resource Planning Assignment Alert can be configured to be sent to the assigned resource as well as the assigned resource's supervisor (referenced in Employee Info Center). When the supervisor is selected to receive the alert it will be sent, except when the user making the assignment within the plan is the assignee/employee's supervisor.

If you want the alert to be sent to a small subset of the employees in the database, you can select specific employees with the employee lookup in the alert configuration. When you select specific

employees, the individual employee(s) will receive an alert with all of resources assigned or updated when the changes are saved.

In the alert configuration, if **Include Utilization** is selected for the plan, only plans where the Include in Utilization and Project Reports option (located on the Plan's General tab) is selected are included in the alert. If the **Include Utilization** option is not selected, then changes made to any plan are included in the alert.

To set up Resource Assignment alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. From the **Alert** field, select **Resource Assignment**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Resource Utilization

When you set up Resource Utilization alerts, Vision notifies specified employees when resource utilization percentages exceed, or fall short of, percentage thresholds that you specify for a plan. This alert is triggered by the process server.

To set up Resource Utilization alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Resource Utilization**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for WBS Level Added or Deleted from Plan

When you set up WBS Level Added or Deleted from Plan alerts, Vision notifies specified employees when a Work Breakdown Structure (WBS) level is added to, or deleted from, a plan.

To set up WBS Level Added or Deleted from Plan alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **WBS Level Added or Deleted from Plan**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Labor Billing Transfer Audit

Labor Billing Transfer Audit alerts are generated when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another through Interactive Billing or Interactive Approvals. You specify who receives the alert, when, and under what conditions.

Before you create Labor Billing Transfer Audit alert rules, you must:

- Select the **Enable Billing Transfer Audit** option on the Timesheet Audit tab of **Configuration** » **Time and Expense** » **Company Timesheet**.
- Create employee groups to which you apply the rule. See the Timesheet Configuration help for information on how to create groups.

To set up Labor Billing Transfer Audit alerts, complete the following steps:

1. From the Vision Navigation menu, click**Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Time**.
3. In the **Alert** field, select **Labor Billing Transfer Audit**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Timesheet Approval

The Timesheet Approval alert is triggered by the process server. You specify who receives the alert, when, and under what conditions.

Prerequisites: Before you create Timesheet Approval alert rules, you need to create employee groups to which you apply the rule. See the Timesheet Configuration help for information on how to create groups. You must also select the **Require Timesheet to be approved before posting** option on the Setup tab in **Configuration** » **Time and Expense** » **Company Timesheet**.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Timesheet Approval alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Time**.
3. In the **Alert** field, select **Timesheet Approval**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Timesheet Due

The Timesheet Due alert is triggered by the process server. You specify who receives the alert, when, and under what conditions.

Prerequisite: Before you create Expense Report Line Item Charge alert rules, you need to complete or be aware of the following:

- Create employee groups to which you apply the rule. See the Timesheet Configuration help for information on how to create groups.
- If a URL is entered in the **iAccess for Vision URL** field in **Configuration** » **General** » **System Settings**, the email alert will include links to both the Vision and the iAccess for Vision applications.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Timesheet Due alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Time**.
3. In the **Alert** field, select **Timesheet Due**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.
   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Timesheet Line Item Charge

Timesheet Line Item Charge alerts are generated when individual line items are charged to a project. Recipients of this alert can be the Project Manager, Principal, and Supervisor. However, if any of the recipients were not selected in Timesheet Configuration as being able to approve line items, they are not available here.

Prerequisites: For these alerts to work, you must turn on line item approval for the project on the Time and Expense tab of the Project Info Center. You must also set the **Timesheet Line Item Approval** option to **On** or **By** » **Project** on the System Timesheet form in Time and Expense Configuration. You also need to create employee groups to which you apply the rule. See the Timesheet Configuration help for information on how to create groups.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Timesheet Line Item Charge alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Time**.
3. In the **Alert** field, select **Timesheet Line Item Charge**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Timesheet Line Item Rejected

Timesheet Line Item Rejected alerts are generated when a line item on a timesheet is rejected. You specify who receives the alert.

Prerequisites: Before you create Timesheet Line Item Charge alert rules, you need to complete or be aware of the following:

- Create employee groups to which you want to apply the rule. See the Timesheet Configuration help for information on how to create groups.
- Set the **Timesheet Line Item Approval** option to **On** or **By** » **Project** on the System Timesheet form in Time and Expense Configuration.
- If a URL is entered in the **iAccess for Vision URL** field in **Configuration** » **General** » **System Settings**, the email alert will include links to both the Vision and the iAccess for Vision applications.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up Timesheet Line Item Rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Time**.
3. In the **Alert** field, select **Timesheet Line Item Rejected**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove an option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for New Credit Card Transactions Available

Use the New Credit Card Transactions Available alert to notify appropriate employees when a charge that they made with a company-issued credit card has been imported from a credit card statement into Vision and is ready to add to an expense report.

This alert applies if you use the Credit Card feature and you import charges from credit card statements into Vision.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up the New Credit Card Transactions Available alert, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Expense** in the **Folders** field.
3. In the Alerts grid, select the **New Credit Card Transactions Available** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.
5. On the Credit Card Charge Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** check box for the New Credit Card Transaction Available alert to enable the alert in Vision.
7. Click **Save** on the toolbar.

Set Up Alerts for Past Due Credit Card Transactions

Use the Past Due Credit Card Transactions alert to send a reminder to appropriate employees and their supervisors after a New Credit Card Transaction Available alert has been sent to an employee and a certain number of days have passed without the charge being added to an expense report.

This alert applies if you use the Credit Card feature and you import charges from credit card statements into Vision for a credit card.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

To set up the Past Due Credit Card Transactions alert, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, select **Expense** in the **Folders** field.
3. In the Alerts grid, select the **Past Due Credit Card Transactions** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.
5. On the Credit Card Past Due Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** check box for the Past Due Credit Card Transactions alert to enable the alert in Vision.
7. Click **Save** on the toolbar.

Set Up Alerts for Transaction Entry File Approved

Transaction Entry File Approved alerts inform requesters that their transaction requests have been approved. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected at **Configuration** » **Accounting** » **Company Settings**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights on the Accounting Tab of **Configuration** » **Security** » **Roles**. On this tab, you must select either the **Full Access to All Transaction Types** option, or use the Transaction Type grid to select the **Post** option for the company and type of transaction.

To set up Transaction Entry File Approved alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Transaction Center**.
3. In the **Alert** field, select **Transaction Entry File Approved**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Transaction Entry File Submitted

Transaction Entry file Submitted alerts inform approvers that requests have been submitted. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected in **Configuration** » **Accounting** » **Company Settings**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Entry application. You define transaction security rights on the Accounting Tab of **Configuration** » **Security** » **Roles**. On this tab, you must select either the **Full Access to All Transaction Types** option, or use the Transaction Type grid to select **Enter** option for the company and type of transaction.

To set up transaction Entry File Submitted alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company** » **Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Transaction Center**.
3. In the **Alert** field, select **Transaction Entry File Submitted**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save**.

Set Up Alerts for Transaction Entry Form Rejected

Transaction Entry Form Rejected alerts inform requesters that their requests have been rejected. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected in **Configuration** » **Accounting** » **Company Settings**.

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Entry application. You define transaction security rights on the Accounting Tab of **Configuration** » **Security** » **Roles**. On this tab, you must select either the **Full Access to All Transaction Types** option, or use the Transaction Type grid to select either the **Post** or **Report** option for the company and type of transaction.

To set up Transaction Entry Form Rejected alerts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Transaction Center**.
3. In the **Alert** field, select **Transaction Entry Form Rejected**.
4. Select the **Active** option to enable the alert throughout Vision; if no rules exist for this alert, the **Active** field is disabled.

5. Click **Options** to select an existing alert rule or to create a new rule.

   If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click **Save.**

Alerts Configuration Form Overview

The contents of the Alerts Configuration form depend on the type of alert that you create and whether it is a system alert or a company alert. For example, the AR Aging alerts options are quite different from the options for the Timesheet Approval alerts.

If Vision Time and Expense is not installed, the options related to Time and Expense do not display on the form.

AR Aging Alert Configuration Form

When you set up AR Aging alerts, Vision will notify specified employees when a project reaches certain accounts receivable criteria. For example, you can create an alert that notifies employees when Vision finds invoices between 20 and 60 days old and are over $2,000. This alert is triggered by the process server.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration General System Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Accounting**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rule(s), for example **Invoices Over 60 Days**; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator

Field	Description
	must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Selected Employees	Select the employee(s) or employee group(s) to which you want to send the alert.
Project Team Role	Select this option if you want to send the alert to a specified project team role; then select the team role from the drop-down list.
Project Manager	Select this option if you want to send the alert to the project manager(s). This information is taken from the **Project Manager** field on the General tab in Project Info Center.
Supervisor	Select this option if you want to send the alert to the project supervisor(s). This information is taken from the **Supervisor** field on the General tab in Project Info Center.
Principal	Select this option if you want to send the alert to the project principal(s). This information is taken from the **Principal** field on the General tab in Project Info Center.
Alert Criteria	
Selected Projects	Select the projects for which you want to send the alert.
Send every x days	Enter the number of days that you want the alert repeated. The number you enter must be greater than zero (0).
Minimum Amount	Any invoices found over this amount, or any sum of invoices found over this amount (when grouped by Project or Client), will be included in the alert. The value you enter here is used with the **Send when x is between x and x days old** field to determine if an invoice or grouped set of invoices is "late."
Send when x is between x and x days old	**Send when x ...** allows you to create rules that examine invoices grouped by invoice, client or project. In this way, you can be alerted when invoiced grouped and summed by Client, for example, fall between 20 and 60 days old an are over a specific amount of money. **... is between x and x days old** allows you to specify the age range of invoices, either ungrouped, or grouped and summed by client or project. Vision includes any invoice aged between these two values in the alert.
Delivery Options	You can select one or both of these options. **Email**

Field	Description
	Select this option if you want Vision to send the alert via an email message. The client and project type links in the emails will be sent to the Invoice Review and Project Review applications respectively. If you select this option, complete the **Email Options**. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. The link in the Alerts dashpart will open the AR Aging report Options dialog box.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Baseline Change Alert Configuration Form

When you set up Baseline Change alerts, Vision will notify team members when there is a change to the baseline after you save the current version of the plan as the baseline version. This is useful for comparing baseline labor costs to actual labor costs onscreen or in a report.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and

Field	Description
	English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Alert Criteria	
Selected Plans	On the Plan lookup, select the plans for which you want to be alerted.
Send To	
Principal-in-Charge	Select this option if you want an alert to be sent to the principal associated with the plan.
Project Manager	Select this option if you want an alert to be sent to the project manager associated with the plan.
Supervisor	Select this option if you want an alert to be sent to the supervisor associated with the plan.
Selected Employees	On the Employee Lookup, select the employee(s) to whom you want an alert sent.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email** » **Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Budget Milestone Alert Configuration Form

When you set up Budget Milestone alerts, Vision will notify selected employees when budgets of specified plans have reached or exceeded specified milestones. You can also notify users when

a plan is first associated with a project, or when a plan's baseline has changed. This alert is triggered by the process server and a change in the database.

Milestones may be by amount or by percentage. You can specify certain accounts and/or vendors to monitor in a plan.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule, for example, 80% of Budget. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Multilingual feature. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal-in-Charge	Select this option if you want to send the alert to the principal(s) in charge. This information is taken from the **Principal** field on the General tab in Project Info Center.
Project Manager	Select this option if you want to send the alert to the project manager(s). This information is taken from the **Project Manager** field on the General tab in Project Info Center.
Supervisor	Select this option if you want to send the alert to the supervisor(s). This information is taken from the **Supervisor** field on the General tab in Project Info Center.
Selected Employees	On the Employee Lookup, select the employee(s) to which you want to send the alert.
Alert Criteria	

Field	Description
Selected Plans	Select the plans for which you want to send the alert.
Selected Consultants	On the Vendor Lookup, select the consultant(s) for which you want to send the alert.
Selected Accounts	On the Account Lookup, select the account for which you want to send the alert.
Notify when plan is associated with a project for the first time	Select this option if you want Vision to alert you when the selected plan is associated with a project for the first time.
Notify if baseline changes	Select this option if you want Vision to alert you if the baseline of the plan changes.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.
Milestones	You can enter information for only one of these options. **Budget Amount** Enter the budget milestone amount at which that you want to be notified. **Budget Percent** Enter the percentage of the budget milestone at which that you want to be notified; for example, enter **80** for 80%.

EAC Exceeds Baseline Alert Configuration Form

When you set up EAC Exceeds Baseline alerts, Vision will notify team members when the estimate-at-completion hours or amount exceeds the established baseline for the plan.

If you want the alert to only be sent to a small subset of the employees in the database, select employees on the Employee lookup in the alert configuration. When specific employees are

selected, the individual employees will receive an alert with all of resources assigned or updated when the changes are saved.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal-in-Charge	Select this option if you an alert to be sent to the principal associated with the plan.
Project Manager	Select this option if you want an alert to be sent to the project manager associated with the plan.
Supervisor	Select this option if you want an alert to be sent to the supervisor associated with the plan.
Selected Employees	On the Employee Lookup, select the employee(s) to which you want an alert to be sent.
Alert Criteria	

Field	Description
Selected Plans	On the Plan lookup, select the plans for which you want to be alerted.
Schedule	Select how often you want Vision to check the selected plans to see if EAC has exceeded baseline. You have the following options: Daily, Weekly, Monthly, Yearly.
Notify if the following exceeds baseline	These options determine whether the alert is triggered when the EAC **Cost**, **Billing**, and/or **Hours** exceed the baseline. You need to select at least one of these options. This field is used in conjunction with the **For the following areas** field. For example, if **Cost** and **Billing** are selected in this section, and **Labor** is selected in the **For the following areas** section, then an alert will be sent if the labor cost of billing exceeds the baseline.
EAC & JTD Date Basis	These options determine how the alert is triggered for EAC and JTD Date basis. Select one of the following options: ▪ **Current Date** — Use today's date as the trigger if the EAC or JTD exceeds the baseline. ▪ **Period End Date** — Use the defined period end date as the trigger if the EAC or JTD exceeds the baseline.
For the following areas	These options determine whether the alert is triggered when the **Total for All**, **Labor**, **Expenses**, **Consultant**, or **Unit** EAC exceeds the baseline. You need to select at least one of these options. This field is used in conjunction with the **Notify if the following exceeds baseline** field above. If you select **Total for All**, then the alert is sent if the EAC total exceeds the total baseline for those items selected in the **Notify if the following exceeds baseline** field.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Credit Card Charge Alert Dialog Box

Use this dialog box to create rules for the New Credit Card Transaction Available alert for the appropriate employee groups.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, click **Expense** in the **Folders** field.
3. In the Alerts grid, select the **New Credit Card Transactions Available** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.

Contents

Employee Group Rules Section

Field	Description
Employee Groups	From the drop-down list, select the employee group for which you want to create a rule for the Credit Card Charge alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid on the dialog box displays all the alert rules that are set up for the selected employee group. When you select **[All Groups]**, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group. Employee groups are set up in Company Timesheet Configuration in **Configuration** » **Time & Expense**.
Alert Rule Grid — Toolbar	The following options display on the toolbar: ▪ **Alert Rule Drop-Down** ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.

Field	Description
	▪ **Groups** — Click this option if you want to change the employee group or groups for the selected alert rule. On the Add Groups dialog box that opens, move employee groups to and from the Current Groups box and the Available Groups box. ▪ **Remove From Group** — Select a rule in the grid to delete from the alert, and click this option to remove it. ▪ **New** — Click this option to add a blank row to the grid and add a new alert rule for the selected employee group. ▪ **Copy** — Select an alert rule in the grid whose settings you want to copy into a new alert rule. Then click **Copy**. A blank row is added to the grid. The alert settings (alert type, delivery options, and message content) from the copied alert rule prefill on the Credit Card Charge Alert dialog box for the new alert rule. Enter a name in the **Alert Rule Name** field for the new alert rule.
Alert Rule Grid — Field	This grid contains the alert rules that have been created for the employee group that you selected in the **Employee Groups** field. **Alert Rule Name** — This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click **New** on the grid toolbar, and in the blank row in the grid enter the name of the rule. All alert rule names must be unique. After you enter or select an alert rule in the grid, the remaining fields on the dialog box apply for the selected alert rule.

Alert Type Section

Field	Description
Send alert when new charges are imported	Select this check box if you want an alert sent to an employee when any charge made by the employee with a company-issued credit card is imported from a credit card statement into Vision.
Send alert once a week	Select this check box if you want an alert sent to an employee once a week to notify them of any charges they made with a company-issued credit card that have been imported from a credit card statement into Vision. In the field beside this check box, select the day of the week for the alert to be sent. If no charges have been imported, no alert is sent.
Time of day to send alert	From the drop-down list, select the hour of the day for the alert to be sent to employees.

Delivery Options Section

Field	Description
Email	Select this check box to send the alert by email to employees. The email provides a link to open the expense report.
Dashboard	Select this check box to send the alert via the Vision dashboard to employees. The dashboard alert provides a link to open the expense report.

Message Content Section

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
Subject	Enter the subject for the email.
Message Grid Toolbar	The toolbar displays the following options: ▪ **Insert Field** — Click this option to open the Column Selection dialog box, and select a credit-card related field to add to the email message text. Options are: **[SecondaryDescription]**, **[SecondaryCode]**, **[PrimaryDescription]**, and **[PrimaryCode]**. These are the descriptions and codes for the primary credit card and secondary credit card for a charge. To insert a field into a message, click in the **Message** text box exactly where you want the field inserted. Then click **Insert Field**. The field label is inserted into the **Message** text box. When the alert message is sent to an employee, the description or code for the primary and secondary credit cards that applies for the charge is specified in the message. ▪ **Edit** — Click this option to open the Text Editor dialog box and enter message text for the email. The Text Editor has text formatting tools.
Message Text Box	Enter the message text for the email. You can enter text directly in this text box, or click **Edit** on the toolbar to open the Vision Text Editor and enter text. In the Text Editor dialog box, you can format the text.

Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and return to the Company Alerts Configuration form.
Cancel	Click this button to return to the Company Alerts Configuration form without saving entries and changes on the dialog box.
Help	Click this button to open the help topic for the dialog box.

Credit Card Past Due Alert Dialog Box

Use this dialog box to create rules for the Past Due Credit Card Transactions alert for the appropriate employee groups.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. On the Company Alerts Configuration form, click **Expense** in the **Folders** field.
3. In the **Alerts** grid, select the **Past Due Credit Card Transactions** alert.
4. Click in the **Options** field for the alert, and then click the icon that displays in the field.

Contents

Employee Group Rules Section

Field	Description
Employee Groups	From the drop-down list, select the employee group for which you want to apply a new rule for the Credit Card Past Due alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group. When you select **[All Groups]**, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group. Employee groups are set up in Company Timesheet Configuration in **Configuration** » **Time & Expense**.
Alert Rule Grid — Toolbar	The following options display on the toolbar: ▪ **Alert Rule Drop-Down** — ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.

Field	Description
	▪ **Groups** — Click this option if you want to change the employee group or groups for the selected alert rule. On the Add Groups dialog box that opens, move employee groups to and from the Current Groups box and the Available Groups box. ▪ **Remove From Group** — Select a rule in the grid to delete from the alert, and click this option to remove it. ▪ **New** — Click this option to add a blank row to the grid and add a new alert rule for the selected employee group. ▪ **Copy** — Select an alert rule in the grid whose settings you want to copy into a new alert rule. Then click **Copy**. A blank row is added to the grid. The alert settings (alert type, delivery options, and message content) from the copied alert rule prefill on the Credit Card Charge Alert dialog box for the new alert rule. Enter a name in the **Alert Rule Name** field for the new alert rule.
Alert Rule Grid — Field	This grid contains the alert rules that have been created for the employee group that you selected in the **Employee Groups** field. **Alert Rule Name** — This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click **New** on the grid toolbar, and in the blank row in the grid enter the name of the rule. All alert rule names must be unique. After you enter or select an alert rule in the grid, the remaining fields on the dialog box apply for the selected alert rule.

Alert Criteria Section

Field	Description
Send alert for charges over x days	Enter the number of days after which you want the past due alert sent to an employee. This is the number of days after the transaction date on the credit card charge. For example, if employees have a two-week grace period to enter their expense reports, enter **14** in this field. An alert will be sent for any imported credit card charges with a transaction date over 14 days old.
Do not send alert if missing charge is associated with:	Vision will send a past due alert for any imported credit card charge that is not associated with a posted expense report or cleared through the Credit Card Reconciliation application. If you do not want employees to receive an alert if the expense report is in progress, select one or more of the following check boxes to specify the charges associated with an expense report with statuses that will not trigger a past due alert to be sent: ▪ **Approved Expense Report** ▪ **Submitted Expense Report** ▪ **In Progress Expense Report**

Field	Description
Send every x days	Enter the frequency (number of days) for which you want the past due alert sent to employees if they have not added an imported charge to an expense report. For example, if you want Vision to check for past due expense report charges and alert employees once a week, enter **7**.
Time of day to send alert	From the drop-down list, select the hour of the day for the alert to be sent to employees.

Delivery Options Section

Field	Description
Email	Select this check box to send the alert by email to employees.
Dashboard	Select this check box to send the alert via the Vision dashboard to employees.
Alert Employee Supervisor	Select this check box to also send the alert to an employee's supervisor.
Alert Expense Report System Admins	Select this check box to also send the alert to the expense report system administrators. These are the employees who are assigned system-level administration of expenses (on the Expense tab in the Employees Info Center).
Alert Expense Report Company Admins	Select this check box to also send the alert to the expense report company administrators. These are the employees who are assigned company-level administration of expenses (on the Expense tab in the Employees Info Center) that matches the company of the employee who submits an expense report.

Message Content Section

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
Subject	Enter the subject for the email.
Message Grid Toolbar	The toolbar displays the following options: ▪ **Insert Field** — Click this option to open the Column Selection dialog box, and select a credit-card related field to add to the email message text. Options are: **[SecondaryDescription]**, **[SecondaryCode]**, **[PrimaryDescription]**, and **[PrimaryCode]**. These are the descriptions and codes for the primary credit card and secondary credit card for a charge.

Field	Description
	To insert a field into a message, click in the **Message** text box exactly where you want the field inserted. Then click **Insert Field**. The field label is inserted into the **Message** text box. When the alert message is sent to an employee, the description or code for the primary and secondary credit cards that applies for the charge is specified in the message. ▪ **Edit** — Click this option to open the Text Editor dialog box and enter message text for the email. The Text Editor has text formatting tools.
Message Text Box	Enter the message text for the email. You can enter text directly in this text box or click **Edit** on the toolbar to open the Vision Text Editor and enter text. In the Text Editor dialog box, you can format the text.

Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and return to the Company Alerts Configuration form.
Cancel	Click this button to return to the Company Alerts Configuration form without saving entries and changes on the dialog box.
Help	Click this button to open the help topic for the dialog box.

Final PO Alert Configuration Dialog Box

Use the Final PO dialog box to determine how and to whom Vision sends Final PO alerts.

This alert applies when you use an approval workflow to approve purchase orders or not.

Final PO alerts are generated when you final print a purchase order. The alert is always sent to the requester, but you can also choose to have it sent to the requester's supervisor.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, click in the **Options** field for the **Final PO** alert, and click the icon in the field.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Requestor's Supervisor	Select this option if you want to send the alert to the requestor's supervisor. Alerts are automatically sent to the requester.
Alert Criteria	
Selected Buyers	Use the Employee lookup to select an employee. The Employee lookup includes only the employees who are designated as buyers on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.
Buyer's Timesheet Group	If the buyers listed on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings** belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time and Expense Configuration.
Buyer's Expense Group	If the buyers listed on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings** belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Time and Expense Configuration.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard**

Field	Description
	Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Labor Billing Transfer Alert Configuration Form

Use the Labor Billing Transfer Audit Alert Configuration form to apply or remove an existing labor billing transfer audit alert rule or to create a new rule.

To enable this alert, you must first select the **Enable Billing Transfer Audit** option on the Timesheet Audit tab in **Configuration** » **Time & Expense** » **Company Timesheet**.

If you are using Vision Multicompany and the employee is associated with more than one company, the Labor Billing Transfer Alert applies to the company where the employee made the original labor entry.

For example, employee Caruso is an employee in Company A. This company has **Timesheet Audit** enabled and **Labor Billing Transfer Audit Alert** configured to alert Caruso via email. Company B does not have the alert configured. Caruso charged 2.0 hours against Company B and a biller in Company B uses Interactive Billing to transfer the 2.0 hours to another project. Caruso will receive the alert because he was in Company A when he made the original charge.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Time**.

Contents

Employee Group Rules

Field	Description
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.

Field	Description
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Delivery Options	You can select one or more of these options. After the alert is delivered, the employee can acknowledge the labor transfer. **Email** Select this option if you want Vision to send the alert via email. In the email message, Vision provides a link to the timesheet. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. In the alert, Vision provides a link to the Labor Transfer Audit screen. Groups are created in Time and Expense Configuration.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools. If you want to specify the name of the employee in the text, you can enter [EMPL]; for example **Alert for [EMPL].** Vision will replace [EMPL] with the name of the employee.

Alert Frequency

You can select one or more of these options to determine the frequency of the alerts.

Field	Description
Send Alert per Billing Transfer	Select this option if you want Vision to send the alert immediately after each billing transfer occurs.
Send Alert per Billing Session	Select this option if you want Vision to send the alert after each billing session. This option is selected by default.
Send Alert once per day	Select this option if you want Vision to send the alert once per day. This activates the **Time of day to send alert** field, which you can use to specify the time of day that you want to send the alert.

Field	Description
Send Alert once per week	Select this option if you want Vision to send the alert once per week. This activates the **Day of the week** field and the **Time of day to send alert** field, which you can use to specify the day of the week and the time of day that you want to send the alert.
Time of day to send alert	This field is activated when you select the **Send Alert once per day** or **Send Alert once per week** options. Use this field to specify the time of day that you want to send the alert.

Opportunity Stage Change Alert Configuration Form

When you set up Opportunity Stage Change alerts, Vision will notify selected employees when a stage change occurs within an opportunity. For example, you can set an alert which notifies employees when an opportunity has been awarded. This alert is triggered by a change in the database.

If you have not done so, you need to set the alert polling interval to a level other than zero for this alert to be activated. Deltek recommends a value of 60.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **CRM**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule, for example, **State House Restoration**. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	

Field	Description
Selected Employees	Select the employee(s) or employee group(s) to which you want to send the alert.
Alert Criteria	
Selected Opportunities	Select the opportunities for which you want to send the alert.
Type of Change	Enter the conditions under which you want to send the alert. You have the following options: ▪ **When stage changes** — Vision sends an alert when any stage changes occur. ▪ **When stage changes to** — Vision enables the field below, allowing you to select a stage, such as Lead, Proposal, or Pending. Vision sends an alert when the selected stage change occurs.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Purchase Orders Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use this dialog box to enable and configure alerts to be sent when a purchase order is submitted, at which time its status becomes Approved.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.

3. In the Alerts grid, click in the **Options** field for the **Orders Buyer** alert, and click the icon in the field.

   The **Orders Buyer** alert does not display in the Alerts grid if you use an approval workflow for approving purchase orders. You select an approval workflow to use for purchase orders on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Selected Buyers	Use the Employee lookup to select the buyers to whom you want to send the alert. Only the employees who have been designated as buyers on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings** appear in the Employee lookup.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.

Field	Description
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which allows you to format the text. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Purchase Orders Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase orders, use this dialog box to enable and configure alerts to be sent when a purchase order is rejected.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, click in the **Options** field for the **Orders Rejected** alert, and click the icon in the field.

   The **Orders Rejected** alert does not display in the Alerts grid if you use an approval workflow for approving purchase orders. You select an approval workflow to use for purchase orders on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.

Field	Description
Send To	
Buyer's Supervisor	Select this option if you want to send the alert to the buyer's supervisor.
Alert Criteria	
Selected Approvers	Select from the list of selected employees with approver rights for requisitions. Employees are designated as approvers in **Configuration** » **Purchasing** » **General**, on the Buyer/Approver tab.
Approver's Timesheet Group	If the approvers listed in Purchase Order Configuration belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time and Expense Configuration.
Approver's Expense Group	If the approvers listed in Purchase Order Configuration belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Time and Expense Configuration.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which allows you to format the text. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Plan Creation Modification or Deletion Alert Configuration Form

When you set up Plan Creation, Modification, or Deletion alerts, Vision notifies specified employees when a new plan is created, modified, or deleted.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal-in-Charge	Select this option if you an alert to be sent to the principal associated with the plan.
Project Manager	Select this option if you want an alert to be sent to the project manager associated with the plan.
Supervisor	Select this option if you want an alert to be sent to the supervisor associated with the plan.
Selected Employees	On the Employee Lookup, select the employee(s) to which you want an alert to be sent.
Alert Criteria	
Selected Plans	On the Plan lookup, select the plans for which you want to be alerted.
Notify if plan is created	Select this option if you want an alert to be sent when a plan is created.
Notify if plan is modified	Select this option if you want an alert to be sent when a plan is modified.

Field	Description
Notify if plan is deleted	Select this option if you want an alert to be sent when a plan is deleted.
Suppress Alerts if Modified by	
Principal-In-Charge	Select this option if you want to suppress the alert when the plan is modified by the Principal-In-Charge associated with the plan.
Supervisor	Select this option if you want to suppress the alert when the plan is modified by the Supervisor associated with the plan.
Project Manager	Select this option if you want to suppress the alert when the plan is modified by the Project Manager.
Current User	Select this option if you want to suppress the alert when the plan is modified by the Current User.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.

Purchasing Price Quote Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use this dialog box to enable and configure alerts to be sent when a request for price quote has been submitted, at which time its status becomes Approved.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.

3. In the Alerts grid, click in the **Options** field for the **Price Quote Buyer** alert, and click the icon in the field.

   The **Price Quote Buyer** alert does not display in the Alerts grid if you use an approval workflow for approving request for price quotes. You select an approval workflow to use for request for price quotes on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Selected Buyers	Use the Employee lookup to select the buyer to whom you want to send the alert. Only the employees who have been designated as buyers in the Buyers grid on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings** appear on the Employee lookup.
Send email notification to requestor	Select this option if you want to send an email alert to the requestor of the request for price quote who is entered in the **Requested By** field on the General tab of the Request for Price Quote entry form.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you include the <here> tag in the message body, Vision provides a link to the price quote in the email message. **Dashboard**

Field	Description
	Select this option if you want Vision to send the alert via the dashboard. Vision provides a link to the price quote in the alert.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which allows you to format the text. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Purchasing Price Quote Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving request for price quotes, use this dialog box to enable and configure alerts to be sent when a request for price quote is rejected.

If Vision Time & Expense is not installed, the options related to Time and Expense do not appear on this dialog box.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, click in the **Options** field for the **Price Quote Rejected** alert, and click the icon in the field.

   The **Price Quote Rejected** alert does not display in the Alerts grid if you use an approval workflow for approving request for price quotes. You select an approval workflow to use for request for price quotes on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected

Field	Description
	language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Requestor's Supervisor	Select this option if you want to send the alert to the requestor's supervisor.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you include the <here> tag in the message body, Vision provides a link to the price quote in the email message. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. Vision provides a link to the price quote in the alert.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Project Created from Plan Alert Configuration Form

When you set up Project Created from Plan alerts, Vision will notify team members when a new project is created from a plan. This alert can be triggered when a user selects **Create Project from Plan** from within the plan or when a project is created from a plan through Workflow.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal-in-Charge	Select this option if you an alert to be sent to the principal associated with the plan.
Project Manager	Select this option if you want an alert to be sent to the project manager associated with the plan.
Supervisor	Select this option if you want an alert to be sent to the supervisor associated with the plan.
Selected Employees	On the Employee Lookup, select the employee(s) to which you want an alert to be sent.
Alert Criteria	
Selected Plans	On the Plan lookup, select the plans for which you want to be alerted.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.

Field	Description
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

PO Receiving Alert Configuration Form

The Receiving alert allows you to determine who receives Receiving alerts. Receiving alerts are generated when goods are received.

This alert applies when you use an approval workflow to approve purchase orders or not.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Purchasing**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Selected Employees	Use the Employee Lookup to select the employees to which you want to send the alert.
Requester	Select this option if you want to send the alert to the requester.

Field	Description
Requester's Supervisor	Select this option if you want to send the alert to the requester's supervisor.
Buyer	Select this option if you want to send the alert to the buyer.
Principal-In-Charge	Select this option if you want to send the alert to the principal-in-charge.
Project Manager	Select this option if you want to send the alert to the project manager.
Supervisor	Select this option if you want to send the alert to the supervisor.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email** » **Options**. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Requisitions Buyer Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use this dialog box to enable and configure alerts to be sent when a purchase requisition is submitted, at which time its status becomes Approved.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, click in the **Options** field for the **Requisitions Buyer** alert, and click the icon in the field.

   The **Requisitions Buyer** alert does not display in the Alerts grid if you use an approval workflow for approving purchase requisitions. You select an approval workflow to use for

purchase requisitions on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Selected Buyers	Use the Employee Lookup in this field to select the buyers to whom you want to send the alert. Only the employees who have been designated as buyers in the Buyers grid on the Buyer tab in **Configuration** » **Purchasing & Inventory** » **Company Settings** appear in the list.
Send email notification to requestor	Select this option if you want to send an email alert to the requestor who was entered in the **Requested By** field on the General tab in the Purchase Requisitions entry form.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you include the <here> tag in the message body, Vision provides a link in the email message. If you select this option, complete the **Email Options**. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. Vision provides a link in the alert.
Email Options	If you selected **Email** for the delivery option, these fields are activated.

Field	Description
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Purchasing Requisitions Rejected Alert Configuration Dialog Box

If you do not use an approval workflow for approving purchase requisitions, use this dialog box to enable and configure alerts to be sent when a purchase requisition is rejected.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, click in the **Options** field for the **Requisitions Rejected** alert, and click the icon in the field.

   The **Requisitions Rejected** alert does not display in the Alerts grid if you use an approval workflow for approving purchase requisitions. You select an approval workflow to use for purchase requisitions on the General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Multilingual feature. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users who have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish.

Field	Description
	The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Requestor's Supervisor	Select this option if you want to send the alert to the requestor's supervisor.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you include the <here> tag in the message body, Vision provides a link in the email message. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. Vision provides a link in the alert.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email. You can use the following tag in this field: [EMPL]. Vision replaces [EMPL] with the employee's name.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools. You can use the following tags in this field: [REQUEST], [EMPL], <here>, and [COMMENT].

Resource Assignment Alert Configuration Form

You can set up a Resource Planning Assignment Alert so that a message is sent to the assigned resource's supervisor as well as the resource, unless the supervisor is the one who makes the assignment.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule (for example, **Resources for All**

Field	Description
	Boston-Based Projects). You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
The Plan: Include Utilization	In the alert configuration, if **Include Utilization** is selected for the Plan, only plans for which the **Include in Utilization and Project Reports** option (located on the Plan's General tab) is selected will be included in the alert. If the **Include Utilization** option is not selected, then changes made to any plan will be included in the alert.
Send To: Supervisor	Select this option if you want to send the alert to the supervisor(s).
Send To: Assignee	Select this option if you want to send the alert to the assignee.
Selected Employees	Use the Employee lookup to select the employee(s) to whom you want to send the alert.
Delivery Options: Email	Select this option if you want Vision to send the alert via email.
Delivery Options: Dashboard	Select this option if you want Vision to send the alert via the dashboard.

Resource Utilization Alert Configuration Form

When you set up Resource Utilization alerts, Vision notifies team members when the resource utilization percentages exceed, or fall short of, percentage thresholds that you specify for a plan. This alert is triggered by the process server.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal	Select this option if you want to send the alert to the principal(s). This information is taken from the **Principal** field on the General tab in Project Info Center.
Project Manager	Select this option if you want to send the alert to the project manager(s). This information is taken from the **Project Manager** field on the General tab in Project Info Center.
Supervisor	Select this option if you want to send the alert to the supervisor(s). This information is taken from the **Supervisor** field on the General tab in Project Info Center.
Employee Supervisor	Select this option if you want to send the alert to the employee supervisor(s). This information is taken from the **Supervisor** field on the General tab in Employee Info Center.
Employee	Select this option if you want to send the alert to selected employee(s).
Alert Criteria	
Selected Plans	Select the plan for which you want to send the alert.

Field	Description
Selected Employees	Select the employee for which you want to send the alert.
Under Utilization Percentage	If an employee's utilization for a utilization period within the alert period is below this percentage, an alert will be sent.
Over Utilization Percentage	If an employee's utilization for a utilization period within the alert period is over this percentage, an alert will be sent.
Utilization Period	Enter the time period in which to calculate an employee's utilization percentage. For example, if this is set to 1 week and an employee works 30 hours in a week, then that employee's utilization would be 75% for that week.
Alert Period	Determines how far into the future that the alerts should check utilization. This must be greater or equal to the Utilization Period.
Only Include Mapped Plans	Select this option if you only want to include plans that have been mapped to projects.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Timesheet Approval Alert Configuration Form

Use the Timesheet Approval Alert Configuration form to apply or remove an existing timesheet approval alert rule or to create a new rule.

For this alert to work, you must select the **Require Timesheet to be approved before posting** option on the Setup tab in **Configuration** » **Time and Expense** » **Company Timesheet**.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Time**.

Contents

Field	Description
Employee Group Rules	
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Delivery Options	You can select one or more of these options. **Email** Select this option if you want Vision to send the alert via email. In the email message, Vision provides a link to the timesheet. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. In the alert, Vision provides a link to the timesheet. **Alert Timesheet System Admins** If you select this option, Vision will send an email to users who are set up with System Approval rights in the Time and Expense tabs of the Employee Info Center, as well as anyone who has Approval rights for the group you specified above.

Field	Description
	If you do not select this option, Vision will only send an email to anyone who has Approval rights for the group you specified above. Groups are created in Time and Expense Configuration.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools. If you want to specify the name of the employee in the text, you can enter [EMPL]; for example **Alert for [EMPL].** Vision will replace [EMPL] with the name of the employee.

Timesheet Line Item Charge Alert Configuration Form

Use the Timesheet Line Item Charge Alert Configuration form of Alerts to apply or remove an existing timesheet line item charge alert rule or to create a new rule.

For this alert to work, you must set the **Timesheet Line Item Approval** option to **On** or **By Project** in **Configuration** » **Time and Expense** » **System Timesheet** tab.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Time**.

Contents

Field	Description
Employee Group Rules	
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time & Expense Configuration.

Field	Description
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. In the email message, Vision provides a link to the Timesheet Line Item Approval form and displays all projects and items available for approval (not just the one that triggered the alert). If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the Dashboard. In the alert, Vision provides a link to the Timesheet Line Item Approval form and displays all projects and items available for approval (not just the one that triggered the alert).
Recipient Options	
Alert Principal in Charge	Select this option if you want Vision to send an alert to the person designated as Principal in Charge. This information is taken from the **Principal in Charge** field on the General tab in Project Info Center. For this information to be available, **Principal in Charge** must be selected from the **Approver(s) for Timesheet Line Item Approval** option. This option is available in Timesheet Line Item Configuration, on the Line Item Approval tab.
Alert Project Manager	Select this option if you want Vision to send an alert to the person designated as Project Manager. This information is taken from the **Project Manager** field on the General tab in Project Info Center. For this information to be available, **Project Manager** must be selected from the **Approver(s) for Timesheet Line Item Approval** option. This option is available in Timesheet Line Item Configuration, on the Line Item Approval tab.
Alert Supervisor	Select this option if you want Vision to send an alert to the person designated as Alert Supervisor. This information is taken from the **Supervisor** field on the General tab in Project Info Center.

Field	Description
	For this information to be available, **Supervisor** must be selected from the **Approver(s) for Timesheet Line Item Approval** option. This option is available in Timesheet Line Item Configuration, on the Line Item Approval tab.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools. If you want to specify the name of the employee in the text, you can enter [EMPL]; for example **Alert for [EMPL].** Vision will replace [EMPL] with the name of the employee.

Timesheet Due Alert Configuration Form

Use the Timesheet Due Alert Configuration form of Alerts to apply or remove an existing timesheet due alert rule or to create a new rule. Before you create Timesheet Due alert rules, you need to create employee groups to which you want to apply the rule.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Time**.

Contents

Field	Description
Employee Group Rules	
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.

Field	Description
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Due Date Options	You can select one or more of these options.
Send alert on due date	Select this option if you want an alert to be sent on the day that the timesheet is due.
Send alerts x days before due date	Select this option if you want an alert to be sent the specified number of days before the timesheet is due.
Send alerts x days after due date	Select this option if you want an alert to be sent on the specified number of days after the timesheet is due.
Time of day to send alert	Select the time of day you want an alert to be sent. The time you enter is for the time zone in which the Vision server is located.
Status Options	You can select one or more of these options.
Missing	Select this option if you want Vision to send an alert only for those timesheets that have a status of Missing.
In progress	Select this option if you want Vision to send an alert only for those timesheets that have a status of In Progress.
Submitted	Select this option if you want Vision to send an alert only for those timesheets that have a status of Submitted.
Approved	Select this option if you want Vision to send an alert only for those timesheets that have a status of Approved.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. In the email message, Vision provides a link to the timesheet. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the Dashboard. In the alert, Vision provides a link to the timesheet.

Field	Description
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Timesheet Line Item Rejected Alert Configuration Form

Use the Timesheet Line Item Rejected Alert Configuration form of Alerts to apply or remove an existing timesheet line item rejected alert rule or to create a new rule.

For this alert to work, you must set the **Timesheet Line Item Approval** option to **On** or **By Project** in **Configuration** » **Time and Expense** » **System Timesheet** tab.

If you use Vision Multicompany, this alert only applies to the employees that are active in the company for which the alert is configured.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Time**.

Contents

Field	Description
Employee Group Rules	
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must

Field	Description
	set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Delivery Options	You can select one or more of these options. **Email** Select this option if you want Vision to send the alert via email. In the email message, Vision provides a link to the timesheet. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard. In the alert, Vision provides a link to the timesheet. **Alert Employee Supervisor** If you select this option, Vision will send an email to the employee's supervisor, as specified on the General tab of Employee Info Center.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools. If you want to specify the name of the employee in the text, you can enter [EMPL]; for example **Alert for [EMPL]**. Vision will replace [EMPL] with the name of the employee.

Transaction Entry File Approved Alert Configuration Form

The Transaction Entry File Approved alert allows you to determine who, when, and under what conditions Visions sends Transaction Entry File Approved alerts. These alerts inform requesters that their requests have been approved.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Transaction Center**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Send To	
Selected Employees	Click **Search** to search for and select the employees to which you want to send the alert.
Creator	Select this option if you want to send the alert to the creator.
Creator's Supervisor	Select this option if you want to send the alert to the creator's supervisor(s).
Submitter	Select this option if you want to send the alert to the submitter.
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

Transaction Entry File Submitted Alert Configuration Form

The Transaction Entry File Submitted alert allows you to determine who, when, and under what conditions Visions sends Transaction Entry File Submitted alerts. These alerts inform request approvers that requests have been submitted.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Transaction Center**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Send To	
Selected Employees	Click **Search** to search for and select the employees to which you want to send the alert.
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options**. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.

Field	Description
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.

Transaction Entry Form Rejected Alert Configuration Form

The Transaction Entry Form Rejected alert allows you to determine who, when, and under what conditions Vision sends Transaction Entry Form Rejected alerts. These alerts inform requesters that their requests have been rejected.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Transaction Center**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Send To	
Selected Employees	Click **Search** to search for and select the employees to which you want to send the alert.
Creator	Select this option if you want to send the alert to the creator.
Creator's Supervisor	Select this option if you want to send the alert to the creator's supervisor(s).
Submitter	Select this option if you want to send the alert to the submitter.

Field	Description
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.

WBS Level Added or Deleted from Plan Alert Configuration Form

When you set up WBS Level Added or Deleted from Plan alerts, Vision will notify team members when the a Work Breakdown Structure (WBS) level is added or deleted from a plan.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Company Alerts**.
2. From the **Folders** field on the Alerts Configuration form, select **Resource Planning**.

Contents

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule, for example, **80% of Budget**. You can change the name of an existing rule; however, all alert rule names must be unique.

Field	Description
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then Vision will run any one of its Enabled rules. If the alert is not Active, then Vision will not run any of its rules, even if rules are Enabled.
Languages	This column displays if you use the Vision Multilingual module. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the **Language** field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The **Language** field displays **<languages selected>** if any languages are selected.
Send To	
Principal-in-Charge	Select this option if you want to send the alert to the principal(s) in charge. This information is taken from the **Principal** field on the General tab in Project Info Center.
Project Manager	Select this option if you want to send the alert to the project manager(s). This information is taken from the **Project Manager** field on the General tab in Project Info Center.
Supervisor	Select this option if you want to send the alert to the supervisor(s). This information is taken from the **Supervisor** field on the General tab in Project Info Center.
Selected Employees	On the Employee Lookup, select the employee(s) to which you want to send the alert.
Alert Criteria	
Selected Plans	Select the plans for which you want to send the alert.
Notify if WBS level is x from plan	Select the event for which you want to be notified: ▪ Added ▪ Deleted ▪ Added or Deleted
Only notify if WBS level is mapped	If you select this option, an alert will only be sent if the WBS level is mapped to a project's WBS level.
Notify when plan is associated with a	Select this option if you want Vision to alert you when the selected plan is associated with a project for the first time.

Field	Description
Project for the first time	
Delivery Options	You can select one or both of these options. **Email** Select this option if you want Vision to send the alert via email. If you select this option, complete the **Email Options** fields. **Dashboard** Select this option if you want Vision to send the alert via the dashboard.
Milestones	You can enter information in only one of these options.
Budget Amount	Enter the amount of the budget milestone that you want to be notified of when reached.
Budget Percent	Enter the percent of the budget milestone that you want to be notified of when reached, for example, enter **80** for 80%.
Email Options	If you selected **Email** for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.

Document Management Configuration Overview

Document Management makes it possible for you to group documents into sites, libraries, and folders for efficient organization. You can also use Document Management to limit access to documents by security role.

The hierarchy of document storage is as follows:

Item	Description
Site	A site is the top level of document storage. Think of a site as the room in which your libraries and folders are stored.
Document Library	A document library is like a filing cabinet in a room (site) in which many folders are stored. You set security for all of the documents within a document library by setting the security for the library. Vision Role security is applied at the library level, and every document within the library inherits the security settings of its parent library.
Folder	Within your document libraries (filing cabinets), you can have limitless numbers of documents stored in limitless numbers of folders and subfolders.

How to...

After you enable document management, you add sites, libraries, and folders.

Enable Document Management

You enable the Document Management feature in System Settings.

To enable Document Management:

1. From the Vision Navigation menu, click **Configuration** » **General** » **System Settings**.
2. On the General System Setup form, click the Document Management tab.
3. Select the **Enable Document Management** option.
4. Complete the other fields on this form.
5. Click **Save**.

Configure sites, document libraries, and folders in which to store documents on the Document Management form.

Add a New Site

Use the Sites grid of the Document Management form to add a new Document Management site.

To add a new document management site, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Sites grid on the Document Management form, click **Insert**.
3. On the Select Template dialog box, select **Template/Site Definition** to add a new site.

   The drop-down list displays all SharePoint template and site definitions that are available to security roles with the appropriate access. You can add document libraries and folders to this new site.
4. Use all capital characters to enter the **Title** of the site.
5. Optional. Go to the following Microsoft Knowledge Base article for a list of characters not allowed in titles: http://support.microsoft.com/kb/905231.
6. Click **Apply**, then click **Save**.

   Certain options and fields are disabled until you save the new site.

Add a Document Library

Use the Document Library grid of the Document Management form to add a new document library.

To add a new document management library, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Document Libraries grid on the Document Management form, click **Insert**.
3. Complete the fields in the Document Libraries grid for the new library.
4. If you want to specify the Info Centers in which the library is available, click in the **Select Libraries** field and complete the fields on the Info Center Selection dialog box.
5. Click **Save**.

   Certain options and fields are disabled until you save the new library.

Add a New Folder

Use the Folders grid of the Document Management form to add a new folder.

To add a new folder, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Folders grid on the Document Management form, select the folder to which you want to add a child or sibling folder.

   Only folders for the selected document library display in the Folders grid. The row indicator displays to the left of the selected folder.
3. In the Folders grid, click **Insert**.
4. On the Add folder dialog box, specify whether the new folder is a child folder or a sibling folder.

   A child folder becomes a subfolder of the selected folder. A sibling folder is at the same level as the selected folder.
5. In the **New folder title** field, enter a title.
6. Optional. Go to the following Microsoft Knowledge Base article for a list of characters not allowed in titles: http://support.microsoft.com/kb/905231.
7. Click **OK**.

Delete a Site

Use the Sites Grid of the Document Management form to delete a Document Management site. When you delete a site, all document libraries and folders within the site are also deleted.

To delete a document management site, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Sites grid on the Document Management form, click the row of the site to delete.

   You cannot delete the **DeltekVision** site, which is required. The **Delete** option is disabled for this site.

3. Click **Delete**.
4. In response to the confirmation prompt, click **OK** to proceed.

Delete a Document Library

Use the Document Library grid of the Document Management form to delete a new Document Library. When you delete a library, all libraries and related documents within the library are permanently deleted.

To delete a document library, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Document Libraries grid on the Document Management form, click the row of the library to delete.
3. Click **Delete**.
4. In response to the confirmation prompt, click **OK** to proceed.

Delete a Folder

Use the Folders grid of the Document Management form to delete a document folder. All subfolders and documents within this folder are also deleted.

To delete a document folder, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Folders grid on the Document Management form, click the row of the folder to delete.
3. Click **Delete**.
4. In response to the confirmation prompt, click **OK** to proceed.

View a Site via SharePoint

You can view site settings in Windows SharePoint Services (WSS). During the configuration process, you may find it helpful to check the site structure in SharePoint.

The **View** command displays SharePoint's default Web application screens, which are **not** part of the Vision application. Changes that you make to SharePoint with the screens displayed by the **View** command may not be reflected in Vision, and may cause Document Management features to perform differently than you expect. Deltek recommends that you **do not** use these screens to modify libraries, upload files, or change site settings.

To view a site in SharePoint, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.

2. In the Sites grid on the Document Management form, select the site that you want to view.
3. Click **View Site**.
   Windows SharePoint Services opens and displays information for the selected site.
4. Click **File** » **Close** or click the **Close** button to close SharePoint.

View a Document Library via SharePoint

You can view document libraries in Windows SharePoint Services (WSS). During the configuration process, you may find it helpful to check the library structure in SharePoint.

The **View** command displays SharePoint's default Web application screens, which are **not** part of the Vision application. Changes that you make to SharePoint with the screens displayed by the **View** command may not be reflected in Vision, and may cause Document Management features to perform differently than you expect. Deltek recommends that you **do not** use these screens to modify libraries, upload files, or change site settings.

To view a document library in SharePoint, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Document Libraries grid on the Document Management form, select the document library that you want to view.
3. Click **View Library**.
   Windows SharePoint Services opens and displays all documents and folders for the selected document library.
4. Click **File** » **Close** or click the **Close** button to close SharePoint.

View a Folder via SharePoint

You can view folders in Windows SharePoint Services (WSS). During the configuration process, you may find it helpful to check the folder structure in SharePpoint.

The **View** command displays SharePoint's default Web application screens, which are **not** part of the Vision application. Changes that you make to SharePoint with the screens displayed by the **View** command may not be reflected in Vision, and may cause Document Management features to perform differently than you expect. Deltek recommends that you **do not** use these screens to modify libraries, upload files, or change site settings.

To view a folder in SharePoint, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. In the Folders grid on the Document Management form, select the folder that you want to view.
3. Click **View Folder**.
   Windows SharePoint Services opens and displays all documents in the folder that you selected.
4. Click **File** » **Close** or click the **Close** button to close SharePoint.

Fields and Options

Use the form and its related dialog box to add document sites, libraries, and folders.

Document Management Configuration Form

Use the Document Management form in General Configuration to set up and maintain your document sites, document libraries, and document folders.

The **View** command displays SharePoint's default Web application screens, which are **not** part of the Vision application. Changes that you make to SharePoint with the screens displayed by the **View** command may not be reflected in Vision, and may cause Vision's Document Management features to perform differently than you expect. Deltek recommends that you **do not** use these screens to modify libraries, upload files, or change site settings.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.

Contents

Sites Grid

Field	Description
Insert	Click this option to add a new site. This site is then available to those security roles with the appropriate access. Document libraries and folders can be added to this new site. On the Select Template dialog box, select **Template/Site Definition** to create the new template or site definition. The drop-down list displays all available SharePoint site definitions as defined in Vision Security.
Delete	Click this option to remove this site permanently. Only users with the proper security can delete sites. All document libraries and folders in the site are also deleted.
View Site	Click this option to display the site in Windows SharePoint Services (WSS).
Title	Enter the name for this site.
URL	When you enter the site name, the URL address of this site displays. It is created within a SharePoint site in the server specified on the Document Management tab of the General System Settings form.

Document Libraries Grid

Field	Description
Insert	Click this option to add a new document library to the selected site.
Delete	Click this option to remove the selected document library from this site permanently. All folders and documents in this library are also deleted.
View Library	Click this option to display the selected library in Windows SharePoint Services (WSS).
Title	Enter the name for this new document library.
All Info Centers	Select this option if the document library should be available from the Document Management tab in all available Info Centers (all but Accounts and Units). If this option is selected, **<all info centers>** displays in the next field, **Select Info Centers**, and that field becomes disabled. Do not select this option if the document library should only be available from the Document Management tab in certain Info Centers.
Select Info Centers	This field is enabled if the previous option, **All Info Centers**, is not selected. Click to select the Info Centers in which this library should be available. The Info Center Selection dialog box displays. Use the **Add** and **Remove** buttons on this dialog box to select Info Centers and click **OK**. The **<options selected>** setting displays in the field.
Enabled	Select this option to make the document library available in the specified Info Centers in Vision. Leave this option blank to make this library unavailable in all Info Centers, in all of Vision. This is an easy way to turn off a library in Vision, regardless of security and other settings.
Versioning	Select this option to enable the document versioning feature in Vision. With versioning enabled, each time a document is checked back in, it is given a new version number. This allows for greater control and a better audit trail since different copies (versions) of the document are retained at check-out and at check-in.

Folders Grid

Field	Description
Insert	Click this option to display the Add Folder dialog box, which you can use to add a new folder to the selected document library. Specify if you want to add a child folder or a sibling folder. A child folder becomes a subfolder of the selected folder. A sibling folder is at the same level as the selected folder. If you add a folder to the main (root) folder, you can only add a child folder. You cannot add a sibling folder to the main folder.

Field	Description
Delete	Click this option to remove the selected folder from its document library. All subfolders and documents within this folder are also deleted.
Edit Title	Click this option to change the name of the folder on the Add Folder dialog box. You cannot edit the name of the main (root) folder.
View Folder	Click this option to display the selected folder in Windows SharePoint Services (WSS).
Title	Enter the name of this folder.
Path	Enter the path to the folder.

Add Folder Dialog Box

Use the Add Folder dialog box to verify the location in which a new Document Management folder will be added and to specify the title of the new folder, or to change the title of an existing folder.

Location

To display the form, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Document Management**.
2. On the Document Management form, select the folder to which you want to add a child folder or sibling folder.
3. In the Folders grid, click **Insert**.
4. Specify whether you want to add a child folder or a sibling folder.

Contents

Field	Description
Create new child under/Create new sibling next to	The root folder associated with this new child or sibling folder displays. If you insert a child folder, then **Create new child under** displays. Your new folder is added as a subfolder beneath this folder. If you insert a sibling folder, then **Create new sibling next to** displays. Your new folder is added next to (on the same level as) this folder.
New folder title	Enter a name for the new folder.
OK	Click this button to add the folder.
Cancel	Click this button to cancel the new folder.

Client Hierarchy Overview

Use the Client Hierarchy feature to create a hierarchy of records in the Client Info Center, to display parent and subsidiary relationships between multiple clients. If you have large firms or agencies as clients, you can obtain and view project and opportunity data at a corporate-wide level for all records in the hierarchy.

When you configure Client Hierarchy, you set up the number of levels of the hierarchy.

When the Client Hierarchy feature is activated, the following things happen:

- If a client record is part of a hierarchy, a folder icon displays on the Clients form in the Client Info Center that displays the hierarchy tree.
- A **Parent** field displays on the General tab in the Client Info Center, which allows you to search for and select a sub level for the client record.
- A **Parent** field displays on the Sorting/Grouping tab in Reporting, which allows you to sort and group by parent.
- A **Parent** field displays on the Column tab in Reporting, which lists the parent of the client record.
- A Client Hierarchy Lookup displays on the General tab of the Opportunity List, Opportunity Forecast, Opportunity Hit Rate List, Client List, and Project List report options, which allows you to select a level of hierarchy. When you make any client selection, Vision applies the selection to the entire hierarchy.

  For example, if you choose one client of Navy on this lookup, the report includes Navy and the entire hierarchy associated with Navy (both parent records and children of Navy). For example, if you have Department of Defense as the parent to Navy, who is in turn the parent to NAVSEA:

  - If you select Department of Defense in the client hierarchy lookup, the report returns all clients associated with DoD, Navy, and NAVSEA.
  - If you select Navy in the client hierarchy lookup, the report returns a header recorder for DoD (without including any detailed information on DoD) and includes complete details on Navy and NAVSEA. You cannot choose NAVSEA, because it is not the parent of another client record.

How to...

You set Client hierarchy levels and labels in Configuration.

Create Client Hierarchy Levels

You need to set up the number of parent levels that you intend to use within your hierarchy. For example, if you set up one parent level, you can create hierarchies consisting of a maximum of two levels, parent and client. You can set up a maximum of four parent levels, which allows for hierarchies of up to five total levels.

To create client **hierarchy levels, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Client Hierarchy**.

2. On the Client Hierarchy form, click **Insert**.
3. Enter the description of the hierarchy level, which displays in Reporting.
4. Enter a maximum of four descriptions for four parent levels.
5. Click **Save**.

Fields and Options

Use the Client Hierarchy form to specify levels and their labels.

Client Hierarchy Form

Use the Client Hierarchy form to specify the number of levels for the client hierarchy.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Client Hierarchy**.

Contents

Field	Description
Parent Levels Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a row and add a description. You may insert a maximum of four parent descriptions, which results in five levels of hierarchy.
Delete	Highlight a grid row and click this option to remove the description from the Client Hierarchy form.
Description	Enter the description of the hierarchy level, for example Sub Level 1.The order of the hierarchy levels determines the actual hierarchy. The descriptions that

Field	Description
	you enter here are used on the Opportunity List, Opportunity Forecast, Opportunity Hit Rate List, Client List, and Project List reports. If no descriptions are entered on this grid, the Client Hierarchy feature is not active.

Analysis Cubes Configuration Overview

Vision Analysis Cubes is part of the Vision Performance Management module.

Analysis Cubes provides you with a Vision project data cube and a general ledger data cube from which you can create custom Vision reports with Microsoft Excel® or any business intelligence tool that supports SQL Server Analysis Services OLAP cubes. It also serves as the data sources for the performance dashboards that you create.

The Analysis Cubes configuration in Vision **Configuration** » **General** » **Analysis Cubes** is only part of the overall Analysis Cubes configuration. When you configure Analysis Cubes for the first time or upgrade to a new version, you must follow the Analysis Cubes configuration instructions in the *Deltek Vision Installation and Configuration Guide for Performance Management (Analysis Cubes)*. You can download the PDF guide from the Deltek Customer Care Connect site. This guide provides you with complete configuration instructions and the correct order in which you must perform the various configuration steps.

You complete the following Analysis Cubes configuration in Vision **Configuration** » **General** » **Analysis Cubes**:

- Select which measures and dimensions populate the data cubes.
- Create key performance indicators (KPIs) for the data cubes.
- Create calculated measures for the data cubes.
- Set up currency exchange information for the data cubes (used for presentation currencies).

You can access Analysis Cubes Configuration in Vision only if you purchased and activated the Performance Management application. If you have not purchased Performance Management, you still have access to Analysis Cubes, but you do not have access to Analysis Cubes Configuration and the additional capabilities that it provides, or to the dimensions and measures that were added in Vision 7.0 and later releases. You have access to only the dimensions and measures available in prior releases.

Important Information

- After you make the initial Analysis Cubes configuration selections in Vision Configuration, and anytime that you modify these settings, a system administrator must use the Vision Resource Kit to update the changes in the data cubes.
- If you remove dimensions and measures from the data cubes after they have populated the data cubes and you have reports that include these removed fields, the fields are automatically removed from custom reports after you refresh report data. You must rebuild the reports.
- If you activate the Performance Management edition of Vision Performance Management, the sample performance dashboards require that the Analysis Cubes

include a specific set of dimensions, measures, and KPIs. If one of those required data items has been removed from the Analysis Cubes, you may receive errors when you try to publish or display the sample dashboards or your custom dashboards that are based on those sample dashboards.

If you receive an error when you publish or display a dashboard, and the message indicates that required data is missing from the Analysis Cubes, click **Restore Required Configuration** on the toolbar on the Analysis Cubes form (**Configuration** » **General** » **Analysis Cubes**) to restore all of the dimensions, measures, and KPIs that the performance dashboards need. You must also reprocess the Analysis Cubes to apply the updated configuration.

User-Defined Fields that You Want to Populate the Vision Data Cubes

You select user-defined fields to populate the Vision data cubes in **Configuration** » **General** » **User Defined Components**. This applies only if you purchased the Performance Management module.

How to...

Select fields, create calculated measures and key performance indicators, and apply configuration settings.

Select or Clear Fields for Analysis Cubes

You can select or clear (deselect) the Vision fields (dimensions and measures) that populate the data cubes.

To select or clear fields, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. On the Analysis Cubes form, click the Dimensions tab.
3. In the grid that displays all of the possible standard fields that can populate the data cubes, complete one of the following actions:
   - Select the check box in the **Select** column if you want a field to populate the data cubes.
   - Clear the check box in the **Select** column if you do not want a field to populate the data cubes.
4. Click the Measures tab, and in the grid that displays all of the possible standard fields that can populate the data cubes, complete one of the following actions:
   - Select the check box in the **Select** column if you want a field to populate the data cubes.
   - Clear the check box in the **Select** column if you do not want a field to populate the data cubes.
5. Click **Save**.

Postrequisites: Use the Vision Resource Kit to update the Vision Project data cubes with the dimensions and measures.

Select or Clear Multiple Fields for Analysis Cubes

You can select or clear multiple fields (dimensions and measures) for the data cubes.

To select or clear multiple measures in the list at one time, complete the following steps:

1. To select the first measure, click the first blank cell (to the left of the **Select** check box column) in the measure's row in the grid.
2. Select the remaining measures:
   - To select measures in adjoining rows in the grid, press the SHIFT key on the keyboard, and select the last measure by clicking the first blank cell in its row. All of the measures in the adjoining rows are highlighted.
   - To select measures in non-adjoining rows in the grid, press the CTRL key on the keyboard, and select the remaining measures by clicking the first blank cell in each row. All of the non-adjoining measures are highlighted.
3. Click the **Select** option on the grid toolbar to select all the options or click **Deselect** to clear them.

Select User-Defined Fields for Analysis Cubes

If you use Vision Analysis Cubes and you purchased the Performance Management application, you can select the user-defined Vision fields that populate the Vision data cubes. User-defined fields do not automatically populate the data cubes.

To select user-defined fields to populate Analysis Cubes:

1. On the Vision Navigation menu, click **Configuration** » **General** » **User-Defined Components**.
2. On the User-Defined Components form, click the Custom Fields tab.
3. In the **Applications** field on the Custom Fields tab, select the application for the user-defined field.

   For example, select **Projects** to add user-defined fields from the Project Info Center to the data cubes.

   The grid on the Custom Fields tab displays user-defined fields added to each of an application's tabs.
4. For each user-defined field that you want to populate the data cubes, select the check box in the **Available for Analysis Cubes** column.

   The **Available for Analysis Cubes** check box displays only if the Performance Management application is activated. The check box Is enabled or disabled based on the application that you select in the **Application** field and the data type that you enter in the **Data Type** field on the User-Defined Components form.
5. Click **Save**.

Postrequisite: Use the Resource Kit to update the Project data cubes with the user-defined fields.

Create a Calculated Measure for Analysis Cubes

If you use Vision Analysis Cubes, you can create calculated measures to add to the Vision project data cube.

To create a calculated measure, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. On the Analysis Cubes form, click the Calculated Measures tab.
3. Click **New Calculation** to open the Add Calculated Measure dialog box.
4. Enter information on the Add Calculated Measure dialog box to create the calculated measure.
5. Click **Save.**
6. Use the Vision Resource Kit to update the Vision Project data cube with the calculated measures.

   All calculated measures that you create on the Calculated Measures tab are updated to the project data cube when you perform the Apply Cubes Configuration in the Resource Kit. You do not have to select calculated measures on the Measures tab in Analysis Cubes Configuration to update the project data cube. (Calculated measures do not display on the Measures tab.)

   After you update the project data cube with the calculated measures, the calculated measures display:

   - In Microsoft Excel, in the PivotTable List.
   - Within the group and folder that you selected for each on the Add Calculated Measure dialog box.

If you need to modify a calculated measure, use the **Edit Calculation** option on the Calculated Measures tab. Remember to use the Vision Resource Kit to update the Vision Project data cube with the changes to the calculated measures.

Apply Analysis Cubes Configuration Settings to the Data Cubes

After you modify any of the Analysis Cubes configuration settings, a system administrator must use the Vision Resource Kit to update the Vision data cubes with these changes.

You modify the configuration settings in **Vision Configuration** » **General** » **Analysis Cubes** or in **Configuration** » **General** » **User-Defined Components**

To update the Vision data cubes with Analysis Cubes configuration settings, complete the following steps:

1. From your Vision database server, select Windows **Start** » **All Programs** » **Deltek Vision Resource Kit** to open the Resource Kit.
2. Click the Database tab.
3. Navigate to the Analysis Services tab on the Database tab.

4. On the Analysis Services tab, click the **Step 4: Apply Cubes Configuration** button.

   The **Step 4: Apply Cubes Configuration** button is enabled only when a password is entered for the Performance Management module in Vision **Configuration** » **Module Activation**.

   On the Vision Business Intelligence dialog box, you see the settings that are applied to the data cubes.
5. When it finishes, click **Close**.
6. On the Analysis Services tab, click the **Step 5: Populate DW and Vision Cubes button** or run the SQL Agent refresh job in SQL Server Management Studio to refresh your data warehouse and cubes.
7. When it finishes, click **Close**.

Create a Key Performance Indicator

If you use Vision Analysis Cubes, you can create key performance indicators (KPIs) to add to Vision custom reports. You can create KPIs for the Project data cube only.

To create a key performance indicator, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. On the Analysis Cubes form, click the Key Performance Indicators tab.
3. On the toolbar of the Key Performance Indicator grid, click **Insert** to insert a blank row in the grid.
4. Enter information in the Key Performance Indicator grid for the new KPI.
5. Optional. If you want to enter a specific goal for individual records, which overrides the goal entered in the Key Performance Indicator grid, complete the following actions.

   In the **Key Performance Indicator** grid, be sure that the KPI for which you are entering a specific goal is selected. (Click anywhere in the KPI's row to select it.)

1. On the toolbar of the **Specific Goals** grid, click **Insert** to insert a blank row in the grid.
2. In the blank row, enter a goal for a specific record.
3. Repeat steps a and b for as many specific goals as you need.

   For example, you create a KPI to measure project revenue per project manager. In the **Default Goal** field of the **Key Performance Indicator** grid, you enter **$100,000**, the revenue goal for all project managers. In the **Annual Goal** field in the **Specific Goals** grid, you enter a revenue goal of **$80,000** for David Miller, a new project manager. The revenue goal of $80,000 overrides the revenue goal of $100,000 for David. Every other project manager has a revenue goal of $100,000.
4. Click **Save**.

Postrequisites: Use the Vision Resource Kit to update the Vision data cubes with the KPIs.

Search for Measures on the Measure Lookup Dialog Box

You can use the Measure Lookup dialog box to find measures for your Key Performance Indicators.

To search for measures on the Measure Lookup dialog box, complete the following steps:

1. Use the **Search By** field to select a measure.
2. Enter text in the **Search Text** field.
3. Click the **Search** button.
4. In the search results box, select the appropriate measure for the Key Performance Indicator (KPI).
5. Click the **Select** button.

   The Measure Lookup dialog box closes, and the selected measure prefills in the **Key Performance Indicators** grid on the Key Performance Indicators tab.

Specify Currency Exchange Information for Analysis Cubes

If you use the Multicurrency feature, use the Currency Exchange tab to specify how currencies are handled in the Analysis Cube application. If you have multiple companies, the selections that you make on this tab apply for all of the companies in your enterprise.

To create a custom report that displays monetary amounts in presentation currency: in the report, include the Currency dimension from the Presentation Currency dimension group in addition to the measure for which you want to display presentation currency.

To specify currency exchange rate information for the Vision data cubes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. Complete the information on the Currency Exchange tab of the Analysis Cubes Configuration form.
3. Click **Save**.

Postrequisite: After you enter or modify these settings, a system administrator must use the Vision Resource Kit to update the Vision data cubes with this currency exchange information.

Fields and Options

Use the form and related dialog boxes to set up Analysis Cubes.

Analysis Cubes Configuration Form

Use the tabs of the Analysis Cubes Configuration form to select measures and dimensions for data cubes, establish key performance indicators, set up calculated measures, and determine currency exchange parameters.

Important Information

- After you make an initial selection and whenever you modify the selections on the Measures tab or Dimensions tab subsequently, a system administrator must use the Vision Resource Kit to update the Vision data cubes with the measure and dimension selections.
- If you remove fields that previously populated the data cubes and you have reports that include these removed fields, the fields are automatically removed from custom reports after you refresh report data. You must rebuild the reports.
- If you use the Multicompany feature, the selections that you make on this form apply for all of the companies in your enterprise.
- You add user-defined fields to the data cubes on the Fields tab in **Configuration** » **General** » **User Defined Tabs**.
- If you rename fields in Vision using Screen Designer, the new name does not display in the data cubes; the names assigned on the Labels tab in Vision **Configuration** » **General** » **System Settings** display within the data cubes.
- The fields in the **Dimensions** grid on the Dimensions tab include all the dimension fields for both the Project and General Ledger data cubes. The fields that you select in the grid populate the appropriate Project and/or General Ledger cube.
- Multi-string, hierarchical dimensions on the Dimensions tab (such as **Vendors by Geography** and **Projects by Organization** in the Projects dimension group) group items by a predefined hierarchy. For example, when you select **Vendors by Geography**, it groups vendors by their country, state, and city. These multi-string, hierarchical dimensions always populate the data cubes; you cannot remove them. They display in the **Dimensions** grid with the **Selected** check box selected, and you cannot clear it. The cell that displays the **Selected** check box for these dimensions is shaded.

  Also, if you clear a field in the **Dimensions** grid that is a component of a multi-string hierarchical dimension (for example, the city for the **Vendors by Geography** dimension), the hierarchal dimension still populates the data cubes.

  You can use Microsoft SQL Server Analysis Services security to filter multi-string, hierarchical dimensions out of the data cubes.

Also, if you clear a field in the **Dimensions** grid that is a component of a multi-string hierarchical dimension (for example, the city for the **Vendors by Geography** dimension), the hierarchal dimension still populates the data cubes.

You can use Microsoft SQL Server Analysis Services security to filter multi-string, hierarchical dimensions out of the data cubes.

Display the Analysis Cubes Configuration Form

You display the Analysis Cubes Configuration form in General Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.

Measures Tab of Analysis Cubes Configuration Form

Use the grid on the Measures tab to select the fields from your Vision database to populate the Vision data cubes. You must select at least one measure to populate the data cubes. The measures that you select display in the Microsoft Excel PivotTable List when you create custom reports in Excel.

Initially, all the Vision measure fields listed on this tab are selected by default to populate the data cubes. You must clear the **Select** check box for the measure fields that you do **not** want to populate the Vision data cubes.

Contents

Field	Description
Cube	From the drop-down list, select the data cube (**Project** or **General Ledger**) for which you want to select or deselect measure fields.
Standard Measures Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Select	Use this option on the grid toolbar to select the check box in the **Select** column for multiple measures at one time.
Deselect	Use this option on the grid toolbar to clear the check box in the **Select** column for multiple measures at one time.
Select All	Click this option on the grid toolbar to select the check box in the **Select** column for all measures in the grid.
Deselect All	Click this option on the grid toolbar to clear the check box in the **Select** column for all measures in the grid. This allows you to select measures from scratch with a completely cleared list.

Field	Description
Select check box	By default, this check box is selected for all measures when you open the Measures tab for the first time. Clear the check box for the measures that you do **not** want to populate the Vision data cubes. There are several ways to clear the selected check boxes: ▪ Click the check box in a measure's row to clear the check box for individual measures, one at a time. ▪ To clear the check box for a group of adjoining or non-adjoining measures in the grid all at once, use the **Deselect** option on the grid toolbar. See the **Deselect** description above for information on how it works. ▪ To clear the check box for all the measures in the grid at once, click the **Deselect All** option on the grid toolbar. The **Select** check box cell background color is shaded for the measure group and folder names that you cannot deselect. There are several ways to select the check box for a measure: ▪ Click the check box in a measure's row to select individual measures one at a time. ▪ To select the check box for a group of adjoining or non-adjoining measures in the grid all at once, use the **Select** option on the grid toolbar. See the **Select** description above for information on how it works. ▪ To select the check box for all the measures in the grid at once, click the **Select All** option on the grid toolbar.
Group	This column displays the group to which a measure belongs. You **cannot** modify a measure's group. Measures are organized and displayed by group in the Microsoft Excel PivotTable list. For example, billed measures are in the Billed group in the PivotTable list for the Project data cube. If all of the measures in a group are unselected, the group does not display at all in the Excel PivotTable List. The measures that display at the beginning of the **Measures** grid with no group name in the **Group** column are the measures from the Values measure group.
Folder	This column displays the folder within the group to which a measure belongs. You **cannot** modify the folder name. Measures are organized and displayed by group and folder in the Microsoft Excel PivotTable list. For example, the Billed measures group contains a Billed By Category folder, a Billed By Category - Multicurrency folder, and a Multicurrency folder. If all of the measures in a folder are unselected, the folder does not display at all in the Excel PivotTable List.

Field	Description
Default Field Name	This column displays the default field label for a field (measure), which you **cannot** modify. The default field label is entered on the Labels tab in General System Settings. Any field name changes that you make in Vision Designer (Screen Designer) do not display in the data cubes.

Dimensions Tab of Analysis Cubes Configuration Form

Use the Dimensions tab in Analysis Cubes Configuration to select which dimension fields from your Vision database will populate the Vision data cubes. You must select at least one dimension to populate the data cubes. The dimensions that you select display in the Microsoft Excel PivotTable List when you create custom reports in Excel.

Initially, all the Vision dimension fields listed on this tab are selected by default to populate the data cubes. You must clear the **Select** check box for the dimension fields that you do **not** want to populate the Vision data cubes.

Contents

Field	Description
Standard Dimensions Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Select	Use this option on the grid toolbar to select the check box in the **Select** column for multiple dimensions at one time.
Deselect	Use this option on the grid toolbar to clear the check box in the **Select** column for multiple dimensions at one time.
Select All	Click this option on the grid toolbar to select the check box in the **Select** column for all dimensions in the grid.
Deselect All	Click this option on the grid toolbar to clear the check box in the **Select** column for all dimensions in the grid. This allows you to select dimensions from scratch with a completely cleared list.
Select check box	By default, this check box is selected for all dimensions when you open the Dimensions tab for the first time. Clear the check box for the dimensions that you do **not** want to populate the Vision data cubes. There are several ways to clear the selected check boxes:

Field	Description
	▪ Click the check box in a dimension's row to clear the check box for individual dimensions, one at a time. ▪ To clear the check box for a group of adjoining or non-adjoining dimensions in the grid all at once, use the **Deselect** option on the grid toolbar. See the Deselect description above for information on how it works. ▪ To clear the check box for all the dimensions in the grid at once, click the **Deselect All** option on the grid toolbar. The **Select** check box cell background color is shaded for the dimension group and folder names that you cannot deselect. There are several ways to select the check box for a dimension: ▪ Click the check box in a dimension's row to select individual dimensions one at a time. ▪ To select the check box for a group of adjoining or non-adjoining dimensions in the grid all at once, use the **Select** option on the grid toolbar. See the Select description above for information on how it works. ▪ To select the check box for all the dimensions in the grid at once, click the **Select All** option on the grid toolbar.
Group	This column displays the group to which a dimension belongs. You **cannot** modify a dimension's group. Dimensions are organized and displayed by group in the Microsoft Excel PivotTable list. For example, dimensions for the Project Info Center are in the Projects group in the PivotTable list. If all of the dimensions in a group are unselected, the group does not display at all in the Excel PivotTable List.
Folder	This column displays the folder within the group to which a dimension belongs. You **cannot** modify the folder name. Dimensions are organized and displayed by group and folder in the Microsoft Excel PivotTable list. For example, dimensions for the Project Info Center are in the Projects group. Within the Projects group you see the following folders that contain dimensions: Location Address, Multicurrency, Phase, Project, Project Billing Client, Project Primary Client, and Task. If all of the dimensions in a folder are unselected, the folder does not display at all in the Excel PivotTable List. Many dimension groups have a More fields folder. The dimensions that are located in a More fields folder for any dimension group are listed in the **Dimensions** grid with no name in the **Folder** column.
Default Field Name	This column displays the default field label for a field (dimension), which you **cannot** modify. The default field label is entered on the Labels tab in General

Field	Description
	System Settings. Any field name changes that you make in Vision Designer (Screen Designer) do not display in the data cubes.

Key Performance Indicators Tab of Analysis Cubes Configuration Form

Use the grids on the Key Performance Indicators tab to create key performance indicators (KPIs) for the project data cube.

In the **Key Performance Indicators** grid on this tab, you enter each KPI. If a KPI has exceptions, you enter specific (override) goals for individual records in the **Specific Goals** grid. After you create a KPI and any time that you modify it, a system administrator must use the Vision Resource Kit to update the Vision data cubes with the KPIs.

Contents

Key Performance Indicators Grid

Field	Description
Key Performance Indicators Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new KPI in the grid. A new blank row is added to the grid below the current row.
Copy	Click this option to copy the row in the grid that you have selected. The row's contents are copied automatically to a new row directly beneath the copied row. The entry in the **Label** field for a row does not get copied.
Delete	Click this option to delete a row that you selected in the grid. The row is removed from the grid. When you delete a row in the **Key Performance Indicators** grid, the related rows in the **Specific Goals** grid are also deleted.
Measure	Click in this field to open the Measure Lookup dialog box, and select a measure for the KPI.

Field	Description
Measure Type	Click this field to display, then click it to select a measure type. The measure type determines whether the measure amount will be treated as a multiplier, numeric amount, or percentage. For example, if you select **Percent** and you enter **25** in the **Default Goal**, 25 is treated as 25%. The options are: ▪ **Multiplier** — Select this if a measure is a multiplier. When you select **Multiplier**, columns 1 – 13 are disabled in the **Specific Goals** grid. You cannot break out the annual goal into periods. Effective Multiplier and Profit Percent are examples of measures that would have a **Multiplier** measure type. ▪ **Numeric/Amount** — Select this if a measure is a monetary amount. When you select **Numeric/Amount**, columns 1-13 are enabled in the **Specific Goals** grid. You can break out the annual goal amount into periods. Profit, Revenue, and Billed are examples of measures that could have a **Numeric/Amount** measure type. ▪ **Percent** — Select this if a measure is a percentage. The number that you enter in the **Default Goal** field is divided by 100 to reflect a percentage. When you select **Percent**, columns 1 – 13 are disabled in the **Specific Goals** grid. You cannot break out the annual goal into periods. Profit Percent and Variance Percent are examples of measures that could have a **Percent** measure type.
Dimension	Click this field to display, and then click it to select a dimension for the KPI. You can select the same measure and dimension combinations for more than one KPI. These KPIs must have a different label entered in the **Label** column. To create an overall system goal, leave the **Dimension** field blank. When you do this, you must enter a default goal for the KPI.
Timeframe	Click this field to display, and then click it to select a time frame for the KPI. The options in the drop-down list are: ▪ **Fiscal Period** — When you select this option, you must select a dimension from the Fiscal Periods group when you create a report. ▪ **Transaction Date** — When you select this option, you must select a dimension from the Transaction Dates group when you create a report. Use the Transaction Date time frame when a KPI's measure is from the Opportunities, Plans, or Activities measure groups.
Default Goal	Enter the default goal amount for the KPI. An entry in this field is optional.

Field	Description
	If you selected **Fiscal Period** in the **Timeframe** field, enter the yearly goal amount. When you create a custom report, you must select a dimension from the Fiscal Period dimension group. This determines whether the default goal displays as a yearly, quarterly, or period amount on the report. For example, assume you select **Fiscal Period** in the **Timeframe** field, you enter **100,000** in this **Default Goal** field, and then you create a report with the KPI. ▪ If you select the Fiscal Year dimension from the Fiscal Period dimension group on the report, the goal on the report displays as 100,000. ▪ If you select the Fiscal Quarter dimension for the report, the goal displays as 25,000 for each quarter. ▪ If you select the Fiscal Period dimension for the report, the goal displays as 8,333.33 for each period (if you have 12 periods in a year).
Status Method	Click this field to display , then click it to select a status method for the **Default Goal Low Value** and the **Default Goal High Value** for the KPI. This setting also applies for the **Goal Low Value** and **Goal High Value** for any specific goals that you enter in the **Specific Goals** grid. The options in the drop-down list are: ▪ **Percent of Goal** — Select this option, and then enter percentages for the low and high values in the **Default Goal Low Value** and **Default Goal High Value** columns in the grid. These values are the lower and upper boundaries of the goal. For example, a default goal of 25,000 could have a default goal low value of 70% (70% of 25,000 is 17,500) and a default goal high value of 95% (95% of 25,000 = 23,750). ▪ **Amount-Based** — Select this option to enter specific amounts (instead of percentages) for the low and high valuesthat you enter in the **Default Goal Low Value** and **Default Goal High Value** columns in the grid. These values are the lower and upper boundaries of the goal. For example, a default goal of 25,000 could have a default goal low value of 10,000 and a default goal high value of 40,000.
Default Goal Low Value	Enter the lower limit of the default goal that is appropriate for the measure. An entry in this field is optional. Enter either a percentage or an amount, depending on which one you selected in the **Status Method** column. **Example** You selected **Percent of Goal** in the **Status Method** field. You are measuring revenue. ▪ Default goal = $20,000 ▪ Default goal low value = 70% (which is $14,000)

Field	Description
	▪ Default goal high value = 110% (which is $22,000). Results: ▪ Revenue is less than $14,000. The goal is not met. ▪ Revenue is greater than $22,000. The goal is exceeded. ▪ Revenue is an amount between $14,000 and $22,000. The goal is met. In Excel, you see the following status symbols: ▪ ○ — Goal has not been met ▪ ● — Goal has been exceeded ▪ ◑ — Goal has been met
Default Goal High Value	Enter the higher limit of the default goal that is appropriate for the measure. An entry in this field is optional. Enter either a percentage or an amount, depending on which one you selected in the **Status Method** column.
Trend Comparison	Click this field to display , then click it to select a time period for the trend comparison for the KPI. The options in the drop-down list are: ▪ **Quarter over Quarter** — Select this to compare a quarter in one year with the same quarter in the next year. Example: You compare Quarter 1 of 2012 with Quarter 1 of 2013. ▪ **Quarter-to-Quarter** — Select this to compare one quarter with the next sequential quarter. Example: You compare Quarter 1 of 2012 with Quarter 2 of 2012. ▪ **Year-to-Year** — Select this to compare a range of years. When you create a report in Excel, you must select a corresponding dimension from the Fiscal Periods group in the Excel PivotTable Field List that matches the entry in this **Trend Comparison** field.
Trend Low Percent	Enter the trend's low percentage. You must enter a percentage that is lower than what you enter in the **Trend High Percent** field. This percentage is used to determine if a trend is moving downward. ▪ If the change between the last time frame and the current time frame is a decrease, and the decrease is more than the percentage entered in this field, then the trend is considered to be moving downward. You see in the trend column on an Excel report.

Field	Description
	▪ If the change between the last time frame and the current time frame is a decrease, and the decrease is less than the percentage entered in this field, then the trend is considered to be neutral. You see in the trend column on an Excel report. Example — Trending downward : ▪ The Trend Low Percent is 2.00. ▪ Year 2010 Revenue for David = $250,000. Year 2011 Revenue for David = $240,000. ▪ $250,000 minus $240,000 is a $10,000 decrease. ▪ $10,000 is more than a 2% decrease ($250,000 *.02 = $5,000). ▪ Going from $250,000 to $240,000 is considered to be trending downward. Example — Trending neutral : ▪ The Trend Low Percent is 2.00. ▪ Year 2010 Revenue for David = $250,000. Year 2011 Revenue for David = $247,000. ▪ $250,000 minus $247,000 is $3,000 decrease. ▪ $3,000 is less than a 2% decrease ($250,000 *.02 = $5,000). ▪ Going from $250,000 to $247,000 is **not** considered to be trending downward. It is considered to be trending neutral.
Trend High Percent	Enter the trend's high percentage. You must enter a percentage that is higher than what you enter in the **Trend Low Percent** field. This percentage is used to determine if a trend is moving upward. ▪ If the change between the last time frame and the current time frame is an increase, and the increase is greater than the percentage entered in this field, then the trend is considered to be moving upward. You see in the trend column on an Excel report. ▪ If the change between the last time frame and the current time frame is an increase, and the increase is less than the percentage entered in this field, then the trend is considered to be neutral. You see in the trend column on an Excel report. Example — Trending upward : ▪ The Trend High Percent is 5.00.

Field	Description
	▪ Year 2010 Revenue for David = $250,000. Year 2011 Revenue for David = $280,000. ▪ $280,000 minus $250,000 is a $30,000 increase. ▪ $30,000 is more than a 5% increase ($250,000 *.05 = $12,500.) ▪ Going from $250,000 to $280,000 is considered to be trending upward. Example — Trending neutral : ▪ The Trend High Percent is 5.00. ▪ Year 2010 Revenue for David = $250,000. Year 2011 Revenue for David = $260,000. ▪ $260,000 minus $250,000 is a $10,000 increase. ▪ $10,000 is less than a 5% increase ($250,000 *.05 = $12,500.) ▪ Going from $250,000 to $260,000 is **not** considered to be trending upward. It is considered to be trending neutral.
Label	This is the label that is used to identify a KPI. It is the KPI name that displays in the Excel PivotTable field list. This field prefills with the measure name and dimension name with a hyphen between them. An example is Compensation - Project Principal, where Compensation is a measure and Project Principal is a dimension. You can change the prefilled label. You must enter a unique label for each KPI. You can select the same measure and dimension combinations for more than one KPI, as long as each of the KPIs has a different label. After you save a KPI, you cannot change the label. If you want to change the label, you can copy the row and enter a new label, then delete the original row.

Specific Goals Grid

Enter specific (override) goals for individual dimension records in the **Specific Goals** grid. For example, if Employee is the dimension entered in the **Key Performance Indicators** grid, you can enter goals for individual employees in the **Specific Goals** grid. These settings override the default goal for all employees that is entered in the **Key Performance Indicators** grid for these specific employees.

The **Specific Goals** grid is enabled only after you enter a measure, measure type, and dimension for a KPI in the **Key Performance Indicators** grid.

To enable the **Specific Goals** grid for a KPI, select the KPI in the **Key Performance Indicators** grid.

Then click either **Insert** or **Lookup/Insert** on the **Specific Goals** grid toolbar to insert a new row in the **Specific Goals** grid.

Field	Description
Specific Goals Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Distribute Annual	After you enter an amount in the **Annual Goal** field in the **Specific Goals** grid, click **Distribute Annual** to have the total amount in **Annual Goal** automatically distributed equally among the 12 or 13 period columns in the **Specific Goals** grid. To distribute amounts for multiple rows in the grid at one time, select multiple rows in the grid. Click your mouse and press either the SHIFT key on your keyboard (for sequential rows) or the CTRL key (for non-sequential rows). Then click **Distribute Annual**. **Example** You enter **$12,000** in the **Annual Goal** field and you have 12 period columns in the grid. Click **Distribute Annual** and **$1,000** prefills in each of the **1** – **12** columns in the grid. Alternatively, you can leave the **Annual Goal** field blank, and enter amounts in each of the 12 or 13 period columns in the **Specific Goals** grid. Then click **Reset Annual** to have the total of the 12 or 13 period columns entered automatically in the **Annual Goal** field in the **Specific Goals** grid.
Reset Annual	Rather than enter a number directly in the **Annual Goal** field in the **Specific Goals** grid, you can enter a goal's distributed amounts directly in each of 12 or 13 period fields in the **Specific Goals** grid. Then click **Reset Annual** to have the total of the 12 or 13 columns entered automatically in the **Annual Goal** field in the **Specific Goals** grid. To reset the annual goal amount for multiple rows in the grid at one time, select multiple rows in the grid. Click your mouse and press either the SHIFT key on your keyboard (for sequential rows) or the CTRL key (for non-sequential rows). Then click **Reset Annual**.

Field	Description
Lookup/ Insert	Use this option to select multiple dimension records at one time to add to the **Specific Goals grid**. The **Insert** option allows you to insert and select one dimension record at a time. Click **Lookup/Insert** to open a lookup dialog box for the dimension that you selected in the **Key Performance Indicators** grid. Select one or more items in the lookup dialog box to prefill in the **Dimension Record** field in the **Specific Goals** grid. Each item (dimension) prefills in a separate row in the grid. **Example** If the dimension for the selected KPI in the **Key Performance Indicators** grid is **Employee**, then the Employees Lookup dialog box displays when you click . If you select three different employees on the Employee Lookup dialog box, each of the three employees prefills in the **Dimension Record** field in a separate row in the **Specific Goals** grid.
Insert	Click this option to add a specific goal to the KPI. A blank row is inserted into the **Specific Goals** grid.
Copy	Select a row in the **Specific Goals** grid that you want to copy, and click this option to copy the row's information into a new row below it.
Delete	Select a row in the **Specific Goals** grid that you want to delete, and click this option to remove it from the grid.
Dimension Record	Click in this field to open a lookup dialog box to select the dimension record. The lookup dialog box that displays is dependent on the dimension that you enter in the **Dimension** field in the **Key Performance Indicators** grid. For example, if you select **Employee** in the **Dimensions** field in the **Key Performance Indicators** grid, the Employee Lookup dialog box displays. Select a specific employee. If you did not enter a dimension in the **Key Performance Indicators** grid, you cannot enter a dimension record in this field.
Year	Click in this field to select a year from the drop-down list if the KPI goal is for a specific year. When you leave this blank, the goal entered in this row applies for all years (accounting periods). To enter a different goal for different years, enter a separate row in this grid for each year. Any year not entered in the **Specific Goals** grid would use the default goal from the **Key Performance Indicators** grid.

Field	Description
Annual Goal	Enter an annual goal amount for a specific dimension record. An entry in this field is optional. The number in the **Annual Goal** field overrides the amount entered in the **Default Goal** field in the **Key Performance Indicators** grid for this dimension. For example, assume you create a KPI to measure the project revenue per project manager. In the **Default Goal** field of the **Key Performance Indicator** grid, you enter **$100,000**, the revenue goal for all project managers. In the **Annual Goal** field in the **Specific Goals** grid, you enter a revenue goal of **$80,000** for David Miller, a new project manager. The revenue goal of $80,000 overrides the revenue goal of $100,000 for David. Every other project manager has a revenue goal of $100,000. After you enter an amount, click **Distribute Annual** to have the total amount in **Annual Goal** automatically distributed equally among the 12 or 13 period columns in the **Specific Goals** grid. Alternatively, you can leave the **Annual Goal** field blank, and enter amounts in each of the 12 or 13 period columns in the **Specific Goals** grid. Then click **Reset Annual** to have the total of the 12 or 13 period columns entered automatically in the **Annual Goal** field in the **Specific Goals** grid. The annual goal must equal the total of the amounts in the 12 or 13 columns.
Goal Low Value	Enter the lower limit of the annual goal entered in this grid. An entry in this field is optional. The number that you enter in the **Goal Low Value** field overrides the amount entered in the **Default Goal Low Value** field in the **Key Performance Indicators** grid for this dimension record.
Goal High Value	Enter the higher limit of the annual goal entered in this grid. An entry in this field is optional. The number you enter in the **Goal High Value** field overrides the amount entered in the **Default Goal High Value** field in the **Key Performance Indicators** grid for this dimension record.
Columns 1 – 13	Twelve or 13 columns (labeled **1 – 12** or **1 – 13**) are enabled in the grid if **Numeric/Amount** is selected in the **Measure Type** field in the **Key Performance Indicators** grid. ▪ If you entered **Transaction Date** in the **Timeframe** field in the **Key Performance Indicators grid**, 12 columns (**1 – 12**) display in the **Specific Goals** grid. ▪ If you entered **Fiscal Period** in the **Timeframe** field in the **Key Performance Indicators** grid, either 12 or 13 columns display in the **Specific Goals** grid, based on what you selected in the Vision Period

Field	Description
	Setup Utility. If you did not select 12 periods in this utility, then 13 columns (**1** – **13**) display in the grid. Follow these steps to enter the distributed annual goal amount into each of the 12 or 13 period columns: ▪ If you want to distribute the annual goal amount equally over the periods: Enter the total annual amount in the **Annual Goal** field in the **Specific Goals** grid. Then click **Distribute Annual** on the grid toolbar. The annual goal amount is automatically divided equally among the number of periods. The amounts prefill in the 12 or 13 columns. ▪ If the goals for each period vary: Enter specific distributed amounts directly in each of the 12 or 13 columns, and then click **Reset Annual** on the grid toolbar. The amounts in the 12 or 13 columns are totaled, and the total prefills in the **Annual Goal** field. The annual goal must equal the total of the amounts in the 12 or 13 columns. You must allocate the yearly goal over the 12 or 13 periods for the quarterly or monthly goal to display on an Excel report. Quarterly, monthly, and accounting period goals are not calculated from the **Annual Goal** amount.

Calculated Measures Tab of Analysis Cubes Configuration Form

Use the Calculated Measures tab to create calculated measures to add to the Vision project data cube.

After you initially create a calculated measure and any time you modify it on the Calculated Measures tab, a system administrator must use the Vision Resource Kit to update the Vision Project data cube with the calculated measures.

Contents

Field	Description
Calculated Measures Drop-Down	The Vision grids contain a drop-down list that displays a combination of the following options: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.

Field	Description
Edit Calculation	Click this option to open the Modify Calculated Measure dialog box to modify a calculated measure.
New Calculation	Click this option to open the Add Calculated Measure dialog box to create a new calculated measure.
Delete	Click this option to delete a calculated measure. Select the row to delete in the **Calculated Measures** grid and then click this option. The row is removed from the grid.
Calculated Measures	After you enter information for a calculated measure on the Add/Modify Calculated Measure dialog box and save it, the description (name) for the calculated measure that you entered on that dialog box displays in this field.

Currency Exchange Tab of Analysis Cubes Configuration Form

If your firm uses the Multicurrency feature, use the Currency Exchange tab to specify how currencies are handled in the Analysis Cube application.

Contents

Field	Description
Pivot Currency	From the drop-down list, select the intermediate currency to use to determine exchange rates between all the currencies in your company or the multiple companies in your enterprise. These exchange rates are used in Analysis Cubes to determine the presentation currency amounts when the presentation currency dimension is included on a custom report. The pivot currency allows for a currency exchange rate to be determined between two currencies even when no exchange rate has been entered directly for the two currencies in Daily Exchange Rate Configuration. If you use the Multicompany feature, the drop-down list displays all the currencies that are activated in your Vision database for all the companies in your enterprise.
Rate Download Exchange Date	Select the date to use to retrieve exchange rates to populate the **Exchange Rates** grid on this tab. The options are: ▪ **Today's Date** — Select this option to use today's date for the exchange rates. ▪ **Specific Date** — Select this option and then select a date from the calendar to specify another date for the exchange rates.
Update Rates	Click this button to update the **Exchange Rates** grid with Vision Daily Exchange Rate information that is entered in **Configuration** » **General** » **Daily Exchange Rates**.

Field	Description
	See the **Exchange Rates** grid description in this topic for more information about the grid and its contents. You must enter a pivot currency and a rate download exchange date before you click the **Update Rates** button. After you click the **Update Rates** button, the **Rates Last Updated** date on this tab is updated with today's date.
Schedule	Click this button to open the Schedule dialog box, where you can enter settings that allow the Update Rates process to occur automatically at a future time.
Rates Last Updated	When you click the **Update Rates** button on this tab, today's date displays as the date that the **Exchange Rate** grid was last updated.

Exchange Rates Grid

When you click the **Update Rates** button on this tab, the **Exchange Rates** grid is updated with an exchange rate between the currency in the **From Currency** field in this grid and the currency in the **Pivot Currency** field. You cannot edit the information in the **Exchange Rates** grid; it is for display only.

Field	Description
Columns	▪ **From Currency** — This displays all the currencies that you selected on the Currency tab in **Configuration** » **General** » **Company Settings** for all companies in your enterprise. ▪ **Date** — This displays the exchange rate date from Vision Daily Exchange Rates Configuration in **Configuration** » **General** » **Daily Exchange Rates** for the exchange rate. ▪ **Exchange Rate** — This column displays the exchange rate from the currency in the **From Currency** field to the currency in the **Pivot Currency** field. The exchange rate is retrieved from Daily Exchange Rates Configuration for the two currencies. Because there can be multiple exchange rates with different effective dates for currencies, the rates that are retrieved and displayed in the **Exchange Rates** grid are based on the date that you entered in the **Rate Download Exchange Date** section on this tab. Exchange rates are retrieved for the exact date that you specified. If there are no rates for the specific date, an exchange rate with the most recent date that is earlier than the date you entered is used. For example, if the exchange rate dates entered in Daily Exchange Rate Configuration for two currencies are 9/1/2011, 10/1/2011, and 11/1/2011, and you enter 12/1/2011 in the **Rate Download Exchange Date** field on this tab, the exchange rate in Daily Exchange Rates Configuration that is dated 11/1/2011 is retrieved for the **Exchange Rates** grid. The date of the exchange rate that is retrieved displays in the **Date** column of the **Exchange Rates** grid.

Field	Description
	If no exchange rate is entered in Daily Exchange Rates Configuration between the currencies in the **From Currency** and **Pivot Currency** fields, Vision looks through the following list and uses the first item it finds to determine an exchange rate: 1. Inverse rates are used if they are available. Example: Your pivot currency is JPN (Japanese Yen), and you have USD (US dollars) listed in the **From Currency** column in the grid. No exchange rate is entered for USD to JPN currency in Vision Daily Exchange Rates Configuration. However, an exchange rate from JPN to USD is entered in Vision Daily Exchange Rates Configuration. The JPN to USD exchange rate will be used to determine the JPN to USD exchange rate that displays in the **Exchange Rate** grid. The **Date** field in this grid displays the date of the JPN to USD exchange rate from Daily Exchange Rates Configuration. Example: Your pivot currency is JPN (Japanese Yen), and you have USD (US dollars) listed in the **From Currency** column in the grid. No exchange rate is entered for USD to JPN currency in Vision Daily Exchange Rates Configuration. However, an exchange rate from JPN to USD is entered in Vision Daily Exchange Rates Configuration. The JPN to USD exchange rate will be used to determine the JPN to USD exchange rate that displays in the **Exchange Rate** grid. The **Date** field in this grid displays the date of the JPN to USD exchange rate from Daily Exchange Rates Configuration. 2. The triangulation currency entered on the Currency tab of General Company Settings Configuration is used if one is entered. The most current date between the triangulation currencies that is on or before the date that you specified as the **Rate Download Exchange Date** is used. If you use the Multicompany feature, the triangulation currency is retrieved from the company that you are currently logged on to in Vision. Example: The pivot currency is JPN, the **From Currency** is Bermudian dollar (BMD), and the triangulation currency is the Canadian dollar (CAD). No exchange rates were found for BMD to JPN and vice versa. Both a BMD to CAD and a CAD to JPN exchange rate are entered in Vision Daily Exchange Rate Configuration. These exchange rates are used to determine the exchange rate from BMD to JPN. The **Date** field in the **Exchange Rates** grid displays the date of the BMD to CAD exchange rate from Daily Exchange Rates Configuration. If you use the Multicompany feature, the triangulation currency is retrieved from the company that you are currently logged on to in Vision. Example: The pivot currency is JPN, the **From Currency** is Bermudian dollar (BMD), and the triangulation currency is the Canadian dollar (CAD). No exchange rates were found for BMD to JPN and vice versa. Both a BMD to CAD and a CAD to JPN exchange rate are entered in Vision Daily Exchange Rate Configuration. These exchange rates are used to determine the exchange rate from BMD to JPN. The **Date** field in the **Exchange Rates** grid displays the date of the BMD to CAD exchange rate from Daily Exchange Rates Configuration.

Field	Description
	3. If no inverse rates or triangulation currency is found, then an exchange rate cannot be determined; the **Exchange Rate** column is blank. In this scenario, you can enter an exchange rate in Daily Exchange Rates Configuration, then return to the Currency Exchange tab, and then click the **Update Rates** button.

Measure Lookup Dialog Box

Use the Measure Lookup dialog box to find and select a measure for a key performance indicator (KPI) in the **Key Performance Indicators** grid.

The Measure Lookup dialog box displays all possible project data cube measures, whether or not you selected a measure on the Measures tab in Analysis Cubes Configuration to populate the data cube. This means that you could select a measure that does not populate the data cubes.

Be sure that when you create a KPI, the measure that you select for it in the **Key Performance Indicators** grid has also been selected on the Measures tab in Analysis Cubes Configuration to populate the data cubes; otherwise, the KPI will not work.

User-defined fields that you selected on the Fields tab in User Defined Tabs Configuration to populate the Project data cube display in the Measure Lookup dialog box.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. On the Key Performance Indicators tab, click beside the **Measure** field in the **Key Performance Indicators** grid.

Contents

Field	Description
Display Type	This prefills with **Standard**. You cannot change it.
Search By	Click in this field to select the criteria that you want to use to search for a measure. The options are: ▪ **Folder** — This returns all measures in the results box. The measures are sorted by the folder name within the measure group in alphabetical order. ▪ **Group** — This returns all measures in the results box. The measures are sorted by the measure group name in alphabetical order. ▪ **Label** — This returns all measures in the results box. The measures are sorted by their name (label) in alphabetical order.

Field	Description
	In the Excel PivotTable Field List, measures are organized in groups. Within groups, they are organized within folders. For example, the measure named "Billed - Reimb" is located in the Billed By Category folder in the Billed measure group.
Search Text	Enter text to narrow your search. Or, leave this blank to return all possible measures in the results box. For example, if you enter **Label** in the **Search By** field and enter **Employee** in the **Search Text** field, when you click **Search**, all the measure names (labels) that start with Employee display in the results box.
Search	After you select search criteria in the **Search By** and **Search Text** fields, click the **Search** button to display the results of the search in the results box.
Results box	When the Measure Lookup dialog box first opens, the large results box at the center of the dialog box is empty. After you enter search criteria in the **Search By** and **Search Text** fields and click the **Search** button, the search results display the results box. Click the measure in the results box to select it and associate it with the KPI.
Clear	Click this button to clear the measures listed in the results box.
Select	After you select a measure in the results box, click the **Select** button. The Measure Lookup dialog box closes and the measure you selected now displays in the **Measure** field in the **Key Performance Indicators** grid.

Add Modify Calculated Measure Dialog Box

Use the Add/Modify Calculated Measure dialog box to create a new calculated measure or modify an existing calculated measure for the Vision Project data cube.

Location

To display the dialog box, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **General** » **Analysis Cubes**.
2. On the Analysis Cubes form, click the Calculated Measures tab.
3. On the toolbar of the **Calculated Measures** grid, click either **New Calculation** or **Modify Calculation**.

   A dialog box titled **Add Calculated Measure** or **Modify Calculated Measure** displays. These are the same dialog box but with different titles, depending on whether you are creating a new calculated measure or editing one that you created previously.

Contents

Field	Description
Description	Enter a name or brief description for the calculated measure. Choose a description that indicates clearly what is being calculated, so that other users will understand its purpose. After you save the entries on this dialog box, this description displays in the **Calculated Measures** field on the Calculated Measures tab. **Multiple Languages** If you use multiple languages in Vision, a calculated measure's description is not automatically translated into each language that you use. You must log in to Vision in each language and manually enter the calculated measure description in that language. **Text not translated** displays in the **Description** field when a calculated measure has been created in one language, but the calculated measure has not been given a description in the language that you selected when you logged in to Vision for the current session. **Example**: You log in to Vision using the English language and create a calculated measure with a description of **Project Manager Profitability**. For this description to display in French, you must log out of Vision and log in again selecting the French language in the Deltek Vision Login screen. Then replace **Texte non traduit** in the **Description** field with the appropriate description in French.
Group	From the drop-down list, select the measure group in which the calculated measure will display in Microsoft Excel in the PivotTable Field List.
Data Type	Select the data type to apply to the calculated measure. The options are Currrency, Numeric, or Percent.
Folder	From the drop-down list, select the folder within the measure group in which the calculated measure will display in Microsoft Excel in the PivotTable Field List. When you select **[None]**, the calculated measure displays directly in the measure group (not within a folder). You can enter a different folder (one that is not included in the drop-down list). To do so, enter the name of a new folder directly in the **Folder** field.
Measure List	To include a measure in the equation for the calculated measure, click the measure in the **Measure** list, and then click **Add Measure**. The measure is added to the **Calculation** display box. The **Measure** list displays all the measures that are available in the Vision project data cube. It does not display the measure's group or folder that you see in the Excel PivotTable Field List. User-defined fields that you create in User-Defined Components Configuration display in the **Measure** list only after you complete the following steps:

Field	Description
	1. Select user-defined fields to populate Analysis Cubes on the Custom Fields tab in Vision **Configuration** » **General** » **User-Defined Components**. 2. Use the Vision Resource Kit to update the Vision Project data cubes with the user-defined fields. Calculated measures do not display in the list. You cannot create nested calculations. This list displays all possible project data cube measures regardless of whether or not you selected the measure (field) on the Measures tab in Analysis Cubes Configuration to populate the project data cube. This means that you could select a measure that does not populate the data cube. The measures that you select from the **Measure** list to include in a calculation must also be selected on the Measures tab in Analysis Cubes Configuration to populate the project data cube; otherwise, the calculated measure will not work.
Calculator options	Use the calculator to create simple calculations using numbers, math operators (/, *, -, +), brackets, and parentheses. To enclose all or part of the calculation in parentheses, select that part of the calculation in the **Calculation** display box, and click **(..Exp..)**. Alternatively, you can use your keyboard to enter numbers and symbols directly in the **Calculation** display box.
Add Measure	To include a measure in the equation for the calculated measure, click a measure in the **Measure** list, then click **Add Measure**. The measure is added to the **Calculation** display box.
Undo	Click **Undo** to undo the last modification you made to the calculation.
Clear	Click **Clear** to delete the entire calculation from the **Calculation** display section.
Check Calculation	Click **Check Calculation** to verify that the calculation is valid.
Calculation display box	This box displays the equation for the calculated measure as you create it. You use the **Measure** list and **Calculator** options to add components to the equation. You can also click in the **Calculation** display box, then use your keyboard to add components to the calculation manually. You can enter the following with your keyboard: ▪ Numbers ▪ Operators (+, /, and so on) ▪ Parentheses

Field	Description
	▪ Brackets ▪ Measure names — Put [ ] brackets before and after a measure name. Example: [Accounts Receivable Balance]. You cannot enter a name that is not in the **Measure** list. Calculations can contain simple expressions, such as [X] – [Y]. The measures that you select from the **Measure** list to include in a calculation must also be selected on the Measures tab in Analysis Cubes Configuration to populate the Project data cube; otherwise, the calculated measure will not work.
Optimize Calculation Error Handling	This check box is selected by default. If you clear it, a warning displays. Do not clear this check box unless you have been instructed to do so by Deltek Customer Care.

Learn More About...

You may find it helpful to review guidelines for setting up Analysis Cubes and to learn about key performance indicators and calculated measures.

Determining Which Fields Populate Analysis Cubes

If you use Vision Analysis Cubes, you can select which Vision fields (dimensions and measures) populate the data cubes.

Initially, all the possible Vision fields that can populate the data cubes as dimensions and measures are selected by default to populate the data cubes. Reducing the number of fields that populate the data cubes will reduce the time it takes to refresh the data cubes.

- This topic applies only if you purchased the Performance Management application and activated it in **Configuration** » **Module Activation**. If you have not purchased Performance Management, you still have access to Analysis Cubes, but you do not have access to the Analysis Cubes Configuration.
- The Analysis Cubes feature does not use Vision security. If you require different users to access different Vision fields to create reports, you must use SQL Server Analysis Services security to set up permissions by role or by user to define who can access specific dimensions and measures.
- You can select or clear (deselect) dimensions and measures to populate the data cubes at any time. After you make selections or modifications on the Analysis Cubes form, a system administrator must use the Vision Resource Kit to update the Vision data cubes with the dimensions and measures.
- If you remove fields from the data cubes after they populate the data cubes and you have reports that include these removed fields, the fields are removed automatically from custom reports after you refresh report data. You must rebuild the reports.
- The selection instructions apply for standard Vision fields only.

- To select user-defined fields to populate the data cubes, you must select the **Available for Analysis Cubes** check box for each user-defined field on the Fields tab in **Configuration** » **General** » **User Defined Tabs**. See "Select User-Defined Fields for Analysis Cubes" for related information.

Guidelines for User-Defined Fields and Analysis Cubes

You can select user-defined fields for data cubes in the Vision Analysis Cubes application.

The following guidelines apply:

- For optimum performance, Deltek recommends that you select no more than 21 user-defined fields per Vision application to populate the Vision data cubes.
- You cannot add columns from user-defined grids to the data cubes.
- The user-defined fields that you select to populate the Vision data cubes are not updated to the data cubes until a system administrator uses the Vision Resource Kit to update the Vision Project data cubes with the user-defined fields.
- If you clear the **Available for Analysis Cubes** check box for a user-defined field after create reports with the user-defined field:
  - A system administrator must use the Resource Kit to apply the changes in the Vision data cubes.
  - Any reports that reference the removed user-defined field will produce an error. You must manually remove the user-defined fields from the reports.
- If you modify the label of a user-defined field on the Custom Fields tab of the User-Defined Components form and the field was previously in use and available in Analysis Cubes, a system administrator must use the Vision Resource Kit to update the Vision Project data cubes with a new label name. If you have custom report designs that included the old label name, you must refresh the report data, and then manually re-add the user-defined field with the new label to the report design.

Key Performance Indicators

If you use Vision Analysis Cubes, you can create key performance indicators (KPIs) to add to Vision custom reports. KPIs measure how well your company is meeting its business goals. You define performance goals (targets) that are specific and measurable. Then you see how well you are meeting these goals as you track variances from your goals over time.

KPIs are available for the Project data cube only.

Some KPI examples are:

- Profitability by principal
- Employee utilization
- Average monetary value of overdue invoices

KPI Groups

After you create KPIs and update the data cubes with the KPIs, the KPIs display in a KPI group that displays after the measures groups in the Excel PivotTable Field List, with the following graphic:

Within the KPIs group, you see the specific KPIs. When you click the plus sign for a specific KPI, a **Value**, **Goal**, **Status**, and **Trend** check box display for each KPI.

Important Information

- Only one KPI can be added to a report; multiple KPIs on a single report are not supported.
- You cannot create nested KPIs.
- The following are four combinations of KPI measure types and status methods that you can use together when you create a KPI:

Measure Type and Status Method Combination	Measure Type	Status Method
1	**Numeric/Amount**	**Percent of Goal**
2	**Numeric/Amount**	**Amount-Based**
3	**Multiplier** or **Percent**	**Percent of Goal**
4	**Multiplier** or **Percent**	**Amount-Based**

- Goals can be set against user-defined field measures, but these types of measures cannot be combined with Fiscal Period or Transaction Date dimensions. You cannot create specific (override) goals for user-defined measures.

How Key Performance Indicators Work

If you use Vision Analysis Cubes, you can create key performance indicators (KPIs) to add to Vision custom reports.

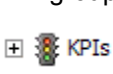
This is how KPIs work:

1. You create KPIs on the Key Performance Indicator tab in Vision **Configuration** » **General** » **Analysis Cubes**.

   A KPI consists of a measure, a dimension, a timeframe, a default goal, a trend comparison time period, and so on.

2. A system administrator uses the Vision Resource Kit to update the Vision Project data cubes with the KPIs.
3. In Microsoft Excel, you create a custom report that includes a KPI.

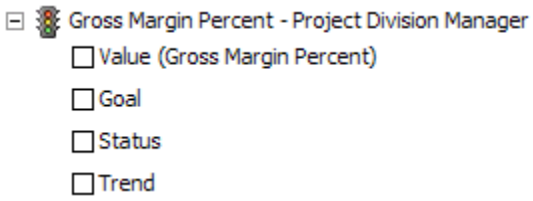
   KPIs display in the Excel PivotTable List in a separate KPI group after the measures. The KPI group has the following graphic:

   Click the plus sign beside the KPIs graphic to view the list of all KPIs.

Click the plus sign beside a specific KPI to expand it and display a **Value**, **Goal**, **Status**, and **Trend** check box for the KPI.

The following is an example of a KPI named Gross Margin Percent - Project Division Manager.



Key Performance Indicator Example

This is an example of a key performance indicator (KPI) that measures revenue goals for project managers. One project manager, Eric Nelson, has a different goal than all other project managers.

The following tables identify:

- Entries made on the **Key Performance Indicators** grid on the Key Performance Indicators tab in Analysis Cubes Configuration
- Entries made on the **Specific Goals** grid on the Key Performance Indicators tab in Analysis Cubes Configuration
- Measures and dimensions selected from the Excel PivotTable Field List for a custom report
- The resulting Excel report

The following table identifies the entries made in the **Key Performance Indicators** grid on the Key Performance Indicators tab in Analysis Cubes Configuration. In this grid you enter one goal for all project managers.

Key Performance Indicators Grid Entries		
Field	**Entry**	**Notes**
Measure	**Revenue**	This is the Revenue measure from the Revenue - Project Measure group. This KPI is tracking revenue.
Measure Type	**Numeric/Amount**	Revenue is tracked as a monetary amount.
Dimension	**Project Project Manager**	Revenue is being measured for project managers.
Timeframe	**Fiscal Period**	The time frame for measuring revenue is a fiscal period. (We will select a specific fiscal period in Excel.)

Key Performance Indicators Grid Entries		
Field	**Entry**	**Notes**
Default Goal	**200,000**	The default revenue goal for all project managers is $200,000 per year.
Status Method	**Percent of Goal**	The **Default Goal Low Value** and the **Default Goal High Value** amounts will be entered as a percentage of the goal.
Default Goal Low Value	**80**	A project manager's goal is considered to be met if revenue is at least $160,000. $160,000 is .80 * $200,000. The goal is not met if revenue is less than $160,000.
Default Goal High Value	**120**	A project manager's goal is considered to be met if revenue is $240,000 or less. $240,000 is 1.20 * $200,000. The goal is exceeded if revenue is more than $240,000. A project manager's goal is considered met if revenue is between $160,000 and $240,000.
Trend Comparison	**Year to Year**	Trend information is calculated by comparing years. We will select the corresponding Fiscal Year dimension from the More fields folder in the Fiscal Periods dimension group in the Excel PivotTable Field List, to match the **Year to Year** setting in this **Trend Comparison** field.
Trend Low Percent	**3.00**	If the change between one year (the time frame we selected) and the next year is a decrease, and the decrease is more than 3.00%, then the trend is considered to be moving downward. If the decrease is less than the

Key Performance Indicators Grid Entries		
Field	**Entry**	**Notes**
		percentage entered in this field, the trend is neutral.
Trend High Percent	**4.00**	If the change between one year (the time frame we selected) to the next year is an increase, and the increase is greater than 4.00%, then the trend is considered to be moving upward. If the increase is less than the percentage entered in this field, the trend is neutral.
Label	**Revenue - Project Project Manager**	This is the name of the KPI. The default name is the KPI's measure and revenue expressed as measure - dimension.

Specific Goals Grid Entries

The following table identifies the entries made in the **Specific Goals** grid on the Key Performance Indicators Tab of Analysis Cubes Configuration Form in Analysis Cubes Configuration. In this grid you enter Eric Nelson's goal, which is different than the other project managers' goal.

Specific Goals Grid Entries		
Field	**Entry**	**Notes**
Dimension Record	**Eric Nelson**	Eric's revenue goal is different than the $200,000 entered for all other project managers, so a separate goal is entered for him in the **Specific Goals** grid.
Year	**2011**	The goal for Eric applies for the year 2011 only.
Annual Goal	**150,000**	Eric's revenue goal is $150,000.
Goal Low Value	**80**	Eric's goal is considered to be met if his revenue is at least $120,000. $120,000 is .80 * $150,000. The goal is not met if revenue is less than $120,000.
Goal High Value	**120**	Eric's goal is considered to be met if his revenue is $180,000

Specific Goals Grid Entries		
Field	**Entry**	**Notes**
		or less. $180,000 is 1.20 * $150,000. The goal is exceeded if revenue is more than $180,000. Eric's goal is considered met if his revenue is between $120,000 and $180,000.
Columns 1-12	Click the **Distribute Annual** icon on the Specific Goals grid toolbar.	After you click the **Distribute Annual** icon, the annual goal amount of 150,000 is divided by 12 and 12,500 is entered in each column 1 – 12.

Selections from the PivotTable Field List In Microsoft Excel

From the Excel PivotTable Field List, select the following dimensions and measures:

PivotTable Field List Selections in Excel	
Dimensions and KPI	**Notes**
Dimension: Project Project Manager	This is from the Projects folder in the Projects dimension group in the Excel PivotTable Field List.
Dimension: Fiscal Year	This is from the More fields folder in the Fiscal Period dimension group in the Excel PivotTable Field List.
KPI: Revenue - Project Project Manager	This is from the KPIs group in the Excel PivotTable Field List. This is the KPI that we created in Vision Analysis Cubes Configuration. Select the following check boxes beneathRevenue - Project Project Manager in the PivotTable Field List: ▪ **Value (Revenue)** ▪ **Goal** ▪ **Status** ▪ **Trend**

Excel Report Results

Project Manager	Revenue Value	Goal	Status	Trend	Revenue Value	Goal	Status	Trend
	2010				**2011**			
Sara Day	208,000	200,000	◑	⇧	242,000	200,000	●	⇧

Project Manager	Revenue Value	Goal	Status	Trend	Revenue Value	Goal	Status	Trend
James Bartlett	158,000	200,000	○	→	198,000	200,000	◑	↑
Emily Carlton	205,000	200,000	◑	↑	195,000	200,000	◑	↓
Mike Post	198,000	200,000	◑	→	201,000	200,000	◑	→
Eric Nelson	119,000	150,000	○		152,000	150,000	◑	↑

Status symbols in Excel:

● = Goal has been exceeded

◑ = Goal has been met

○ = Goal has not been met

Trend symbols in Excel:

↑ = Trending up

→ = Trending neutral

↓ = Trending down

Deltek-Provided Key Performance Indicators

Deltek provides some pre-designed key performance indicators (KPIs) on the Key Performance Indicators tab in Analysis Cubes Configuration.

You can use these when you create Vision custom reports (pivot table reports) in Excel or in any business intelligence tool that supports Microsoft SQL Server Analysis Services OLAP cubes. You can also use them when you create Performance Management dashboards.

If you use Microsoft SQL Server Standard Edition, the following Deltek-provided KPIs are not available:

- DSOTargetPrincipal
- DSOTargetOrg1
- DSOTargetOrg2
- DSOTargetOrg3
- DSOTargetOrg4
- DSOTargetOrg5
- DSOTargetProject Manager

- DSOTargetNoDimension
- DWOTargetPrincipal
- DWOTargetOrg1
- DWOTargetOrg2
- DWOTargetOrg3
- DWOTargetOrg4
- DWOTargetOrg5
- DWOTargetProject Manager
- DWOTargetNoDimension

These KPIs are available if you use SQL Server Enterprise Edition.

Warning

If you try to delete one of these KPIs on the Key Performance Indicators tab, Vision displays a warning. The warning informs you that if you delete the KPI, you will receive errors within the Vision pivot table reports that contained the KPIs.

On the Key Performance Indicators tab, you can change all except the following settings for the Deltek-provided KPIs:

- Measure
- Measure Type
- Dimension
- Timeframe
- Label

Deltek-Provided Key Performance Indicators

The following pre-defined KPIs are provided by Deltek on the Key Performance Indicators tab in **Configuration** » **General** » **Analysis Cubes**:

KPIs with "Org1," "Org2," "Org3," "Org4," or "Org5" in their label apply if you use organizations in Vision. These KPIs applies for the specified organization level (1–5).

KPI Description	KPI Label
Billed by Plan Org1	RevenueTargetOrg1
Billed by Plan Org2	RevenueTargetOrg2
Billed by Plan Org3	RevenueTargetOrg3
Billed by Plan Org4	RevenueTargetOrg4
Billed by Plan Org5	RevenueTargetOrg5
Billed by Plan Principal	RevenueTargetPrincipal
Contract Total Compensation by Project Org1	ContractSalesTargetOrg1
Contract Total Compensation by Project Org2	ContractSalesTargetOrg2

KPI Description	KPI Label
Contract Total Compensation by Project Org3	ContractSalesTargetOrg3
Contract Total Compensation by Project Org4	ContractSalesTargetOrg4
Contract Total Compensation by Project Org5	ContractSalesTargetOrg5
Days Sales Outstanding over 90 by Project Principal	DSOTargetPrincipal
Days Sales Outstanding over 90 by Project Org1	DSOTargetOrg1
Days Sales Outstanding over 90 by Project Org2	DSOTargetOrg2
Days Sales Outstanding over 90 by Project Org3	DSOTargetOrg3
Days Sales Outstanding over 90 by Project Org4	DSOTargetOrg4
Days Sales Outstanding over 90 by Project Org5	DSOTargetOrg5
Days Sales Outstanding over 90 by Project Manager	DSOTargetProject Manager
Days Sales Outstanding over 90 with no dimension (system wide)	DSOTargetNoDimension
Days Work In Process Outstanding over 90 by Project Manager	DWOTargetProject Manager
Days Work In Process Outstanding over 90 by Project Org1	DWOTargetOrg1
Days Work In Process Outstanding over 90 by Project Org2	DWOTargetOrg2
Days Work In Process Outstanding over 90 by Project Org3	DWOTargetOrg3
Days Work In Process Outstanding over 90 by Project Org4	DWOTargetOrg4
Days Work In Process Outstanding over 90 by Project Org5	DWOTargetOrg5
Days Work In Process Outstanding over 90 by Project Principal	DWOTargetPrincipal
Days Work in Progress Outstanding over 90 with no dimension (system wide)	DWOTargetNoDimension
Effective Multiplier with no dimension (system wide)	EffectiveMultiplierNoDimension
Effective Multiplier by Project Principal	EffectiveMultiplierTargetPrincipal
Effective Multiplier by Project Org1	EffectiveMultiplierTargetOrg1

KPI Description	KPI Label
Effective Multiplier by Project Org2	EffectiveMultiplierTargetOrg2
Effective Multiplier by Project Org3	EffectiveMultiplierTargetOrg3
Effective Multiplier by Project Org4	EffectiveMultiplierTargetOrg4
Effective Multiplier by Project Org5	EffectiveMultiplierTargetOrg5
Effective Multiplier by Project Manager	EffectiveMultiplierTargetProject Manager
Employee Contract Credit Amount with no dimension (system wide)	ContractSalesTargetNoDimension
Employee Contract Credit Amount by Employee	ContractSalesTargetEmployee
Gross Margin Percent with no dimension (system wide)	ProfitPercentNoDimension
Gross Margin Percent by Project Org1	ProfitPercentexlcudingOHTargetOrg1
Gross Margin Percent by Project Org2	ProfitPercentexlcudingOHTargetOrg2
Gross Margin Percent by Project Org3	ProfitPercentexlcudingOHTargetOrg3
Gross Margin Percent by Project Org4	ProfitPercentexlcudingOHTargetOrg4
Gross Margin Percent by Project Org5	ProfitPercentexlcudingOHTargetOrg5
Gross Margin Percent by Project Manager	ProfitPercentexlcudingOHTargetProject Manager
Gross Margin Percent by Project Principal	ProfitPercentexlcudingOHTargetPrincipal
Opportunity Revenue by Opportunity Project Manager	OpportunitySalesTargetProject Manager
Opportunity Revenue by Opportunity Principal	OpportunitySalesTargetPrincipal
Opportunity Revenue by Opportunity Org1	OpportunitySalesTargetOrg1
Opportunity Revenue by Opportunity Org2	OpportunitySalesTargetOrg2
Opportunity Revenue by Opportunity Org3	OpportunitySalesTargetOrg3
Opportunity Revenue by Opportunity Org4	OpportunitySalesTargetOrg4
Opportunity Revenue by Opportunity Org5	OpportunitySalesTargetOrg5
Opportunity Revenue with no dimension (system wide)	OpportunitySalesTargetNoDimension
Realization Ratio by Project Manager	RealizationRatioTargetProject Manager
Realization Ratio by Project Org1	RealizationRatioTargetOrg1
Realization Ratio by Project Org2	RealizationRatioTargetOrg2
Realization Ratio by Project Org3	RealizationRatioTargetOrg3
Realization Ratio by Project Org4	RealizationRatioTargetOrg4
Realization Ratio by Project Org5	RealizationRatioTargetOrg5

KPI Description	KPI Label
Realization Ratio by Project Principal	RealizationRatioTargetPrincipal
Revenue by Project Org1	RevenueTargetProjectOrg1
Revenue by Project Org2	RevenueTargetProjectOrg2
Revenue by Project Org3	RevenueTargetProjectOrg3
Revenue by Project Org4	RevenueTargetProjectOrg4
Revenue by Project Org5	RevenueTargetProjectOrg5
Revenue by Project Principal	RevenueTargetProjectPrincipal
Variance Percent by Project Manager	VariancePercentTargetProject Manager
Variance Percent by Project Principal	VariancePercentTargetPrincipal
Variance Percent by Project Org1	VariancePercentTargetOrg1
Variance Percent by Project Org2	VariancePercentTargetOrg2
Variance Percent by Project Org3	VariancePercentTargetOrg3
Variance Percent by Project Org4	VariancePercentTargetOrg4
Variance Percent by Project Org5	VariancePercentTargetOrg5

Calculated Measures

If you use Vision Analysis Cubes, you can create calculated measures to add to the Vision project data cube. These calculated measures display in Microsoft Excel, so that you can use them when you create custom reports. When you create frequently used calculated measures in Vision, then you do not need to recreate them repeatedly in individual reports in Excel.

For example, you can:

- Create unique calculations for Contract Backlog or apply company-designated multipliers to analyze project profitability for Project data with Vision standard fields and your own user-defined fields.
- Calculate an employee utilization amount based on labor cost, labor billing, employee realization amounts, or your own user-defined fields.

Important Information

- You can create calculated measures for the project data cube only.
- You cannot create nested calculated measures.
- If you create a calculated measure for a user-defined field, and then you delete the user-defined field, you must manually delete the calculated measure on the Calculated Measures tab. The calculated measure is not deleted automatically. If you do not delete the calculated measure from the Calculated Measures tab, it still displays in the Excel PivotTable List. If you add it to a report, it does not return anything meaningful.

How Calculated Measures Work

If you use Vision Analysis Cubes, you can create calculated measures for custom reports.

This is how calculated measures work:

1. You create calculated measures on the Calculated Measures tab in Vision **Configuration** » **General** » **Analysis Cubes**.
2. A system administrator uses the Vision Resource Kit to update the Vision Project data cube with the calculated measures.
3. In Microsoft Excel, you can select a calculated measure when you create a custom report.

   In the Excel PivotTable List, calculated measures display in the measure groups and subfolders that you designated for the custom measure when you created the custom measure.

Currency Exchange for Analysis Cubes

If you use Vision Analysis Cubes and the Multicurrency feature, you can generate a custom report that displays all monetary amounts in a single currency, called the presentation currency.

For example, you can display all the amounts on a project report in one currency (for example, euros), even though different projects on the report are managed in different currencies (US dollar, Japanese yen, and so on).

You can also have an amount expressed in multiple single currencies on a custom report. For example, a report can display project expenses in euros in one row and US dollars in another row.

You can include presentation currencies on custom reports that are created from the Vision Project and General Ledger data cubes.

For a presentation currency to work, you must specify currency conversion and exchange rate information for Analysis Cubes.

This currency exchange feature works only if you have Microsoft SQL Server Enterprise Edition installed. If you have SQL Server Standard Edition installed, the currency exchange feature does not work.

Performance Management Configuration Overview

Use Performance Management configuration options to work with VPM workbooks.

How to...

You can download, upload, or reload VPM workbooks. You can also apply key performance indicators to them.

Download a VPM Workbook

You can download and save a published workbook (TWB) file.

To download a published workbook, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Performance Management**.
2. On the Workbooks tab, select a grid row that contains either a sample published workbook or a workbook that was uploaded.
   The **Download** button in the Workbooks grid toolbar is enabled.
3. Click **Download** and use the File dialog box to specify the location for downloading and saving the published workbook (TWB) file.
4. Click **OK** to save your changes.

Upload a VPM Workbook

Upload VPM Workbooks to Vision.

Prerequisites: Before uploading, make sure you have the TWB file to be uploaded available locally on your computer.

Even though you have the option to save your custom workbooks as a *.twb or *.twbx extension using Tableau Desktop, only *.twb files are supported for uploading in Vision Performance Management. Attempting to upload a *.twbx workbook causes an error during the upload process and results with a failed upload and an error message. You can convert or save other file formats as a *.twb file before uploading the workbook file.

To upload a VPM workbook, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Performance Management**.
2. On the Workbooks tab, click **Upload** in the Workbook grid toolbar.
3. On the Upload Workbook dialog box, click **Open** in the **Workbook File** field.
4. On the Select custom report file to upload dialog box, select the TWB file that you will upload, and click **OK**.
   The dialog box closes and the **Workbook File** field is filled in with the path of the workbook file.
5. Select the **Show Sheets as Tab** check box to display the workbook as a tab in the dashboard.
6. Click **OK**.
   If an existing workbook is already in the Workbook grid and the TWB file you selected has the same file name, Vision displays a prompt that asks you to confirm that you want to overwrite the existing workbook. Click **Yes** to continue or click **No** if you do not want to overwrite the existing workbook.

   A status message displays after the upload is complete, and the workbook file displays in the Workbook grid.

Reload VPM Workbooks

Reload one workbook or all workbooks to publish the latest version of your workbook in Vision.

After making changes to KPIs, or selecting **Show Sheets as Tab** in the grid, or changing the **Organization Level to Use** settings, it is important to reload those workbooks to publish the changes.

To reload VPM workbooks, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Performance Management**.
2. Select the workbook or select multiple workbooks you want to reload in the Workbook grid.

   You can skip this step if you want to reload all the workbooks.
3. On the Workbook grid toolbar, click one of the following options:

Option	Description
Reload	Click this option to reload the selected workbook or multiple workbooks.
Reload All	Click this option to reload all of the workbooks. Clicking **Reload All** will also re-apply all of the KPIs to all the workbooks.

   Vision displays a prompt that asks you to confirm that you want to continue reloading the workbooks. Click **Yes** to continue, or click **No** if you do not want to reload the workbooks.

The reload process can take time depending on the number of workbooks. A status message of the reload process will display after the process is completed. If a required measure was not properly configured in the Analysis Cubes configuration, a corresponding message will appear. Configure the Analysis Cubes measures and reload the workbooks again.

Apply KPIs to Workbooks

Apply KPIs to your workbooks.

To apply KPIs to a workbook, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Performance Management**.
2. Click the Apply KPI tab.
3. In the **Workbook File** field, click **Open**.
4. On the dialog box, select the TWB file to which the KPIs will be applied, and click **Open**. The dialog box closes and the **Workbook File** field is filled in with the path of the workbook file.
5. In the **Workbook File** field, click **Apply**.
6. On the Performance Management dialog box, click **Yes** to process the workbook file or click **No** to cancel.

- If you click **Yes**, the Performance Management dialog box closes and the processed workbook file is saved in the same location as the original workbook file. Vision adds the "-Processed" label to the end of the workbook file name to differentiate the processed file from the original workbook.
- If you click **No**, the Performance Management dialog box closes.

Delete a VPM workbook

You can delete VPM workbooks in Performance Management.

Verify that the VPM workbook is no longer needed before you delete it.

To delete a VPM workbook, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Performance Management**.
2. On the Workbooks tab, select a workbook in the Workbooks grid.
3. Click **Delete**.
   Vision displays a message that asks you to confirm the deletion.
4. Select one of the following options:
   - To delete the workbook, click **Yes**.
   - To stop and select a different workbook, click **No**. The Vision message closes.

Fields and Options

You specify setup options for VPM workbooks on the Performance Management Configuration form.

Performance Management Configuration Form

Use the Performance Management Configuration form to specify settings for Tableau workbooks and apply KPIs.

If your firm uses the Deltek First Vision Essentials cloud version of Vision, then all fields on the Configuration tab of the Performance Management Configuration form are disabled. If your firm does not use the Deltek First Vision Essentials cloud version of Vision, then all fields on the Configuration tab of the Performance Management Configuration form are enabled.

Display the Performance Management Configuration Form

You display the Performance Management Configuration form in General Configuration.

To display the form, complete the following steps:

Click **Configuration** » **General** » **Performance Management**.

Configuration Tab of Performance Management Configuration

Use the Configuration tab to specify settings related to the Tableau workbooks that contain the Vision performance dashboards.

If your firm uses the Deltek First Vision Essentials cloud version of Vision, then all fields on the Configuration tab of the Performance Management Configuration form are disabled. If your firm does not use the Deltek First Vision Essentials cloud version of Vision, then all fields on the Configuration tab of the Performance Management Configuration form are enabled.

Contents

Field	Description
Use SSL	If Tableau Server is configured for Secure Sockets Layer (SSL) for secure communications, select this check box. If Vision uses SSL, Tableau Server must also use SSL.
Validate SSL Certificate	If Tableau is configured for SSL, clear this check box if you receive a "certificate verify failed" error publishing workbooks when an SSL certificate issued by an internal certificate authority is used. If this check box is cleared, the TabCmd utility does not validate the certificate during the publish process.
Port	Enter the port that the Tableau Server is configured to use. This is a required field.
Server Name	Enter the server name for the instance of Tableau Server that you want to associate with the Vision database and data warehouse database currently displayed in **Currently Selected Database** and **Analysis Cube Database**.
Username	Enter a Tableau administrator account with Publish rights to the Tableau server. ▪ If you use Active Directory authentication, enter the username in this format: <Domain>\<Username>. ▪ If you are using Local Authentication, enter the username without the domain in this format: <Username>. If the site has not yet been created, this account must have system-level administrator rights. If the site exists, the user must be a site administrator.
Password	Enter the password for the Tableau administrator account.
Image Path	Initially, this field displays the default location on the Tableau server in which the Deltek Vision Performance Management installation installs the images used on the performance dashboards: C:\Program Files (x86)\Deltek \Workbooks\Images. If you chose to install the images to a different location on the Tableau server, enter that location (the complete local path).

Field	Description
	To display on the sample performance dashboards, or on custom dashboards that you create, images must be located on the Tableau server in the folder that you specify in this field. The images must also be one of the following image file formats: ▪ .JPG or .JPEG ▪ .GIF ▪ .TIF or .TIFF ▪ .PNG ▪ .BMP
Authentication Type	Indicate the type of authentication for which you configured Tableau Server: ▪ Local (Tableau) ▪ Active Directory Generally, firms configure Tableau Server to use the type of authentication that matches the authentication that they use for Vision. If they use Windows Integrated Authentication with Vision, they configure Tableau Server for Active Directory security. If they use Vision security, they use Local (Tableau) authentication. However, this approach is not required. You can use either type of authentication for Tableau Server, regardless of your Vision authentication method.
Test Tableau Configuration	Click this button to test that the Tableau configuration settings entered on the Configuration tab of the Performance Management Configuration form are correct.

Apply KPIs Tab of Performance Management

Use the Configuration tab to apply system labels and key performance indicators (KPIs) to the dashboards.

Contents

Field	Description
Workbook File	Use this field to select the workbook file to which KPIs will be applied. Click **Open** to select a workbook file, and click **Apply** after you select a workbook. This process will take time if you are using Analysis Cubes for the first time. You will not be able to use Vision while the KPIs are applied to your workbook. After the process is complete, the processed KPI will be saved in the same location as the original file. The new file will have the label "-Processed" added to the end of the file name to differentiate the new file with the KPIs from the original file.

Workbooks Tab of Performance Management

Use the Configuration tab to publish the sample dashboards and dashboards that you or Deltek Global Services create.

Contents

Field	Description
Language	This field cannot be edited and only displays the language you have selected during login. All workbooks will be published using the language indicated in this field. Databases with different languages are published to separate sites in Tableau Server.
Organization Levels to Use (max of 2)	If your firm uses organizations in Vision, select one or two organization levels by which you want to filter the workbooks that are designed to be filtered by organization. If your firm uses two or more organization levels, two levels must be selected. Vision will prompt you accordingly if you need to select two organization levels. By default, the workbooks that include filtering by organization use levels 1 and 2 of the organization structure. Workbooks that automatically apply an "organization is mine" filter, such as the Organization Manager workbooks, apply it based on the highest organization level that you select here. If you select two levels, those workbooks display a quick filter so that you can also filter by that second organization level. Executive workbooks, which are designed for analysis across multiple organizations, display quick filters for both organization levels if you select two levels. These settings do not affect the organizations for which data is displayed. Organization data is always displayed for level 1 or level 2. For example, if you select levels 2 and 3 of your organization structure as the levels at which you want to filter dashboards, Executive sample dashboards still display, or drill down to data for, levels 1 and 2 of your organization. However, that data may be filtered for specific organizations at level 2 or 3. If you later publish workbooks with different organization levels selected, the newly selected organization levels replace the original levels as the filter levels, but only for the workbooks published at that time. To avoid confusion if you change the organization levels, Deltek recommends that you also republish all workbooks for all Tableau Server sites so that they all use the same organization levels. This field will not be available if your firm does not use organizations in Vision.

Workbooks Grid toolbar

Field	Description
Download	Click this button to access a File dialog box where you can specify the location for downloading and saving the published workbook (TWB) file. This button is only

Field	Description
	enabled when the row that is selected in the grid contains either a sample published workbook or a workbook that was uploaded.
Reload All	Click this button to republish all the workbooks. If updates like KPI or system label changes were made to the workbooks, republishing will overwrite the older version of the workbooks. Republishing all workbooks takes time and you will not be able to use Vision during the process.
Reload	This button is only enabled if a workbook or multiple workbooks are selected from the Workbooks grid. Click this button to republish the selected workbook. Republishing workbooks may take time and you will not be able to use Vision while it is republishing the selected workbooks.
Upload	Click this button to upload a custom workbook. Uploading a custom workbook automatically saves it on the database and the Tableau server. This function replaces the previous process of uploading custom workbooks to the Vision server. This function replaces the previous process of uploading custom workbooks to the Vision server via the Resource Kit. Custom workbooks (TWB files) should not be stored or saved on either the Vision application or the database server. Instead, create or edit workbook files locally using the VPM Desktop tool and then publish to Vision via this Upload function.
Delete	This button is only enabled if a workbook or multiple workbooks are selected from the Workbooks grid. Click this button to delete a selected workbook in the Workbooks grid. Deleting a workbook will also delete all other instances of the workbook in the dashpart.

Workbooks Grid columns

Field	Description
Workbook Name	This column displays the name of the workbooks.
Show Sheets as Tabs	This column displays a check box for each workbook that can be selected to enable the workbook sheets to be displayed as tabs in the dashboard. This check box is disabled for standard workbooks. You will need to republish the workbook after changing the settings through this column.

Connect for Microsoft Outlook Configuration Overview

On the Connect for Microsoft Outlook Configuration form, you specify the Vision database fields that determine duplicate records. These Vision database fields, known as natural keys, are compared between shared records in Outlook and Vision during the Connect for Microsoft Outlook synchronization process. This prevents duplicate records from being created in Vision.

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

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

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

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

How to...

When you set up Connect for Microsoft Outlook, you need to select the fields used in determining duplicates.

Select Vision Fields that Determine Duplicate Records

Use the Connect for Microsoft Outlook Configuration form, in General Configuration, to specify the Vision database fields that determine duplicate records for synchronization purposes. The Connect for Microsoft Outlook menu item does not display in General Configuration if your Connect for Microsoft Outlook license has expired. Contact your Deltek account manager to renew your license.

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

1. On the Vision Navigation menu, click **Configuration** » **General** » **Connect for Microsoft Outlook**.

   The Connect for Microsoft Outlook Configuration form displays. There are four grids on the Connect for Microsoft Outlook Configuration form, one each for clients, contacts, opportunities, and vendors.
2. On a grid's toolbar, click **Insert**.
3. On the Duplicate Check Formula dialog box, click **Insert** on the toolbar to insert a new row in the grid.
4. From the drop-down list in the **Field** column in the new row, select a field to add to the duplicate check formula.

   The **Cond** column in the grid on the dialog box always displays **AND** to indicate that an AND condition is used between each field that you add to the duplicate check formula.
5. Click **Insert** on the toolbar to add another field to the duplicate check formula.

   You must select at least one field for a duplicate check formula, but there is no limit to the number of fields that you can add.
6. After you select all the fields to include in a duplicate check formula, click **OK** to save the formula and return to the Connect for Microsoft Outlook Configuration form.

   The duplicate check formula now displays in the grid on this form.
7. Select one of the following actions:

Option	Description
To create additional duplicate check formulas	Click **Insert** on the toolbar of a grid on the Connect for Microsoft Outlook Configuration form and repeat steps 3–6.
To edit a duplicate check formula	Click the duplicate check formula and then click **Edit** on the grid toolbar.
To delete a duplicate check formula	Click the duplicate check formula and then click **Delete** on the grid toolbar.

8. Click **Save**.

Learn More About...

You should be aware of considerations related to the licensing for Connect for Microsoft Outlook.

Workflow Configuration Overview

You use workflows to specify conditions in Info Center applications for which you want to be alerted. With Workflows, you can automate the process of being alerted each time that a given event takes place.

There are different kinds of workflows:

- **User initiated workflows** are triggered when a user adds, changes, or deletes a record or a portion of a record.
- **Scheduled workflows** are database queries that run at regular intervals via the process server. They are triggered when user-defined conditions are met.
- **Web services** are created by your organization and triggered when a user saves, approves, or routes a record.

You can create workflows for both standard and user-defined fields and grids.

Workflows and Info Centers

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

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

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

Workflow and Multiple Languages

If your firm uses multiple languages in Vision, a Languages lookup displays on the Actions grid. This lookup displays the languages that the system administrator has enabled in Module Activation. Use this lookup to select the language for this workflow; only employees with the same language receive the message. If the field is blank, all employees receive the message.

For example, if an email alert is set up for English US and English UK, then only employees who have English US or English UK as the Language field in the Employee Info Center receive that message. The administrator must set up a separate alert rule for Spanish-speaking employees if they should receive a message in Spanish.

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

Workflows and Multicompany

If your firm uses the Multicompany feature, the scheduled and user-initiated workflows include field options and operators that provide access to all companies, including the home company. See the Concepts section of the online help for more information.

Additional Advanced Documentation for Workflows

Below is a list of additional documentation available from the Customer Care Connect site. The actions that these documents describe require knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact Deltek Customer Care.

- *Extending Data-Validation Business Logic for Timesheets*
- *Extending Data-Validation Business Logic for Expense Reports*
- *Invoking a Web Service to Process Workflow Actions*
- *Invoking a Custom Method to Process Workflow Actions*
- *Test Client Application for Vision Web APIs / Web Services*

User Initiated Workflow Overview

When you set up user initiated workflows, you specify conditions so that certain Vision events automatically trigger related actions, such as sending an alert or running a process. The events that you specify may occur in the Info Center or in other applications.

You set up user initiated workflows in **Configuration** » **Workflow** » **User Initiated Workflows**.

An "event" is when someone adds, changes, or deletes a record or a portion of a record in Vision. For example, someone adds a new employee in the Employee Info Center.

When an event takes place, if it meets the conditions of a user initiated workflow, Vision automatically performs the actions that are specified for it in the user initiated workflow, such as sending an email alert, changing the value of a column, creating an activity, or invoking a Web service. For example, when a new employee record is added to the Employee Info Center, the new employee's supervisor will receive an email alert notifying them that the new employee is now entered in the system.

In a user initiated workflow, you can specify one or more actions for an event. For example, you can create a workflow that states that when you add a new employee (event), Vision sends an email message to the manager (action) and sets up a lunch meeting (action).

The events that you specify in a user initiated workflow are based on Vision database tables, records, and fields. You can create workflows for both standard and user-defined fields and grids.

In Workflows the word column is synonymous with field.

If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

Deltek recommends that you review all conceptual and procedural information about workflows before you begin.

How to...

After you create user-initiated workflows, you can review their details on the related report.

Create User Initiated Workflows

You can create user initiated workflows for events that occur in various applications in Vision.

If you are planning to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate workflow. Then test it before you copy it to create a Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance.

To create a user initiated workflow, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **User Initiated Workflow**.
2. On the User Initiated Workflow form, select the application for which you want to create a workflow.
3. In the User Initiated Workflows grid, create an event for the workflow.
4. If necessary, click **Move Up** or **Move Down** to move the event to where you want it in the event sequence. Events are executed based on the order in the grid.
5. In the Actions grid, click , select an action, and complete the fields on the dialog box that displays.

   The dialog box that you see depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.
6. Arrange actions on the Actions grid:

Option	Description
To move actions	Click **Move Up** or **Move Down**. Actions take place based on the order in the grid.
To copy an existing action	Select the action and click **Copy**. You can then modify the action.
To delete an existing action	Select the action and click **Delete**.
If you want to remove an action but do not want to delete the action permanently	Clear the **Active** option for that action.

7. Click **Save**.

Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

To print a Workflow report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**.
2. On the Workflow Configuration form, select the type of workflow for which you want to generate a report.
3. Click **Print** on the toolbar or select one of the following:
   - If you want to print out the information for all workflows for that Info Center, select **Print Entire Application**. Vision prints out the information for each workflow event for that area, followed by the information for all the actions for that event.
   - If you want to print out the information for all workflows for one workflow only, select that workflow event and select **Print Current Event** on the Print menu. Vision prints out the information for only the selected workflow event, followed by the information for all the actions for that event.

Fields and Options

Use the form and related dialog boxes to create and modify user-initiated workflows.

User Initiated Workflow Form

Use this form to create user initiated workflows that automatically trigger actions, such as sending alerts or creating activities, as a result of an event, such as a change that someone makes to an existing Vision record.

Location

To display the form, complete the following steps:

From the Vision Navigation menu, click **Configuration** » **Workflow** » **User Initiated Workflow**.

Contents

Field	Description
Application	From the drop-down list, select the application for which you want to create a workflow. **Important**: Workflows fire only if the event that creates the action takes place from within the application that you select here. There can be more than one "point of entry" from within the Info Centers. When this is the case, you must set up the workflow row for the event from each potential Info Center. For example, on the Contacts Info Center Opportunities tab, you click **New** to add a new opportunity. Vision displays the New Opportunity form, which is actually a part of the Opportunity Info Center. Therefore, if you want to create a workflow that alerts you each time that an opportunity is added to a contact, you need to create two workflow rows: one for the Contacts Info Center and one for the Opportunity Info Center. You cannot create workflows on the Contact tab of the Client Info Center, due to mapping constraints. Equipment Info Center workflows fire when you save a new equipment item directly in the Equipment Info Center or when an equipment item is created automatically when you final print a purchase order. **Approval Workflow** is a choice in the **Application** field only if you have the Purchasing or Accounting module activated. Select this option to view each step of an approval workflow that was entered in **Configuration** » **Workflow** » **Approval Workflows**. You can see the details on how the workflow progresses from step to step. This can be helpful for administrators who are troubleshooting any issues with an approval workflow. Although you can view approval workflows from User Initiated Workflow Configuration, you must create the approval workflows in Approval Workflows Configuration. In User Initiated Workflow Configuration, you can also add advanced actions, such as stored procedures, functions, custom methods, and web service to the steps of approval workflows, which you cannot do in Approval Configuration.
Approval Name	This field displays only when you select **Approval Workflow** in the **Application** field. From the drop-down list in this field select the name of an approval

Field	Description
	workflow that you want to view or add advanced steps to. The approval workflows are created in Approval Workflows Configuration.

Workflows Grid

In this grid, enter one or more workflows that apply for the application that you specified in the **Application** field. Each row in the grid represents a separate workflow. The order in which multiple workflows display in the grid determines the order in which they are executed.

For each workflow that you enter in the grid, you choose a record (field) from the application, a workflow type, and conditions that together identify the workflow event and conditions that will trigger the workflow actions.

To enter or view the actions for a workflow, click a workflow row in the Workflows grid to select it, and then enter or view actions for it in the Actions grid.

When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field, the rows in this grid prefill with steps from the approval workflow that you entered in Approval Workflows Configuration. You can view the information for the approval workflow steps, but you cannot edit them.

Workflows Grid Toolbar

Field	Description
Workflows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to create a new workflow.
Copy	To copy an existing workflow to create a new one, select the workflow in the grid that you want to copy and click this option. The new workflow displays below the existing one in the grid. Edit the new workflow and save it. For Change and Delete/Remove type workflows, the new workflow will have the same workflow type as the one you copied. You cannot change the workflow type. If you are planning to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate

Field	Description
	workflow. Then test it before you copy it to create a Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance. When you copy an Insert/Associate type workflow, you have the following additional options to choose from in the **Copy** drop-down menu: ▪ **Create Change Workflow** — This copies the selected workflow and creates a new one that is a Change workflow type. ▪ **Create Insert/Associate Change Workflow** — This copies the selected workflow and creates a new one that is an Insert/Associate workflow type. ▪ **Create Delete/Remove Change Workflow** — This copies the selected workflow and creates a new one that is a Delete/Remove workflow type. To create a new Insert/Associate type workflow from a Change type workflow, contact the Deltek Vision Consulting group. They can provide you with assistance on a time and materials basis.
Delete	Select the workflow that you want to delete and click this option. To disable a workflow temporarily but not delete it, click **Unschedule**.
Move Up	Select a workflow in the grid, and click this option to move the workflow up in the grid. The order in which the workflows display in the grid determines the order in which they are executed. If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.
Move Down	Select a workflow in the grid, and click this option to move the workflow down in the grid. The order in which the workflows display in the grid determines the order in which they are executed. If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.

Workflows Grid Fields

Field	Description
Workflow Table	From the drop-down list in this field, select the entire record or select a specific table/grid for which to create a workflow. Entire records appear in brackets, such as [Employee Record] and consist of both standard and user-defined fields. The tables in this field are from the application that you selected in the **Application** field. If your company uses user-defined grids, these grids display in this field with underscores, for example, Employee_Profile. When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field: The **Workflow Table** field displays **ApprovalItem**.
Workflow Type	Select the type of workflow for which you want to generate an action. You have the following choices:

Field	Description
	▪ **Change** — Vision generates an action when a change (other than an Insert or Delete) occurs in an existing record. For example, if a client address changes or the status of a client changes from Active to Inactive, an action occurs. ▪ **Insert/Associate** — Vision generates an action when new information is added to the specified workflow table entered above. For example, if a team member is associated with a project or a new project record is added, an action occurs. ▪ **Delete/Remove** — Vision generates an action when information is deleted from the specified workflow table. For example, if an employee address is deleted or a project record is deleted, an action occurs. When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field: The **Workflow Type** field displays **Approval**.
Level	The **Level** field only applies to the Project Info Center. This field allows you to specify at what WBS level the workflow event should execute. Your options are **All**, **Project (Level 1)**, **Phase (Level 2)**, and **Task (Level 3)**. For example, assume that an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select **Project (Level 1)** from the **Level** field, the administrator is only notified if the record inserted is a project. When an option other than **All** is selected, the workflow executes only at that level. If you select **All**, the workflow executes for any record that is being edited in the Project Info Center. The WBS level can be set for both the workflow event and the action. Therefore, Vision looks at the workflow event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.
Active	Select this option to enable the workflow; clear this option to disable it. This feature allows you to disable the workflow temporarily without deleting it.
Description	Enter a description for the workflow, such as **Send Email to Director**. When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field: The **Description** field displays the description for the approval workflow step entered in Approval Workflows Configuration.
Conditions	Enter one or more conditions for which you want actions to take place when the workflow event conditions are met. To do this, click **Ellipsis** in the **Conditions** field, and enter field information on the Conditions dialog box, as described below. Vision looks at the conditions in the order in which you specify them on this form. Use the **Move Up** and **Move Down** arrows to arrange them in the correct order.

Field	Description

	▪ **Column** — This field lists all the fields on the Info Center that you selected. Select the column to which you want to apply the workflow.
	▪ **Operator** — Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select **equals** in this field and then enter **10** in the **Value** field. Or, if you want to be alerted when empty fields now contain information, select **not empty**.
	▪ **Value** — Use this field in conjunction with the **Operator** field to set the condition.
	  ▪ The popup that this field displays depends on the column you select. For example, if you select **HireDate** in the **Column** field, this field displays a calendar from which you can select a date. If you select **EM.Vendor**, this field contains the Vendor lookup. In some cases, you enter the information directly in this field.
	  ▪ If you select **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable.
	▪ **AND/OR** — This field allows you to define the conditions further. Deltek recommends that you select either all **ANDs** or all **ORs** in these fields.

Actions Grid

Use the Actions grid to create the actions that apply for the workflow that you currently have selected in the Workflows grid. The actions will occur when the conditions that are specified for the workflow in the Workflow grid are met.

When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field:

- The rows in this grid prefill with all the alerts for the approval workflow steps that you select in the Workflows grid, excluding the past due alerts, the supervisor escalation alerts, and the reminder alerts. You can view those alerts in Scheduled Workflows Configuration.
- Although you can make some changes to the alert information that was originally entered in Approval Workflows Configuration, Deltek recommends that you do not do this. Make any changes to approval workflow alerts directly in Approval Workflows Configuration. When you make edits in User Initiated Workflows Configuration to rows that were originally entered in Approval Workflows Configuration, although these changes are implemented in Vision, the edits are not updated and displayed in Approval Workflows Configuration.
- You can use **Insert** on the Actions grid toolbar to add advanced actions, such as stored procedures, functions, custom methods, and web services to the approval workflow that you cannot add in Approval Workflows Configuration.

Actions Grid Toolbar

Field	Description
Actions Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an action.
Copy	Highlight an action on the grid and click this option to copy and create a new action.
Delete	Highlight an action on the grid and click this option to remove the action from the grid.
Move Up	Select an action on the grid, and click this option to move an action up in the grid. In general, the order in which the actions display in the grid determines the order in which they occur. The exception is that email and Dashboard alert actions are always sent last so that users do not receive notifications before the workflow event finishes or if the workflow event does not finish because of an error.
Move Down	Select an action on the grid, and click this option to move an action down in the grid. In general, the order in which the actions display in the grid determines the order in which they occur. The exception is that email and Dashboard alert actions are always sent last so that users do not receive notifications before the workflow event finishes or if the workflow event does not finish because of an error.

Actions Grid Fields

Field	Description
Action	This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that Vision first make the change, then send an email message to the manager. When you select **Approval Workflow** in the **Application** field, and select an approval workflow in the **Approval Name** field: The **Action** field prefills based on the actions that you entered for an approval workflow in Approval Workflows Configuration.

Field	Description
Level	This field only applies to the Project Info Center. This field allows you to specify at what WBS level the action executes. Your options are: ▪ **All** ▪ **Project** ▪ **Phase** ▪ **Task** For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select **Project** in the **Level** field, the administrator is only notified if the record inserted is a project. When an option other than **All** is selected, the workflow action executes only at that level. If you select **All**, the workflow action executes for any record that is edited in the Project Info Center. The WBS level can be set for both the event and the action. Therefore, Vision looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.
Active	Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily but not delete it.
Description	You must enter a description for the action, such as **Send Email to Supervisors**. If you selected **Validate Error** or **Validate Warning** for the action, information entered in this field displays to the user on a dialog box.
Conditions	Enter one or more conditions for which you want actions to takes place when the conditions are met. To do this, click **Ellipses** in the **Conditions** field and enter field information on the Conditions dialog box as described below. Vision looks at the conditions in the order in which you specify them on this form. Use the **Move Up** and **Move Down** arrows to arrange them in the correct order. ▪ **Column** —This field lists all the fields in the Info Center that you selected. Select the column to which you want to apply the workflow. ▪ **Operator** — Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select **equals** in this field and then enter 10 in the **Value** field. Or, if you want to be alerted when empty fields now contain information, select **not empty**. ▪ **Value** — Use this field in conjunction with the **Operator** field to set the condition. ▪ The popup that this field displays depends on the column you select. For example, if you select **HireDate** in the **Column** field, this field

Field	Description
	displays a calendar from which you can select a date. Or, if you select **EM.Vendor**, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field. ▪ If you select **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable. ▪ **AND/OR** — This field allows you to define the conditions further. Deltek recommends that you select either all **ANDs** or all **ORs** in these fields.
Language	Click **Ellipses** to use the Languages dialog box to select the language to use with this action. Employees within the specified role or group with the selected language receive the action in their language. If an email address is entered for an alert action, the employee receives the alert whether or not the language matches.

Conditions Dialog Box (User Initiated Workflows)

When you set up a workflow, you specify the conditions under which the action will take place. You do this on the Conditions dialog box. Vision looks at the conditions in the order in which you specify them on this dialog box. Use the **Move Up** and **Move Down** arrows to arrange them in the correct order.

If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **User Initiated Workflows**.
2. In the **Conditions** field on the User Initiated Workflow form, click .

Contents

Field	Description
Column	This field lists all the columns (fields) in the Info Center that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.
Operator	Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select **equals** in this field and then enter **10** in the **Value** field. Or, if you want to be alerted when fields that were empty now contain information, select **not empty** in this field.

Field	Description
	If you selected a date column in the **Column** field, additional date operators such as **Month is**, **This Week**, and **Last Days** are available. ▪ The date operators that begin with "in" (such as **In Months**) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days. ▪ The date operators that end with "ago" (such as **Weeks Ago**) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed. ▪ The date operators that begin with "Next" and "Last" (such as **Next Days**, **Last Month**) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.
Value	Use this field in conjunction with the **Operator** field to set the condition. Choices available here depend on the column that you selected. For example, if you select **HireDate** in the **Column** field, this field contains a pop-up calendar from which you can select a date. Or, if you select **EM.Vendor**, this field contains the Vendor lookup list. In some cases, you enter the value directly. If you selected **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable.
AND/OR	Use this field to define the conditions more completely. Deltek recommends that you select either all ANDs or all ORs in these fields.

Create Assignment Dialog Box

Use this dialog box to view Assigned To information that is entered for an approval workflow step.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **User Initiated Workflows**.
2. On the User Initiated Workflow form, select **Approval Workflow** in the **Application** field.
3. In the **Approval Name** field, select an approval workflow to view.
4. In a row in the Actions grid, click the **Create Assignment** hyperlink in the **Action** field.

Contents

Field	Description
Assigned To	This displays the entry in the **Assigned To** field in the Approval Step grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**.
Specific Employees	This displays the entry in the **Specific Employees** field in the Approval Step grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**.
OK	Click this button to close the dialog box and return to the User Initiated Workflow form.
Cancel	Click this button to close the dialog box and return to the User Initiated Workflow form.
Help	Click this button to open the Help system.

Learn More About...

You may find it helpful to review examples of user-initiated workflows.

User Initiated Workflow Examples

If you are new to user initiated workflows, you may find it helpful to review examples before you begin.

Workflow	Event	Action
The conversion of pending opportunities to awarded contracts	The status of an opportunity changes from Pending to Awarded.	Update the **Close Date** field to today's date. Distribute an email message to key personnel that includes details of the award. Create an activity linked to the opportunity with a reminder to forward the contract to accounting.
Employee status change	The status of an employee changes from Active to Terminated.	Populate the **Termination Date** field with the current date.
New Employee Info Center Record procedures	A new employee record is added.	Notify interested managers via an email message. Create an initial meeting for the new employee.

Workflow	Event	Action
Effects of a project**'s status on its phases and tasks**	The status of a project changes to Dormant.	Change the status of the phases and tasks related to that project to Dormant.
Address change warning	The name of the city and state for an address changes, but no change is made in the **Zip code** field.	Send the user a warning message to state that unless the ZIP code is changed the record cannot be saved.
Create new project **from opportunity**	The closed date of an opportunity has changed and the closed date is not empty (it was blank but now it is filled in).	Create a new project for the current opportunity.
Synchronizing third party Human Resources system The third party system is located behind a firewall and has the following Web service methods: AddEmployee, UpdateEmployee, and DeleteEmployee. Configure a workflow to call AddEmployee when a new employee record is added. The arguments to AddEmployee are configured (via Expression Builder) to pass in the appropriate values.	A new employee record is added in Vision.	Update the third party Human Resources system.

Scheduled Workflow Overview

Scheduled workflows allow you to create queries that run at regular intervals via the process server. If an event occurs that meets the conditions you specify, Vision performs an action such as sending an email alert, changing the value of a column, or initiating an activity.

You set up scheduled workflows in **Configuration** » **Workflow** » **Scheduled Workflows**.

Scheduled workflows are added as jobs to the process server and run according to the schedule that you set. Schedules can be set to run on a specific date and time or at regular intervals.

The event must have at least one condition defined. If the conditions of the event are not met, none of the actions for the event take place. If the conditions of the event are met, Vision evaluates the conditions of each action to determine whether or not that action should take place.

An event can have multiple actions associated with it. For example, you can create a workflow that states that if profit percent for the current period for any organization is below 10%, then send an email to the supervisor and set up a meeting.

Scheduled workflows, unlike user initiated workflows, allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

You can create workflows for both standard and user-defined fields and grids.

If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

In Workflows the word column is synonymous with field.

Project Summary Report Fields

If you use fields from the Project Summary report in the SQL expression, you must also take one of the following actions to prevent unexpected results:

- Refresh the Project Summary tables just before the scheduled workflow is to run.
- Include in the SQL expression a case statement that accounts for projects added since the Project Summary tables were last refreshed. The case statement must specify that if a row is not in the Project Summary table for a project (because the table has not been refreshed since that project was added to the Vision database), then use a value that you specify, such as zero.

How to...

After you create scheduled workflows, you can review their details on the related report.

Create Scheduled Workflows

Create scheduled workflows when you want the workflows to run at a specific time or on a recurring basis.

To create a scheduled workflow, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Scheduled Workflow**.
2. On the Scheduled Workflow form, select the application for which you want to create a workflow.
3. In the Scheduled Workflows grid, create the event for the workflow.
4. In the Actions grid, click , select an action, and complete the fields on the dialog box that displays.

   The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.
5. Arrange actions on the Actions grid:

Option	Description
To move actions	Use the **Up** and **Down** arrows. Actions take place in the order that you specify here.

Option	Description
To copy an existing action	Select the action and click **Copy**. You can then modify the action.
To delete an existing action	Select the action and click **Delete**.
If you want to remove an action but do not want to delete the action permanently	Clear the **Active** option for that action.

6. Click **Save**.

Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

To print a Workflow report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**.
2. On the Workflow Configuration form, select the type of workflow for which you want to generate a report.
3. Click **Print** on the toolbar or select one of the following:
   - If you want to print out the information for all workflows for that Info Center, select **Print Entire Application**. Vision prints out the information for each workflow event for that area, followed by the information for all the actions for that event.
   - If you want to print out the information for all workflows for one workflow only, select that workflow event and select **Print Current Event** on the Print menu. Vision prints out the information for only the selected workflow event, followed by the information for all the actions for that event.

Fields and Options

Use the form and related dialog boxes to create and modify scheduled workflows.

Scheduled Workflow Form

Use the Scheduled Workflow form to create scheduled workflows.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Workflow** » **Scheduled Workflows**.

Contents

Field	Description
Application	From the drop-down list, select the application for which you want to create a workflow. **Approval Workflow** is a choice in the **Application** field only if you have the Purchasing or Accounting module activated. Select **Approval Workflow** to view the scheduled alerts for approval workflows that are entered **Configuration** » **Workflow** » **Approval Workflows**. The scheduled alerts are supervisor escalation alerts, reminder alerts, and past due alerts. Viewing the alerts here can be helpful for administrators who are troubleshooting any alert issues. Although you can view approval workflow alerts from Scheduled Workflow Configuration, you must create the approval workflow alerts in Approval Workflows Configuration. In Scheduled Workflow Configuration, you can also add advanced actions, such as stored procedures, functions, custom methods, and web service to the steps of approval workflows, which you cannot do in Approval Configuration.
Approval Name	This field displays only when you select **Approval Workflow** in the **Application** field. From the drop-down list in this field select the name of a specific approval workflow that you want to view, or select **Assignment**. When you select a specific approval workflow, the past due alert for the approval workflow display in the Actions grid. This is the alert for the completion of the whole workflow, not the completion of individual steps within the workflow. When you select **Assignment**, the supervisor escalation alerts, reminder alerts, and past due alerts for an approval workflow step (assignment) for all the approval workflows that are entered in Approval Workflows Configuration display in the Actions grid.

Scheduled Workflows Grid

Use the Scheduled Workflows grid to create the events for scheduled workflows. To view the actions associated with an existing event, select the event; the associated actions display in the Actions grid.

When you select **Approval Workflow** in the **Application** field and select an individual approval workflow or **Assignment** in the **Approval Name** field, the rows in this grid prefill with the alerts for the approval workflows that you entered in Approval Workflows Configuration. You can view the information for the approval workflows alerts, but you cannot edit them.

Field	Description
Scheduled Workflows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to create a new event.
Copy	To copy an existing event, select the event you want to copy and click **Copy**. The new event displays below the existing one. You can then edit the event.
Delete	Select the event that you want to delete and then click this option. Click **Unschedule** to disable the workflow temporarily without deleting it.
Schedule	Click **Schedule** to create a schedule for the selected event. Vision displays the Schedule dialog box. When you schedule the workflow event, you add the workflow to the process server. To change a schedule, you must **Unschedule** it and then **Schedule** it again.
Unschedule	Click **Unschedule** to disable the selected event. When you unschedule the workflow event, you remove the workflow from the process server. To change a schedule, you must **Unschedule** it, and then **Schedule** it again.
Status	This field displays the Process Server dialog box, which lists the status of the scheduled process server run, for example **Recurring**, **Canceled**, or **Complete**. On this dialog box you can Hold, Release, Cancel, Resubmit, or Delete runs.
Workflow Table	Select the entire record (entire records display in brackets, such as [Employee Record] and consist of both standard and user-defined fields), or select a specific table/grid for which to create a workflow. The tables in this field depend on the application that you selected. If your company uses user-defined grids, these grids display in this field with underscores, for example, Employee_Profile. When you select **Approval Workflow** in the **Application** field and select a specific approval workflow or **Assignment** in the **Approval Name** field: The **Workflow Table** field displays **ApprovalItem**.
Level	The **Level** field only applies to the Project Info Center. This field allows you to specify at what WBS level the event should execute. Your options are **All**, **Project (Level 1)**, **Phase (Level 2)**, and **Task (Level 3)**. Your options are: ▪ **All**

Field	Description
	▪ **Project** ▪ **Phase** ▪ **Task** For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select **Project** in the **Level** field, the administrator is only notified if the record inserted is a project. When an option other than **All** is selected, the workflow event executes only at that level. If you select **All**, the workflow event executes for any record that is being edited in the Project Info Center. The WBS level can be set for both the event and the action. Therefore, Vision looks at the event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.
Scheduled	If this field is selected, the event is scheduled.
Description	Enter a description for the workflow, such as **Employee Anniversary**. When you select **Approval Workflow** in the **Application** field and select an approval workflow or **Assignment** in the **Approval Name** field: The description is for the approval workflow step entered in Approval Workflows Configuration. The name of the approval workflow is identified first, and then the step number and description.
Conditions	Enter the conditions for when the action takes place. To do this, click **Ellipsis** in the **Conditions** field, and enter field information on the Conditions dialog box. Vision looks at the conditions in the order in which you specify them on this form. Use the **Move Up** and **Move Down** arrows to arrange them in the correct order. When you create conditions, you can use the **Expression** field or all the other condition fields (Column, Operator, Value, AND/OR), but not both. If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information. ▪ **Column** — This field lists all the columns/fields in the Info Center that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list. ▪ **Operator** — This field allows you to set the conditions of the workflow by selecting the appropriate operator. For example, if you are creating a workflow for employees' tenth anniversary, you would select equals in this field, and then enter 10 in the Value field. Or, if you wanted to be

Field	Description
	alerted when fields that were empty now contain information, you would select not empty. ▪ If you select a date column in the **Column** field, additional date operators are available, such as Month is, This Week, and Last Days. ▪ The date operators that begin with **In** (such as In Months) trigger the workflow once x days (or weeks, months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days. ▪ The date operators that end with **Ago** (such as Weeks Ago) trigger the workflow once x weeks (or days, months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has past. ▪ If you select a date operator that begins with **Next** and **Last** (such as Next Days, Last Month), an alert is sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Estimated Completion date is within the next 30 days. The email message is sent every day until the Estimated Completion date is changed to a date outside of the range or on the day of the Estimated Completion date. ▪ **Value** — Use this field in conjunction with the **Operator** field to set the condition. ▪ The popup that this field displays depends on the column that you select. For example, if you select **HireDate** in the **Column** field, this field displays a calendar from which you can select a date. Or, if you select **EM.Vendor**, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field. ▪ If you select **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable. ▪ **Expression** — When you select this option, Vision displays the Scheduled Workflow SQL Expression Builder dialog box, which allows you to build an SQL expression for the event. Expressions can be used to create events when the basic Conditions fields are not enough. ▪ **AND/OR** — This field allows you to define the conditions further. Deltek recommends that you select either all ANDs or all ORs in these fields.
Schedule	If you created a schedule for an event, this field displays a brief description of the schedule, such as **Every week on Tuesday at 12:00 PM**.
Last Run	This field displays the status of the last process run for this event. It does not display processes scheduled in the future. For example, it might display **Last run on 5/20/14** or **Could not run**.

Actions Grid

Use the Actions grid to create the actions for workflows.

When you select **Approval Workflow** in the **Application** field on this form:

- When you select a specific approval workflow in the **Approval Name** field on this form, the rows in this grid prefill with the past due alert for the approval workflow that was entered in Approval Workflows Configuration (**Configuration** » **Workflow** » **Approval Workflows**). This is the alert for the completion of the whole workflow, not the completion of individual steps within the workflow.
- When you select **Assignment** in the **Approval Name** field on this form, the rows in this grid prefill with the supervisor escalation alerts, reminder alerts, and past due alerts for the steps within an approval workflow that were entered in Approval Workflows Configuration. All the scheduled alerts will be grouped. For example, if a project manager has ten records that require a reminder alert, then one email will be sent with the ten records listed.
- Although you can make some changes to the alerts in this grid, Deltek recommends that you do not do this. Make any changes to approval workflows directly in Approval Workflows Configuration. When you make edits in Scheduled Workflows Configuration to rows that were originally entered in Approval Workflows Configuration, although these changes are implemented in Vision, the edits are not updated and displayed in Approval Workflows Configuration.
- You can use **Insert** on the Actions grid toolbar to add new actions, such as stored procedures, functions, custom methods, and web services to the approval workflow, which you cannot add in Approval Workflows Configuration.

Field	Description
Actions Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an action.
Copy	Highlight an action on the grid and click this option to copy and create a new action.
Delete	Highlight an action on the grid and click this option to remove the action from the grid.

Field	Description
Move Up	Highlight an action on the grid and click this option to move an action up in the list. The order in which the actions display on the grid determines the order of the actions.
Move Down	Highlight an action on the grid and click this option to move an action down in the list. The order in which the actions display on the grid determines the order of the actions.
Action	This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that Vision first make the change, then send an email message to the supervisor.
Level	This field only applies to the Project Info Center. Use this field to specify the WBS level at which the action executes. Your options are **All**, **Project**, **Phase**, and **Task**. For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). By selecting **Project** from the **Level** field, the administrator is only notified if the record inserted is a project. When an option other than **All** is selected, the workflow action executes only at that level. If you select **All**, the workflow action executes for any record that is edited in the Project Info Center. The WBS level can be set for both the event and the action. Therefore, Project looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.
Active	Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily without deleting it.
Description	You must enter a description for the action, such as **Send Email to Managers**. If you selected **Validate Error** or **Validate Warning** for the action, information entered in this field displays to the user on a dialog box.
Conditions	Enter the conditions for when the action takes place. To do this, click **Ellipses** in the **Conditions** field and enter field information on the Conditions dialog box as described below. Vision looks at the conditions in the order in which you specify them on this form. Use the **Move Up** and **Move Down** arrows to arrange them in the correct order. If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information. ▪ **Column** —This field lists all the fields on the Info Center that you selected. Select the column to which you want to apply the workflow. ▪ **Operator** — Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select **equals** in this field and then enter 10 in the **Value** field. Or, if you want to be alerted when empty fields now contain information, select **not empty**.

Field	Description
	▪ **Value** — Use this field in conjunction with the **Operator** field to set the condition. The popup that this field displays depends on the column you select. For example, if you select **HireDate** in the **Column** field, this field displays a calendar from which you can select a date. Or, if you select **EM.Vendor**, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field. If you select **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable. ▪ **Expression** — This field allows you to access the SQL Expression Builder. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column** , **Operator** , **Value** , **AND/OR**), but not both. ▪ **AND/OR** — This field allows you to define the conditions further. Deltek recommends that you select either all **ANDs** or all **ORs** in these fields.
Language	Click **Ellipses** to use the Languages dialog box to select the language to use with this action. Employees within the specified role or group with the selected language receive the action in their language. If a specific email address is entered for an alert action, the employee receives the alert whether or not the language matches.

Scheduled Workflow SQL Expression Builder Dialog Box

Use the SQL Expression Builder to create SQL expressions. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column**, **Operator**, **Value**, **AND/OR**), but not both.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**.
2. Select **Scheduled Workflow**.
3. In the **Conditions** field on the Scheduled Workflow form, click .
4. In the **Expression** field on the Conditions dialog box, click .

Contents

Field	Description
Columns	Select the column for which you want to create an expression. To select a field, double click on it, or select it and click **Add Field**. The field name displays in the Expression grid.

Field	Description
	Calculations can be simple or complex, and can be created using either the **Calculator** or the **Use a Condition** tool. All character/string type fields are added to the expression with qualifiers (single quotes) around them when the **Add Column** button is used. All numeric type fields are added with no qualifiers.
Calculator	The Calculator tool allows you to create simple expressions using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also enter the number or symbol directly in the Expression grid.
Expression	This field displays the expression that you created. In addition to creating expressions using the Calculator and Use a Condition, you can also enter conditions directly into this grid. To insert a column, click **Insert**. If you are using the Use a Condition feature, first select the **Expression** field for which you want to enter a column, then click **Insert**. Vision displays a list of columns available for that Info Center. To undo the last change you made, click **Undo Last Change**. To clear the expression, click **Clear Expression**.

Conditions Dialog Box (Scheduled Workflows)

When you set up a workflow, you specify the conditions under which the action will take place. You do this on the Conditions dialog box. Vision looks at the conditions in the order in which you specify them on this dialog box.

Use the **Move Up** and **Move Down** arrows to arrange them in the correct order.

Scheduled workflows allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

If your firm uses Vision Multicompany, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Scheduled Workflows**.
2. In the **Conditions** field on the Scheduled Workflow form, click .

Contents

Field	Description
Column	This field lists all the columns (fields) in the Info Center that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.
Operator	Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select **equals** in this field and then enter **10** in the **Value** field. Or, if you want to be alerted when fields that were empty now contain information, select **not empty** in this field. If you selected a date column in the **Column** field, additional date operators such as **Month is**, **This Week**, and **Last Days** are available. ▪ The date operators that begin with "in" (such as **In Months**) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days. ▪ The date operators that end with "ago" (such as **Weeks Ago**) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed. ▪ The date operators that begin with "Next" and "Last" (such as **Next Days**, **Last Month**) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.
Value	Use this field in conjunction with the **Operator** field to set the condition. Choices available here depend on the column that you selected. For example, if you select **HireDate** in the **Column** field, this field contains a pop-up calendar from which you can select a date. Or, if you select **EM.Vendor**, this field contains the Vendor lookup list. In some cases, you enter the value directly. If you selected **empty**, **not empty**, **has changed**, or **has not changed** in the **Operator** field, this field is not applicable.
Expression	Build expressions when the basic conditions fields are not sufficient. When you select this option, Vision displays the SQL Expression Builder dialog box, which you use to build your own SQL expression for the event.
AND/OR	Use this field to define the conditions more completely. Deltek recommends that you select either all ANDs or all ORs in these fields.

Learn More About...

You may find it helpful to review examples of scheduled workflows.

Scheduled Workflow Examples

Before you set up scheduled workflows for your company, you may find it helpful to review examples.

Workflow	Description
Profit percent change	Send a dashboard alert to the project manager at the end of the month if the profit percentage for the current period for any project that the project manager manages is below 10%. ▪ On the Conditions dialog box, select **PRSummary.ProfitPercent** as the column, **<** as the operator, and **10** as the value. ▪ Set up the dashboard alert as the action.
Start date of a project has passed and the Compensation field = 0	Send an email message to the supervisor of a project when the **Start Date** passes and the **Compensation** field equals **0**. ▪ On the Conditions dialog, select **PR.StartDate** as the column, **Last Days** as the operator, **1** as the value, and **AND** as the condition. Then, add a second row and select **PR.Compensation** as the column, **=** as the operator, and **0** as the value. ▪ **0**Set up the email alert as the action. ▪ In this case, if you use the value **1** with the **Last Days** operator, then you need to schedule this workflow to run daily. Otherwise, the value could be increased to **7** if you were to schedule it to run weekly.
Registration expiration	Create an activity when an employee's registration is due to expire in 30 days. ▪ In the **Workflow Table** field, select **EMRegistration**. ▪ On the Conditions dialog box, select **EMRegistration.DateExpires** as the column, **In Days** as the operator, and **30** as the value. ▪ Schedule this workflow to run daily, since the event is only created if the registration expires exactly 30 days from the day it is run.
JTD Revenue is less than Budgeted Revenue	Send a weekly alert if **JTD Revenue** is less than **Budgeted Revenue**, where Budgeted Revenue equals JTD Direct Labor Cost multiplied by a target multiplier of 3.2. On the Expression Builder dialog box, enter the following expression: [Labor Direct Cost - JTD] * 3.2 < [Revenue - JTD]

Expense Report Approvals and Workflows Added with Screen Designer

If you use an approval workflow for expense reports in Time & Expense and you use the Screen Designer to add workflow buttons to the General tab of the Expense Report form, you should take certain precautions to avoid interfering with other workflows.

You must make sure that the scheduled workflows for the workflow buttons created in Screen Designer do not interfere with what the Expense Report approval workflow is doing, or the approval workflow may fail.

For example, if a scheduled workflow that you added as a workflow button using Screen Designer changes the status of an expense report, this could cause problems because the approval workflow for the expense report is expecting a particular status at certain times during the approval process. If a workflow created in Screen Designer interrupts this, then the approval workflow will fail to work.

You create an approval workflow for Expense Report in **Configuration** » **Workflow** » **Approval Workflows** and enable the approval workflow in **Configuration** » **Time & Expense** » **Company Expense**.

You create scheduled workflows for a Screen Designer workflow button in **Configuration** » **Workflow** » **Scheduled Workflows**.

Approval Workflows Configuration Overview

Use Approval Workflows Configuration to set up and configure approval workflows. Approval workflows allow you to use an approval process for Vision records, such as purchase orders and expense reports.

An approval workflow identifies the steps in an approval process, the employees who are assigned to approve a record for each step, and the notification alerts to send for each step to keep the approval process on schedule.

You can create simple approval steps or more complex, multitiered conditional steps for an approval workflow. For example, you could set up an approval workflow so that purchase orders over a certain monetary amount are routed to different approvers than a purchase order that is under a certain monetary amount.

You can set up notification alerts to be delivered by email or dashboard for each approval step. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved, and so on.

You set up and configure an approval workflow for an application (record) in **Configuration** » **Workflow** » **Approval Workflows**. This configuration is at the Vision system level, so if you have multiple companies in Vision, you create the workflows for all your companies here. Or, you can create an approval workflow to be used by all companies. You must have the Purchasing module or the Accounting module activated in **Configuration** » **Module Activation** for **Approval Workflows** to display in the **Configuration** » **Workflow** menu.

Other Configuration for Approval Workflows

Enable Approvals and Assign the Approval Workflows to Use

After you create and configure an approval workflow, you turn on the use of the approval workflow for an application and specify the approval workflow it will use in the following locations in Vision:

Application	Configuration Location
Purchasing applications — Purchase Requisitions, Request for Price Quotes, Purchase Orders, Purchase Order Change Orders, and Purchase Order Releases	General tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**
Inventory Item Requests	Inventory tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**
Accounts Payable Vendor Invoices	General tab in **Configuration** » **Accounting** » **Company AP**
Employee Absence Requests	Benefit Accrual Setup tab in **Configuration** » **Accounting** » **Time Analysis**
Expense Reports	Setup tab in **Configuration** » **Time & Expense** » **Company Expense**
General Ledger Budgets	General tab in **Configuration** » **Accounting** » **Company Settings**

Set Up Approval Roles at the Organization Level

If you use organizations in Vision, you can set up approval roles at the organization level and assign an employee to the roles. For example, you may want purchasing records to be approved by an administrator at the organization level in addition to, or instead of, a project manager. In **Configuration** » **Organization** » **General**, you create approval roles for all your organizations. In **Configuration** » **Organization** » **General** or **Configuration** » **Organization** » **Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

User-Initiated Workflows and Scheduled Workflows Configuration

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can view the steps in more detail for troubleshooting purposes. You can also add advanced actions—such as stored procedures, functions, custom methods, and web services—to the approval workflow steps.

Checklist: Configure and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests in **Time & Expense** » **Absence Requests** or from their timesheet in **Time & Expense**. Approvers approve absence requests in **Time & Expense** » **Absence Requests**.

Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location in Vision
1	The Accounting and Time modules must be activated.	**Configuration** » **Module Activation**
2	Benefit accrual codes must be set up and configured for the type of absences—such as vacation, sick, or personal leave—that you want to go through the approval process.	**Configuration** » **Accounting** » **Time Analysis**
3	If you use organizations in Vision and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
4	Create an approval workflow for absence requests.	**Configuration** » **Workflow** » **Approval Workflows** ▪ When you create an approval workflow, select **Absence Requests** in the **Application** field on the General tab. ▪ On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step. ▪ You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.
5	For the appropriate benefit accrual codes: ▪ Enable approvals for absence requests.	**Configuration** » **Accounting** » **Time Analysis** In the grid on the Benefit Accrual Setup tab:

Step	Description	Location in Vision
	▪ Assign an approval workflow for absence requests.	▪ Select the **Use Approval Workflow for Absence Requests** check box for a company/benefit accrual code. ▪ In the **Absence Requests Approval Workflow** field, select the approval workflow to use. When you save these settings: ▪ The next time a user clicks **Submit** on the Request Absence dialog box in **Time & Expense** » **Timesheets**, the approval process starts for the absence request. ▪ A Progress tab displays on the Absence Requests form.

Checklist: Configure and Enable Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

You upload and approve AP invoices that you receive from vendors in **Accounting** » **AP Invoice Approvals**.

Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location in Vision
1	The Accounting module must be activated.	**Configuration** » **Module Activation**
2	You must have Microsoft SQL Server FILESTREAM enabled for use with Vision's Transaction Document Management feature. FILESTREAM is required for uploading Accounts Payable vendor invoices into Vision, and it affects access to configuration settings for AP invoice approvals.	See the *Deltek Vision Advanced Technical Installation Guide* for instructions on configuring FILESTREAM.
3	If you use organizations in Vision and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations:

Step	Description	Location in Vision
		▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
4	Create an approval workflow for accounts payable invoices.	**Configuration** » **Workflow** » **Approval Workflows** When you create an approval workflow, select **AP Invoice Approvals** in the **Application** field on the General tab. Microsoft SQL Server FILESTREAM must be enabled before you can create an approval workflow for the AP Invoice Approvals application. On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step. You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.
5	Enable approvals for accounts payable invoices, and assign an approval workflow for it.	**Configuration** » **Accounting** » **Company AP** In the AP Invoice Approvals section of the Accounts Payable tab, select the **Enable AP Invoice Approvals** check box. In the **Approval Workflow** field, select the approval workflow to use. This section displays only if you have Microsoft SQL Server FILESTREAM enabled for use with Vision's Transaction Document Management feature. When you save these settings, the next time a user clicks **Submit** on the toolbar of the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**, the approval process starts for an AP invoice. A Progress tab displays on the AP Invoice Approvals form.

Checklist: Configure and Enable Approvals for the Purchasing and Inventory Applications

You can set up a process for approving purchase requisitions, request for price quotes, purchase orders (including change orders and release orders), and inventory item requests that is based on an approval workflow.

You set up and enable approval workflows individually for an application.

Step	Description	Location in Vision
1	If you use organizations in Vision and you want Purchasing or Inventory items to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
2	Create approval workflows for each Purchasing application—Purchase Requisitions, Request for Price Quotes, and Purchase Orders (includes change orders and release orders for blanket purchase orders)—and for Inventory Item Requests.	**Configuration** » **Workflow** » **Approval Workflows** You create an approval workflow, assign the specific Purchasing application for which it applies, set up the steps for it, and add approvers and notification alerts for each step.
3	Enable approvals for each Purchasing application, and assign an approval workflow for them.	**Configuration** » **Purchasing & Inventory** » **Company Settings** In the Approvals section of the General tab, select the **Use Approval Workflow for Requisitions**, **Use Approval Workflow for RFQs**, and **Use Approval Workflow for**

Step	Description	Location in Vision
		Purchase Orders check boxes. Then select the approval workflow to use in the field beside the check boxes. When you save these settings, the next time a user clicks **Submit** on the toolbar of a Purchasing application entry form, the approval process starts for the Purchasing record. A Progress tab displays on the Purchase Orders form.
4	Assign an approval workflow for Inventory item requests. Inventory item requests are required to go through an approval process.	**Configuration** » **Purchasing & Inventory** » **Company Settings** In the Global Options section of the Inventory tab, select the approval workflow to use for inventory item requests in the **Approval Workflow for Item Requests** field. When you save this setting, the next time a user clicks **Submit** on the toolbar of the Items Request entry form, the approval process starts for an inventory item request.

Checklist: Configure and Enable Approvals for the General Ledger Budgets

You can use an approval process that is based on an approval workflow for General Ledger budgets.

You set up and enable approval workflows individually for an application.

Step	Description	Location in Vision
1	You must activate the Accounting module, if it is not already activated.	**Configuration** » **Module Activation**
2	If you use organizations in Vision and you want General Ledger budgets to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval

Step	Description	Location in Vision
		roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
3	Create an approval workflow for General Ledger Budgets.	**Configuration** » **Workflows** » **Approval Workflows** When you create an approval workflow, select **General Ledger Budgets** in the **Application** field on the General tab. On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.
4	Enable approvals for General Ledger Budgets, assign an approval workflow, and define when you want to start using approval for budgets.	**Configuration** » **Accounting** » **Company Settings** In the General Ledger Budget Approvals section of the General tab, select the **Use Approvals** check box. In the **Approval Workflow** field, select the approval workflow to use. In the **Approval Start Year** field, enter the year of the budgets that you want to enable approvals on. Budgets that fall within the specified year or later will have approvals enabled. If you leave the field blank, approvals are enabled on all existing General Ledger budgets. When you save these settings, the next time a user clicks **Submit** on the toolbar of a General Ledger Budget application entry form, the approval process starts. A Progress tab displays on the General Ledger Budget application form.

Checklist: Configure and Enable Approvals for Employee Expenses

Use an approval process based on an approval workflow for employee expenses (expense report or expense line item approvals).

Follow these steps to set up and enable approval workflows for **Time & Expense** » **Expense Report** and **Time & Expense** » **Expense Line Approval**.

Step	Description	Location in Vision
1	You must activate the Time & Expense module, if it is not already activated.	**Configuration** » **Module Activation**
2	If you use organizations in Vision and you want employee expenses to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
3	Create approval workflows for expense reports in **Time & Expense** » **Expense Report**, expense line in **Time & Expense** » **Expense Line Approval**, or both. Sample employee expense approval workflows are also available, but you need to identify the approval administrator first before using these sample workflows:	**Configuration** » **Workflows** » **Approval Workflows** When you create an approval workflow, select **Employee Expenses** in the **Application** field on the General tab. Create new workflows or modify sample workflows on the Approval Workflows form. Configure the steps, approvers for the steps, and notification alerts in the Approval Workflow form.

Step	Description	Location in Vision
	▪ Expense Report Default ▪ Expense Line Default ▪ Expense Reports & Lines Default	Use the Approval Workflow form to identify the approval administrator for the sample employee expense approval workflows.
4	Enable approvals workflow for employee expense applications and assign an approval workflow.	**Configuration** » **Time & Expense** » **Company Expense** Select the **Use Approval Workflow for Employee Expense Reports** option on the Setup tab of the Company Expense Report Configuration form. Then select the employee expense approval workflow from the **Approval Workflow** drop-down list. Configure the other settings in the form as needed. Click **Save** to enable the approval workflow for employee expenses. These sample workflows do not display in the **Approval Workflow** drop-down list if the approval administrator is not yet identified: ▪ Expense Report Default ▪ Expense Line Default ▪ Expense Reports & Lines Default

How to...

In addition to creating and editing approval workflows, you can assign another employee to complete approvals in your absence.

Create an Approval Workflow for an Application

You create approval workflows that will generate a review and approval process for submitted records in Vision.

You can create approval workflows for purchase requisitions, request for price quotes, purchase orders, change orders, release orders, inventory item requests, accounts payable vendor invoices, and employee absence requests.

Pre-requisites: If you use organizations in Vision and you want to assign organization-level approvers to a workflow, set up approval roles at the organization level in either **Configuration** » **Organization** » **General** or **Configuration** » **Organization** » **Individual**.

To create an approval workflow for an application, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the toolbar of the Approvals Configuration form, click **New** » **New Approval Workflow**.

3. On the General tab, complete the fields to select the application for which the workflow applies, give the workflow a name, assign an administrator, and so on.
4. Click the Workflow tab, and on the Approval Steps grid toolbar, click **Insert** to add a blank row to the grid to add an approval step.

   You can add one or more approval steps to an approval workflow. The approval steps define the employees who can approve the record for that particular approval step, the days allotted for the approval step, and, optionally, any conditions for the step.
5. In the blank row in the Approval Steps grid, enter the information to define an approval step, including the step description, conditions (optional), employees to approve the step, review action, and so on.
6. To enter one or more conditions for an approval step (optional):

   For example, you may want to enter a condition to route the approval step to different approvers if the total monetary amount of a purchase order, for example, is over a certain amount.

   a) Click in the **Conditions** field, and then click to open the Conditions dialog box and define and save the conditions under which the step will occur.

   b) In the **Action if Conditions Not Met** field in the Approval Steps grid, select the action to take if the condition is not met.
7. In the Approval Steps grid, select the step that you entered, and on the toolbar of the Step Actions grid, click **Insert** to add an action (such as a notification alert or error message) to the approval step.

   For example, select **Reminder** to set up an alert to notify the employees who are assigned to the step that the step has not yet been approved and it is due in a certain number of days.
8. On the dialog box that opens for the type of action you selected, enter the following information:

   - **For notification alerts:**

1. On the alert dialog box, select the method of notification (email or dashboard) and any other settings for the alert and click **OK**.

   Each email and dashboard notification alert displays in a separate row in the Step Actions grid.
2. In the **Edit Content** field of the Step Actions grid, click the **Email** or **Dashboard** hyperlink.
3. On the Email Configuration dialog box or the Dashboard Configuration dialog box, enter the settings to specify the employees to send the alert to, the alert's subject line, and its message.
4. Click **OK** to save the email or dashboard configuration settings.

   - **For validation error messages:**

1. On the Validate Error Conditions dialog box, add the conditions under which you want the error message to display and click **OK**.
2. In the Step Actions grid, enter an error message for the action in the **Description** field. For example, enter a description such as "You must enter a PO amount greater than $50 before the approval process can start." Or, enter "You must enter an invoice number."

9. Repeat steps 4–8 to add additional approval steps and their actions to the workflow.
10. Use the **Move Up** and **Move Down** options on the toolbar of the Approval Steps grid to place the approval steps in the order that you want them performed.
11. Click **Save** on the Approvals Configuration form toolbar.

Copy an Existing Approval Workflow to Create a New Approval Workflow

In Approval Workflows Configuration, you can create a new approval workflow by starting with a copy of an existing approval workflow.

To create a new approval workflow by starting with a copy of an existing approval workflow, complete the following steps:

1. From the Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow that you want to use to create the new approval workflow.
3. On the toolbar of the Approvals Configuration form, click **New** » **Copy Current Approval Workflow**.
   The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the new approval workflow.
5. Make any desired changes to the approval workflow on the General and Workflow tabs.
6. Click **Save**.
   The new approval workflow is added to the lookup list in the **Search** field on the Approval Workflows Configuration form.

Create a Backup Copy of an Approval Workflow

Use the Copy Current Approval Workflow feature in Approval Workflows Configuration to create a backup copy of an existing approval workflow.

To make a backup copy of an approval workflow, complete the following steps:

1. From the Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow for which you want to make a backup copy.
3. On the toolbar of the Approvals Configuration form, click **New** » **Copy Current Approval Workflow**.
   The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the backup copy of the approval workflow.
5. Click **Save**.
   You can access the backup copy using the **Search** field on the Approval Workflows Configuration form.

Edit an Approval Workflow

You can make changes to an approval workflow in Approval Workflows Configuration.

For more information, see Editing Approval Workflows.

To edit an approval workflow for an application, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to edit.
3. On the General tab, make changes as needed.
4. On the Workflow tab, complete any of the following actions, as needed:
   - If no approvals that use the workflow are currently in progress, make any necessary changes in the Approval Steps and Step Actions grids. If there are in-progress records, only the administrator for the approval workflow (as specified on the General tab of Approval Workflows Configuration) can edit the workflow.
   - If there are in-progress approvals for an approval workflow (noted at the top of the Workflow tab), you can make the following changes regardless of whether or not you are the approval administrator for the approval workflow (as specified in the **Approval Administrator** field on the General tab of the Approvals Configuration form):
     - In the Approval Steps grid, edit the **Assigned To**, **Specific Employees**, or **Who Must Complete** fields.
     - In the Step Actions grid, edit existing alerts or error messages.
   - If there are in-progress approvals for an approval workflow and you want full access to the Approval Steps grid to edit or delete existing steps or add new ones, you must be the approval administrator for an approval workflow. If you are, an **Edit Workflow** button displays in the upper left corner of the Workflow tab.

     Click the **Edit Workflow** button to have full access to the Approval Steps grid. On the Edit Workflow dialog box, you are informed of the number of in-progress approvals will be restarted (set back to step 1) when you save the edits to the workflow. Restarting the workflow may take time to process (depending on the number of workflows to process), so it is advisable to do this outside of normal business hours.
5. Click **Save** on the Approvals Configuration form toolbar.
6. When you receive a message that informs you that the in-progress approvals will be restarted when you save and asks you to confirm that you want to save the changes, click **Yes**.

Make an Approval Workflow Inactive

An alternative to deleting an approval workflow is to make it inactive.

When it is inactive, it cannot be used for processing approvals. However, it remains in Vision, and you can make it active again if needed.

You can make an approval workflow inactive only if it is not currently specified as the approval workflow being used for an application. To see if an approval workflow is currently being used by

an application, check the General and Inventory tabs in **Configuration** » **Purchasing & Inventory** » **Company Settings**.

To make an approval workflow inactive, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to make inactive.
3. In the **Status** field on the General tab of the Approvals Configuration form, select **Inactive** from the drop-down list.
4. Click **Save** on the Approvals Configuration form toolbar.

Delete an Approval Workflow

When you delete an approval workflow, it is permanently removed from Vision.

You can delete an approval workflow only if no approvals have been processed with it and only if it is not currently specified as the approval workflow for an application (on the General and Inventory tabs in **Configuration** » **Purchasing & Inventory** » **Company Settings**).

An alternative to deleting a workflow is to make it inactive (select **Inactive** in the **Status** field on the General tab on the Approvals Configuration form). This prevents it from being used; however, you can change it back to **Active** at any time.

To delete an approval workflow, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to delete.
3. On the toolbar of the Approvals Configuration form, click **Delete**.
4. On the dialog box that asks if you want to delete the current record, click **Yes**.
   The approval workflow is deleted.

Assign Another Person to Perform Approvals in Your Absence

You can temporarily assign another person, called a delegate, to perform approvals in your absence.

The delegate can approve various types of records in Vision on your behalf, but only if their role security allows access to the Vision menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

To assign another person to perform approvals in your absence, complete the following steps:

1. On the Vision main toolbar, click **Options**.
2. On the General tab of the User Options dialog box, select the **Delegate Approvals to** check box.
3. In the field to the right of the check box, select the employee who will perform approvals in your absence.
4. Click **OK** to save your entries.
5. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the User Options dialog box.

   The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

Alternative procedure for Billing invoice approvals: An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Configuration** » **Billing** » **Invoice Approval Process**, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.

Configure an AP Invoice Approval Workflow to Create AP Vouchers When AP Invoices Are Final Approved

AP vouchers can be automatically created in **Accounting** » **AP Invoice Approvals** for final approved AP invoices.

To configure an AP Invoice approval workflow to create AP vouchers when AP invoices are final approved, complete the following steps:

1. From the Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. Follow the steps outlined in the "Create an Approval Workflow for an Application" help topic to create an approval workflow for AP Invoice Approvals.

   On the General tab of the Approvals Configuration form, you must select **AP Invoice Approvals** in the **Application** field.
3. On the Workflow tab, select the final step (last row) in the Approval Steps grid, and click **Insert** on the toolbar of the Step Actions grid.

   AP vouchers can be created only for the final step of an AP invoice approval workflow.
4. From the **Insert** drop-down menu, click **Create Voucher**.
5. On the Add Create Voucher Action dialog box, click **OK**.
   The Create Voucher step action is added to the Step Actions grid. The description that prefills in the grid for it is **Create Voucher When Approval Workflow is Complete**.
6. Click **Save** on the Approvals Configuration form toolbar.
   If you added the Create Voucher action to a step other than the final step of the approval workflow, you receive a message that says you can add the Create Voucher action only for the final step of the workflow. You must remove the Create Voucher action from the approval step, and enter the Create Voucher action for the final approval step in the Approval Steps grid before you can save the workflow.

Fields and Options

Use the form and related dialog boxes to set up and edit approval workflows.

Approvals Configuration Form

Use the Approvals Configuration form to create approval workflows, which allow you to implement a review and approval process for certain records that you enter in Vision.

You can set up approval workflows and an approval system for the following records:

- Accounts Payable invoices
- Employee absence requests
- Employee expenses
- Purchase requisitions
- Request for price quotes
- Purchase orders
- Change orders
- Release orders
- Inventory item requests
- General ledger budgets

On the Approvals Configuration form, you set up:

- The steps for an approval workflow and assign the approvers and any conditions that must be met for each approval step.
- Alerts and actions for each step, such as alerts sent when records are ready for approval, when approvals are overdue, when records are approved, and so on.

Because you set up approval workflows at the Vision system level on the Approvals Configuration form, if you have multiple companies in Vision, you set up approval workflows for all your companies on the Approvals Configuration form.

After you create approval workflows, you assign them to an application in the application's configuration settings. For example, for Purchasing or Inventory records, you specify the approval workflow to use on the General and Inventory tabs in Purchasing & Inventory Company Settings.

Sample Approval Workflows for Employee Expense

You can create approval workflows from scratch for employee expenses, or you can use one of the following sample approval workflows for employee expenses that Vision provides:

- Expense Report Default
- Expense Line Default
- Expense Reports & Lines Default

You access these sample approval workflows by using the Approval Name Search lookup in the **Search** field on the Approvals Configuration form.

Before you can specify a sample approval workflow to use for employee expenses in the **Approval Workflow** field on the Setup tab in the **Configuration** » **Time & Expense** » **Company Expense**, you must enter an approval administrator for the sample approval workflow in the **Approval Administrator** field on the General tab of the Approvals Configuration form.

You can modify other settings for these sample approval workflows on the Approvals Configuration form.

To retain a copy of the original sample approval workflows for employee expenses that Vision provides before you modify it for your needs, make a backup copy of it. See Create a Backup Copy of an Approval Workflow.

Display the Approvals Configuration Form

The Approvals Configuration form is displayed in Approval Workflows Configuration.

To display the Approvals Configuration form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.

You must have the Purchasing module or the Accounting module activated in **Configuration** » **Module Activation** for **Approval Workflows Configuration** to display in **Configuration** » **Workflow**.

Toolbar of the Approvals Configuration Form

Use the toolbar options to complete actions on the Approvals Configuration form that are required to create and maintain approval workflows.

Contents

Field	Description
Search	In this field in the upper right corner, click to select an existing approval workflow to display in the Approvals Configuration form.
Save	Click this option to save the information that you entered on the form.
New	To set up a new approval workflow, click this option, and then select one of the following options from the shortcut menu: ▪ **New Approval Workflow** — Click this option to create a new approval workflow in a blank form. ▪ **Copy Current Approval Workflow** — Click this option to copy the data from an existing approval workflow that you have open on the Approvals Configuration form to create a new approval workflow. ▪ **Select Approval Workflow to Copy** — Click this option to select an existing approval workflow (type) whose information you want to copy into the Approvals Configuration form to create a new approval workflow.

Field	Description
Delete	Click this option to delete the current approval workflow that you have open on the Approvals Configuration form. You can delete an approval workflow only if approval records have not been generated with it and only if it is not currently specified as the approval workflow for an application on the General or Inventory tabs in **Configuration** » **Purchasing & Inventory** » **Company Settings**. Deleting an approval workflow removes all traces of it in Scheduled Workflows and User Initiated Workflows Configuration. Any additional actions that were added manually to an approval workflow in Scheduled Workflows or User Initiated Workflows are also removed. An alternative to deleting an approval workflow is to change its status from **Active** to **Inactive** in the **Status** field on the General tab on the Approvals Configuration form. This prevents the approval workflow from being selected in Purchase & Inventory Company Settings as the workflow to use for an application and no new approvals can be generated with it.
Help	Click this option to open the online help.

General Tab of Approvals Configuration Form

Use this tab to enter basic configuration information for an approval workflow.

Contents

Identify Approvals Section

Field	Description
Application	Use this drop-down list to select the application for which the approval workflow applies. Options are:

Option	Application
▪ **Absence Requests**	**Time & Expense** » **Absence Requests**
▪ **AP Invoice Approvals**	**Accounting** » **AP Invoice Approvals**
▪ **Employee Expenses**	**Time & Expense** » **Expense ReportTime & Expense** » **Expense Line Approval**
▪ **General Ledger Budgets**	**Accounting** » **Budgeting** » **General Ledger**
▪ **Item Requests**	**Inventory** » **Item Requests**

Field	Description
	<table><tr><th>Option</th><th>Application</th></tr><tr><td> - Purchase Orders - Purchase Requisitions - Request for Price Quote - Purchase Order Change Order - Purchase Order Releases </td><td>Purchasing</td></tr></table> After you save a workflow, you cannot change its application. If you need to change the application, you must create a new approval workflow.
Approval Name	Enter a name for the approval workflow. Approval workflow names must be unique.

Options Section

Field	Description

Status	Use the drop-down list to select the status of an approval workflow.
	Options are:
	▪ **Active** — You can use the approval workflow for an application.
	▪ **Inactive** — You cannot use the approval workflow for an application. It remains in Vision, and you can make it active again if needed. You can make an approval workflow inactive only if it is not specified as the approval workflow currently being used for an application. Approval workflows are specified to be used for an application:
	  ▪ On the General and Inventory tabs in **Configuration** » **Purchasing & Inventory** » **Company Settings**.
	  ▪ On the Accounts Payable tab in **Configuration** » **Accounting** » **Company AP**.
	  ▪ On the Benefit Accrual Setup tab in **Configuration** » **Accounting** » **Time Analysis**.
	  ▪ On the General tab in **Configuration** » **Accounting** » **Company Settings**.

Default Due Date (Number of Days After Creation Date)	Enter the default number of days to use for calculating the due date for an approval workflow. The due date is the date by which everyone who is involved in the approval process must complete their step and the record is approved. Enter the number of days after which a purchasing or inventory record is submitted for approval (the start of the approval process) that the whole approval process must be completed or else it is considered past due. When it is past due and not approved, any scheduled alerts that are configured for it will be sent.

Field	Description
Project Routing Basis	This displays on the form only if you use more than one WBS (work breakdown structure) level. It is not enabled and does not apply when you select **Absence Requests** or **General Ledger Budget** in the **Application** field. Expense Report Lines and Purchasing items can have a cost distribution project assigned to them. You may want to assign the project manager who is associated with a specific WBS level of the cost distribution project as the approver in an approval workflow step. This setting helps Vision determine who the project manager is at a specific WBS level of the cost distribution project. Select the level of the cost distribution project that is assigned to a Purchasing record that you want Vision to look at to determine who the project manager is for approval workflow purposes. Options are: ▪ **Top Level** — This is the WBS1 (project) level of the cost distribution project. ▪ **Chargeable Level** — This is the WBS1 (project), WBS2 (phase), or WBS3 (task) level of the cost distribution project, depending on which WBS level is the lowest level being charged.
Automatically Approve When Most Recent Approver is Same as Current Assignee	Select this option to enable the approval workflow to automatically approve employee expenses when the approver that is currently assigned to approve the expense for an employee is the same approver that previously approved the employee's expense. This option displays if you select **Employee Expenses** in the **Application** field.
Approval Administrator	Use the Employee lookup in this field to select one employee to have administrator responsibilities for the approval workflow. The administrator can: ▪ Edit workflow steps when there are in-progress approvals. ▪ Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step. ▪ Reopen a general ledger budget that has been approved if the **Allow Employees to Reopen Closed Approval Records** check box in **Configuration** » **Workflow** » **Approval Workflows** is selected. The approval administrator must: ▪ Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step. ▪ Have security access to the application that they are administering and have access to the Approval Workflows Configuration.

Field	Description
	If you have multiple companies in Vision: You can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.
Allow Approvers to Reassign	Select this check box to give approvers the ability to assign an additional employee to the current approval step for a specific record or move the approval assignment from one approver to another employee. You access the **Reassign** option by clicking the **Approvals** option on the toolbar of the application's entry form (for example, on the Purchase Requisition form toolbar). On the Change Assignment dialog box that opens when you click **Reassign**, you can take one of the following actions: ▪ Add an additional employee to the approval step assignment. ▪ Move the assignment from any employee who is currently assigned to the approval step (including yourself) to another employee. The newly assigned employee has the same abilities as the other approvers for the approval step.
Allow Employees to Reopen Closed Approval Records	Select this check box to give an employee the ability to reopen closed budget approval records. This is usually done when approved budgets need to be revised to reflect new revenue projections. Use the Employee lookup in this field to select one employee, for example, the Chief Financial Officer, to have this ability. When a budget is reopened and modified, it overwrites the previously approved budget. If you want to keep copies of the original approved budget, you can create a copy of the budget, assign it a new name, and have it go through the approval process.
Use Process Server when Number of Approval Records Exceeds	Select this check box when you want to set a limit for the number of records that are run without the process server. If the number of records exceeds the number that is entered in the text box, the process server is used to approve or reject the records.

Expense Options Section

This section displays if you select the **Employee Expenses** option in the **Application** field.

Field	Description
Allow Employees to Unsubmit Their Own Expense Report	Select this option to enable expense report owners to select the **Unsubmit** option from the **Approvals** drop-down menu. Unsubmitted expense reports will have the Rejected status in the approval workflow. Any applicable notifications will be sent based on the Rejected approval workflow settings. Employees can unsubmit an expense report that is still in the first step of the approval workflow.

Field	Description
Approval Level	From the drop-down list, you select the level at which the expense report is approved in the Expense Report approval workflow process. You can set up the approval process to approve just the expense report (that includes all the line items), approve each line item on a given report, or approve both the report and line items. The possible settings are: ▪ **Expense Report** ▪ **Expense Line** ▪ **Both Expense Report and Expense Line** If you want to change the approval level for an existing workflow, you must first remove the selected assignment type steps from the Approval Steps grid on the Workflow tab. For example: The **Approval Level** option is currently set to **Both Expense Report and Expense Line** and the Approval steps grid on the Workflow tab has both assignment types. If you want to change **Approval Level** to **Expense Report**, then you must first remove the Expense Line steps from the Approval Steps grid.
Allow Expense Reports and Expense Lines to be on different steps of the workflow at the same time	This option is enabled when you set **Approval Level** to **Both Expense Report and Expense Line**. Select this option to allow Expense Line approvals to proceed with the approval workflow steps independently from Expense Report approvals.
Automatically Approve Unfinished Expense Lines when Expense Report is Final Approved	This option is enabled when you select the **Allow Expense Reports and Expense Lines to be on different steps of the workflow at the same time** option. Select this option to allow Expense Reports approval to approve Expense Line approvals after the Expense Reports are approved. This will allow the approval process to proceed so that the report can be posted even if the assignee is not able to approve an expense line.

Workflow Tab of Approvals Configuration Form

Use this tab to enter approval steps and alerts for an approval workflow.

Contents

Enter a step in the Approval Steps grid. Then enter the action for that step in the Step Actions grid. The Step Actions grid displays the step actions for the approval step that you selected in the upper Approval Steps grid.

Field	Description
Edit Workflow	This button displays only if you are the approval administrator for a workflow (as specified on the General tab in Approval Workflows Configuration) and you open a previously created approval workflow that now has in-progress approvals. Text to

Field	Description
	the right of the button identifies the number of approvals that are currently in progress. Click this button to get full access to the Approval Steps grid to edit existing steps or add or delete steps. When you save edits to a workflow, all in-progress approvals will be restarted (set back to step 1). You should consider performing edits to workflows with a large number of in-progress approvals after normal business hours because restarting the in-progress approvals could take more time to process.

Approval Steps Grid

Use this grid to enter one or more steps for an approval workflow. For each step, you assign the employees who can review and approve a record going through the approval process.

The steps in the grid display automatically in step order.

When there are in-progress approvals for a workflow, only the approval administrator (as specified on the General tab in Approval Workflows Configuration) can get full access to this grid by clicking the **Edit Workflow** button at the top of the tab.

Approval Steps Grid Toolbar

The options on the toolbar are not enabled when there are in-progress approvals for a workflow. To enable them, you must be the approval administrator for the workflow (as specified on the General tab in Approval Workflows Configuration), and you must click the **Edit Workflow** button at the top of the tab.

Field	Description
Approval Steps Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new row in the grid, and enter a new approval step for the approval workflow. After you insert one row, the next time that you click **Insert**, you can click either **Insert New Row Above** or **Insert New Row Below** on the shortcut menu to place the new row above or below the row that you selected before you clicked **Insert**.

Field	Description
Copy	Select a row in the grid that you want to copy to create a new approval step. Then click **Copy**. The information from the selected row is copied to a new row below it. Edit the new row as needed. When you copy an approval step, all the step actions for the step are also copied in the Step Actions grid.
Move Up	To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step up one row.
Move Down	To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step down one row.
Delete	Select an approval step to remove from the workflow and then click this option. This deletes the approval action from the grid and deletes the step actions that are entered for it in the Step Actions grid.

Approval Steps Grid Fields

Field	Description
Step	When you insert a step into this grid, this field prefills with the next sequential number. It specifies the order in which the step is performed in the workflow. The steps in the grid display automatically in step order. Use the **Move Up** and **Move Down** options to change the order of steps.
Description	Enter a short name or description for the approval step that helps identify the step.
Conditions	Conditions are optional for an approval step. Click in this field, and then click to open the Conditions dialog box and define conditions under which a step occurs. For example, you might want to create a condition that says if the total amount of a purchase requisition is greater than $10,000, then the requisition will be routed to the organization administrator for approval. You can create a condition based on fields that are related to the record being approved. For example, for Purchasing records, this would include fields from a purchase requisition record, purchase order record, and so on, fields from the cost distribution project that is associated with a Purchasing record being approved, and the purchasing item categories of the purchasing item. During the approval process, conditions are evaluated at the beginning of the step. If the condition is not met, the next action that occurs is based on the action that you select in the **Action if Conditions Not Met** field in this grid. The **Conditions** field displays **<Conditions Defined>** when a condition is created for an approval step.

Field	Description
Action if Conditions Not Met	If you entered a condition for the approval step, select one of the actions from the drop-down list in this field to determine what to do when the condition is not met. Conditions are evaluated at the beginning of the step. The possible actions are: ▪ **Skip to Next Step** — This moves the approval to the next step in the workflow. When the step is skipped, none of the associated actions for the step (the alerts) will take place. You cannot use **Skip to Next Step** for the last step of an approval workflow. ▪ **Approve Step** — This marks the step with the unmet condition approved by the approval administrator who is specified on the General tab of Approval Workflows Configuration. Any associated actions (alerts), including applicable, end-of-step actions for the step will be taken. An assignment is made to the approval administrator. If an approval notification is sent to "currently assigned" (employee or employees who are currently assigned to the approval workflow step), it is sent to the approval administrator. ▪ **Assign to Administrator** — This assign the approval step to the employee who is entered in the **Approval Administrator** field on the General tab of Approval Workflows Configuration. ▪ **Mark as Final Approved** — This skips any remaining approval steps in the workflow and marks the approval as final approved. The approval administrator will be added in the **Responsibility** column of the approval history grid. Any completed notifications that are sent to the employee who is currently assigned would be sent to the approval administrator. No approval alerts would be sent. The record is marked final approved.

Workflow State	Select one of the options from the drop-down list to determine the actions that an approver can take for this step.
	
	For approval workflows for absence requests and AP invoices, this field prefills with **In Approval**, which you cannot change.
	
	▪ **In Approval** — This option allows approvers to approve or reject a record during the approval step. When you select this option, approvers:
	
	  ▪ Can also reassign a record if the **Allow Approvers to Reassign** check box is selected on the General tab of Approval Workflows Configuration.
	
	  ▪ Cannot edit the record during the approval step.
	
	▪ **In Review** — This option allows approvers to edit a record during the approval step. When you select this option:
	
	  ▪ You must also select **Approve** or **Restart Approval** in the **Review Action** field in this grid to determine what happens after an approver edits a record. An approver can approve or reject the record, and

Field	Description
	then the record either continues to the next approval step, or the approval process is restarted, beginning with the first approval step. ▪ After an approver edits a record for the approval step, the **Approvals** option on the toolbar of the application form no longer displays the **Approve**, **Reject**, and **Reassign** options on the submenu. Instead, only a **Review** option displays. When an approver clicks **Review**, Vision follows the review action that was specified for the approval workflow step. ▪ Approvers can reassign the approval step if the **Allow Approvers to Reassign** check box is selected on the General tab of Approval Workflows Configuration. This option is not available for General Ledger budget approvals. ▪ **In Progress** — This option allows approvers to edit records during the approval step. You cannot specify that the approval process for the record begin again with the first approval step after a record is edited. When you select this option: ▪ After an approver edits a record for the approval step, the **Approvals** option on the toolbar of the application form displays the **Approve**, **Reject**, and **Reassign** options on the submenu. ▪ Approvers can reassign the approval step if the **Allow Approvers to Reassign** check box is selected on the General tab of Approval Workflows Configuration.
Assigned To (for applications other than AP Invoice Approvals)	The grid contains an **Assigned To** column that functions differently based on the approval workflow's application (entered on the General tab). The following **Assigned To** description applies if an approval workflow's application is **not** AP Invoice Approvals. See also the **Assigned To (for AP Invoice Approvals)** field description below. Click in this field and then click to select the role of the employees who can take action (approve, reject, and so on) for this approval step. This opens the Field Selection dialog box, on which you can select one or more roles. The list of roles may differ based on the application that you selected for the approval workflow in the **Application** field on the General tab of the form. You can select employee roles in addition to, or instead of, selecting employees by name in the **Specific Employees** field in this grid. You must select at least one role or one specific employee to take action for a step. You select roles and/or specific employees who **can** take action for this step in the approval process in the **Assigned To** and/or **Specific Employees** field. You specify who **must** complete the step in the **Who Must Complete** field in the Approval Step grid. Possible roles that you can select in the **Assigned To** field on the Field Selection dialog box are:

Field	Description
	▪ **Approval Administrator** — This is the employee who is entered in the **Approval Administrator** field on the General tab. ▪ **Buyer** — This role applies for approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the employee who is entered in the **Buyer** field for the purchase order, change order, or release order to be approved. ▪ **Buyer's Supervisor** — This role applies for approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the supervisor (entered in the Employee Info Center) for the employee who is the buyer specified for the purchase order, change order, or release order to be approved. ▪ **Expense Group Administrator** — This role applies for approval workflows for Employee Expenses. This is the employee who can access expense reports for all employees in a particular expense group. The administrator is configured by selecting the **Group** option in the **Level** field in the Expense tab of the Employee Info Center. ▪ **Expense Group Company Administrator** — This role applies for approval workflows for Employee Expenses and if you use the Multicompany feature. This is the employee who can access expense reports for employees in all expense groups in a particular company. The company administrator is configured by selecting the **Company** option in the **Level** field in the Expense tab of the Employee Info Center. ▪ **Expense Group System Administrator** — This role applies for approval workflows for Employee Expenses. This is the employee who can access expense reports for all groups and employees. The administrator is configured by selecting the **System** option in the **Level** field in the Expense tab of the Employee Info Center. ▪ **Company Buyer** — This role applies for approval workflows for purchase orders, purchase order change orders, and purchase order releases. These are the employees who are listed on the Buyers tab of in **Configuration** » **Purchasing & Inventory** » **Company Settings** for the active company. All the employees on the Buyer tab must take action for the approval step when the approval process occurs in the Vision company for which they are designated as the company buyers. ▪ **Create User** — This is the employee who created the record to be approved. ▪ **GL Budget Submitter**— This role applies for approval workflows for GL budget approvals. This is the employee who submitted the GL Budget record to be approved. ▪ **Inventory Manager** — This role applies for approval workflows for inventory item requests. You specify these employees in the Manager grid on the Inventory tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**. All of the employees in the Manager grid must take

Field	Description
	action for the approval step when the approval process occurs in the Vision company for which they are designated as inventory managers. ▪ **Principal-in-Charge** — This role applies for Purchasing and Inventory applications. This is the principal-in-charge who is assigned to the project (in the Project Info Center) that is associated with the record to be approved. ▪ **Project Biller** — This role applies for Purchasing and Inventory applications. This is the biller who is assigned to the project (in the Project Info Center) that is associated with the record to be approved. ▪ **Project Manager** — This role applies for Purchasing and Inventory applications. This is the project manager who is assigned to the project (in the Project Info Center) that is associated with the record to be approved. ▪ **Project Supervisor** — This role applies for Purchasing and Inventory applications. This is the project supervisor who is assigned to the project (in the Project Info Center) that is associated with the record to be approved. ▪ **Requestor** — This role applies for approval workflows for purchase requisitions, requests for price quotes, inventory item requests, and absence requests. For Purchasing and Inventory records, the requestor is the employee who is entered in the **Requested By** field for the record. For absence requests, the requestor is employee for whom the absence request applies. ▪ **Requestor's Supervisor** — This role applies for approval workflows for purchase requisitions, requests for price quotes, inventory item requests, and absence requests. This is the supervisor (entered in the Employee Info Center) for the employee who is the requestor of the record to be approved. ▪ **Submitter** — This is the employee who submitted the record to be approved; they clicked the **Submit** button on the entry form to submit the record. Do not assign step 1 to the submitter. The submitter is not logged until a record is submitted. ▪ **Timesheet Group Administrator** — This role applies for approval workflows for absence requests. This is the employee who is the administrator for the timesheet group for the employee who is requesting the absence. The employee's timesheet group is entered on the Time tab in the Employee Info Center. Administrators for timesheet groups are specified in the Administration section of the Time tab in the Employee Info Center. Timesheet groups are set up in **Configuration** » **Time & Expense** » **Company Timesheet**. ▪ **Timesheet Group Company Administrator** — This role applies for approval workflows for absence requests. This is the employee who is the company-level administrator for all timesheet groups for the

Field	Description
	company of the employee who is requesting the absence. An employee is specified as a company-level timesheet group administrator in the Administration section of the Time tab in the Employee Info Center. ▪ **Timesheet Group System Administrator** — This role applies for approval workflows for absence requests. This is the employee who is the system-level administrator for all timesheet groups in all companies in Vision. An employee is specified as a system-level timesheet group administrator in the Administration section of the Time tab in the Employee Info Center. ▪ **Organization-level approval roles** — This includes any approval role that you set up at the organization level in Organization Configuration (if you use organizations in Vision). For Purchasing records, Vision uses the cost distribution project to identify the organization for a Purchasing record. If no cost distribution project is entered, Vision uses the organization of the requester. This allows organization-level approvers to be used even if cost distribution projects are not used. For absence request approvals, Vision uses the organization-level approval role from the organization of the employee who is requesting an absence approval. ▪ **User-defined fields** — For approval workflows for the Purchasing applications, Inventory item requests, and AP Invoice Approvals, this includes any user-defined fields that you create for the Project Info Center that contains employees. For approval workflows for absence requests, this includes any user-defined employee fields that you create for the Employee Info Center. **Approval Workflows for Purchasing Applications and Project-Related Roles** To determine the employee to assign for roles that are related to a project, such as the project manager or project supervisor, Vison looks for the project in the following places in the order listed: 1. The cost distribution override project that is entered for the purchasing or inventory line item to be approved. This is entered on the Cost Distribution tab for purchase requisitions and request for price quotes. It is entered on the Default Distribution tab for purchase orders. To see the override project, click the **View Details** button on the Items grid for a line item in the Purchasing or Inventory entry form. 2. If no cost distribution override project is entered on these tabs, Vision looks to the cost distribution project for the record. If multiple projects are found, then multiple approval assignments can be made for the step. For example, nine projects each with a different project manager would produce nine different approval assignments. However if all projects belonged to the same project manager, then Vision would make only one approval assignment.

Field	Description
	Approval workflow failures can occur when an employee has not been entered for a role that is assigned to an approval step. For example, if you select **Project Manager** in the **Assigned To** field, and a record going through the approval process has no employee entered in the **Project Manger** field in the Project Info Center, a workflow failure occurs. In this situation, the approval would be sent to the employee who is specified as the approval administrator entered in the **Approval Administrator** field on the General tab on the Approvals Configuration form.
Specific Employees	This column does not display when you are creating an approval workflow for AP Invoice Approvals. Click in this field, and then click to select one or more specific employees by name who can take action for this step in the approval process. You can select specific employees in addition to, or instead of, selecting employee roles in the **Assigned To** field in this grid. You must select at least one role or one specific employee to take action for a step. You select roles and/or specific employees who **can** take action for this step in the approval process in the **Specific Employees** and/or **Assigned To** fields. You also choose who **must** complete the step in the **Who Must Complete** field in this grid.
Assigned To (for AP Invoice Approvals)	The grid contains an **Assigned To** column that functions differently based on the approval workflow's application (entered on the General tab). The following **Assigned To** description applies if an approval workflow's application is AP Invoice Approvals. See also the **Assigned To (for applications other than AP Invoice Approvals)** description above. Click the ellipsis icon in this field to open the Assigned To dialog box. Then select the roles and/or specific employees who **can** take action (approve, reject, and so on) for this approval step or the approval hierarchy that will determine the employees who can take action for the approval step.
Who Must Complete	Use the drop-down list in this field to select which roles and/or employees that you selected in the **Assigned To** and/or **Specific Employees** fields are required to complete the action for this approval step. You select roles and/or specific employees who **can** take action for this step in the approval process in the **Assigned To** and/or **Specific Employees** fields. You choose who **must** complete the step in the **Who Must Complete** field in this grid. Options in the **Who Must Complete** drop-down list are: ▪ **Any** — Any of the one or more roles or specific employees who are assigned to this approval step (in the **Assigned To** field in this grid) can complete the step by marking the record as approved. After one employee approves the record, it moves to the next step in the approval process.

Field	Description
	▪ **All** — All of the one or more roles or specific employees who are assigned to this approval step (in the **Assigned To** field in this grid) must mark the record as approved for the step before it is complete and can move to the next step. If there are multiple approvers and any one of them rejects the record, then the record is rejected.
Days Allotted	Enter the number of days in which an assigned approver must complete and approve this step. The day count begins when a purchasing or inventory item is submitted. If the approver does not take action on the step within the allotted number of days, any applicable reminder or escalation alerts that you add for a step will be sent.
Review Action	This field does **not** apply for approval workflows for absence requests. This field applies only if you selected **In Review** in the **Workflow State** field. **In Review** allows approvers to edit the record for approval, as well as approve, reject, or reassign it as applicable. The option that you select in the **Review Action** field determines what happens after an approver edits a record that is undergoing approval. Options are: ▪ **Approve** — Select this option to have Vision approve the record after an approver edits the record. The workflow continues on to the next step in the approval process. You may want to avoid this option if all steps in a workflow use conditions. It would be possible for the approver to edit the record so that none of the subsequent step conditions are met. ▪ **Restart Approval** — Select this option to send the record back to step 1 of the approval process after an approver edits the record for the approval step. This allows approvers from earlier steps to review and approve the record. After an approver edits a record for this approval step, the **Approvals** option on the toolbar of the application form no longer displays the **Approve**, **Reject**, and **Reassign** options on the submenu. Instead, only a **Review** option displays. When an approver clicks the **Review** option, Vision follows the review action that was specified for the approval workflow step (either approve the step or restart the approval process).
Reject Action	This setting determines what happens when a reviewer rejects a record that is going through the approval process. Options are: ▪ **Assign to Submitter** — The approval record is assigned to the employee who originally submitted it, so they can revise and resubmit it. ▪ **Cancel** — This option does not apply for approval workflows for AP invoices and absence requests. This rejects the record (purchase requisition, request for quote, purchase order, or item request) and cancels the approval process (the remaining approval workflow steps

Field	Description
	are ignored). The status of the record is changed to Rejected. The record is also closed and no more changes can be made to the record. Any applicable reject notifications are sent. ▪ **None** — There will be no reject option for the approval. The record can only be approved.
Assignment Type	This field is enabled when the **Application** option is set to **Employee Expenses** on the General tab. This field displays which application is used for the approval step.

Step Actions Grid

Use this grid to enter actions to be taken and alerts to be sent to the appropriate employees for the approval step that you currently have selected in the Approval Steps grid. You can create different types of alerts, including alerts to notify approvers that a record is ready for them to approve, alerts to remind approvers when an approval due date is near, alerts to inform appropriate employees that a record has been approved, and so on. You can create actions for an AP invoice approval step, such as sending warning messages when required information is not entered.

Step Actions Grid Toolbar

Field	Description
Step Actions Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option and on the shortcut menu select the type of action (such as notification alerts or error messages) to add to the approval step. For the notification actions, a dialog box opens, and you select the method of sending the alert—email and/or dashboard—and any other settings that are specific to the alert. All of the alerts except the supervisor escalation alert are sent to the currently assigned approver role by default. You can change or add roles and other employees to the alerts when you configure email and dashboard alerts by clicking the **Email** and **Dashboard** links in the **Edit Content** field in the grid. For error message actions, the Validate Error Conditions dialog box opens, and you enter conditions under which the error message will display.

Field	Description
	The actions are: ▪ **Notification** — Select this option to send a notification alert to the employees who are assigned to this step when the approval step begins. This lets employees know that there is a record that needs their review and/or approval. On the Add Notification Alert dialog box, select options for the alert. ▪ **Reminder** — Select this option to send a reminder alert to the employees who are assigned to this step that the step has not yet been approved and it is due in a certain number of days. On the Add Reminder Alert dialog box that opens, select the options for the alert. ▪ **Supervisor Escalation** — Select this option to send a notification alert to the supervisors of the employees who are assigned to the step — either a certain number of days after the step due date or after the step start date if the step has not yet been approved. These alerts can be sent to inform supervisors that an employee is late in responding to the step. On the Notify Assignee's Supervisor dialog box, select options for the alert. If a supervisor has assigned a delegate to approve records, the delegate's supervisor is not notified. ▪ **Validate Error at Start** — This option displays and applies only when you select the first step in the Approval Steps grid. Select this option to display an error message and restrict an approval workflow from starting unless certain conditions are met when a user enters a record. The error message displays when a user clicks the **Submit** option to start the approval process for a record. For example, for AP invoice approvals, you might want to require that an invoice number be entered for the AP invoice before the approval process starts. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request. When you select **Validate Error at Start**, the Validate Error Conditions dialog box opens, and you enter the conditions under which to launch the error message and prevent the approval workflow from starting. When you close the dialog box, the **Step Action** field in the Step Actions grid prefills with **Validate Error at Start**. The **Edit Contents** field in the grid prefills with a **Conditions** hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the **Description** field in the Step Actions grid. After you enter a Validate Error at Start action for the first step of a workflow, if you insert a new step 1 before the existing step 1, the Validate Error at Start step action is automatically deleted for the old step 1. ▪ **Validate Error** — Select this option to display an error message and prevent the approval process from progressing to the next step unless certain conditions are met before an approver clicks the **Approve** option for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or

Field	Description
	equal to zero. This ensures that certain information is being entered for the approval record as it navigates through the approval process. When you select the **Validate Error** option, the Validate Error Conditions dialog box opens, and you specify the conditions under which to display the error message and prevent the approval step from moving to the next step. When you close the dialog box, the **Step Action** field in the Step Actions grid prefills with **Validate Error at Step End**. The **Edit Contents** field in the grid prefills with a **Conditions** hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the **Description** field in the Step Actions grid. ▪ **Suspend Notification** — This option applies for AP invoice approvals. Select this option to send a notification when an approver suspends the approval step for an AP invoice in **Accounting** » **AP Invoice Approvals**. For example, you can suspend an AP invoice approval step while you are waiting for a revised copy of the invoice from a vendor. The suspend notification is sent to the employees (users, approval roles, security roles) that you specify for the email and/or dashboard alert. When you suspend an approval step for an AP invoice: ▪ Other approval alerts are **not** sent to the approvers of the current step. ▪ The days allotted for the approval step are ignored. When you resume the approval step, the allotted days for the approval step are restarted. The currently assigned approver can suspend and resume an AP invoice in **Accounting** » **AP Invoice Approvals** using the **Suspend** and **Resume** options on the shortcut menu that displays when you click **Approvals** on the toolbar of the AP Invoice Approvals form. ▪ **Approval Notification** — Select this option to send a notification alert to the employees who are assigned to the step when a step is approved. This alert is helpful so that each member of the group of employees who is assigned to the step knows that a member of the group has approved the step. On the Add Approved Alert dialog box, select options for the alert. ▪ **Review Notification** — This option applies for Purchasing applications, Inventory item requests, and AP Invoice Approvals. Select this option to send a notification alert to the employees who are assigned to the step when an approver makes a change to the record. On the Add Review Alert dialog box, select options for the alert. ▪ **Rejection Notification** — Select this option to send a notification alert to the employees who are assigned to the step if the step is rejected. On the Add Rejected Alert dialog box, select options for the alert. ▪ **Past Due Notification** — Select this option to send a notification alert to the employees who are assigned to the step when the approval step is not approved by its due date or when the approval workflow is not completed by its due date. On the Add Past Due Alert dialog box, select options for the alert.

Field	Description
	▪ **Requester Notification** — This option applies for purchase requisitions, requests for price quote, inventory item requests, and employee absence requests. Select this option to send a notification alert to the record's requester when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. For Purchasing and Inventory records, the requester is the employee who is entered in the **Requested By** field for record to be approved. For absence requests, the requestor is the employee for whom the absence request applies. ▪ **Buyer Notification** —This option applies for the Purchase Order application. Select this option to send a notification alert to the purchase order's buyer when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. The buyer is the employee who is entered in the **Buyer** field on the General tab of the Purchase Orders entry form. ▪ **Submitter Notification** — Select this option to send a notification alert to the employee who submitted the purchasing or inventory item when the approval step starts or ends. On the Add Submitter Alert dialog box, select options for the alert. ▪ **Group Complete Notification**— This option applies for the General Ledger application. Select this option to send a notification alert to an employee that would approve all budgets associated with a GL budget group. For example, this alert could go to a regional manager when all the team/ department budgets associated with the GL group that defines the region have been submitted. In this example, the region manager could receive a single email rather than an email when each individual budget is submitted. The notification is sent when all the budget records are ready to be approved. On the GL Budget Group Notification dialog box, select options for the alert. ▪ **Completed Notification** — Select this option to send a completion notification alert when the last step of an approval workflow is approved (at which time it is considered complete). You can use this action only for the last approval step in the workflow. On the Add Completion Alert dialog box, select options for the alert. For Purchasing application approvals, this alert is commonly sent to the company buyer. For absence requests, you will probably want to send the alert to the requester of the absence request, so they know that the request has been final approved. ▪ **Create Voucher** — This option applies only for AP invoice approval workflows. Select this option for the **final step** of a workflow if you want Vision to automatically create an accounts payable voucher in **Accounting** » **AP Invoice Approvals** when you final approve an AP invoice. This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in Vision. If you link an AP invoice to an existing purchase order on the AP Invoice Approvals form, an AP voucher will be automatically created from the purchase order when the AP invoice is final approved. When you select the **Create Voucher**

Field	Description
	action from the **Insert** drop-down menu, the Add Create Voucher Action dialog box displays. Click **OK** on the dialog box to add the Create Voucher action in the Step Actions grid. If you create an AP Invoice Approval workflow without adding a Create Voucher action to the final approval step, you receive an informational message to let you know that AP vouchers will **not** be automatically created with AP invoices are final approved.
Copy	Select a row in the grid that you want to copy to create a new step action. Then click **Copy**. The information from the selected row is copied to a new row below it. Edit the new row as needed.
Move Up	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action up one row. The order of the alerts in the grid does not affect their processing.
Move Down	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action down one row. The order of the alerts in the grid does not affect their processing.
Delete	To remove an action from an approval step, select the approval step in the grid and then click this option. This deletes the action from the grid.

Step Actions Grid Fields

Field	Description
Step Action	This field displays the type of action that you selected when you clicked **Insert** on the grid toolbar: **Notification**, **Reminder**, **Supervisor Escalation - After Step Due Date**, **Supervisor Escalation - After Step Start Date**, **Validate Error at Start**, **Validate Error at Step End**, **Review**, **Rejection**, **Past Due Approval**, **Requester - When Step Starts**, **Requester When Step Ends**, **Submitter - When Step Starts**, **Submitter - When Step Ends**, and **Complete**.
Description	For notification alert actions, this field displays the Vision-assigned description for the alert that is based on the action type that you selected when you clicked **Insert** on the grid toolbar. If the step action type that you selected is **Validate Error** or **Validate Error at Start**, enter the text for the error message in the **Description** field. For example, enter a description such as "You must enter a PO amount greater than $50 before the approval process can start." Or, enter "You must enter an invoice number."
Edit Content	This field prefills after you insert a step action in the grid, and you choose the method of notification for the alert on the alert dialog box. When you enter an alert step action, this field can contain either an **Email** or **Dashboard** hyperlink. Click the hyperlink to open the Email Configuration dialog box or the Dashboard Configuration dialog box, and enter configuration settings for the notification. You specify who to send the alert to, the subject of the alert, and the specific message to include in the alert.

Field	Description
	When you enter the **Validate Error** or the **Validate Error at Start** step action, this field contains a **Conditions** hyperlink that opens the Validate Error Conditions dialog box. Enter and modify the conditions in this dialog box.
Active	By default, this check box is selected and the alert will be sent for the approval step. Clear the check box if you no longer want the alert to be sent for the approval step. You can do this as an alternative to deleting the step completely from the grid, if you think you might want to use it again.
Language	Click in this field and then click to open the Languages dialog box and select the language for the alert. Only the languages that you purchased for Vision display in the list.

Assigned To Dialog Box

Use this dialog box to assign approvers to an approval step for an AP invoice approval workflow.

The assigned approvers will approve accounts payable vendor invoices that are entered in **Accounting** » **AP Invoice Approvals**.

You can assign approvers in one of the following ways:

- Assign employees by role and/or specific name.
- Set up a role assignment hierarchy based on roles that are associated with certain fields that are entered for an AP invoice on the AP Invoice Approval form.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. Open an existing approval workflow or create a new one.
3. In the **Application** field on the General tab, select **AP Invoice Approvals**.
4. Click the Workflow tab.
5. In the Approval Steps grid, click in the **Assigned To** field, and then click the ellipsis icon.

Contents

Field	Description
Approval Roles and Specific Employee Fields	Select the single option (radio) button to the left of the **Approver Roles** and **Specific Employee** fields to enable both of the fields. This allows you to assign approvers for the approval step based on an employee's role or specific name. The Assignment Hierarchy grid is not enabled when you select this option. Click in each field to select approvers for the approval step. You can select a combination or roles and specific employees.

Field	Description
	Approval Roles Field Select one or more of the following roles on the Field Selection dialog box. To select multiple roles, press the SHIFT or CTRL key and click the roles. The employees who have these roles will be assigned as approvers for the approval step. ▪ **Approval Administrator** — This is the employee who is entered in the **Approval Administrator** field on the General tab of the Approvals Configuration form. ▪ **Create User** — This is the employee who entered and saved an AP invoice to be approved in **Accounting** » **AP Invoice Approvals**. The following roles in the Field Selection list are associated with the project that is entered for an AP invoice in the **Project** field on the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**: ▪ **Principal-in-Charge** — This is the employee who is entered as the principal-in-charge of a project in the Project Info Center. ▪ **Project Biller** — This is the employee who is entered as the biller for a project in the Project Info Center. ▪ **Project Manager** — This is the employee who is entered as the project manager for a project in the Project Info Center. ▪ **Project Supervisor** — This is the employee who is entered as the project supervisor for a project in the Project Info Center. Other fields that display in the Field Selection list are: ▪ User-defined fields for the Project Info Center, which you set up in **Configuration** » **General** » **User Defined Components**. ▪ Organization-level approval roles, which you enter in **Configuration** » **Organization** » **General** if you use organizations in Vision. **Specific Employee Field** On the Employee lookup dialog box, select one or more employees to add as approvers. To select multiple employees, press the SHIFT or CTRL key and click the employees. The Employee lookup includes all employees.

Assignment Hierarchy Grid

Select the option (radio) button to the left of the grid to enable the grid. Use the grid to set up a hierarchy for Vision to follow to search for and assign approvers for the approval step. The **Approver Roles** and **Specific Employee** fields are not enabled when you select the assignment hierarchy grid button.

Setting up an assignment hierarchy for an approval step is useful when some fields on the entry form in AP Invoice Approvals, such as **Project** or **Purchase Order**, are left blank. The fields may be left blank when the person entering the AP invoice does not know this information. When fields are left blank, having an assignment hierarchy allows Vision to search multiple AP invoice fields in a specific order to find a field with an entry, so approvers can be assigned.

The assignment hierarchy is based on the fields that are entered for an AP invoice, such as **Project** or **Purchase Order**, on the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**. Vision uses these fields to look for an employee to assign as an approver based on roles that are associated with these fields, such as project manager or project supervisor for the **Project** field and buyer or submitter for the **Purchase Order** field.

Vision searches the fields in an AP invoice in the order that the fields are listed in the assignment hierarchy. For the first field that Vision finds with an entry in it, it looks at the approver role that is specified for the field per the assignment hierarchy. All of the employees who are assigned to the role for the entry in the AP invoice field are assigned as approvers for the approval step.

Each row in the Assignment Hierarchy grid represents a field that is entered for an AP invoice on the AP Invoice Approvals form.

For each row in the grid, you:

- Select whether or not to use it in the hierarchy when searching for an approver.
- Select an approver role that is associated with the field from the AP Invoice Approvals form (unless the role is pre-defined by Vision).
- Move the rows up or down in the grid to place them in the order that you want Vision to search for approvers.

Grid Toolbar

Field	Description
Assignment Hierarchy Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Move Up and Move Down	Select a row in the grid, and then click one of these options to move the row up or down in the grid. The order of the items in the grid determines the order in which Vision searches for and assigns approvers for an approval step.

Grid Fields

Field	Description
Do Not Use	Select this check box if you do not want Vision to use the row to search for and assign an approver.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Route To and Approval Role</td><td>These fields determine approvers for the approval step:
The Route To field identifies a field from the AP Invoice Approvals form for an AP invoice. You cannot change the Route To fields, but you can change their order in the assignment hierarchy using the Move Up and Move Down options on the toolbar. You choose whether or not to include them in the assignment hierarchy by selecting or clearing the Do Not Use check box for each.
In the Approval Role field, select an approval role that is associated with the field in the Route To column. The approver for the Employee field is pre-defined by Vision, which you cannot change. Ignore the Approval Role field for a row if you have selected not to use the row in the assignment hierarchy.
<table>
<tr><th>Route To</th><th>Approver</th></tr>
<tr><td>Employee</td><td>Route to Employee — This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee Route To field on the General tab of the AP Invoice Approvals form. The employee Route To field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.

Two Route To fields display on the General tab of the AP Invoice Approvals form for approvers only when an assignment hierarchy is used for the approval workflow. The fields are enabled on the form only if a purchase order is not entered for the AP invoice on the form.

To determine whether the Route To fields will display on the AP Invoice Approvals form for approvers of an approval step, Vision looks at whether or not the next approval step is using an assignment hierarchy.

Example</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><th>Route To</th><th>Approver</th></tr>
<tr><td></td><td>
<table>
<tr><th>Approval Step</th><th>Uses an Assignment Hierarchy</th><th>Route To Fields for the Approvers of the Step Display on the AP Invoice Approvals Form</th></tr>
<tr><td>0 (enter the AP invoice)</td><td>Not applicable</td><td>Yes</td></tr>
<tr><td>1</td><td>Yes</td><td>No</td></tr>
<tr><td>2</td><td>No</td><td>No</td></tr>
<tr><td>3</td><td>No</td><td>No</td></tr>
</table>
In this example:

Step 1 uses an approval hierarchy, so the user entering the AP invoice (step 0) will see the Route To fields.
Step 2 does not use an approval hierarchy, so the approvers for step 1 will not see the Route To fields.
Step 3 does not use an approval hierarchy, so the approvers for step 2 will not see the Route To fields.

Additional Information about the Route To Fields
In the Route To fields on the AP Invoice Approvals form, you can enter an employee or organization, but not both. In the first Route To field on the AP Invoice Approvals form,
</td></tr>
</table>
</td></tr>
</table>

Field	Description
	<table><tr><th>Route To</th><th>Approver</th></tr><tr><td></td><td>you specify whether you want to enter an employee or an organization. In the second **Route To** field, you enter a specific employee or organization that will be evaluated as part of the assignment hierarchy. For more information, see the description for the **Organization** Route To field below.</td></tr><tr><td>**Project**</td><td>Click in this field, and then click to open the Field Selection dialog box. Select roles, such as **Project Manager** or **Project Supervisor**, entered in the Project Info Center to determine the employees to assign as approvers when the assignment hierarchy process looks at the **Project** field on the AP Invoice Approvals form. To select one or more roles on the Field Selection dialog box, press the SHIFT or CTRL key and click the roles. If you use organizations in Vision, organization-level approval roles are included on the Field Selection dialog box. This allows Vision to look at the project's organization that is entered on the General tab in the Project Info Center. Then it looks for the approval role that is assigned to the organization in **Configuration** » **Organization** » **Individual** and the employee who is assigned to that approval role. **If You Do Not Use Purchase Orders in Vision:**</td></tr></table>

Field	Description
	<table><tr><th>Route To</th><th>Approver</th></tr><tr><td></td><td>The **Project** field that Vision looks at on the AP Invoice Approvals form is in the Project grid on the General tab. **If You Use Purchase Orders in Vision:** The Project grid on the AP Invoice Approvals form is not enabled when you use purchase orders in Vision. So when you include the **Project** row in an assignment hierarchy, Vision looks at the cost distribution projects that are entered for a purchase order on the Default Distribution tab on the Purchase Orders form in **Purchasing** » **Purchase Orders**.</td></tr><tr><td>**Purchase Order**</td><td>Click in this field and then click to open the Field Selection dialog box. Select roles, such as **Buyer** or **Submitter** to determine the employees to assign as approvers when the assignment hierarchy process looks in the **Purchase Order** field on the General tab of the AP Invoice Approvals form. In the Field Selection dialog box, select one or more roles using your mouse and the SHIFT or CTRL keys on your keyboard. If you use organizations in Vision, organization-level approval roles are included in the Field Selection dialog box. This allows you to select an organization role associated with a purchase order. (You enter organization roles in</td></tr></table>

Field	Description
	<table><tr><th>Route To</th><th>Approver</th></tr><tr><td></td><td>Vision in **Configuration** » **Organization** » **General**.)</td></tr><tr><td>**Organization**</td><td>This applies only if you use organizations in Vision. Click in this field and then click to open the Field Selection dialog box. Select one or more organization-level approval roles to determine the employees to assign as approvers when the assignment hierarchy process looks in the organization **Route To** field on the General tab of the AP Invoice Approvals form. To select multiple organization-level approval roles, press the SHIFT or CTRL key and click the roles. The organization **Route To** field is useful when you enter an AP invoice and do not know the project or employee to enter and you do not use purchase orders. The Field Selection dialog box available from the **Approver** field displays all the organization-level approval roles that are entered in **Configuration** » **Organization** » **General**. In Organization General Setup, you assign one employee to each organization-level approval role. Two **Route To** fields display on the General tab of the AP Invoice Approvals form for an approver only when an assignment hierarchy is used. The fields are enabled on the form only if a purchase order is</td></tr></table>

Field	Description	
	Route To	Approver
		not entered for the AP invoice on the form. To determine whether the **Route To** fields will display on the AP Invoice Approvals form for approvers of an approval step, Vision looks at whether or not the next approval step is using an assignment hierarchy. For more information, see the example in the **Employee** Route To field description above. **Additional Information about the Route To Fields** In the **Route To** fields on the AP Invoice Approvals form, you can enter an employee or organization, but not both. In the first **Route To** field on the AP Invoice Approvals form, you specify whether you want to enter an employee or an organization. In the second **Route To** field, you enter a specific employee or organization that will be evaluated as part of the assignment hierarchy. For more information, see the description for the **Employee** Route To field above.
	Vendor	Click in this field and then click to open the Field Selection dialog box. Select a user-defined field from the Vendor Info Center (whose data type is Employee) to determine the employees to assign as approvers when the assignment hierarchy process looks at the **Vendor** field on the General tab of the AP Invoice Approvals form. To

Field	Description
	<table><tr><th>Route To</th><th>Approver</th></tr><tr><td></td><td>select one or more user-defined vendor fields on the Field Selection dialog box, press the SHIFT or CTRL key and click the fields. Only user-defined fields that you create for the Vendor Info Center with an Employee data type display in the Field Selection dialog box. You create these user-defined fields in **Configuration** » **General** » **User Defined Components**. If you use organizations in Vision, organization-level approval roles are included on the Field Selection dialog box. This allows Vision to look at the vendor's organization that is entered on the General tab in the Vendor Info Center. Then it looks for the approval role that is assigned to the organization in **Configuration** » **Organization** » **Individual** and the employee who is assigned to that approval role.</td></tr></table>

Add Notification Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step starts.

This lets approvers know that there is a step that needs their approval.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.

2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the notification alert to the approval step.
Help	Click this button to open the help system.

Add Reminder Alert Dialog Box

Use this dialog box to have a reminder alert sent a certain number of days before the step is due if it has not yet been approved (completed).

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Reminder** on the shortcut menu.

Contents

Field	Description
Days Before Reminder Notification is Sent	Enter the number of days before an approval step is due to send a reminder alert to the appropriate employees if the step has not yet been approved (completed).
Notification Method	Select one or both of the following methods for sending the reminder alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the reminder alert to the approval step. You are returned to the Workflow tab where you now see the reminder alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the reminder alert to the approval step.

Notify Assignee's Supervisor Dialog Box

Use this dialog box to have a notification alert sent to the supervisors of the employees who are assigned to an approval step.

You set up the alert to be sent either a certain number of days after the step is due or after the step has been started. These alerts are usually sent to inform supervisors that their employee is late in responding to the step.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Supervisor Escalation** on the shortcut menu.

Contents

Field	Description
Days After Step Due Date	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's due date. Enter the number of days after the step's due date to send the alert.
Days After Step Start Date	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's start date. Enter the number of days after the step's start date to send the alert.
Notification Method	Select one or both of the following methods for sending the notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the notification alerts (email, dashboard, or both) added to the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the notification alert to the approval step.

Validate Error Conditions Dialog Box

Use this dialog box to enter conditions under which an error message will display for an approval workflow step.

For example, for AP invoice approvals, you can create a condition to have a validate error message display when an approver leaves the AP invoice number blank or when the invoice amount is less than or equal to zero.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab.
4. Complete one of the following steps:
   - In the Approval Steps grid, select the first step in the grid, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error at Start** from the shortcut menu.
   - In the Approval Steps grid, select a step to which to add a validation error action, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error** from the shortcut menu.

Contents

Conditions Grid Toolbar

Field	Description
Conditions Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a condition that determines whether or not an error message displays at the end of an approval step. Enter the information for the condition in the blank row that is added to the Conditions grid. You can enter multiple conditions.
Copy	Select a condition in the grid to copy it to create another condition. The copied condition is added as a row in the grid, which you can edit as needed.
Delete	Select a condition to delete, and then click this option.
Move Up	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition up.
Move Down	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition down.

Conditions Grid

Use this grid to enter a condition that determines when a validation error displays for the approval step. When the condition is true for a record going through the approval process, an error message will display during the approval process.

Conditions Grid Fields

Field	Description
Column	Click in this field, and from the drop-down list, select a field to be evaluated for the condition. The fields in the list correspond to the application for which you are creating the approval workflow. For example, for a purchase order approval workflow, the list includes purchase order fields and project and configuration fields that are related to purchase orders. For absence request approval workflows, the list includes absence

Field	Description
	request and employee fields. For AP invoice approval workflows, the list includes AP invoice and vendor fields.
Operator	Click in this field, and from the drop-down list, select the operator for the condition. Possible operators are: **equals**, **not equals**, **less than**, **greater than**, **less or equal**, **greater or equal**, **empty**, and **not empty**. The operator compares the column and the value that you enter in the grid. For example, if you want a validate error message to display at the end of an approval step if the amount of the AP invoice on the AP Invoice Approvals form is less than zero, you would select the AP invoice amount field in the **Column** field, select **less than** in the **Operator** field, and enter **0** in the **Value** field. If you want a validate error message to display if the **Invoice Number** field is blank on the AP Invoice Approvals form, you would select the AP invoice number field in the **Column** field and select **empty** in the **Operator** field. In this example, the **Value** field has no entry.
Value	Use this field in conjunction with the **Column** and **Operator** fields to set the condition. Make an entry in this field that applies for the column that you entered in the **Column** field. If you selected **empty** or **not empty** in the **Operator** field, this field is not applicable.
AND/OR	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Deltek recommends that you select either all ANDs or all ORs in these fields.

Buttons

Field	Description
OK	Click this button to save the conditions that you entered on this dialog box and return to the Workflow tab on the Approvals Configuration form.
Cancel	Click this button to return to the Workflow tab of the Approvals Configuration form without saving the conditions that you entered on this dialog box.

Add Approved Alert Dialog Box

Use this dialog box to have a notification alert sent when a step is approved.

This alert is helpful so that each member of the group of employees who is assigned to the step or others know that a member of the group has approved the step.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Approval Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the approved notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the approved notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the approved notification alert to the approval step.
Help	Click this button to open the help system.

Add Review Alert Dialog Box

Use this dialog box to have a notification alert sent when an approver of a step makes a change to the item to be approved.

This applies if the approval step has been set up to allow editing as well as approving (you selected **In Review** in the **Workflow State** field in the Approval Steps grid).

After you complete the information on this dialog box and add the review alert to the approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to be sent in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.

4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Review Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the review notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the review notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the review notification alert to the approval step.
Help	Click this button to open the help system.

Add Rejected Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step is rejected.

After you complete the information on this dialog box and add the rejection alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Rejection Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the rejected notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the alert to the approval step. You are returned to the Workflow tab where you now see the rejected notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the rejected notification alert to the approval step.
Help	Click this button to open the help system.

Add Past Due Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step is not approved by its due date or when the approval workflow is not completed by its due date.

After you complete the information on this dialog box and add the past due alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Past Due Notification** on the shortcut menu.

Contents

Field	Description
Notify When	Select one of the following options to determine whether to have the past due alert sent when the approval workflow is past due or when the approval step is past due:

Field	Description
	▪ **The Approval Workflow Becomes Past Due** ▪ **The Assignment Becomes Past Due**
Notification Method	Select one or both of the following methods for sending the past due notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the alert to the approval step. You are returned to the Workflow tab where you now see the past due alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the past due notification alert to the approval step.

Add Requester Alert Dialog Box

Use this dialog box to have a notification alert sent to the purchasing or inventory item's requester when the approval step starts or ends.

The requester is the employee who is entered in the **Requested By** field for the purchase requisition, requests for price quote, and inventory item request to be approved.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Requester Notification** on the shortcut menu.

Contents

Field	Description
Notify Requester When:	Select one of the following options to determine whether to have the alert sent when the approval step starts or ends:

Field	Description
	▪ **Step Starts** ▪ **Step Ends**
Notification Method	Select one or both of the following methods for sending the requester notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the requester notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the requester notification alert to the approval step.

Add Submitter Alert Dialog Box

Use this dialog box to have a notification alert sent to the employee who submitted the purchasing or inventory item when the approval step starts or ends.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Submitter Notification** on the shortcut menu.

Contents

Field	Description
Notify Submitter When:	Select one of the following options to determine whether to have the alert sent when the approval step starts or ends: ▪ **Step Starts** ▪ **Step Ends**

Field	Description
Notification Method	Select one or both of the following methods for sending the submitter notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the submitter notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the submitter notification alert to the approval step.

Add Completion Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval workflow is complete (all its steps are approved).

You can use this action only for the last approval step in the workflow. This alert is commonly sent to the company requester (buyer).

After you complete the information on this dialog box and add the completion alert to an approval step, click the **Email** and/or **Dashboard** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Completed Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the completion notification alert: ▪ **Email** ▪ **Dashboard**

Field	Description
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the completion notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the completion notification alert to the approval step.
Help	Click this button to open the help system.

Add Create Voucher Action Dialog Box

Use this dialog box to add a Create Voucher action to the final step of an approval workflow for AP Invoice Approvals.

Add the Create Voucher action to the final step of a workflow if you want Vision to automatically create an AP voucher for an AP invoice when the AP invoice is final approved in **Accounting** » **AP Invoice Approvals**.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing workflow for the AP Invoice Approvals application or create a new workflow for the AP Invoice Approvals application.
3. Click the Workflow tab.
4. In the Approval Steps grid, select the final step of the approval workflow (last row in the grid), and click **Insert** on the toolbar of the Step Actions grid.
5. Select **Create Voucher** from the drop-down menu.

Contents

Field	Description
OK	Click this button to add a Create Voucher action in the Step Actions grid for the final step of an approval workflow for an AP Invoice. The Vision-assigned description that prefills in the **Description** field in the grid is **Create Voucher When Approval Workflow is Completed**. The **Edit Content** field in the grid remains empty (with no hyperlink).
Cancel	Click this button to close this dialog box and return to the Workflow tab without adding a Create Voucher action.
Help	Click this button to open the help topic for this dialog box.

Conditions Dialog Box

Use this dialog box to create a condition under which an approval step will take place.

Location

To display the Conditions dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Approval Steps grid, click in the **Conditions** field, and then click the Ellipsis icon.

Contents

Conditions Grid Toolbar

Field	Description
Conditions Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new row in the grid, and enter a condition for the approval step.
Copy	Select a row in the grid that you want to copy to create a new condition. Then click **Copy**. The information from the selected row is copied to a new row below it. Edit the new row as needed.
Delete	Select a condition to remove from the approval step and then click this option.
Move Up	To change the order of a condition, select the condition in the grid, and click this button to move it up one row.

Field	Description
Move Down	To change the order of a condition, select a condition in the grid, and click this button to move it down one row.

Conditions Grid Fields

Field	Description
Column	From the drop-down list in this field, select the field to evaluate for the condition. The list is specific to the application that you selected on the General tab for the approval workflow.
Operator	From the drop-down list in this field, select the operator for the condition. Possible operators are: **equals**, **not equals**, **less than**, **greater than**, **less or equal**, **greater or equal**, **empty**, and **not empty**. The operator compares the column and the value that you enter in the grid. For example, if you want a step to occur only if the total amount for the Purchasing item is more than $10,000, you would select the **Total Amount** field in the **Column** field, **greater than** in the **Operator** field, and **$10,000** in the **Value** field. Or, if you want a step to occur when a field that was empty now contains information, you would select **not empty** as the operator. If you select **Purchase Order** from the **Column** drop-down list, choose between the operators **equals** or **not equals**.
Value	Use this field in conjunction with the **Column** and **Operator** fields to set the condition. Make an entry in this field that applies for the column that you entered in the **Column** field. For example, if you entered a date field in the **Column** field, you must enter a date in the **Value** field. If you entered an Info Center record field, such as a purchase order buyer, in the **Column** field, you select an employee from the Employee lookup in the **Value** field. If you selected **empty** or **not empty** in the **Operator** field, this field is not applicable. If Purchase Order is selected in the Column drop-down, this field becomes a drop-down list. Select **Yes** if a purchase order is associated with the AP Invoice being approved, or select **No** if not.
AND/OR	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Deltek recommends that you select either all ANDs or all ORs in these fields.

Buttons

Field	Description
OK	Click this button to save the conditions that you entered on this dialog box and return to the Workflow tab on the Approvals Configuration form.

Field	Description
Cancel	Click this button to return to the Workflow tab of the Approvals Configuration form without saving the conditions that you entered on this dialog box.

Field Selection Dialog Box

Use this dialog box to select the employees who will receive an alert based on an assigned responsibility, such as project manager, project biller, approval administrator, and so on.

This same dialog box opens in several places on the Workflow tab in Approvals Configuration.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. Open an existing approval workflow or create a new one.
3. Complete either of the following on the Workflow tab to display the dialog box:
   - In the Approval Steps grid, click in the **Assigned To** field, and then click .
   - In the Step Actions grid, click either the **Email** or **Dashboard** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click in the **Employee Fields** field.

Contents

Field	Description
Employee Column	Select an assigned responsibility, such as project manager, project biller, approval administrator, and so on for the employees whom you want to receive the alert. The options on the dialog box are based on the application that you selected in the **Application** field on the General tab of the Approvals Configuration form for the approval workflow. When you open this dialog box from the **Assign To** field in the Approval Steps grid on the Workflow tab: Select one or more assigned responsibilities of the employees that you want to approve the step. When you open this dialog box from the **Email** or **Dashboard** hyperlink in the **Edit Content** field in the Step Actions grid on the Workflow tab (in the **Employees Fields** field on the Email Configuration dialog box or the Dashboard Configuration dialog box): Select one or more assigned responsibilities of the employees that you want to receive the alert. To select multiple assigned responsibilities, press and hold the CTRL key on your keyboard as you click items.
OK	Click this button to save the selections that you made on this dialog box and return to the Approvals Configuration form, the Email Configuration dialog box, or the Dashboard Configuration dialog box.

Field	Description
Cancel	Click this button to return to the Approvals Configuration form, the Email Configuration dialog box, or the Dashboard Configuration dialog box without saving the selections that you made on this dialog box.

Email Configuration Dialog Box

Use the Email Configuration dialog box to specify the subject, message, and recipients for an email alert for an approval workflow step.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Step Actions grid, add a step action (notification alert) for the approval step, and select **Email** as the notification method.
5. After the notification alert is added to the Step Actions grid, click the **Email** hyperlink in the **Edit Content** field.

Contents

These field descriptions apply to all three tabs on this dialog box: To, CC, and BCC.

Field	Description
Emails	Enter the email address of one or more people who will receive the alert. Enter a semicolon between each email address.
Users	Click and use the lookup to select the people who will receive the alert, based on usernames set up in **Security** » **Users**.
Security Roles	Click and use the lookup to select the employees who will receive the alert based on their Vision security role that is assigned in **Security** » **Users**.
Approval Roles	Enter the employees you want to receive the email alert based on their assigned responsibility, such as project manager, project biller, and approval administrator. To make a different selection than the one that prefills in this field, click in this field to open the Fields Selection dialog box. The options on the Field Selection the dialog box are based on the application that you selected in the **Application** field on the General tab of the Approvals Configuration form for the approval workflow. To select more than one field, press and hold the CTRL key on your keyboard as you click each item in the list.

Field	Description
	Some of the options are: ▪ **Approval Administrator** — This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form. ▪ **Create User** — This is the employee who created the record that is going through the approval process. ▪ **Currently Assigned** — This is the employee or employees who are currently assigned to the approval workflow step. ▪ **Principal-in-Charge**, **Project Manager**, and **Project Supervisor** — These responsibilities are specified for a project in the Project Info Center. ▪ **Company Buyer** — This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing & Inventory Company Settings Configuration.
Attach Uploaded Files to Email Alert	If the approval workflow is for the AP Invoice Approvals application, select this check box to attach the AP vendor invoices that have been uploaded into Vision (in **Accounting** » **AP Invoice Approvals**) to the approval email alert.
Subject and Insert Field	Enter the subject for the email alert. Type the text in this field. To insert a field in the subject, such as the approval due date, put your cursor in the appropriate location in the text in the **Subject** field, and click the **Insert Field** button. On the Column Selection dialog box, select the field to insert. Example: 1. In the **Subject** field, enter **Purchase Requisitions are awaiting your approval. Due on .** 2. Place your cursor before the period at the end of the text and click **Insert Field**. 3. On the Column Selection dialog box, select **[:ApprovalItem.DueDate]** and click **OK**. The **Subject** field now displays **Purchase Requisitions are awaiting your approval. Due on [:ApprovalItem.DueDate].**. When the email alert is sent to recipients (and the due date for the approval step is 11/10/2014), the subject of the email will be displayed as **Purchase Requisitions are awaiting your approval. Due on 11/10/2014.**
Body	Enter the message for the email alert. Type the text in this field. To insert a field in the body, such as the approval due date, put your cursor in the appropriate location in the text in the **Body** field, and click the **Insert Field** option on the Body toolbar. On the Column Selection dialog box, select the field to insert. Example:

Field	Description
	1. In the **Body** field, type **The following purchase requisitions are awaiting your approval:** 2. Place your cursor after the colon, and click **Insert Field**. 3. On the Column Selection dialog box, select **[:POPRMaster.RequisitionNo]** and click **OK**. The **Body** field now displays **The following purchase requisitions are awaiting your approval: [:POPRMaster.RequisitionNo]**. When the email alert is sent to recipients (and the PO requisition number is 115-73), the body of the email displays **The following purchase requisitions are awaiting your approval: 115-73** You can also click **Edit** in this field to use the Text Editor to enter and format the text.
OK	Click this option to save the entries on the dialog box and return to the Workflow tab.
Cancel	Click this option to return to the Workflow tab without saving changes on the dialog box.

Dashboard Alert Configuration Dialog Box

Use the Dashboard Configuration dialog box to specify the subject, message, and recipients for a dashboard alert for an approval workflow step.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Step Actions grid, add a step action (notification alert) for the approval step, and select **Dashboard** as the notification method.
5. After the notification alert is added to the Step Actions grid, click the **Dashboard** hyperlink in the **Edit Content** field.

Contents

Field	Description
Users	Click and use the lookup to select the employees you want to receive the alert, based on usernames set up in **Security** » **Users**.

Field	Description
Security Roles	Click and use the lookup to select the people you want to receive the alert based on their Vision security role that is assigned in **Security** » **Roles**.
Approval Roles	Enter the employees you want to receive the dashboard alert based on their assigned responsibility, such as project manager, project biller, and approval administrator. To make a different selection than the one that prefills in this field, click in this field to open the Fields Selection dialog box. The options on the Field Selection the dialog box are based on the application that you selected in the **Application** field on the General tab of the Approvals Configuration form for the approval workflow. To select more than one field, press and hold the CTRL key on your keyboard as you click each item in the list. Some of the options are: ▪ **Approval Administrator** — This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form. ▪ **Create User** — This is the employee who created the record that is going through the approval process. ▪ **Currently Assigned** — This is the employee or employees who are currently assigned to the approval workflow step. ▪ **Principal-in-Charge**, **Project Manager**, and **Project Supervisor** — These responsibilities are specified for a project in the Project Info Center. ▪ **Company Buyer** — This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing & Inventory Company Settings Configuration.
Display summary as application link	Select this check box to have the summary that you enter in the **Summary** field display as a hyperlink in the Alert dashpart for the dashboard alert. When you select this check box, you cannot enter text in the **Alert Content** text box.
Summary Field and Insert Field Button	Enter a summary for the dashboard alert in the **Summary** field. To insert a field in the summary, such as the approval due date, put your cursor in the appropriate location in the text in the **Summary** field, and click the **Insert Field** button. On the Column Selection dialog box, select the field to insert. Example: 1. In the **Summary** field, type **Purchase Requisitions are awaiting your approval. Due on .** 2. Place your cursor before the period at the end of the text and click **Insert Field**. 3. On the Column Selection dialog box, select **[:ApprovalItem.DueDate]** and click **OK**.

Field	Description
	The **Summary** field now displays **Purchase Requisitions are awaiting your approval. Due on [:ApprovalItem.DueDate].**. When the dashboard alert is sent to recipients (and the due date for the approval step is 11/10/2014), the summary of the dashboard will be displayed as **Purchase Requisitions are awaiting your approval. Due on 11/20/2014.**
Alert Content	This text box is accessible only when you clear the **Display summary as application link** check box. Enter the message for the dashboard alert. To insert a field, such as the approval due date, put your cursor in the appropriate location in the text in the **Alert Content** field, and click the **Insert Field** option on the Alert Content toolbar. On the Column Selection dialog box, select the field to insert. Example: 1. In the **Alert Content** field, type **The following purchase requisitions are awaiting your approval:** 2. Place your cursor after the colon, and click **Insert Field**. 3. On the Column Selection dialog box, select **[:POPRMaster.RequisitionNo]** and click **OK**. The **Alert Content** field now displays **The following purchase requisitions are awaiting your approval: [:POPRMaster.RequisitionNo]** When the dashboard alert is sent to recipients (and the PO requisition number is 115-73), the content of the dashboard displays: **The following purchase requisitions are awaiting your approval: 115-73** You can also click **Edit** in this field to use the Text Editor to enter and format the text.
OK	Click this option to save the entries on the dialog box and return to the Workflow tab.
Cancel	Click this option to return to the Workflow tab without saving changes on the dialog box.

Edit Workflow Dialog Box

Use this dialog box to continue or cancel the process of editing an approval workflow that has in-progress approvals.

Location

To display the Edit Workflow dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.

2. On the Approvals Configuration form, use the **Search** field to select and open an existing approval workflow.
3. Open the Workflow tab, and click the **Edit Workflow** button in the upper left corner of the tab.

   The **Edit Workflow** button displays only if there are currently in-progress approvals that use the workflow.

Contents

The text on this dialog box:

- Identifies how many in-progress approvals exist for the workflow that you want to edit.
- Informs you that the in-progress approvals will be restarted (beginning with step 1) after you make changes and save the workflow.
- Recommends that you consider making edits after normal workflow hours because restarting the workflows may take time to process, depending on the number of workflows to restart.

Field	Description
OK	Click this button to continue editing the approval workflow.
Cancel	Click this button to return to the Workflow tab without making any edits.
Help	Click this button to open the Help system.

Errors Encountered Dialog Box

This dialog box identifies any in-progress approval records that need to be reviewed and resubmitted when an approval workflow is restarted after an approval administrator edits an approval workflow (using the **Edit Workflow** button in Approval Workflows Configuration).

From this dialog box, an approval administrator sends an automated email message to notify each of the original submitters that they must review and resubmit the specific records.

This applies only if an approval workflow has steps that are set up with a step action whose type is Validate Error or Validate Error at Start. These action types produce an error message when specified conditions for the record data entry are not met. For example, a Validate Error at Start action for the first approval step of an AP invoice approvals workflow could require that the AP invoice amount must be greater than 0 before you can submit the AP invoice for approval.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.
2. Open an existing approval workflow or create a new one.
3. Complete either of the following on the Workflow tab to display the dialog box:

- In the Approval Steps grid, click in the **Assigned To** field, and then click .
- In the Step Actions grid, click either the **Email** or **Dashboard** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click in the **Employee Fields** field.

Contents

Field	Description
Text	The text on this dialog box informs you that validation errors were encountered when the approval workflow was restarted after you saved changes to the approval workflow. A list of the approval records that need to be reviewed and resubmitted is included in the message.
Notify Submitter	Click this button to have Vision send an email message to each employee who originally submitted a record that needs to be reviewed and resubmitted. The subject of the email messages sent to submitters is: **When the workflow was restarted for <*application name*>, records encountered errors. Review these records and submit them again to restart workflow.** The email recipient sees only a list of records that they originally submitted, which they now need to review and resubmit. The email message lists the record number (for example the purchase order number) and a hyperlink to the record, so the original submitter can easily open a record to review and resubmit it. The error message description (from the **Description** field for the Validate Error at Start or Validate Error action in the Step Action grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**) is also listed with the record number. After Vision sends the email messages, the Errors Encountered dialog box closes, and you are returned to the Approvals Configuration form.
OK	Click this button to close this dialog box without notifying submitters and return to the Approvals Configuration form.
Help	Click this button to open the help topic for this dialog box.

GL Budget Group Notification Dialog Box

Use this dialog box to have a notification alert sent when all GL budgets under an organizational lead, such as a Regional Manager, are ready for approval.

You can use this action only for the Consolidated General Ledger Budgeting application, not for the General Ledger Budgeting application.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Approval Workflows**.

2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Click the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click **Insert**, and then click **Group Complete Notification** on the shortcut menu.

Contents

Field	Description
Notification Method	Select one or both of the following methods for sending the completion notification alert: ▪ **Email** ▪ **Dashboard**
OK	Click this button to save the entries on this dialog box and add the notification alert to the approval step. You are returned to the Workflow tab where you now see the completion notification alerts (email, dashboard, or both) added to the end of the Step Actions grid.
Cancel	Click this button to return to the Workflow tab without adding the completion notification alert to the approval step.
Help	Click this button to open the help system.

Learn More About...

You may find it helpful to review setup checklists and related conceptual information about approval workflows.

Approval Workflows Overview

Approval workflows allow you to set up an approval process for records that you enter in certain Vision applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

Configuration

You create and configure approval workflows for each type of record or application in **Configuration** » **Workflow** » **Approval Workflows**. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in Vision, you can specify approver roles at the organization level. In **Configuration** » **Organization** » **General**, you create approval roles for all your organizations. In **Configuration** » **Organization** » **General** or **Configuration** » **Organization** » **Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the General tab for Purchasing applications.
- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Inventory tab for Inventory item requests.
- **Configuration** » **Accounting** » **Company AP** on the Accounts Payable tab for accounts payable vendor invoices.
- **Configuration** » **Accounting** » **Time Analysis** on the Benefit Accrual Setup tab for absence requests.
- **Configuration** » **Time & Expense** » **Company Expense** on the Setup tab for expense reports.
- **Configuration** » **Accounting** » **Company Settings** on the General tab for General Ledger budgets.

Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms — on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

Steps that Make Up Approval Workflows

Approval workflows are made up of one or more steps that define who is assigned to review and approve the record undergoing approval and, optionally, the conditions under which the step occurs.

You add steps to an approval workflow in the Approval Steps grid on the Workflow tab of the Approvals Configuration form in **Configuration** » **Workflow** » **Approval Workflows**.

You can create simple steps or more complex, multitiered conditional steps.

For each step you define:

- Any conditions to determine if a step will be performed or skipped and, if skipped, what will happen next.
- The specific employees and/or roles (such as project manager, project supervisor, and so on) who can review and/or approve the record for the step.
- Whether or not those who are assigned to the step can edit the record, and if it is edited, whether the step will be approved after editing or the approval workflow will be restarted, beginning with step 1.
- Whether or not all, some, or only one of those assigned to the step must approve the record.
- The number of days that are allotted for those assigned to approve the record to complete the step. Reminder alerts can be sent to employees based on this information.
- What happens when a record is rejected.

You also assign alerts to be sent for each step of an approval workflow. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved, and so on.

Conditions for Approval Workflow Steps

You can add conditions to a step in an approval workflow to determine if the step will be performed or skipped and, if skipped, what will happen next.

For example, if the total monetary amount of a purchase order is over a certain amount, you can have it routed to different approvers than if it is under a certain amount.

You add conditions to an approval workflow step in the **Conditions** field in the Approval Steps grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**.

Each condition is made up of a Vision column (field), an operator, and a value that you enter on the Conditions dialog box that opens from the **Conditions** field in the Approval Steps grid.

For each condition, you choose what happens if the condition is not met: approve the step, skip to the next step, mark as final approved, or assign to the approval workflow administrator.

Total Amount and Multicurrency

If you use multiple currencies in Vision, the values of the **Total Amount** and **Total Not to Exceed Amount** fields are displayed in the following ways:

Application	Column (field)	Currency
Purchase Orders	Total Amount	Functional currency of the active company
	Total Not to Exceed Amount	Transactional currency
Purchase Requisitions	Total Amount	Transactional currency
Item Requests	Total Amount	Transactional currency

Examples of Conditions for Approval Workflow Steps

You may find it helpful to review an example that shows how conditions work for approval workflow steps.

You create approval workflows in **Configuration** » **Workflow** » **Approval Workflows**. You enter the steps for an approval workflow in the Approval Steps grid on the Workflow tab. On the Conditions dialog box that opens from the **Conditions** field in the grid, you enter the conditions for an approval step. In the **Actions if Conditions Not Met** field in the grid, you specify the actions to take if the conditions are not met.

The following table describes an example in which three steps make up an approval workflow for purchase orders. Steps 2 and 3 each have a condition applied. Additionally, you set up notification alerts for approvers, so they know when a purchase order is waiting for their approval.

Table 1: Approval Workflow for Purchase Orders Example

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
1	You want the project manager of the cost distribution project to approve submitted purchase orders.	▪ **Description = PM Approval** ▪ **Conditions** = blank (none) ▪ **Actions if Conditions Not Met** = blank ▪ **Workflow State = In Approval** ▪ **Assigned To = Project Manager** ▪ **Specific Employees** = blank ▪ **Who Must Complete = All** ▪ **Days Allotted** = 3 ▪ **Review Action** = blank ▪ **Reject Action = Assign to Submitter**
2	You want the division manager (an approver at the organization level) to approve purchase orders after the project manager approves them, if the total amount of the purchase order is greater than $10,000 and less than $100,000. You set up the Org 1 Division Manager approval role in Individual Organization Configuration.	▪ **Description = Division Approval** ▪ **Conditions = If Total Amount is greater than 10,000 and If Total Amount is less than 100,000**

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		▪ Actions if Conditions Not Met = Skip to Next Step ▪ Workflow State = In Approval ▪ Assigned To = Org 1 Division Manager ▪ Specific Employees = blank ▪ Who Must Complete = All ▪ Days Allotted = 5 ▪ Review Action = blank ▪ Reject Action = Assign to Submitter
3	You want Chief Financial Officer (employee David Anderson) to approve purchase orders after the project manager approves them if the total amount of the purchase order is over $100,000.	▪ Description = CFO Approval ▪ Conditions = If Total Amount is greater than 100,000 ▪ Actions if Conditions Not Met = Mark as Final Approved ▪ Workflow State = In Approval ▪ Assigned To = blank ▪ Specific Employees =

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		David Anderson ▪ **Who Must Complete = All** ▪ **Days Allotted = 5** ▪ **Review Action** = blank ▪ **Reject Action = Assign to Submitter**

What Happens when Purchase Orders are Submitted

Using the approval workflow above, the following results occur when purchase orders are entered.

Table 2: After a Purchase Order is Submitted

Purchase Order Total Amount	Approval Workflow Results
$500	1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order. 2. Vision evaluates step 2. Because the purchase order amount is less than $10,000, the condition is not met. Step 2 says that if the condition is not met, then skip to the next step. Vision moves to step 3. 3. Vision evaluates step 3. Because the purchase order amount is less than $100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked as final approved. Only the project manager's approval was required because the purchase order's total amount was less than $10,000.
$12,000	1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order. 2. Vision evaluates step 2. Because the purchase order amount is greater than $10,000 and less than $100,000, the condition is met, and a

Purchase Order Total Amount	Approval Workflow Results
	notification alert is sent to the division manager letting him or her know that the purchase order requires approval. The division manager reviews and approves the purchase order. 3. Vision evaluates step 3. Because the purchase order amount is not greater than $100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked final approved. Only the project manager's approval and division manager's approval were required because the purchase order total amount was greater than $10,000 but less than $100,000.
$170,000	1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order. 2. Vision evaluates step 2. Because the purchase order amount is greater than $10,000 but not less than $100,000, the condition is not met. Step 2 says if the conditions are not met, then skip to the next step. Vision moves to step 3 without alerting the division manager that the purchase order needed his or her approval. 3. Vision evaluates step 3. Because the purchase order amount is greater than $100,000, the condition is met. A notification alert is sent to David Anderson (CFO), letting him know that the purchase order requires approval. He approves the purchase order. The purchase order is marked final approved because the approval was the last step in the approval workflow. Only the project manager's approval and David Anderson's approval were required because the purchase order total amount was greater than $100,000.

Example of an Assignment Hierarchy for AP Invoice Approvers

This example uses an assignment hierarchy to determine the approvers to assign to an approval step for an accounts payable invoice.

You set up an approval hierarchy for AP invoices in the Assignment Hierarchy grid on the Assigned To dialog box in Approval Workflows Configuration. The dialog box opens when you click in the **Assigned To** field in the Approval Steps grid on the Workflow tab on the Approvals Configuration form (**Configuration** » **Workflow** » **Approval Workflows**).

How Vision Assigns an Approver

Vision uses the information in each row in the Assignment Hierarchy grid, starting with the first row, then the second row, the third, and so on, until it finds an employee to assign as an approver when it looks at an AP invoice.

The **Route To** field identifies a field from the AP Invoice Approvals form for an AP invoice. If Vision finds an entry in that field on the AP Invoice Approvals form, it looks for the employee who

is assigned to the role that is related to that field, which you specify in the **Approver** column in the Assignment Hierarchy grid. Then one or more employees who are specified for the role for the field are assigned as approvers for the approval step.

If Vision does not find an employee entered for the specified role, then it looks at the next row in the Assignment Hierarchy grid to find an approver, and so on until it finds an approver to assign. If no employees are found, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) will receive a workflow failure message and be assigned as the approver for the approval step.

Example

In Approval Workflows Configuration, you entered the following in the Assignment Hierarchy grid on the Assign To dialog box for an approval step, in the exact order shown:

Do Not Use Check Box	Route To	Approver
Cleared	Purchase Order	Buyer
Cleared	Project	Project Manager
Cleared	Employee	Route to Employee
Selected	Vendor	blank
Selected	Organization	blank

Vision performs the following steps when it looks at AP invoice number 115 that is entered in AP Invoice Approvals:

1. Vision uses row one in the Assignment Hierarchy grid to find an approver for the approval step.

   Vision looks at the **Purchase Order** field on the AP Invoice Approvals form—based on **Purchase Order** that is specified in the **Route To** column in the first row of the Assignment Hierarchy grid.

   No purchase order is entered for AP invoice 115, so no approver is assigned.

2. Vision uses row two in the Assignment Hierarchy grid to find an approver for the approval step.

   Vision looks at the **Project** field on the AP Invoice Approvals form—based on **Project** that is specified in the **Route To** column in the second row of the Assignment Hierarchy grid.

   Vision finds two projects (A and B) entered for AP invoice 115.

3. Vision looks in the Project Info Center for the project managers who are entered for projects A and B—based on **Project Manager** that is entered in the **Approver** column in the second row in the Assignment Hierarchy grid.

   It finds a project manager entered for project A and a project manager entered for project B. The two project managers are assigned as approvers for the approval step.

   Vision ignores the remaining rows in the Assignment Hierarchy grid because it found employees to assign as approvers per the second row in the grid.

   If Vision had not found any projects entered for the AP invoice per the second row of the Assignment Hierarchy grid (and thus no approvers to assign), it would have looked in the employee **Route To** field for AP invoice 115—based on the **Employee** that is specified in

the **Route To** column and the **Route to Employee** specified in the **Approver** column of the third row of the Assignment Hierarchy grid.

If no employee was found in the **Route To** field for AP invoice 115, Vision would not look at the **Vendor** or **Organization** fields for AP invoice 115 (in rows four and five of the Assignment Hierarchy grid) because the **Do Not Use** check box is selected for those rows. When no approver assignment can be made, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) receives a workflow failure message and is assigned as the approver for the approval step. Workflow failures are always sent when approver assignments cannot be made.

Alerts for Approval Workflows

You add alerts to approval workflow steps to notify employees that records are ready for them to approve, records have been rejected, records have been final approved, and so on.

The alerts keep the approval process moving from one step to the next and keep the employees who are involved in the process informed about an approval's progress.

Where You Set Up Alerts

You add alerts for approval workflow steps in the Step Actions grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**.

When Alerts Are Sent

You can have alerts sent to the employees who are assigned to an approval step, so that they know when:

- A step has started and a record requires their approval.
- Their approval of a record is due soon.
- Their approval of a record is past due.
- A record has been approved, edited, or rejected by another approver.
- The last step of an approval workflow has been approved (completed).

You can also have alerts sent to:

- The employee who submitted a record, either when the approval step starts or ends.
- The employee who requested a record, either when the approval step starts or ends.
- The approver's supervisors when an approver is late to responding to an approval request.

How Alerts Are Sent

You can choose to send the notification alerts by email, dashboard, or both.

Grouping Email Alerts

When you have multiple records that need the same type of alert sent at the same time, the alerts are grouped into one email.

This applies for the following type of alerts:

- Reminder alerts
- Supervisor escalation alerts
- Past Due Notification alerts for assignment (not the past due notification alerts for the approval workflow itself)

For example, if a project manager has five purchase orders that require a reminder alert, one reminder email alert will be sent that lists the five purchase orders.

Taking Action When You Receive an Alert

Dashboard Alerts

Dashboard alerts display as hyperlinks in the Alerts dashpart on your dashboard. You can access the associated record using the hyperlink.

When you click an alert hyperlink in the dashpart, either of the following occurs:

- The record that is associated with the alert opens directly in its application and the dashboard closes. This occurs when an alert is configured to display the alert summary as an application link. This setting is a check box on the Dashboard Alert Configuration dialog box that you access when you add alerts to approval workflow steps in the Step Actions grid on the Workflow tab in Approval Workflows Configuration.

  You have access to all the usual toolbar options for the application, including the **Approvals** option, and you can edit the record.

- The Alert Details dialog box displays if an alert is **not** configured to display the alert summary as an application link. On the dialog box, you see the alert summary and contents. The **Open Record** and **Navigate to Record** buttons on the dialog box allow you to either:

  - Open the record on a dialog box with limited access to only the **Approvals** option on the application toolbar. You can approve or reject the record or reassign the approval step.
  - Open the application directly with full access to editing and all the application's toolbar options, including the **Approvals** option.

After you open a record from the Alerts dashpart, the alert hyperlink is removed from the Alert dashpart. If you open a record and take no action that is required, such as approving the record, a reminder alert will be sent only if reminder alerts are added to the approval step in Approval Workflows Configuration.

If you are one of multiple people who can approve a record (but only one person is required to approve the record, not all), the dashboard alert is removed from your Alerts dashpart when any one of the approvers approves the record.

Email Alerts With Hyperlinks

Email alerts can be configured to include a hyperlink that opens the record that requires an action or for which an action has been taken. When you configure an email alert in Approval Workflows Configuration, you insert **[:RecordLink]** into the email body to create the hyperlink for the record.

Editing Approval Workflows

After you create and save an approval workflow in Approval Workflows Configuration, you can edit it.

When an Approval Workflow Has No In-Progress Records

When an approval workflow has no in-progress records to be approved, you can make any necessary changes to the approval workflow in **Configuration** » **Workflow** » **Approval Workflows**. You cannot, however, change an approval workflow's application on the General tab. To change an approval workflow's application if the workflow has never been used, you must delete the approval workflow and recreate it from scratch. Or, you can make the approval workflow inactive and recreate another one.

Approval administrators for an approval workflow (as specified on the General tab in Approval Workflows Configuration) as well as non-approval administrators can make edits to approval workflows that have no in-progress records to be approved.

When an Approval Workflow Has or Does Not Have In-Progress Records

Regardless of whether or not an approval workflow currently has in-progress records to be approved, approval administrators and non-approval administrators can edit the following for an approval workflow:

- Fields on the General tab, such as the **Approval Name**, **Status**, and **Approval Administrator**.
- The following fields in the Approval Steps grid on the Workflow tab:
  - **Assigned To**
  - **Specific Employees**
  - **Who Must Complete**
- Alerts in the Step Actions grid on the Workflow tab. You can edit the content of the alerts. You cannot add or delete an alert if there are in-progress approvals.

Approval steps are **not** restarted after you save changes to these fields.

When an Approval Workflow Has In-Progress Records

Only the administrator for an approval workflow (as specified on the General tab of the Approvals Configuration form) has the ability to fully edit approval steps and alerts on the Workflow tab when there are in-progress records waiting to be approved. This includes adding and removing steps and alerts.

You can tell if a workflow has in-progress records by looking at the top of the Workflow tab on the Approvals Configuration form. If in-progress records exist, the Workflow tab displays text that identifies how many approval records are in-progress. If you are the administrator for the approval workflow, an **Edit Workflow** button is also visible in the upper left corner of the tab. The **Edit Workflow** button gives a workflow administrator full access to the Approval Steps grid on the Workflow tab to make edits—including adding and deleting steps as well as editing existing steps.

Each time that you make a change to the approval workflow steps and save the change, the workflow is restarted at step 1 for all in-progress records. Alerts (if they are set up for the approval) are sent to the appropriate approvers for step 1.

To prevent the workflow from being restarted multiple times as you make and save multiple changes to the workflow in Approval Workflows Configuration, best practice is to:

1. Make a copy of the approval workflow that you want to edit.
2. Make the changes in the copy.
3. Replace the approval workflow currently in use with the copy that contains your new edits.

   For example, you specify the approval workflow to use for employee expense reports in **Configuration** » **Time & Expense** » **Company Expense**. After you make the switch, the approval workflow is restarted once.

You should consider performing edits to approval workflows with a large number of in-progress records **after** normal business hours because restarting the in-progress approvals could take more time to process.

Error Messages for Approval Workflows

You can configure error messages to display under certain conditions during the approval process for Vision records.

An error message prevents the approval process from proceeding until certain information is added or modified for a record. This ensures that certain information is being entered for the approval record as it navigates through the approval process.

Configuring an Error Message for an Approval Workflow

In the Step Action grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**, you can specify an error message and the conditions under which it displays for an approval step of an approval workflow.

The following types of actions for approval steps allow you to set up error messages:

- **Validate Error at Start** — This action applies only for the first step of an approval workflow. A Validate Error at Start action displays an error message and prevents an approval workflow from starting unless certain conditions are met when a user enters a record and clicks **Submit**. For example, for AP invoice approvals, you might want to require that an invoice number be entered before an AP invoice can be submitted. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request.
- **Validate Error** — This action applies for any step of an approval workflow. A Validate Error action displays an error message and prevents an approval process from progressing to the next step unless certain conditions are met before an approver clicks **Approve** for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or equal to zero.

You enter the text for the error messages in the **Description** field in the Step Actions grid on the Workflow tab.

When You Receive a Validate Error Message during an Approval Process

When you submit or approve a record and you receive a validate error message, you must enter the required missing information or modify existing information to match the required conditions before the approval process can continue.

For the Validate Error action type, the record status must be In Review or In Progress before you can make the necessary changes.

If an Approval Administrator Edits an Approval Workflow while there are In-Progress Approval Records

When an approval administrator edits an approval workflow in **Configuration** » **Workflow** » **Approval Workflows** (using the **Edit Workflow** button on the Workflow tab) and there are in-progress records that still must be approved: The approval process is restarted for the in-progress records. If the revised approval workflow has steps with Validate Error at Start or Validate Error actions, validation errors are possible when the approval workflow restarts. In this scenario, the approval administrator receives an Errors Encountered message when he or she saves the changes for the approval workflow. The Errors Encountered dialog box identifies the records that need to be reviewed and resubmitted. The approval administrator can click the **Notify Submitter** button on the Errors Encountered dialog box to send automated email messages to each employee who needs to review and resubmit records. The email message sent to each employee contains only the records that apply specifically to them, and the message has hyperlinks to open the records that must be reviewed and resubmitted.

Approval Workflow Failures

Whenever an approval assignment cannot be made to an employee for an approval workflow step, an approval workflow failure email is sent to the approval workflow's approval administrator.

The approval administrator is automatically assigned as the approver, and he or she can reassign the approval step to another employee.

Approval workflow steps require that an employee approves the record before the record can move to the next approval step or be completely approved. Roles and employees are assigned to approval workflow steps in the Approval Steps grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**. An approval administrator is assigned to an approval workflow on the General tab in Approval Workflows Configuration.

Common Approval Workflow Failures

Common approval workflow failures occur when:

- The project manager is assigned to approve a record, and either no project manager or no project is entered for the record.
- An approval assignment is made to inactive or terminated employees.

Inactive and Terminated Employee Approval Workflow Failures

Approval assignments cannot be made to employees with an inactive or terminated status. If you have multiple companies in Vision, it is possible that an employee is inactive or terminated in one company and active in another. Vision looks at an employee's status in the company that is specified as their home company in the Employee Info Center to determine whether or not the employee is active. An employee's status in their home company applies for approvals, regardless of the company in which an approval is being processed.

Approval Workflow Failure Emails

When no employee can be assigned to an approval workflow step, the approval administrator receives an approval workflow failure email that:

- Identifies the approval step that failed, the reason for the failure, and the role or employee who is responsible for completing the step.
- Contains a **Open Record** hyperlink that opens the entry form for the record. On the entry form, you can click the **Approval** » **Reassign** option on the toolbar to reassign the approval step to an employee. After the approval administrator re-assigns the step to an employee, then the approval step can be approved.

Vision uses the approval administrator's email address that is entered in the Employee Info Center.

Correcting an Approval Workflow Failure

The approval administrator who is assigned to an approval workflow can open the record that has an approval workflow failure and use the **Approvals** » **Reassign** option on the entry form toolbar to assign the step to an employee. A hyperlink to the record is provided in the approval workflow failure email.

Example of an Approval Workflow Failure:

1. Approval step 1 for an approval workflow for purchase orders is assigned to the project manager role of the cost distribution project for purchase orders.

   Project Manager is entered in the **Assigned To** field in the Approval Steps grid of the Workflow tab in Approval Workflows Configuration.
2. A purchase order is entered for cost distribution project A, but no project manager is specified for project A in the Project Info Center.
3. When the purchase order is submitted, the purchase order is now in step 1 of the approval process. No employee can be assigned to the step because there is no project manager entered for the cost distribution project.
4. An approval workflow failure email is sent to the approval administrator of the approval workflow. The approval administrator is specified on the General tab in Approval Workflows Configuration. Vision uses the approval administrator's email address that is entered in the Employee Info Center.

This scenario can also occur if no cost distribution project is entered for the purchase order on the Default Distribution tab of the Purchase Orders entry form.

Expense Report Approvals and Workflows Added with Screen Designer

If you use an approval workflow for expense reports in Time & Expense and you use the Screen Designer to add workflow buttons to the General tab of the Expense Report form, you should take certain precautions to avoid interfering with other workflows.

You must make sure that the scheduled workflows for the workflow buttons created in Screen Designer do not interfere with what the Expense Report approval workflow is doing, or the approval workflow may fail.

For example, if a scheduled workflow that you added as a workflow button using Screen Designer changes the status of an expense report, this could cause problems because the approval workflow for the expense report is expecting a particular status at certain times during the approval process. If a workflow created in Screen Designer interrupts this, then the approval workflow will fail to work.

You create an approval workflow for Expense Report in **Configuration** » **Workflow** » **Approval Workflows** and enable the approval workflow in **Configuration** » **Time & Expense** » **Company Expense**.

You create scheduled workflows for a Screen Designer workflow button in **Configuration** » **Workflow** » **Scheduled Workflows**.

Generating AP Vouchers When AP Invoices are Final Approved

You can configure Vision to create accounts payable vouchers for AP invoices automatically when you final approve the invoices in the AP Invoice Approvals application.

This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in Vision. You can create the AP voucher from the AP invoice or from a purchase order that you link to the AP invoice.

Configuration

For AP vouchers to be automatically created for final approved AP invoices, you must add a Create Voucher action to the final approval step for an AP Invoice approval workflow in the Step Action grid on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**.

Processing

In **Accounting** » **AP Invoice Approvals**, an AP voucher can be automatically generated from a final approved AP invoice or from a purchase order that you link to a final approved AP invoice on the AP Invoice Approvals form. You must enter information for the AP voucher and its transaction or batch file using the **Voucher Options** toolbar option on the AP Invoice Approvals form—before you click **Approvals** » **Approve** on the toolbar of the AP Invoice Approvals form to final approve the AP invoice.

When you final approve the AP invoice, the voucher information is added to the voucher transaction file or batch file that you specified, and the file is now ready to be posted.

- If you created an AP voucher from the AP invoice (and not from a purchase order linked to the AP invoice), you post the transaction file in **Transaction Center** » **Transaction Posting**.
- If you created the AP voucher from a linked purchase order, you post the batch file in **Accounting** » **Accounts Payable** » **Create Voucher from PO**.

Role Security

To have Vision automatically create an AP voucher from a final approved AP invoice, the person final approving the AP invoice must have the following role security:

- Full access to AP voucher transaction types (specified on the Accounting tab in **Configuration** » **Security** » **Role**) in order to create an AP voucher from the AP invoice.

- Full access to the **Accounting** » **Accounts Payable** » **Create Voucher from PO** menu (specified on the General tab in **Configuration** » **Security** » **Role**) in order to create an AP voucher from a purchase order that is linked to the AP invoice.

Other role security settings on the Accounting tab in Role Security that affect whether or not you can create an AP voucher from a final approved AP invoice are:

- **Allow processing in closed periods**
- **Allow processing in prior periods**

Web Services Workflow Overview

Vision's open architecture supports the ability to create interfaces between applications. These interfaces, also called "Web Services," offer the flexibility to automate processes, either as standard Vision-supported extensions or through the creation of custom applications that plug into Vision. You can also create workflows based on Web services.

IMPORTANT: This feature requires knowledge about Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact Deltek Customer Care for assistance.

How to...

You create workflows for web services in Configuration.

Create Web Services Workflows

You create Web Services workflows to create interfaces between applications.

To create a Web Services workflow, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow** » **Web Services**.
2. Complete the fields on the Web Services Workflow form.
3. Click **Save**.

Fields and Options

Use the Web Services Workflow form to specify the application, sequence, and other details for web services workflows.

Web Services Workflow Form

Use the Web Services Workflow form to create Web Services workflows.

If you want to add a button to call the Web Service, see c_CF_Screen_Designer_Working_with_Workflows.

Location

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Workflow** » **Web Services**.

Contents

Field	Description
Web Services Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a Web Service on the grid.
Delete	Highlight a grid row and click this option to remove the Web Service from the grid.
Application	From the drop-down list, select the application for which you want to create a workflow.
Order	Enter a numeric value to reflect the order in which the Web service is called per application area.
Description	Enter a description of the Web service.
Web Service Location	Click and use the lookup to select the location of the Web Service. This is the URL (WSDL file location) for the Web Service you want to invoke.
Web Service Method	Use this drop-down list field to select the method for the Web Service to be called. The settings available for this option depend on the **Web Service Location** that you select. If you have Vision installed in the cloud (meaning that you use Deltek First Vision Essentials) and you are configuring timesheet validation using a stored procedure named **Custom_TimeSheetValidation**, you must enter the following in the **Web Service Method** field: **DeltekVisionOpenAPIWebService.Custom_TimesheetValidation**. For more information, see the "Extending Data Validation Business Logic for Timesheets" section of the *Deltek VisionXtend Web Services and APIs for Deltek Vision* guide.

Learn More About...

There are special considerations for automatic numbering and web services workflows.

Web Services Workflows and Auto Numbering

The Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.

The Web Service action should be used when using a third party Web service, or when using Custom Method is not possible. (For example, the code needs to update a database that is not accessible from the Vision application server.)

When you write a Web service to be invoked via Auto Numbering, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the auto number. Doing so will cause the Web service's database call to be blocked and will result in a database lock. The database call will then time out, and the Web service call will fail.

When you select this action, Vision displays the Web Service Configuration for Auto Numbering dialog box.

Workflow Actions Overview

Workflow actions occur when all the conditions of an event take place. The actions that are available for user initiated and scheduled workflows are identical with this exception: scheduled workflows cannot use the Validate Error or Validate Warning actions.

How to...

You create custom DLLs for workflow actions.

Create a Custom DLL

You can create custom DLLs in Vision. Users can then use the Invoke Custom Method workflow action to invoke the custom DLL.

To create a custom DLL, complete the following steps:

1. Create a Class Library project in Visual Studio.NET.
2. Add references to Deltek.Vision.WorkflowAPI.dll and Deltek.Vision.Ancestors.dll, located in the Web\bin directory under the Vision (Vision) install directory.
3. Create a new class and inherit from WorkflowBaseClass.
4. Create any methods that you need.
5. Compile your project.
6. Place the resulting DLL in a directory called Workflow under the Vision install directory (create one if one does not already exist).
7. On the Invoke Custom Method Configuration dialog box, set up a workflow that invokes the DLL.

Fields and Options

Use the Create Activities dialog box and related dialog boxes for workflow actions.

Create Activities Dialog Box (Workflows)

Use the Create Activities dialog box in Workflow Configuration to create an activity, such as schedule a meeting or arrange a phone call, that will be triggered when a workflow event occurs.

Display the Create Activities Dialog Box (Workflows)

You display the Create Activities dialog box in Workflow Configuration.

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**.
2. Select the type of workflow that you want to create.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Insert** and select **Create Activity**.

Detail Tab of the Create Activities Dialog Box (Workflows)

Use the Detail tab to enter details about the activity that you want to have occur as the result of a workflow event.

Field	Description
Subject	Enter a brief description of the activity or select a subject from the drop-down list. Typically, the subject is a short descriptive statement, such as Initial Consultation or Follow-up Visit. You define activity subject values using the Activity Subject Code Table in Code Table Configuration. See your system administrator for information about adding values to this list.
Location	Enter the location where the activity will occur.
Private	Select this option if you want the activity to be classified as private. Details for a private activity can be viewed only by the owner of the activity. If you are an attendee of a private meeting, the actual subject line displays on the Activity Manager form and you can open the activity and edit it based on your calendar access rights.
Type	Use the drop-down list in this field to select an activity type for the activity, such as Meeting or Teleconference. From the **Display** field, select one of the following settings from the drop-down list: Calendar, Task, Activity Manager Only.

Field	Description
	To define activity type options, use the Activity Type Code Table in Code Table Configuration. See your system administrator for information about adding values to this list.
Priority	Use the drop-down list in this field to set a priority status for pending activities, based on their urgency.
Completed	Select this option to change the status of an activity from **Pending** to **Completed**.
Client	Enter the name of the client associated with the activity, if applicable. Depending on the type of Info Center workflow (for example, Employee, Lead), the information in this field may have default values already entered, such as [Current User]. This is because the workflow relates to a specific record or user and Vision will automatically default to the current record as a link in the activity. You can select a default value from the drop-down menu. In some cases, the records in this list contain "old" and "new" records, for example, [:OpportunityCustomTabFields.cust.ProposalManager] and [:OpportunityCustomTabFields.cust.ProposalManager.Old]. These indicate the proposal manager that was changed from and the proposal manager that was changed to. You can also use the lookup to select one or more clients. You can associate additional contacts with an activity using the Contacts tab of Activity Configuration.
Primary Contact	Enter the name of the primary contact associated with the activity, if applicable. Enter a contact name directly in this field or click and use the lookup to select a contact. You can associate additional contacts with an activity on the Contacts tab.
Opportunity	Enter the name of the opportunity associated with the activity, if applicable. Enter an opportunity name directly in this field or click and use the lookup to select an opportunity.
Project	Enter the name of the project associated with the activity, if applicable. Enter a project name in this field or click and use the lookup to select a project.
Activity Owner	The activity owner is the person at your firm who is responsible for the activity. To change the activity owner, you can enter an employee name directly in this field or click and use the lookup to select a different employee. The activity owner's name and title automatically display in the Attendees grid on the Attendees tab. Depending on the type of Info Center workflow (for example, Employee, Lead), the information in this field may have default values already entered, such as [Current User]. This is because the workflow relates to a specific record or user

Field	Description
	and Vision will automatically default to the current record as a link in the activity. You can select a default value from the drop-down menu.
Created By	This field displays the employee name of the user who created the activity (or the User ID if there is no employee name associated with the user). You cannot edit this field. When you schedule an activity, Vision automatically enters your name or User ID in this field, based on your log on credentials.
Activity to start	Enter the calendar date (first field) and time (second field) when the activity is scheduled to begin or click and select a date and time.
All day event	Select this option if the activity will last for an entire day. When you select this option, the activity start time displays as 8:00 AM and the activity end time displays as 5:00 PM. However, you can change these times, if necessary.
Show time as	Use the drop-down list in this field to select an option that indicates how participants' time is classified, such as Busy or Tentative, on their Vision Activity Calendar for the duration of the activity.
Reminder	Select this option if you want to receive a reminder at a specified time prior to the start of the activity. Then use the **Remind me before** fields to set the reminder time for the activity. The **Reminder** option is automatically selected each time that you open the Activities Scheduling form. You can choose to receive email activity reminders, pop-up activity reminders, or both. You can change the way you receive activity reminders at any time. To change the way you receive activity reminders, click the **Options** button on the Vision toolbar. Then cancel or select the **Enable email reminders** and/or **Enable popup reminders** options in the Activity tab of the User Options dialog box.
Remind me x before	If you selected the **Reminder** option, use these fields to set the reminder time for the activity. Enter a number in the first field and use the drop-down list in the second field to select a unit of time. Your options are Minutes, Hours, or Days. For example, let's say you schedule an activity with a start time of 11:00 AM on October 15. You select the **Reminder** option. Then you enter **15** in the first **Remind me before** field and you select **Minutes** from the drop-down list in the second field. At 10:45 AM on October 15, Vision will send you a reminder for the scheduled activity. You can choose to receive email activity reminders, pop-up activity reminders, or both. You can change the way you receive activity reminders at any time. To change the way that you receive activity reminders, click the **Options** button on the Vision toolbar. Then cancel or select the **Enable email reminders** and/or **Enable popup reminders** options on the Activity tab of the User Options dialog box.
Notes	Enter any notes related to the activity. You can enter text directly in this field, or enter text using the Text Editor. If you enter text directly in the field, you must: ▪ Press SHIFT + ENTER on your keyboard to start a new line of text.

Field	Description
	▪ Press ENTER on your keyboard to start a new paragraph.

Attendees Tab of the Create Activities Dialog Box (Workflows)

Use the Attendees tab to add attendees to an activity or delete attendees from an activity, as needed.

Field	Description
Name	To enter an attendee name, click **Insert** and select the name from the Employee Lookup.
Title	When you add an attendee to the Attendees tab, the attendee's job title—as it displays in the Employee Info Center record—displays in this field.

Contacts Tab of the Create Activities Dialog Box (Workflows)

Use the Contacts tab to associate multiple contacts with an activity. When you schedule an activity, you can enter one contact name in the **Contact** field on the Detail tab of the Activities dialog box. The Contacts tab allows you to associate additional contacts with the activity.

Field	Description
Name	To enter a contact name, click **Insert** and select the name on the Contact Lookup.
Business Phone	When you enter a name in the **Name** field, Vision automatically enters the business phone number, if applicable, in this field.

Campaign/Leads Tab of the Create Activities Dialog Box (Workflows)

Use the Campaign/Leads tab to associate a marketing campaign as well as one or more leads with an activity.

The term "lead" is used in Vision to represent prospect contacts or unqualified contacts that may lead to future business. Your firm may use a different term to describe these people and companies. If so, consider changing the term "lead" to a different term throughout Vision.

Field	Description
Marketing Campaign	Enter the name of the marketing campaign associated with the activity. You can enter a marketing campaign name directly in this field, use the Quick Find feature to select a marketing campaign from your database, or click and use the Marketing Campaign Lookup to select a marketing campaign.
Primary Lead	Enter the name of the primary (main) lead associated with the activity, if applicable.

Field	Description
	You can enter a lead directly in this field, use the Quick Find feature to select a lead from your database, or click and use the Leads Lookup to select a lead.
Name	To enter a Lead name, click **Insert** and select the name from the Leads Lookup.

Recurrence Tab of the Create Activities Dialog Box (Workflows)

Use the Recurrence tab to flag an activity as a recurring event, and to specify the frequency and duration of the activity recurrence. You can set up activities that are scheduled to occur on a daily, weekly, monthly, or yearly basis.

When you set up a recurring activity, the information that you enter on the Detail, Attendees, and Contacts tabs remains the same for each occurrence of the activity. This saves you time and ensures that the activity information remains the same for each scheduled occurrence of the activity. If you make any changes to the activity, those changes are effective for each occurrence of the activity.

Field	Description
Recurring activity	Select this option to set up a recurring activity. When you select this option, Vision enables the fields and options on the Recurrence tab. Use these fields and options to set the frequency and duration of the recurring activity. The information you enter on the Detail, Attendees, and Contacts tabs remains the same for each occurrence of the activity.
Recurrence type	Use the drop-down list in this field to select the frequency at which the activity will occur, such as Daily or Weekly. The option that you select in this field determines the fields that display in the Pattern section on the Recurrence tab.
Pattern	Use the fields in this section to enter additional information about the frequency at which the activity will occur. The fields that display in this section depend on the option you select in the **Recurrence type** field. If you select **Daily** in the **Recurrence type** field, the following fields display in the Pattern section: ▪ **Every ... day(s)** — Select this option, and then enter a number in the box, if the activity occurs every few days (that is every 3 days, 30 days, and so on). ▪ **Every weekday** — Select this option if the activity occurs every weekday (that is Monday through Friday). If you select **Weekly** in the **Recurrence type** field, the following fields display in the Pattern section: ▪ **Recurs every ... week(s) on** — Enter a number in this field to indicate how often the weekly activity occurs (that is, **1** for every week, **2** for every other week, and so on).

Field	Description
	▪ **Sunday**, **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, **Saturday** — Select the day of the week on which the activity occurs. If you select **Monthly** in the **Recurrence type** field, the following field displays in the Pattern section: ▪ **Day ... of every ... month(s)** — In the first field, enter the day of the month on which the activity occurs (this must be a numeric value, such as 5, 15, 30 and so on). In the second field, enter the monthly frequency at which the activity occurs (that is **1** for every month, **2** for every other month, and so on). If you select **Yearly** in the **Recurrence type** field, the following field displays in the Pattern section: ▪ **Every ... ...** In the first field, use the drop-down list to select the month during which the activity occurs each year. In the second field, enter the day of the month on which the activity occurs each year.
Recurrence End	Use the options and fields in this section to select a duration for the recurring activity. Your options are: ▪ **No end date** — Select this option to schedule the activity recurrence indefinitely into the future. ▪ **End by** — Select this option to specify a date after which the activity will no longer be scheduled to occur. Enter the end date in the blank field (**MM/DD/ YY**), or click and select the date.

Email Configuration Dialog Box

Use the Email Configuration dialog box to set up a workflow action that will send an email message to a selected person when certain conditions occur.

For Email Alert actions to work, you must first set up your Vision URL.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Email Alert**.

Contents

These field descriptions apply to all three tabs on this dialog box: To, CC, and BCC.

Field	Description
Emails	Enter the email address of the person who will receive the alert. If you want to send an alert to more than one person, enter all addresses here, separated by semicolons.
Users	Click and use the lookup to select the usernames of the people who will receive the alert.
Roles	Click and use the lookup to select the roles to which you want to send the alert. All users with this role will receive this alert.
Employee Fields	When you click in this field, Vision displays the Fields Selection dialog box. This dialog box lists the employee type fields associated with the Info Center that you selected in the **Info Center** field. When you select an employee field, Vision sends the alert to the employee whose name is in that field. For example, if you select Supervisor, and Mary Smith is listed in that field, Vision sends to the alert to Mary Smith. If Mary Smith leaves and is replaced by Bob Davis, Vision sends the alert to Bob Davis. To select more than one field, hold down the CTRL key and click on the field. Click **OK** when you are done. For each employee type field in this list, there is a corresponding "old" field. If, for example, the name of the Principal was changed from Ed Lewis to Dave Jones, you could select Principal and Principal (old) from the list. Vision will send an email message to Dave Jones and a message to Ed Lewis. You cannot enter information in this field. If you want to add or change the information, you need to select it (or deselect it) from the field selection lookup list. You can however, clear the information in this field without using the lookup list. To do this, select the information and backspace.
Subject	Enter the subject for the email, or click **Insert Field** to include a link to the field that has been changed.
Body	Enter a message for the email, or click **Insert Field** to include a link to the field that has been changed. You can enter text in this field or use the Text Editor, which allows you to format the text.

Dashboard Configuration Dialog Box

Use the Dashboard Configuration dialog box to set up a workflow action that will send a dashboard message to a selected person when the conditions you specify for this workflow are met.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Dashboard Alert**.

Contents

Field	Description
Users	Click and use the lookup to select the usernames of the employees who will receive the alert.
Roles	Click and use the lookup to select the roles to which you want to send the alert. All users with this role will receive this alert.
Employee Fields	When you click in this field, Vision displays the Fields Selection dialog box. This dialog box lists the employee type fields associated with the Info Center that you selected in the **Info Center** field. When you select an employee field, Vision sends the alert to the employee whose name is in that field. For example, if you select Supervisor, and Mary Smith is listed in that field, Vision sends to the alert to Mary Smith. If Mary Smith leaves and is replaced by Bob Davis, Vision sends the alert to Bob Davis. To select more than one field, hold down the CTRL key and click on the field. Press **OK** when done. For each employee type field in this list, there is a corresponding "old" field. If, for example, the name of the Principal was changed from Ed Lewis to Dave Jones, you could select Principal and Principal (old) from the list. Vision will send an email message to Dave Jones and a message to Ed Lewis. You cannot enter information in this field. If you want to add or change the information, you need to select it (or deselect it) from the field selection lookup list. You can however, clear the information in this field without using the lookup list. To do this, select the information and backspace.
Display summary as application link	If you select this option, Vision includes a link in the Dashboard alert to the Info Center record.
Summary	Enter the summary for the dashboard message, or click **Insert Field** to include a link to the Info Center record.
Alert Content	Enter the content of the dashboard message, or click **Insert Field** to include a link to the field that has been changed. You can enter text in this field or use the Text Editor, which allows you to format the text.

Column (Field) Change Configuration Dialog Box

Use the Column (Field) Change Configuration dialog box to indicate which field you want Vision to change when a workflow action is triggered, and the value in that field.

This dialog box is read-only for approval workflows (originally created in **Configuration** » **Workflow** » **Approval Workflows** and viewable in User Initiated Workflows and Scheduled Workflows Configuration).

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Column (Field) Change**.

Contents

Field	Description
Column	Select the column (field) whose value you would like to change when a workflow is triggered. The columns in this list change according to the selected Info Center.
New Value	The data type of the field selected in the **Column** field determines the information that displays here. For example, if you selected Opportunity.ClientID in the **Column** field, this field displays the Client lookup, on which you can select clients. If you selected EM.HireDate in the **Column** field, this field displays **Current Date** as the default, indicating that you want Vision to change the date in the field to today's date (the date when the action takes place). Alternatively, you can click and select the date.
New Value SQL Expression	Click in this field to display the SQL Expression Builder and create the expressions.
Apply change to lower WBS Levels	This option is only available for Project Info Center workflows, and enabled only for columns in the PR and ProjectCustomTabFields tables. When this option is selected, all lower WBS records will receive the same value for the column being updated. Therefore for tasks, this has no effect. For phases, all tasks for the phases get this value. For projects, all phases and tasks get this value.
Empty Field	To indicate that the new value in the column be changed to Null (or to zero if it is a numeric column), select this option rather than entering a value in the **New Value** field.

Stored Procedure Configuration Dialog Box

Use the Stored Procedure Configuration dialog box to set up Vision to execute a stored procedure on the Vision database.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Stored Procedure**.

Contents

Field	Description
Stored Procedure	Enter the name of the stored procedure. The arguments for the stored procedure appear in the Arguments grid.
Arguments	The list of arguments will be automatically populated based on the stored procedure selected. ▪ **Name** — The name of the argument. ▪ **Value** —The SQL expression, which Vision uses to determine the value of the argument at run time. Click in this field to display the SQL Expression Builder dialog box to define the values.
Reload Info Center Record	Select this option if you want the record that the user was working on when the workflow fired to be reloaded. You should select this field if the stored procedure being invoked alters the current record. This allows you to see the record with whatever changes the stored procedure made.
Invoke after all changes are saved	If you select this option, the action will run after the entire Info Center record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The latter is the current and default behavior.) This option is only available when the workflow is on the main workflow table, for example, [Employee Record].

Function Configuration Dialog Box

Use the Function Configuration dialog box to set up Vision to "call" Vision methods to do specific tasks, such as **Create Project from Opportunity**.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Function**.

Contents

Field	Description
Method	Select the action that you want Vision to take, such as **Create Project from Opportunity**.
Arguments Name	This field displays the name of the argument.
Value	Click in this field to display the SQL Expression Builder dialog box, on which you can define SQL expressions.
Invoke after all changes are saved	If you select this option, the action will run after the entire Info Center record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The later is the current and default behavior.) This option is only available when the workflow is on the main workflow table, for example, [Employee Record].

Invoke Custom Method Configuration Dialog Box

The Invoke Custom Method action allows users to call a custom DLL. For example, you can use this action to modify your Vision database if it doesn't suit your company's needs. You can also use this action as a method of interacting with another outside application or system.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Invoke Custom Method**.

Contents

Field	Description
Assembly	Select the name of the actual Microsoft.Net assembly or the DLL that contains your custom method. All assemblies located in the Workflow directory under the Vision install directory are listed here. Assemblies or DLLs that are used for invoking custom methods are required to be placed in the above mentioned directory. Vision does not provide the option of using an assembly that is located elsewhere.
Class	When a specific assembly is selected from the list, Vision automatically reads the assembly and loads the drop-down list for this field with a list of classes available in the assembly.
Method	This drop-down field is automatically loaded with a list of methods (functions or subs) available in the selected class. The method that you select is the method that will be invoked when workflow conditions are met.
Arguments	The list of arguments will be automatically populated based on the **Method** selected. ▪ **Name** — The name of the parameter to the method. ▪ **Value** — The SQL expression, which will be used to determine the value of the argument at run time. Click in this field to display the SQL Expression Builder dialog box to define the values.
Invoke after all changes are saved	If you select this option, the action will run after the entire Info Center record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The later is the current and default behavior.) This option is only available when the workflow is on the main workflow table, for example [Employee Record].
Test Method	This button becomes active when the **Assembly**, **Class**, and **Method** fields are populated, and allows developers to test the custom methods they write for the workflow. When a developer clicks this button, Vision displays a dialog box that contains all the arguments for the method. Only literal values for each of the arguments may be entered and will be converted to the appropriate data type at run time.

Web Service Configuration Dialog Box

The Invoke Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Insert** and select **Invoke Web Service**.

Contents

Field	Description
Web Service Location	Enter the location of the Web service, using the Web Services Description Language (WSDL) location of the service. WSDL is an XML language for describing Web services. For example, http://www.webservicex.net/stockquote.asmx?WSDL.
Web Methods	After you enter the Web Service Location, this field will list the Web methods defined at that Web service location. Only methods that have simple type arguments, such as string or numeric, are listed here. To refresh the list of available methods, click **Refresh Methods**. Vision goes to the Web service URL and refreshes the list in this field.
Arguments	The list of arguments will be automatically populated based on the Method selected. ▪ **Name** — This is the name of the parameter to the method. ▪ **Value** — This is the SQL expression, which will be used to determine the value of the argument at run time. Click in this field to display the SQL Expression Builder dialog box to define the values.
Refresh Methods	Click this button to refresh the list of available methods. Vision goes to the Web service URL and refreshes the list in this field.

Learn More About...

You may find it helpful to learn about things like validation errors and warnings for workflows.

Validate Error Action for Workflows

Use the Validate Error action to prevent inconsistent data from being saved. This action is only available for user initiated workflows.

In certain situations, validation should be performed (for example, one action was performed without a consequential action. If the validation fails, an error will display, preventing the user from continuing. This alert should be used where you want users to conform to the business rules of the company.

If you want to warn the user, rather than stop the user from saving the record, use the Validate Warning action. For example, assume that you have two user-defined fields: **Status** and **End Date**. If a user changes the Status to Completed, then you want it to be required that the user fill

in the **End Date** before they are allowed to save the record. So you can have a Validate Error action check when the conditions are:

- Status = Completed
- End Date = is Null (empty)

In our example, the Validate Error action would find a match and stop the save. If the Validate Error action does not find a match (the user entered information in both the **Status** and **End Date** fields before saving the record), the Validate Error action does nothing else.

The **Description** field allows you to enter a message that will be sent to the user when Validate Error finds a match, such as "You need to enter a date in the **End Date** field before you can save the record." The **Description** field is required for this action. The **Conditions** field in the Actions grid is required, since at least one condition must be defined for this action.

Validate Warning Action for Workflows

Use the Validate Warning action to warn you when inconsistent data is being entered or to alert you when additional information may be required.

For example, if a user changes the address of a contact, you can have a warning sent which alerts the user that the telephone number may also need to be changed. This action is only available for user initiated workflows.

If you want to stop the user from saving the record, rather than just warn them, use the Validate Error action.

The **Description** field allows you to enter a message that will be sent to the user when Validate Warning finds a match, such as "Make sure that the telephone number is correct." The **Description** field is required for this action.

If the Validate Warning action does not find a match (the user entered information in both the address fields and **Telephone** fields before saving the record) then the alert does nothing else. The **Conditions** field in the Actions grid is required, since at least one condition must be defined for this action.

Email Alert Action for Workflows

Use the Email Alert action to create a workflow that will send an email to a selected person when the conditions you specify for this workflow are met.

For example, you can create a workflow that states that when a new employee is added to Vision, then send an email to the new employee's manager.

For Email Alerts, Vision will only send the email when all other specified actions have successfully taken place; if the workflow failed at any point, Vision will not send the email message.

For example, assume that you create a workflow that states that when a new employee is added to Vision and a timesheet is created for the employee, then send an email message to the employee's supervisor. In this case, if a new employee is added to the system, but no timesheet is created, no email will be sent to the supervisor.

When you select this action, Vision displays the Email Configuration dialog box.

Dashboard Alert Action for Workflows

The Dashboard Alert action allows you to create a workflow that will send a dashboard message to a selected person when the conditions that you specify for this workflow are met.

For example, you can create a workflow that states that when a new employee is added to Vision, then send a dashboard message to the new employee's supervisor.

For dashboard alerts, Vision will only send the message when all other specified actions have successfully taken place. If the workflow failed at any point, Vision will not send the dashboard message.

For example, you can create a workflow that states that when a new employee is added to Vision and a timesheet is created for that employee, then send a dashboard message to the new employee's supervisor. In this case, if a new employee is added to Vision, but no timesheet was created, then no dashboard message would be sent to the supervisor.

When you select this action, Vision displays the Dashboard Configuration dialog box.

Column (Field) Change Action for Workflows

Use the Column (Field) Change action to specify which column, or field, you want Vision to change when a workflow action is triggered. For example, you can establish a workflow that will run every time that an opportunity changes from Pending to Awarded status.

When the change to the opportunity status occurs, you can have the information in the **Close Date** field updated to today's date.

When you select this action, Vision displays the Column (Field) Change Configuration dialog box.

Create Activity Action for Workflows

Use the Create Activity action to create an activity, such as schedule a meeting or arrange a phone call, when a workflow event occurs.

This action is available in Workflow Configuration only if the Vision CRM application is installed.

Stored Procedure Action for Workflows

This action allows you to execute a stored procedure on the Vision database. You can easily execute custom SQLs against the Vision database without having to write code to deploy via the Invoke Custom Method.

This action requires that users know SQL and know how to write stored procedures.

Function Action for Workflows

The Function action allows you to "call" Vision methods to do specific tasks, such as **Create Project from Opportunity**. You can then use the Function Configuration dialog box to specify parameters.

Each parameter may be a string value, in which case it will be passed in as is. The parameter may be a column placeholder selected from the drop-down menu, such as [EM.FirstName]. The placeholder may also be a combination of the two, with all placeholders replaced with values. If

you enter "[EM.Last.Name], [EM.FirstName]" at run time, the value would be something like Apple, William.

The methods currently available are:

- Create Project from Opportunity
- Create Promotional Project from Opportunity
- Create Project from Existing Project
- Create Project from Promotional Project
- Create Project from Template
- Create Project from Plan

Invoke Custom Method Action for Workflows

The Invoke Custom Method action allows users to call a custom DLL. For example, you can use this action to modify your Vision database if it doesn't suit your company's needs. You can also use this action as a method of interacting with another outside application or system.

This workflow action requires knowledge about Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact the Deltek Customer Care group for assistance.

The Invoke Custom Method action is the recommended way to write custom code to be executed during a workflow. Whenever possible, this technique of extending workflows should be used in lieu of the Invoke Web Service action. It is also the recommended way to write custom code to be executed during auto numbering. Whenever possible, this technique of extending Auto Numbering should be used in lieu of the Web Service action.

To take full advantage of available functionality, the developer should inherit from WorkflowBaseClass—a class shipped with Vision in Deltek.Vision.WorkflowAPI.dll—that contains methods that allow the custom developer to participate in Vision's transactions. Participating in Vision's transactions is the only way to prevent database locks when reading or updating data involved in the Save that triggered the workflow. The QueryData and ExecuteSQL methods are available when inheriting from WorkflowBaseClass to provide a safe way to query and update data in the Vision database without having to worry about where the current Vision database is or managing connections.

You can create any number of methods within a single class. You can have as many classes as you want per project. You may create any number of projects; all you need to do is copy the resulting DLLs over to the Workflow directory.

Your methods may have any number of arguments. The arguments to your methods should be of simple data types (for example, strings or integers). Only a function can be used to generate an auto number and the Custom Method must return one value of type **String**. You cannot use a subroutine to create this value.

If you compile your project in debug mode, you may copy the PDB file created during the compile to the Workflow directory as well. In case of errors, the presence of the PDB file will mean that you will get more detailed error information, including line numbers in your stack trace.

For More Information

For additional technical information, see the *Deltek VisionXtend Web Services and APIs for Deltek Vision* guide on the Customer Care Connect site.

Invoke Web Service Action for Workflows

The Invoke Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.

This workflow action requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact the Deltek Customer Care group for assistance.

Deltek recommends that the Invoke Custom Method action be used to execute custom code during a workflow whenever possible. The Invoke Web Service action should be used when calling a third party Web service, or when using Invoke Custom Method is not possible. (For example, the code needs to update a database that is not accessible from the Vision application server.)

When writing a Web service to be invoked via Workflow, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the workflow. Doing so will cause the Web service's database call to be blocked and will result in a database lock. The database call will then time out, and the Web service call will fail.

Reasons to Use Invoke Custom Method over Invoke Web Service

- As a developer, you do not need to hard code SQL connection strings; you always get access to the "current" Vision database.
- A lot less code is needed to get/retrieve data because the WorkflowBaseClass provides easy to use methods for this.
- An easy way is provided to send messages back to the user.
- If an error occurs, any changes you made to the Vision database will automatically be rolled back.
- You will have better performance because of having to avoid serialization/deserialization of data, as well as no need for the overhead of making an HTTP call.

Reasons to Use Invoke Web Service over Invoke Custom Method

- If you need to call a third-party Web service.
- If running custom code on the Vision application server is not possible because the code must reside at a different location.

More Information

For additional technical information, see the *Deltek VisionXtend Web Services and APIs for Deltek Vision* guide on the Customer Care Connect site.

For information on how to write and build Web services using ASP.NET, see http://msdn.microsoft.com/library/default.asp?url=/library/en-us/cpguide/html/cpconbuildingaspnetwebservices.asp.

For information on how to write and deploy Web services using ASP.NET and Visual Studio .NET see http://msdn.microsoft.com/library/default.asp?url=/library/en-us/vbcon/html/vbtskDeployingWebServices.asp.

Security Configuration Overview

Vision's Security features make it possible for your system administrator to grant or restrict user access to modules, forms, and records in Vision.

To define each user's rights to Vision, the system administrator first creates user roles that reflect your organization's business rules. For example, a "marketing" role restricts a user's access to the Vision features that relate to marketing. The system administrator then assigns each user to a role.

This "role-based" security approach provides flexibility and ensures that users have access to the specific processes and data that they need. When a user logs on, Vision verifies the person's username and password, and identifies the user's role.

When you save users, passwords, and roles, Vision automatically performs a licensed user check. The number of users that you set up must not exceed the number of licenses that your firm holds. For example, if you attempt to set up five Vision CRM users, you must have a minimum of five CRM licenses. When Vision calculates the number of employees set up in Vision, Vision does not count employee records that are marked as "Consultant" or "Terminated" in the Employee Info Center.

Windows Integrated Security

Vision supports Windows Integrated Security, which allows users to log in one time for both Windows and the Vision application. Integrated Security logs a user into Vision based on the user's Windows domain network login. If a user is not logged into the company network, the user will be prompted for a network ID and password before he or she can log in to Vision.

If you use the Vision cloud offering, Deltek First Vision Essentials, or on-premise Vision, you can use single sign-on functionality, if you sign-up and configure Microsoft Azure Active Directory (Azure AD).

For more information how to set this up, see one of the following guides:

- *Deltek First Vision Essentials Administrator Guide* — for customers who access Vision via the Deltek cloud.
- *Deltek Vision Technical Installation Guide* — for customers who have Vision deployed on-premise.

Checklist: Setting Up Security

To set up Vision Security, you complete a series of steps in Security Configuration.

Step	Description	Location
1	Open Vision Security and log on.	**Configuration** » **Security**
2	Create roles.	**Configuration** » **Security** » **Roles**

Step	Description	Location
3	Establish role security settings.	**Configuration** » **Security** » **Roles**
4	Select existing users or create users.	**Configuration** » **Security** » **Users**
5	Assign unique usernames and passwords for each user.	**Configuration** » **Security** » **Users**
6	Assign password policies.	**Configuration** » **Security** » **Password Policies**
7	Configure Windows Integrated Security.	General tab of **Configuration** » **Security** » **Users**

Logins and Passwords Overview

If you are new to Vision, you should become familiar login procedures and know how to change your password.

How to...

Your login procedure depends on whether or not you are using Windows Integrated Security.

Open Security and Log on to Vision

If you are a new user, contact your System Administrator for your username and password information.

To open Security and log on to Vision**, complete the following steps:**

1. Open Internet Explorer and click the Vision icon to open the Vision application.
2. Enter your password.
   If this is the first time that you log on, the password field is blank. To ensure security, leave the password field blank and use the Change Password dialog box to enter a new password.
3. From the Vision Navigation menu, click **Configuration** » **Security**.
   Vision is installed with a single user account called **ADMIN**.

Alternative procedure: If your company uses Windows Integrated Security, use the alternative procedure: "Log on to Vision Using Windows Integrated Security."

Log on to Vision Using Windows Integrated Security

If your firm uses Windows Integrated Security with Vision, you can log in one time for both Windows and the Vision application.

Prerequisites: You must be logged in to Windows with your network login credentials.

To log on to Vision **using Windows Integrated Security, complete the following steps:**

1. Open Internet Explorer and start Vision.
2. If more than one database exists, select the database that you want to use.
3. If you use the Vision Multilingual application, select a language.

Change Your Password

Each Vision user has a unique username and password. Change your password regularly to ensure system security.

You cannot change your password if the **Windows Authentication** check box is selected when you log in.

To change your password, complete the following steps:

1. Click **Options** on the Vision title bar.
2. Click the **Change Password** button.
   The **Username** field displays your username, as set up by the system administrator.
3. Enter the **Old Password**.
   If you are a system administrator and this is the first time that you are logging in, leave the **Old Password** field blank.
4. Enter the **New Password**.
5. Enter your new password again to confirm the change and click **OK**.

Learn More About...

Unsuccessful login attempts can result in a user's login being disabled.

Automatically Disabled Logins

If a user has a certain number of consecutive unsuccessful log in attempts, the user's login is disabled.

You define the number of unsuccessful login accounts allowed on the Password Policies form in Security Configuration. After a user successfully logs in, the login attempt count is reset to zero. When a user is disabled, the system administrator must re-enable the user's login.

Roles Overview

Security roles define each Vision user's access rights and determine what actions the user can perform. Vision identifies a user's security role when the user logs in. Each user must be assigned to one role.

You can assign multiple users to the same role, which is useful when you want to group employees with the same access rights.

You can establish a separate role for each business unit in your organization. For example, a "marketing" role restricts a user's access to only those Vision features that relate to marketing.

How to Assign Users to Roles

After you create a security role, you can modify it, and assign users to it.

Create a New Role

Create a separate role for each group of people in your organization with a distinct set of security requirements.

To create a new role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. Click **New** and select **New Role**.
3. Enter information on the tabs of the Roles form.
4. Optional. To use the default role for a new user, select the **Default** role option.
   This standard, pre-defined default role is for the System Administrator. This role has access to all Vision features and functions.
5. Click **Save**.

Select an Existing Role

You can select an existing role to review its current settings or to copy the role and use it as the basis for a new one.

To find and select a role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. On the General tab of the Roles form, click **Search**.
3. In the **Display Type** field on the Role lookup, select one of the following settings:

Option	Description
Standard	Use the standard search to enter data in the **Search Text** field, to narrow your search.
Advanced	The advanced search in Role Security has features that are specific to user roles and their access rights. You can set up search criteria based on security-specific fields.

Copy a Role to Create a New Role

You can copy an existing role and then modify the information to create a new role, with a unique name. The new role automatically inherits the first role's access rights and privileges, including record level security.

To copy an existing role to create a new role, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.

2. On the Roles form, select one of the following actions:

Option	Description
To copy the current role	Open a role, click **New** and select **Copy Current Role**.
To select the role that you want to copy	Click the **Select Role to Copy** option, then search for and select the role you want to copy.

3. Click **Copy**.
4. Enter a new, unique name for the role.
5. Modify the role information.
6. Click **Save**.

Modify a Role

You can update a role's settings at any time.

Prerequisite: Select an existing role.

To modify a role, complete the following steps:

1. Modify the information on the Roles form.
2. Click **Save**.

Delete a Role

You can delete a security role at any time. After you delete a role, you cannot restore it. If you need the role again in the future, you must recreate it.

Prerequisite: Select an existing role.

To delete a role from Vision**, complete the following steps:**

1. Click **Delete**.
   Vision asks you to confirm the deletion.
2. Click **Yes**.

Postrequisite: After you delete a role, you **must** reassign any users of that role to another role. If you do not, those users will not be able to log in to Vision.

Assign Users to Roles

Use the Access Rights tab to assign users to security roles.

Prerequisite: Select an existing role.

To select the users for a role, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. In the **Functional Area** field, select **Users**.
3. In the **Role** field, select the role for which you want to view users.
4. Use the **Add** and **Remove** buttons to move names between the **Available Usernames** and **Usernames for this Role** columns.
5. Click **Save**.

Assign Multiple Users to a Role

You can assign multiple users to the same role, so that they share the same security privileges. This is an efficient way to set up and maintain security for groups of employees.

For example, if your Marketing department is divided into teams — Marketing Communication and Product Management — you can create a different role for each of these teams and assign each Marketing user to the appropriate role.

Prerequisite: Select an existing role.

To assign multiple users to a role, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. In the **Functional Area** field, select **Users**.

   The Access Rights tab displays the **Available Usernames/Role** and **Usernames for this Role** columns. By default, **[All Roles]** is selected in the **Role** field and all available usernames/roles display in the **Available Usernames/Role** column. To view only usernames assigned to a specific role, select the role from the drop-down list in the **Role** field.
3. In the **Available Usernames** column, select the names of the users that you want to add to the group.

   These users will be removed from their original role and assigned to the new role and group. To select multiple users, press the CTRL key while you select names.
4. Click **Add**.

   The selected users are moved to the **Usernames for this Role** column. These users are now grouped together and assigned to this role.
5. Click **Save**.

Remove a User from a Role

You can remove a user or users from the role if their business functions change.

Prerequisite: Select an existing role.

To remove a user from a role, complete the following steps:

1. On the Roles form, click the Access Rights tab.

2. In the **Functional Area** field, select **Users**.
3. In the **Usernames for this Role** column, select the names of the users that you want to remove from the group.

   To select multiple names, press the CTRL key while you select names.
4. Click **Remove**.
   The selected users are moved from the **Usernames for this Role** column to the **Available Usernames** column.
5. Click **Save**.

How to Set Up Access Rights

You can restrict access to things such as merge templates, reports, and saved settings for reports. To do this, you specify access rights by security role.

Set Up Access to Application Tabs

You can control a role's access to the tabs in Vision applications. This includes all tabs, even custom tabs added to Vision by your company.

Consider whether the user is an Accounting or CRM user when you determine which tabs they can access. You cannot hide the General tab in any module. Vision loads faster if a user has access to fewer tabs.

Prerequisite: Select an existing role.

To select the tabs that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Application Tabs**.
3. Select an application and use the **Add** and **Remove** buttons to move tabs between the **Hidden** and **Viewable** columns, or select **Full access to all tabs**.
4. Click **Save**.

Set Up Access to Companies

If your firm uses the Multicompany feature, you can control a role's access to data by company. Employees in the role can have access to only their home company, or to multiple companies. The list of available companies is based on the companies that are set up in Organization Configuration.

Prerequisite: Select an existing role.

To select the companies that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Companies**.

3. Use the **Add** and **Remove** buttons to move companies between the **Available Companies** and **Companies for this Role** columns, or select **Full access to all companies**.
4. Click **Save**.

Set Up Access to Effective Dates

Each security role that is involved in effective date configuration and setup must have full security access to the effective dates cost rates feature.

To assign security access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. On the Roles form, click in the **Search** field, and select the employee's role on the lookup.
3. Click the Accounting tab.
4. In the **Miscellaneous** section of the tab, click in the **Labor Cost Rate/Amounts** field, and select **Full Access** to grant menu-level access to the cost/pay rate tables.
5. If employees in more than one role are involved in the configuration and setup of effective dates cost rates, repeat steps 2 through 4 for each of those roles.
6. Click **Save**.

Set Up Access to Favorite Reports

You can control access to favorite reports by individual role or for multiple roles. These settings work in conjunction with Vision Reporting. You must use the Organize Favorite Reports dialog box to configure favorite reports before you assign favorite reports to one or more roles.

Prerequisite: Select an existing role.

To select the favorite reports that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Favorite Reports**.
3. Select a report type and use the **Add** and **Remove** buttons to move fields between the **Available Favorites** and **Favorites for this Role** columns, or select **Full access to all reports**.
4. Decide whether or not a favorite report will be available to all roles:
   - If you want a favorite report to be available to all roles, select the report from the **Available Favorites** column and click **Make items global to all roles**. This report will be listed in the **Favorites for this Role** column for all Vision roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
   - If you want a global report to no longer be global, select the report that you want to remove, and click **Make global items role specific.** When asked to confirm the change, click **Yes**. This report remains listed in the **Favorites for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.

5. Click **Save**.

Set Up Access to Lookups

You can control access to lookups for each Vision role.

Prerequisite: Select an existing role.

To select the lookups that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Lookups**.
3. Select a lookup type and use the **Add** and **Remove** buttons to move fields between the **Available Fields** and **Fields for this Lookup** columns, or select **Full access to all lookups**.
4. Click **Save**.

Set Up Access to Merge Templates

You can define a role's access rights to the merge templates for each Vision module. You can use this tab after you upload merge templates to the Vision database. This tab lists Vision's standard merge templates, as well as any custom templates created by your company. Only RTF templates are stored in the Vision database.

Prerequisite: Select an existing role.

To select the templates that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Merge Templates**.
3. Select an Info Center and use the **Add** and **Remove** buttons to move fields between the **Available Templates** and **Templates for this Role** columns, or select **Full access to all merge templates**.
4. Click **Save**.

Set Up Access to Printers

You can control access rights to server printers for each Vision role. The list of available printers is based on the printers that are set up on the report server machine.

If you use the Deltek First Vision Essentials cloud version of Vision, the option to restrict access to report printers may not be available.

Prerequisite: Select an existing role.

To select the printers a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Report Printers**.

3. Use the **Add** and **Remove** buttons to move printers between the **Available Printers** and **Printers for this Role** columns, or select the **Full access to all report printers** option.
4. Click **Save**.

Set Up Access to Reports

You can assign the access rights to reports for each Vision role. The list of available reports is based on the reports that are set up in Reporting.

Prerequisite: Select an existing role.

To select the reports that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Reports**.
3. Select a report type and use the **Add** and **Remove** buttons to move fields between the **Available Reports** and **Reports for this Role** columns, or select **Full access to all reports**.
4. Click **Save**.

Set Up Access to Report Columns and Groups

As part of setting up a role's security access to reports, you can limit the role's access to certain report columns and groups.

Prerequisites: Set up access to reports.

To set up report column and group access, complete the following steps:

1. Select the reports from the **Reports for this Role** column.
2. Click **Set Column/Group Access.**
3. To set column security, select one of the following actions:

Option	Description
For the role to access to all columns in the report	Select the **All Columns** option.
For the role to access specific columns	Click **Set Column Security** at the top of the grid. The Detail Columns dialog box displays. In the **Available Columns** box, select the columns that you want to display on the report and click the **Add** button to move these columns to the **Columns for this Report** box.
To remove columns from the report	Select the columns in the **Columns for this Report** box and click the **Remove** button to move these columns back to the **Available Columns** box.

4. To set group security, select one of the following actions:

Option	Description
For the role to access all groups in the report	Select the **All Groups** option.
For the role to access specific groups	Click **Set Group Security** at the top of the grid. The Detail Columns dialog box displays. In the **Available Groups** box, select the groups that you want to display on the report and click the **Add** button. The groups move to the **Groups for this Report** box.
To remove groups from the report	Select the groups in the **Groups for this Report** box and click the **Remove** button. The groups are moved back to the **Available Groups** box.

5. Click **Save**.

Set Up Access to Saved Report Options

You can limit access to saved sets of report options for use in Reporting.

Prerequisite: Select an existing role.

To select the saved options that the role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Saved Options**.
3. From the **Option Type** drop-down list, select a report.
4. Use the **Add** and **Remove** buttons to move options between the **Available Options** and **Options for this Role** columns.
5. Decide whether or not a set of options will be available to all roles:
   - If you want a set of options to be available to all roles, select the saved options from the **Available Options** column and click **Make items global to all roles**. This set of saved options will be listed in the **Options for this Role** column for all Vision roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
   - If you want a set of options to no longer be global, select the set of saved options that you want to remove, and click **Make global items role specific.** When asked to confirm the change, click **Yes**. The set of saved options remains listed in the **Options for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
6. Click **Save**.

Set Up Access to Saved Searches

You can specify a set of saved search criteria that will be available when members of a given security role use a lookup to perform a standard or advanced search.

Prerequisite: Select an existing role.

To select the saved searches the role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Saved Searches.**
3. From the **Lookup Type** drop-down list, select the type of lookup to which the saved searches apply.
4. Use the **Add** and **Remove** buttons to move tabs between the **Available Searches** and **Searches for this Role** columns.
5. Decide whether or not a saved search will be available to all roles:
   - If you want a search to be available to all roles, select the search from the **Available Searches** column and click **Make items global to all roles**. This search will be listed in the **Searches for this Role** column for all Vision roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
   - If you want a global search to no longer be global, select the search that you want to remove, and click **Make global items role specific.** When asked to confirm the change, click **Yes**. The search remains listed in the **Searches for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
6. Click **Save**.

Set Up Access to System Dashparts

You can control a role's access to the standard portions of the Dashboard. When you establish a role's access to dashparts, you determine the set of dashparts from which the user can select, to configure his or her own dashboard.

Prerequisite: Select an existing role.

To select the dashparts that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **System Dashparts**.
3. Use the **Add** and **Remove** buttons to move dashparts between the **Available Dashparts** and **Dashparts for this Role** columns, or select **Full access to all system dashparts**.
4. Click **Save**.

Set Up Access to Web Dashparts

You can control a role's ability to add Web dashparts to the Dashboard. A Web dashpart provides a quick link to a Web site, to your Web Outlook application, or to other Web-based functionality.

Prerequisite: Select an existing role.

If the role uses the Vision Performance Canvases application, see the discussion of Performance Canvases and Role Security for related information.

To select the Web dashparts that a role can access, complete the following steps:

1. On the Roles form, click the Access Rights tab.
2. From the **Functional Area** drop-down list, select **Web Dashparts**.
3. Use the **Add** and **Remove** buttons to move dashparts between the **Available Web Dashparts** and **Selected Web Dashparts** columns, or select **Allow users to add webparts** to give the role full access to add Web dashparts.

   This means that employees in the role can use the Create Web Part dialog box on the Dashboard to copy existing Web Dashparts to the Dashboard, and add new Web Dashparts to the Dashboard. If you do not select this option, the role can access Web Dashparts but can only copy existing webparts onto their Dashboard; they cannot add new dashparts to their Dashboard.
4. Decide whether or not a dashpart will be available to all roles:
   - If you want a dashpart to be available to all roles, select the dashpart from the **Available Web Dashparts** column and click **Make items global to all roles**. This dashpart will be listed in the **Selected Web Dashparts** column for all Vision roles, with a **Y** in the **Global** column to indicate that it is a global assignment.
   - If you want a global dashpart to no longer be global, select the dashpart that you want to remove, and click **Make global items role specific.** When asked to confirm the change, click **Yes**. This dashpart remains listed in the **Selected Web Dashparts** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
5. Click **Save**.

Fields and Options

Use the Roles form and related dialog boxes to create security roles, assign users to those roles, and specify access rights.

Roles Form

Use the Roles form to establish security rights for each role. These rights determine a role's access to the modules, tabs, templates, reports, and records in Vision. Security rights are in many cases hierarchical, meaning that you make a basic choice, then further refine that choice.

Display the Roles Form

You display the Roles form in Security Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.

Customize the Grid View for the Roles Form

When you choose the List View to display your role records, you see multiple records, arranged in a grid. You can customize the columns that display in the grid.

To customize the grid view, complete the following steps:

1. Click **List View** on the Roles toolbar.
2. Click **Select Fields**.
3. From the **Tab** drop-down list, select the tab that you want to customize, or select **All** to see all fields for all tabs.
4. Use the **Add** and **Remove** buttons to move fields back and forth between the **Available Fields** and **Selected Fields** columns.
5. Highlight a field in the **Selected Fields** column, then use the **Up** and **Down** buttons to change its order on the tab.
6. Click **OK** to display the grid with your new settings.

Toolbar of Roles Form

Use the toolbar on the Roles form to create and modify security roles.

Contents

Field	Description
Save	Click this option to save entries to the current record.
New	After you click this option, select one of the following: ▪ Click **New Role** to open a blank role record. Use the blank record to create a new record. ▪ Click **Copy Current Role** to copy the current role as the basis for creating a new role. ▪ Click **Select Role to Copy** to open the Roles Lookup and select a role to copy as the basis for creating a new role.

Field	Description
Delete Role	Click this option to delete the current role record from your Vision database.
Print	Use the print options to display or print a Role Summary report, which provides detailed information about the security roles that you have established. ▪ Click **Print Current Role** to include information about the current role. ▪ Click **Print Active Group** to include information about all role records currently active. ▪ Click **Select Role to Print** to open the Role Lookup and select the record you want to report on.
List View/ Detail View	Use this option to change the amount of detail that you see on the Role Security form. ▪ **Detail View** — This view displays all of the tabs for just one role. ▪ **List View** — This view displays several role records at one time in a grid format. You can customize the columns and fields that display in the grid.
Help	Click this option to view online help.

General Tab of Roles

Use the General tab to enter a role's profile information, including the name and type of role, and to select Vision module options.

Contents

Field	Description
Role	When you select a role on the lookup, Vision populates this field with the role name. When you create a new role, you must enter the name of the role in this field.
Full access to menu items	Select this option to assign this role full access rights to all Vision menu items. All menus added in future versions of Vision will be available to this role. If you do not select this option, you must manually select items from the menu tree below. This list of menu items reflects the Vision navigation tree; therefore, if you customized your navigation tree, this list will reflect those changes.
Vision items	If you do not want to assign full access to all menu items, select the menu items for which you will establish rights. Click the plus sign next to a menu item to expand the tree and see sub-menus.

Field	Description
Enable All/ Disable All	Select the **Enable All** button to enable all menu options shown on the menu grid. Select the **Disable All** button to disable all menu options shown on the menu grid. This is helpful for when you need to quickly disable all menu options for a role.
Type of Role	Select one of the following options to determine the type of role. **Administrator** Select this option to give the role administrative privileges for the following: ▪ **Dashboard** — The role can save the dashboard layout for other users. ▪ **Process Queues** — The role can stop and start process queues and see jobs submitted by other users in the process queue manager. ▪ **Lookups** — The role can access all records in lookups. ▪ **Info Center** — The role can use the Tab Designer to customize Info Center labels. ▪ **Login** — The role can retain log in privileges even if all users are disabled in the "user activity" application. **Accounting** This option is available when Vision Accounting and Vision CRM are installed. This option enables the Select Period dialog box within Vision. This option is also available when only using Vision Accounting. The **Type of Role** can be set to either **Accounting** or **Administrator**, which allows firms with non-accounting users to enter new projects and associated information, without the ability to approve them for use in accounting applications. Employees who have the Accounting role can approve projects, vendors, and employees for use in Accounting applications. The Administrator can designate certain Info Center fields as **Required** for an Accounting user. Fields that are marked required must contain data to save the respective Info Center record. **CRM** This option is available when Vision Accounting and Vision CRM are installed. It gives users access to employee, project, and vendor records marked as **Available to CRM users**.If the user is not also marked as an Accounting user, they can enter new records but do not have to complete fields required for Accounting users. They cannot approve records for use in Accounting applications. The Administrator can designate certain Info Center fields as required for a CRM user.
Favorites Organizing	This field works in conjunction with Reporting to control the role's ability to save or delete searches, favorites, and reports. These settings also apply to Performance Canvases.

Field	Description
	Options are: ▪ **Save Personal Only** — This option saves searches, favorites, and sets of report options for personal use only. You cannot share them with other Vision users. You cannot create, rename, or delete folders within any of the Global folders. ▪ **Save For My Role** — This option saves searches, favorites, and sets of report options for yourself and all others who share your security role. ▪ **Save For All Roles** — This option saves searches, favorites, and sets of report options for yourself, all others who share your security role, and for global access by any co-worker using Vision.
Process Queues	Use this setting to control the role's ability to schedule report and postings jobs. A setting of **0** gives the role access to schedule all reports and postings to all queues. A higher setting limits the queues the role can use. For example, **Allow priority 2 (or higher)** means that a role only has permission to schedule jobs in queues marked as priority 2, 3, 4, and so on. Users cannot submit jobs to priority 1 queues.
Organization Record Access	Select the organizations that the role can access on the Organization lookup. This setting also applies to General Ledger Reporting. ▪ **All Organizations** — This option saves gives access to all organizations in the Vision database. ▪ **Individual Organizations** — Use the Advanced or SQL Where Clause search options to look up and select individual organizations.
Search Options	Select the search options that the role can use. ▪ Select **Allow Access to SQL Where** to include the SQL Where Clause in the **Display Type** drop-down list. The default for this option is not selected. ▪ Select **Enable Searching Across Info Centers** to enable an additional **Lookup Search Types and Fields** column on the Advanced Search dialog box. Use these fields to dictate the search criteria for searching across multiple Info Center records. ▪ Select **Allow Lookup Limit Override** to make the **Override Lookup Limit** button available on the lookup dialog box for the selected role. This option is editable if the **Use Lookup Limits** option is selected on the Lookups tab of **Configuration** » **General** » **System Settings**.
Email Template Organizing	Select the method to use when this role saves email templates. Options are: ▪ **Use Existing Only** — This option saves the existing email template. ▪ **Save Personal Only** — This option saves personal email templates only. This is the default.

Field	Description
	▪ **Save for My Role** — This option saves personal email templates or global templates for the assigned role only. ▪ **Save for All Roles** — This option saves personal email templates or global templates for any role.

Access Rights Tab of Roles

The Access Rights tab controls a role's access to many different Vision functions and types of data, including access to specific tabs, lookups, and reports.

At the top of the tab, select a **Functional Area** from the drop-down list and then complete one of the setup procedures, such as the procedures for setting up access to favorite reports.

See the individual procedure topics under "Procedures for Setting Up Access Rights."

Accounting Tab of Roles

Use the Accounting tab to control users' access to accounting-related functions and records in Vision.

Contents

Field	Description
Full Access to all Transaction Types	Select this option to give the role full access to all transaction types in the Transaction Center. Selecting this open disables the Transaction Type grid.
Transaction Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Transaction Type Grid	This grid is enabled when the **Full Access to all Transaction Types** option is not selected. Use this grid to select the types of transactions that the role can access and the functions that they can perform in the Transaction Center and related advanced utilities. This includes transaction entry, transaction lists, and the ability to generate posting logs. The selections that you make here do not

Field	Description
	control access to Posting Log Review reports. They do, however, impact the information that displays on the Role Summary report. To select a transaction type, click **Insert** and use the **Transaction Type** option to specify a type of transaction or to select **<All Types>** (to enable access to all transaction types). Use the additional columns on this grid to further refine the role's access rights for each transaction type. Some transaction types do not have all options available because Vision automatically performs these functions. For those transactions where these options are available, select the check boxes in each column as needed: ▪ **Enter**: Selecting this column enables the ability to create a new transaction file for the selected transaction type (**Transaction Center** » **Transaction Entry**). This also allows you to create the records within transaction files, modify the contents of existing transaction files, set control totals, establish recurring transactions, and use the data import utility for the selected transaction type. You can also delete transaction files, if needed, and unlock locked transaction files (**Utilities** » **Advanced Utilities** » **Locked Transaction Files**). ▪ **Report**: Selecting this column enables the ability to create a transaction list report (**Transaction Center** » **Transaction List**) and see and print posting logs (**Transaction Center** » **Posting Logs**) for the selected transaction type. Transaction lists are printouts of the transaction files that you create in transaction entry. To reduce the chances of posting inaccurate data, review transaction lists before you post data to the database. ▪ **Post**: Selecting this column enables the ability to post (**Transaction Center** » **Transaction Posting**) and print posting logs (**Transaction Center** » **Posting Logs**) for the selected transaction type. When you post the transaction files in Vision, you make the data a permanent part of your database. Posting updates your general ledger, subsidiary ledgers, and project files; it also allows you to generate up-to-date reports for the selected transaction type. ▪ **Company**: If you are using the Multicompany feature, this column also displays. By default, this option is set to **<All>** to provide access to all companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one company. For example, a role may have the ability to enter, report, and post for AP vouchers in Company 12, but can post AP disbursements for all companies. In this case, **AP Voucher** would have the **Enter**, **Report**, and **Post** check boxes selected and **Company 12** specified in the **Company** column. **AP Disbursement** would only have the **Post** check box selected and **<All>** specified in the **Company** column. No two rows can have the same **Transaction Type** and **Company**.

Field	Description
	You can have a row with a **Transaction Type** that applies to only one company and then have another row with the same **Transaction Type** that applies to **<All>** companies. However, the two rows must have different rights. Vision will use the row that matches the **Transaction Type** and exact company first. For example, a role may have the ability to **Enter**, **Report**, and **Post** for Cash Receipts in **<All>** companies, and also have a row that only has the **Enter** and **Report** check boxes selected for Cash Receipts in Company 12 (a specific company). The role will not be able to post Cash Receipts for Company 12 because the company-specific row is used before the row for **<All>** companies. To remove this role's access rights to a transaction type, highlight the transaction type and click **Delete**.

Payroll Security

Use these options to specify privileges for roles that have access to Vision Payroll.

Field	Description
Include paychecks on check register and bank reconciliation	If this role has access to the **Bank Reconciliation** and **Check Register Accounting** options on the General tab, you can select this option to make payroll processing entries available to the role. For the role to access the Check Register report, the **Check Register** report must be selected in the **Accounting reports, Reports for this Role** area on the Access Rights tab.
Allow payroll processing in prior W2 quarter	Select this option to allow payroll processing in a prior or closed period, or prior W2 quarter. Deltek recommends that you do not process payroll in a previous period. Doing so could invalidate any data already processed in subsequent periods, such as limits on withholdings, wage base considerations for withholdings, and so on.

Multicompany Security

Use these options to specify privileges for roles that have access to Vision Multicompany.

Field	Description
Allow cash receipts for other companies	If you use the Multicompany feature, select this option to allow this role to enter invoice related receipts in Cash Receipt Transaction Entry. These receipts are entered across companies for all projects in the database. If this option is not selected, users only have access to enter cash receipts for projects that were billed in the same company in which the cash receipt is being recorded.
Allow reprocessing of intercompany billing files	If you use the Multicompany feature, select this option to allow this role to reprocess intercompany billing files in **Accounting** » **Intercompany Billing** with a status of **Processed**. Reprocessing intercompany billing files may result in a duplicate General Ledger posting.

Field	Description
	When you select this option, the role can access the **Show posting logs where intercompany billing has already been run** option on the General tab of **Accounting** » **Intercompany Billing**.

Billing Security

Use these options to specify privileges for roles that have access to Vision Billing.

Field	Description
Interactive Billing and Invoice Approvals	Specify the type of access that you want users in this role to have to Vision Interactive Billing. If your firm enables invoice approval, some of these settings also control access to options on the Interactive Approvals form. ▪ **Allow hold**: Select this check box for access to the **Hold** button on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form so you can save a transaction for billing at a later date. ▪ **Allow write-off**: Select this check box for access to the **Write-off** button on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form. Use write-offs to mark hours that have been charged but cannot be billed. Selecting this option prevents the transaction from being billed, but allows the amount to appear on reports. When you write off a transaction, no accounting entries are made. ▪ **Allow delete**: Select this check box for access to the **Delete** button transaction detail tabs of the Interactive Billing form and Interactive Approvals form. Use delete to remove a transaction from the set of billable transactions. Changing the status to Delete does not actually delete the transaction. The status of Delete allows you to run reports that distinguish between a write-off and a transaction that was entered but removed before invoicing, possibly due to a data entry error. ▪ **Allow final processing**: Select this check box for access to accept an invoice, void an invoice, assign an invoice number, bill retainage, and enter notes on the General tab of Interactive Billing. This option must be selected before you can select the **Allow invoices on file to be deleted** check box. ▪ **Allow invoices on file to be deleted**: This check box is enabled only if the **Allow final processing** check box is selected. Select **Allow invoices on file to be deleted** if you want users in this role to be allowed to delete invoices from Invoices on File in Interactive Billing. Deleting an invoice prevents you from being able to re-print or void the invoice. Use caution in permitting users to have this access. ▪ **Allow changes to supporting documents**: This check box is enabled if you use the Transaction Document Management (TDM) feature. Select this check box if the role should be able to upload supporting documents to, or delete supporting documents from, Interactive Billing.

Field	Description
	Selecting this option also enables you to print supporting documents with an invoice. ▪ **Allow insert**: Select this check box for access to the **Insert** option to review, modify, and add new billing information on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form. ▪ **Allow modify**: Select this check box for access to the **Modify** button, **Status** drop-down list, and **Insert** option to review, modify, and add new billing information on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form. ▪ **Allow transfer**: Select this check box to enable the Transfer option on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form. ▪ **Allow edit/upload**: Select this check box to enable the Upload option in Interactive Billing. If none of these check boxes are selected, the role will only be able to view the **Status** column in the detail grid on the Labor tab in Interactive Billing.
Batch Billing: Allow final processing	Select this option to enable the **Run Type** field on the Batch Billing form, which allows the role to process final bills. By default, this option is not selected.

Miscellaneous

Field	Description
Allow processing in closed periods	Select this option to allow access to postings and other account related processing menus in closed periods. If you do not select this option, Vision disables access to these menus in a closed period. This setting affects the following applications: ▪ Transaction Center ▪ Accounting ▪ Billing ▪ Human Resources If a user tries to run one of these applications while in a closed period, or tries to switch to a closed period while running one of these applications, the user receives an error message.
Allow processing in prior periods	Select this option to allow access to postings and other account related processing menus in prior periods. The current period is the most recent period that has been opened. This setting affects the following applications: ▪ Transaction Center

Field	Description
	▪ Accounting ▪ Billing ▪ Time and Expense ▪ Human Resources If a user tries to run one of these applications while in a prior period, or tries to switch to a prior period while running one of these applications, the user receives an error message.
Allow modifications in vendor review	Select this option if users in this role can make modifications in Vendor Review, including modifying the address code, payment date, or bank code for all accounts payable vouchers that have a balance.
Allow asset entries for AP Vouchers and Journal Entries	If you use the Vision Asset Management application, select this option to give users in this role the ability to enter asset items for accounts payable vouchers and journal entries. When you select this option, the **Allow Asset Entries** option is enabled on the New Files dialog box in the Vision Transaction Center for journal entries and AP vouchers: ▪ For AP vouchers, Vision enables the **Create Asset** option on the AP Vouchers Detail grid in the Transaction Center. When you select the **Create Asset** option for a line item, Vision automatically generates a new equipment record for the asset item in the Equipment Info Center for the AP voucher line item when you post the AP voucher. In addition, you can add to the acquisition cost of an existing asset record in the Equipment Info Center. ▪ For Journal Entries, Vision adds an **Equipment** column to the Journal Entries form in the Transaction Center. This creates a relationship between the equipment, or asset item, and is recorded on the History register for the transaction. The equipment number links the depreciation general ledger entry to the asset item.
Accounts Receivable comment review access	Specify the type of access that you want users in this role to have for reviewing comments on invoices, reports, in Project Review, and in the iAccess for Vision application. ▪ **Full**: The user can review all comments. ▪ **None**: The user cannot see any comments. ▪ **By User**: The user can review only those comments that he or she created.
Accounts Receivable comment update access	Specify the type of access that you want users in this role to have for updating comments on invoices, reports, in Project Review, and in the iAccess for Vision application. ▪ **Full**: The user can update all comments. ▪ **None**: The user cannot update any comments.

Field	Description
	▪ **By User**: The user can update only those comments that they created.
Project Budget Worksheet	Use this option to specify the type of access that you want users with this role to have to the Project Budget Worksheet. ▪ **Read Only**:The user can view the information on the Project Budget Worksheet, but make no changes. ▪ **Percents**: The user can make modifications to the overall, labor, and expense percent completes in the Budget Setup section of the worksheet, and make modifications to the percent completes specified in the labor or expense budget detail lines. ▪ **Budgets**: The user can modify existing budgets, add or delete budgets, recalculate the worksheet, and/or enter percent completes on the worksheet. ▪ **Full**: The user can make modifications to existing data; add, modify, or delete budgets; enter compensation, consultant fees, and reimbursable amounts; recalculate the worksheet; and/or enter percent completes on the worksheet.
Labor Cost Rates/Amounts	Select this option to specify the type of access that you want users in this security role to have for reviewing labor cost rates and amounts on reports and project plans. The default is **No Access**. ▪ **No Access**: The user cannot access cost rates or cost amounts on screens and reports. ▪ **Subtotals Only**: The user can access cost amounts on subtotal lines on reports and screens, but not on detail lines. ▪ **Final Totals Only**: The user can access cost amounts on grand total lines on reports and screens, but not on detail report lines, screens, or subtotal report lines. ▪ **Full Access**: The user can access all cost rates and cost amounts. Keep these facts in mind when assigning cost rate access: ▪ Because cost rates impact many areas of Vision, it is important to ensure that the correct level of security is assigned. Contact your implementation specialist for further details. ▪ The cost rates setting applies to JTD labor cost and associated calculations (for example, EAC labor cost). This setting does not apply to planned labor costs; users with **No Access** can view all planned labor costs. ▪ A role must have **Full Access** to view a plan that has a Labor/Cost Rate Method of **From Employee Provisional Rate** in Vision Planning. If you're using iAccess for Vision, the **Labor Cost/Rates Amounts** setting impacts how cost data is displayed within the different levels of the project's work breakdown structure. Based on the selected access rights, some fields

Field	Description
	will display *** instead of the cost amount. This may impact how the project's amounts summarize because the cost may not be included in the calculation. iAccess for Vision applies these settings as follows: ▪ **No Access**: The role cannot access cost rates or cost amounts on screens and reports except for the contract. iAccess for Vision displays *** instead of blank cost amounts. However, if the **Include Cost Amounts in Spent and Profit Calculations** option is selected, the cost amounts will display for the contract, profit, and EAC multiplier in the iAccess for Vision WBS. ▪ **Subtotals Only**: The role can access cost amounts on subtotal lines on reports and screens, but not on detail lines. iAccess for Vision displays all amounts except details, where *** displays, instead. ▪ **Final Totals Only**: The role can access cost amounts on grand total lines on reports and screens. iAccess for Vision displays *** instead of blank amounts for the detail report lines, screens, or subtotal report lines. However, if the **Include Cost Amounts in Spent and Profit Calculations** option is selected, all amounts will display at the project (top) level of the work breakdown structure but *** displays at lower levels. ▪ **Full Access**: The role can access all cost rates and cost amounts.
Include cost amounts in spent and profit calculations	Select this option if you want users in this role to see spent and profit calculations when viewing labor cost amounts when a report is run at cost rates.
Labor Burden Rates/Amounts	Select this option to specify the type of access that you want users in this role to have for reviewing labor detail, including overhead, on Project reports. The default is **No Access**. ▪ **No Access**: The user cannot access burden rates or burden amounts on screens and reports. ▪ **Subtotals Only**: The user can access burden amounts on subtotal lines on reports but not on detail lines or screens. ▪ **Final Totals Only**: The user can access burden amounts on grand total lines on reports but not on detail lines, screens, or subtotal lines. ▪ **Full Access**: The user can access all burden rates and burden amounts.
Include Burden Amounts in Spent and Profit Calculations	Select this option if you want users in this role to see spent and profit calculations when viewing labor cost amounts when a report is run at burden rates.

Document Management Tab of Roles

Use the Document Management tab to ensure that documents are accessible only to the appropriate roles, and to define specific document editing and management tasks that those roles can perform. You must establish proper security access to the Info Centers to have access to the individual Document Management tabs in the Info Centers.

Contents

Site Permissions Grid

Use the Site Permissions grid to enter the browse rights and library permissions for Document Management sites. While using the Info Centers, you can link a single document to just one record, or to multiple records in multiple Info Centers.

Field	Description
Site Permissions Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Assign Rights	Select this option to update multiple sites and the libraries in those sites at one time. Select multiple rows in the grid by using the CONTROL and SHIFT keys or the **Select All** option, then click **Assign Rights**. Vision displays the Browse Rights dialog box, which you use to update the permissions of the selected sites.
Select All	Select this option and click **Assign Rights** to set default permissions or browse rights permissions for all sites on the grid at one time.
Deselect All	Select this option to clear all selected sites on the grid at one time.
Title	A site is the top level of document storage. Select the title of the site for which you want to establish access rights.
Browse Rights	Select the browse rights for the site. Browse rights allow you to browse the site in SharePoint or only through Vision. ▪ **Browse Site** — This option gives the role rights to browse sites and documents external to the Vision database.

Field	Description
	▪ **Vision Only**— This option gives the role rights to documents through the Vision database only. The user will not be able to view/edit the documents directly in SharePoint.
Default Permission for New Libraries	Select the default library permissions for the role. ▪ **Read/Add/Edit** — This option gives the role read, add, and edit rights to the document management library. ▪ **Read/Edit/Delete** — This option gives the role, read, edit, and delete rights to the document management library. ▪ **No Rights** — This option gives the role no rights to the document management library. ▪ **Read Only** — This option gives the role read only rights to the document management library. ▪ **Read/Edit** — This option gives the role read and edit rights to the document management library. ▪ **Full** — This option gives the role full access to the document management library.

Library Permissions Grid

Use the Library Permissions grid to set access for the SharePoint libraries in Document Management.

Field	Description
Library Permissions Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Assign Rights	Select multiple rows in the grid and then click **Assign Rights** to display the Assign Library Rights dialog box, on which you update the permissions of all the selected libraries.
Select All	Select this option and click **Assign Rights** to set default permissions for all libraries on the grid at one time.
Deselect All	Select this option to clear all selected sites on the grid at one time.

Field	Description
Title	Select the title of the library for which you are changing access for the role. The library can contain many folders of data. Folders in the library receive the same permissions as their parent library. You cannot set permissions at the folder level, only at the library level. Access rights defined for a library are applied to the folders in that library.
Permissions	Select one of the following access override options for the library. The system administrator can override a role's access to specific libraries within a site. ▪ **Read/Add/Edit** — This option gives the role read, add, and edit rights to the document management library. ▪ **Read/Edit/Delete** — This option gives the role read, edit, and delete rights to the document management library. ▪ **No Rights** — This option gives the role no rights to the document management library. ▪ **Read Only** — This option gives the role read only rights to the document management library. ▪ **Read/Edit** —This option gives the role read and edit rights to the document management library. ▪ **Full** — This option gives the role full access to the document management library.

iAccess Tab of Roles

Use the iAccess tab to determine a role's access rights to the iAccess for Vision application. The options that display on this tab depend on the modules included with your Vision license and your security role's access rights.

Contents

Field	Description
Workspace and Tab Access	Use the options in this group box to select the features that will be accessible to the current role in the iAccess for Vision application. Options that are not selected will not display in iAccess for Vision. For example, if you select the **Overview Tab** option but not the **Planning Tab**, only the Overview Tab will display.
iAccess	Select this option for the role to have access to log in to iAccess for Vision. When you select this option, all other iAccess for Vision options on this form are automatically selected. You must remove the selection for each option that you do not want the role to access.
Employee Workspace	Select this option to enable access to the Employee Workspace and automatically enable the **Timesheet Tab** and the **Expense Report Tab** options. This option is only available if you also use the Vision Time and Expense applications.

Field	Description
Timesheet Tab	Select this option to enable access to the Timesheet features in iAccess for Vision. This option is only available if you also use the Vision Time application.
Expense Report Tab	Select this option to enable access to the Expense Report features in iAccess for Vision. This option is only available if you also use the Vision Expense application.
Project Management Workspace	Select this option to enable access to the Project Management Workspace and automatically enable the **Overview Tab**, **Planning Tab**, and **Invoices Tab** options. This also enables the options that are associated with the Planning Tab (Contract, Labor, Expense, and Consultants).
Overview Tab	Select this option to enable access to the Overview tab features in iAccess for Vision.
Planning Tab	Select this option to enable access to options on the Planning tab in iAccess for Vision.
Contract	Select this option to enable access to the Contract planning page.
Labor	This option, which enables access to the Labor planning page, is automatically selected when you select the **Planning Tab** option. You cannot change this option.
Expenses	Select this option to enable access to the Expenses planning page. If expense planning is not enabled in **Vision** » **Configuration** » **Planning** » **Plan Settings**, the Expenses planning page is not available to any role.
Consultants	Select this option to enable access to the Consultants planning page. If consultant planning is not enabled in **Vision** » **Configuration** » **Planning** » **Plan Settings**, the Consultants planning page is not available to any role.
Invoices Tab	Select this option to enable access to the Invoices tab in iAccess for Vision.
Business Development Workspace	Select this option to enable access to the Business Development Workspace in iAccess for Vision.
Project Access in Project Management Workspace	The following options define the record access to projects in the Project Management Workspace in iAccess for Vision. You have the option to use the same access rights that are defined for the Projects application on the Record Access tab of Roles, or you can set up a different strategy for accessing projects in iAccess for Vision.
Access	Select one of the following options to define the user access to perform project functions. ▪ **Same as Vision Project Access** — Select this option to apply the same access rights as those defined in the **Access** column for the

Field	Description
	Projects application on the Record Access tab. Selecting this option disables the **Access** option. ▪ **Access** — Select this option to define the specific access rights for the projects accessed in the Project Management Workspace in iAccess for Vision. Access right options are: **Read Only**, **Modify Only**, **Add/Modify**, and **Full**. **Read Only** stops the user from choosing a different image and selecting a Kona space for the project while in the Project Management Workspace in iAccess for Vision. The other access options allow the user to make these changes in the Project Management Workspace.
Record Level View	Select one of the following options to define the projects the role can view in the Project Management Workspace in the iAccess for Vision Project list. ▪ **Same as Vision Project Record Level View** — Select this option to apply the same access rights as those defined in the **Record Level View** column for the Projects application on the Record Access tab. Selecting this option disables the **Lookup** field. ▪ **Lookup** — Use the Project lookup to build a query that grants or restricts the projects listed in iAccess for Vision. After you make your selections, this field displays **In Use**. This field displays **Not In Use** when there are no options selected, which means there are no restrictions placed on which projects display in iAccess for Vision. When you clear the **Same as Vision Project Record Level View** option, the **Lookup** field defaults to match how **Record Level View** was set for the Projects application on the Record Access tab. You can change the query or remove the default.
Record Level Update	Select one of the following options to define the projects the role will be able to update in iAccess for Vision. ▪ **Same as Project Record Level Update** — Select this option to apply the same access rights as those defined for the Projects application in the **Record Level Update** column on the Record Access tab. Selecting this option disables the **Lookup** option. ▪ **Lookup** — Use the Project lookup to build a query that grants or restricts which projects the role will be able to update in iAccess for Vision. After you make your selections, this field displays **In Use**. This field displays **Not in Use** when there are no options selected, which means there are no restrictions placed on which projects can be updated in iAccess for Vision. When you clear the **Same as Vision Project Record Level Update** option, the **Lookup** field defaults to match how **Record Level Update** was set for the Projects application on the Record Access tab. You can change the query or remove the default.

Field	Description
	The selections made here and in **iAccess** determine whether the user can choose a different image and select a Kona space for the project while in the Project Management Workspace in iAccess for Vision. The other access options allow the user to make these changes in the Project Management Workspace.
Project Planning Access	The following options define the access to project plans in iAccess for Vision. You have the option to use the same access rights that are defined for Project Planning on the Record Access tab of Roles, or you can set up a different strategy for accessing project plans in iAccess for Vision.
Access	Select one of the following options to define the user access to perform planning functions. ▪ **Same as Vision Planning Access** — Select this option to apply the same access rights as those defined in the **Access** column for the Project Planning application on the Record Access tab. Selecting this option disables the **Access** option. This option is not available if you do not have the Resource Planning module. You must use the **Access** option to determine access rights. ▪ **Access** — Use this option to define the specific access rights for the project plans accessed in iAccess for Vision. Access right options are: **Read Only**, **Modify Only**, **Add/Modify**, and **Full**.
Record Level View	Select one of the following options to define the plans that the role can view on the iAccess for Vision Planning tab. ▪ **Same as Vision Project Record Level View** — Select this option to apply the same access rights as those defined in the **Record Level View** column for the Project Planning application on the Record Access tab. Selecting this option disables the **Lookup** field. This option is not available if you do not have the Resource Planning module. You must use the **Lookup** option to determine plan view access. ▪ **Lookup** — Use the Plan lookup to build a query that grants or restricts access to the plans displayed in iAccess for Vision. After you make your selections, this field displays **In Use**. This field displays **Not In Use** when there are no options selected, which means there are no restrictions placed on which plans display in iAccess for Vision. When you clear the **Same as Vision Project Record Level View** option, the **Lookup** field defaults to match how **Record Level View** was set for the Project Planning application on the Record Access tab. You can change the query or remove the default.
Record Level Update	Select one of the following options to define the plans that the role can update on the iAccess for Vision Planning tab.

Field	Description
	▪ **Same as Vision Project Planning Record Level Update** — Select this option to apply the same access rights as those defined for the Project Planning application in the Record Level Update column on the Record Access tab. Selecting this option disables the **Lookup** field. This option is not available if you do not have the Resource Planning module. You must use the **Lookup** option to determine plan view access. ▪ **Lookup** — Use the Plan lookup to build a query that grants or restricts access to the plans that the role will be able to update in iAccess for Vision. After you make your selections, this field displays **In Use**. This field displays **Not in Use** when there are no options selected, which means there are no restrictions placed on which plans can be updated in iAccess for Vision. When you clear the **Same as Vision Project Planning Record Level Update** option, the **Lookup** field defaults to match how **Record Level Update** was set for the Project Planning application on the Record Access tab. You can change the query or remove the default.
Additional Planning Security	These options display when the Resource Planning module is not licensed in Vision.
Allow Changes to Baseline	Select this option if the role can change the baseline. You can have only one baseline version for the current plan at any given time. If you use the **Save Baseline** option again for the same plan, you overwrite the previous contents of the baseline.
Allow Changes to Budget Type	Select this option if the role can change the assigned budget type for a plan in iAccess for Vision's plan settings.
Allow Changes to Rate/Method Tables	Select this option if the role can change the rate and method tables for a plan in iAccess for Vision's plan settings.
Apply Employee Record Level Access	Select this option to restrict employee access by this role to only those employee records defined by employee record level security established on the Record Access tab of Roles. Do not select this option if users with this security role need full access to all employee records.
Allow Changes to Overhead %	Select this option to allow the role to change the assigned overhead percent for a plan in iAccess for Vision's Plan Settings.

Planning Tab of Roles

Use the Planning tab to establish a role's access rights to different functions in the Planning application.

Contents

Record Level Security

Field	Description
Apply Employee Record Access	Select this option to restrict employee access by this role to only those employee records defined by employee record level security for Vision Activities and Project Planning. Do not select this option if users with this security role need full access to all employee records for Vision Activities and Project Planning, regardless of the role's employee record level security access to other Vision applications. When you select the **Apply Employee Record Access** option, the **Use Employee Record Access** option is enabled. Use this option to select a specific area for applying the record level security. The default is Info Center.

General

Field	Description
Allow WBS Level Changes	Select this option if the role can change WBS levels. You use the Plan Level fields together with the WBS Element fields on the Default WBS Mapping dialog to establish how data summarizes in your work breakdown structure.
Allow Changes to Baseline	Select this option if the role can change the baseline. You can have only one baseline version for the current plan at any given time. If you use the **Save Baseline** option again for the same plan, you will overwrite the previous contents of the baseline.
Allow Changes to Percent Complete Formula	Select this option if the role can make changes to the percent complete formula.
Allow Changes to Revenue Formula	Select this option if the role can make changes to the revenue formula.

Rates

Field	Description
Allow Changes to Budget Type	Select this option if the role can change the budget type. There are three possible budget types: Cost, Billing, and Cost and Billing. Cost rates represent your firm's cost to produce a service. Billing rates represent the amount the client will pay for the service your firm provides.

Field	Description
Allow Changes to Rate/ Method Tables	Select this option if the role can change the rate and method tables.
Allow Rates Override	Select this option if the role can change override rates.

Top Down Plan

Field	Description
Allow to Update Plan Labor	Select this option if the role can update top-down plans. When you select this option, the **Update a Labor Plan** button on the Top Down Plan tab of Project Planning is enabled.

Analysis

Field	Description
Compensation	Compensation includes all direct labor and direct expense fees.
Allow Changes to Direct Labor Fee	Select this option if the role can change direct labor fees in Vision Planning.
Allow Changes to Direct Expense Fee	Select this option if the role can change direct expense fees in Vision Planning.
Allow Changes to Direct Consultant Fees	Select this option if the role can change direct consultant fees in Vision Planning. Consultant fees are any fees that are not included in the compensation amount, but that may be required for associated firms or consultants.
Reimbursable Allowance	The reimbursable allowance amount includes all expenses that will be reimbursed to your company by the client, including reimbursable consultant fees.
Allow Changes to Reimbursable Expense Fee	Select this option if the role can change reimbursable expense amounts in Vision Planning.
Allow Changes to Reimbursable Consultants Fee	Select this option if the role can change reimbursable consultant amounts in Vision Planning.
Allow Changes to Overhead %	Select this option if the role can change the percentage of overhead to be applied to the planned labor cost.

Resource Management

Field	Description
Allow to Change Assignments	Select this option if the role can modify and save assignments on dialogs to which they have access in Resource Management.
Allow to Hard Book Planned Hours	Select this option for the role to see both soft and hard booking menu options within the Vision Resource Management application. In the Vision Planning application, all planned labor changes will default to hard booked. If this option is not selected, the role is not allowed to change the booking status and Vision defaults to soft booked. This option displays if the **Use Soft and Hard Booking for Employee's Planned Hours** option is selected on the Resource Management Settings tab in **Configuration** » **Planning**.

Record Access Tab of Roles

Use the Record Access tab to determine a role's access rights to specific menus and records in Vision. For example, a project manager needs full access to records in the Project Info Center, but a project consultant only needs read access to these records.

Even if a role does not have access to an Info Center, you can still set up record level read and update criteria for reporting purposes. Before you can assign access rights to any Vision module, you must activate the module in **Configuration** » **Module Activation**.

Contents

Application Record Access Grid

Use this grid to control the role's access to portions of the Vision application, including access to menu items and records. Options on this grid depend on the Vision applications that are installed.

Field	Description
Application Record Access Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Application	Select the Vision application for which you want to establish access rights. The applications that display depend on the Vision applications that you install.
Access	Click in this field, and use the drop-down list to select the access rights for the selected item. ▪ **Read Only** — The role can look at records but not add, modify, or delete record information. ▪ **Modify Only** — The role can read records and modify information, but cannot add new records or delete records. ▪ **Add/Modify** — The role can read, modify, and add records, but cannot delete records. ▪ **Full** — The role can read, add, modify, and delete records. The **Access** column is view-only for certain applications. You must use the Vision default for these applications. **Options for Billing Terms** If you did not select **Billing Terms** on the General tab, you can select one of the following settings to specify access to billing terms: ▪ **Percent Complete** — Users assigned to a role for which this setting is selected can view all information on the Fees tab on the Billing Terms form but can only update percent complete and fee-to-date fields on the Fees tab and the **Description** field on the General tab. ▪ **None** — Users assigned to a role for which this setting is selected can view all information on the Fees tab and General tab on the Billing Terms form, but cannot update any of that information. These users cannot use the **Billing Terms** link in the Navigation pane, in the Project Info Center, or in Interactive Billing to display the Billing Terms form. These users can only display the fee information using the **Update Fees** options in Invoice Approvals, Interactive Approvals, or Interactive Billing (assuming that they have access to one or more of those forms). Users who only have this access to fee information and the description in Billing Terms cannot use the **Billing Terms** link in the Navigation pane, in the Project Info Center, or in Interactive Billing to display the Billing Terms form. They can only display the fee information using the **Update Fees** options in Invoice Approvals, Interactive Approvals, or Interactive Billing (assuming they have access to one or more of those forms).
Record Level View	Click in this field, and then click to open a lookup dialog box and determine the records that members of this role can view within the selected application. For example, for the Client application, you might give a role the ability to see client information in the Client Info Center for only a subset of clients. This setting also controls the list of records that are returned in the search results list in lookup fields and user-defined lookup fields for this application that appear in other applications (such as in the **Primary Client** lookup field in the Project Info Center).

Field	Description
	Client Info Center Example You set up record level view security so that security role A can view only one client—Brown and Associates. John is assigned to role A. Outcome: ▪ In the Client Info Center, when John opens the Client lookup in the **Search** field, the only client that will be returned in the search is Brown and Associates. This is the only client whose record John can view in the Client Info Center. ▪ In the Project Info Center, when John opens the Client lookup in the **Primary Client** field, the only client that will be returned in the search is Brown and Associates. This is the only client that he can assign to a project in the Project Info Center. ▪ In the Project Info Center when John opens the Client lookup in a user-defined client field, the only client that will be returned in the search is Brown and Associates. This is the only, client in the user-defined client field that he can assign to a project in the Project Info Center. The exception to this behavior is the record level view setting that you assign for the Employees Info Center. The Employees record level view setting is not applied to the Employee lookup fields in other Info Centers (for example, the **Principal**, **Project Manager**, or **Supervisor** lookup fields in the Project Info Center). Employees Info Center Example You set up record level view security so that security role A can view only one employee - Emily Collins. John is assigned to role A. Outcome: ▪ In the Employees Info Center when John opens the Employee lookup in the **Search** field, the only employee that will be returned in the search is Emily Collins. This is the only employee whose record John can view in the Employees Info Center. ▪ In the Project Info Center when John opens the Employee lookup in the **Principal**, **Project Manager**, or **Supervisor** fields, all employees are returned in the search. John can assign any employee to a project in the Project Info Center. ▪ In the Project Info Center when John opens the Employee lookup in a user-defined employee field, all employees are returned in the search. John can assign any employee to a project in the Project Info Center. The role's **Access** settings supersede **Record Level View** rights. You cannot give a role permission to view a record if the role does not have permission to access the corresponding application. The default for this field is **Not in Use**.

Field	Description
Record Level Update	Click in this field, and then click to open a lookup dialog box and determine the records that this role can update within the selected application. For example, you might give a role the ability to update information about only a subset of clients in the Client Info Center. The default for this field is **Same as View**, meaning that the **Record Level Update** setting is the same as the **Record Level View** setting. The role's **Access** settings supersede **Record Update View** rights. You cannot give a role permission to update a record if the role doesn't have permission to access the corresponding application.

Options below the grid

Field	Description
Apply record access to all transaction centers	Select this option to apply record level security to limit access to certain records in the Transaction Center.
Enable self service in Employee Review	Select this option to allow employees to view a summary of their own payroll and expense check information on the Employee Review screen. Your role determines access to the Employee Review features.
Allow modification of Disable Login user setting in Users when read-only access	Select this option to give users in this role access to modify the enable/disable login user setting when they only have read-only access to the Users application.
Allow modification of Passwords in Users when read-only access	Select this option to give users in this role access to modify user passwords even if they only have read-only access to the Users application.
Allow access to records in iAccess	This option is available if the role has access to iAccess for Vision. Select this option to give the users in this role the ability to access records in the iAccess application.
Allow Changes to Supporting Documents	This option is available if the role has access to Interactive Billing or Interactive Approvals. Select this option to give the users in this role the ability to modify supporting documents that have been uploaded for transactions. Possible modifications include: ▪ Change the description of a supporting document ▪ Upload a supporting document in Interactive Billing ▪ Delete a supporting document

Field	Description
	▪ Change the **Print with Invoice** setting of the supporting document By default, this option is cleared and users can only view supporting documents.

Apply Project access to

Field	Description
Timesheets	Select this option to apply project record level security to limit which projects a user can see when entering personal Timesheet information. This option displays if your firm uses the Vision Time application.
Expense Reports	Select this option to apply project record level security to limit which projects a user can see when entering personal Expense Report information. This option displays if your firm uses the Vision Expense application.
Billing	Select this option to apply project record level security to Vision Billing. This option controls the projects that you can access when you perform the following Billing functions: ▪ Interactive Billing ▪ Batch Billing ▪ Billing Terms ▪ Billing Groups ▪ Billing Rate Tables ▪ Refresh Billing Extensions ▪ Invoice Template Editor If you do not select this option, your billing personnel will have access to **all** projects. If your firm uses the Multicompany feature, and you do not select this option, your billing personnel will have access to all projects where the main billing project belongs to the active company. This option displays if your firm uses Vision Billing.
Sub Projects in Billing Groups	Select this option to restrict subproject lookups based on project record level security when setting up billing groups. When you select this option, the role can view and edit information for all of the accessible main projects, and can add any sub-project to which the role has security access. If the role does not have access to the main project, however, it cannot view the sub-projects, regardless of the rights to access these sub-projects individually.

Activity Access

Use these fields to determine access to Vision activities.

Field	Description
Record Level View	Use the lookup to select one of the following options as the criteria for the chosen info center: ▪ **Not in Use** — Select this option to eliminate Record Level View from the Activity access rights. This is the default setting. ▪ **Use info center access** — Select this option to apply Info Center access to the activity record access. For example, Record Access for the Client Info Center is set to all clients in California. If you set the activity access to **Use info center access**, then of all activities associated with a client, the role will only be able to view the activities of the clients to which it has rights (in other words, all clients in California). ▪ **Use query** — Select this option to use a query to determine the activity access rights.
Record Level Update	Use the lookup to select one of the following options as the update access for the record level: ▪ **Read Only** — The role can look at records but cannot add, modify, or delete record information. ▪ **Modify Only** — The role can look at records and make modifications to information, but cannot add new records or delete records. ▪ **Add/Modify** — The role can look at, modify, and add records, but cannot delete records. ▪ **Full** — The role can read, add, modify, and delete records.

Approval Workflow Record Access Grid

Field	Description
Approval Workflow Record Access Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Application	This column displays the approval application.
Access	This column displays the type of access that is granted to the user for the corresponding approval application. In order to view a record, the user must be

Field	Description
	logged in to the company to which the record belongs. Use the drop-down field to select any of the following access controls: ▪ **Assignments only** — This is the default option for the field. This option allows access to records that the user created, submitted, approved, or rejected. As a supervisor, the user can also view all records created, submitted, approved, or rejected by subordinate users. ▪ **View All Records** — This option allows the user to access all records that are available in the corresponding approval application. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record. ▪ **Apply Employee Record Level View Access** — This option only applies to the Absence Requests application. This option allows the user to search for and select any absence request record that belongs to an employee for which the user has employee record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record. ▪ **Apply Vendor Record Level View Access** — This option only applies to AP Invoice Approvals. This option allows the user to search for and select any AP Invoice Approval record that belongs to a vendor for which the user has vendor record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.

Assign Library Rights Dialog Box

Use the Assign Library Rights dialog box to set the permissions for all selected libraries at one time.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. On the Roles form, click the Document Management tab.
3. In the Library Permissions grid, click **Assign Rights**.

Contents

Field	Description
Library Permissions	This field contains all of the same values as the **Permissions** field in the Library Permissions grid. Select the appropriate rights and click **Apply** to set the permissions for all selected libraries at one time.

Field	Description
	▪ **Read/Add/Edit** — This option gives the role read, add, and edit rights to the document management library. ▪ **Read/Edit/Delete** — This option gives the role read, edit, and delete rights to the document management library. ▪ **No Rights** — This option gives the role no rights to the document management library. ▪ **Read Only** — This option gives the role read only rights to the document management library. ▪ **Read/Edit** —This option gives the role read and edit rights to the document management library. ▪ **Full** — This option gives the role full access to the document management library.

Browse Rights Dialog Box

Use the Browse Rights dialog box to modify the permissions for multiple sites, or multiple libraries in selected sites, at one time.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. On the Roles form, click the Document Management tab.
3. In the Site Permissions grid, click **Browse Rights**.

Contents

Set Selected Site Permission

Use options in this group box to set the browse rights and default permissions for new libraries within the selected sites.

Field	Description
Browse Rights	Select from the following settings to determine viewing rights: ▪ **<Do Not Change>** — Select this option to maintain the current permissions. ▪ **Browse Site** — Select this option to allow the user access to the sites in SharePoint. ▪ **Vision Only** — Select this option to allow the user access to the sites through Vision only.

Field	Description
Default Permissions for New Libraries	This field contains all of the same values as the **Default Permissions for New Libraries** field on the Site Permissions grid. Select the appropriate level of rights to set the permissions for newly created libraries within the selected sites. Select **<Do Not Change>** to maintain the current permissions.

Set Library Permission in Selected Sites

This group box allows you to modify all the rights for all the libraries in the selected sites at one time.

Field	Description
Library Permissions	This field contains all of the same values as the **Permissions** field in the Library Permissions grid. Select the appropriate level of rights to set the permissions for all libraries within the selected sites at one time. Select **<Do Not Change>** to maintain the current permissions. ▪ **Read/Add/Edit** — This option gives the role read, add, and edit rights to the document management library. ▪ **Read/Edit/Delete** — This option gives the role read, edit, and delete rights to the document management library. ▪ **No Rights** — This option gives the role no rights to the document management library. ▪ **Read Only** — This option gives the role read only rights to the document management library. ▪ **Read/Edit** —This option gives the role read and edit rights to the document management library. ▪ **Full** — This option gives the role full access to the document management library.

Reporting Options Dialog Box

Use the Reporting options to set the report name and specify the options to apply.

Standard Controls on the Options Dialog Box

The Options dialog box contains the options tabs for Vision reports. The tabs that are available vary from report to report. However, the **Options** field and a set of standard buttons are always available at the bottom of the dialog box.

The following table describes the **Options** field and the buttons that are always available at the bottom of the Options dialog box.

Option/Button	Description
Options	Click next to the **Options** field to display the folders of saved options available to you. Click the set of saved options you want to apply to the report.
Organize	Click **Organize** to display the Organize Options dialog box. Use that dialog box to save the current options settings as a saved option set.
Default	Click **Default** to reset all options to your default settings for the report.
Help	Click **Help** to display the overview help topic for the type of reports listed in the **Reports** grid.
Apply (or Run)	Click **Apply** to apply the changes you made to the report options and close the Options dialog box. If you generate a report before you set any options for that report, the Options dialog box opens automatically with a **Run** button instead of an **Apply** button. Set the options that you want and click **Run** to generate the report.
Cancel	Click **Cancel** to close the Options dialog box and discard any changes that you made to the options.

General Tab of the Options Dialog Box

The General tab contains options specific to the selected report. Use the General tab to rename the report, set report-specific options, save sets of options for use in future Reporting sessions, apply an existing set of saved options, or restore default options.

For example, the General tab for the Project Summary report contains options that you use to summarize data, report at billing rates, and display overhead amounts, direct expenses, and unposted time.

This table contains options that display on the General tab for most or all reports. See individual report descriptions for options and fields specific to a particular report.

Contents

Field	Description
Report Name	Use this field to specify the name of the report that displays in the report header. You can change the default name.
Create Activity	To create one or more activities related to the report in the Calendar/Activities application, select this check box. When you generate the report, Vision displays the Activity dialog box so you can enter the activity information. Vision then creates an activity for each primary record included on the report. For example, if you select **Create Activity** for a project report, Vision creates an activity for each project included on the report. This option is only available for the following types of reports: Client, Contact, Employee, Opportunity, and Project.

Field	Description
Report-specific Options	The General tab normally also contains options specifically for the selected report. See the individual report descriptions for information on the options available for each report.

Activity Tab of the Options Dialog Box

Use the Activity tab to specify a period for the report and to filter the report to only include projects, phases, or tasks with activity in that period.

You can set up a report to be generated on a recurring basis. If you set up a recurring report to show current activity, Vision bases the report on the accounting period that is current at the time it generates the report.

Contents

Field	Description
Only Show Projects with Activity	Select this option if you want the report to include only those projects with labor, expenses, or other transactions that affect project costs dated in the period specified in **Activity Period**.
Only Show Phases with Activity	If you restrict the projects on the report based on activity, select this option if you also want to include only those phases with labor, expenses, or other transactions that affect project costs dated in the period specified in **Activity Period**.
Only Show Tasks with Activity	If you restrict the phases on the report based on activity, select this option if you also want to include only those tasks with labor, expenses, or other transactions that affect project costs dated in the period specified in **Activity Period**.
Activity Period	Use this option to select the period for the report. ▪ **Current** — The accounting period that is currently open. ▪ **Year-to-date** — The current fiscal year through the current accounting period. ▪ **Job-to-date** — From the beginning of the project through the current accounting period. ▪ **Period Range** — This is the period specified in the **Period Range** field on the General tab of the Options dialog box. This setting works with the activity options described above. For example, if you select **Only Show Projects with Activity** and select **Year-to-Date** in this field, the report only includes those projects with activity since the beginning of the current year. Selection based on activity applies to budgets also. If a phase or task is not included on the report because it has no current activity, budgeted amounts for the phase or task are not included either.

Field	Description
Include Invoices and Cash Receipts in Activity	Select this option if you want Vision to consider invoice and cash receipts as activity when selecting projects, phases, and tasks for the report. If you select this option, the report includes projects for which you received payment of an invoice during the period, even if they had no labor or expense activity for the period. This option can make it easier to compare amounts on different project reports. For example, to compare the Project Earnings report to the Office Earnings report, you would select the same activity period for both reports and select this option for both reports. That ensures that the reports include the same projects, and thus show the same totals for revenue, billed, and other amounts. This option also applies to drill-down reports.

Sorting Grouping Tab of the Options Dialog Box

Use the Sorting/Grouping tab to specify the sequence in which data displays on the report.

You can combine multiple sort criteria. If you do, the lowest sorting level has the most detailed information. For example, if you sort by project and then by task, the task level has the most detailed information.

The Resource Utilization by Organization report has other sorting and grouping options in addition to those described below. For more information, see the topics specific to the report.

Field	Description
Drop-down list in the upper left corner of the grid	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Move to top	Click this grid option to move all sort criteria (rows with **Sort** selected) to the top of the list. (The current order of the remaining rows does not change.)
Find	Click this grid option to search the **Sort/Group By** column for text that you specify.

Field	Description
Find next	If you use the **Find** option and the first instance of the search text is not the one you want, click the **Find next** grid option to find the next instance.
Row selection column	When you click in a row in the grid, the first column of the grid displays this marker beside the currently selected sorting and grouping criterion.
Sort	Use this for each type of data by which you want to sort and group report information. The order of the selected items in the grid determines the sort order. The information is sorted first by the first selected item and then by the second, and so on. To move an item up or down in the sort order, click in that row and use and to the left of the grid to move that row up or down in the list.
Sort/Group By	This column lists the criteria by which you can sort data on the current report. Select **Sort** for a criterion to include it in the sort.
Label	Use this column to enter the label for the sort criterion that appears on the report. You can change the default label.
Color	Select the color of the sort band for each sorting level. Click in the **Color** column for a sort criterion and then click the color that you want.
Sort	In this column, specify whether Vision sorts data in ascending or descending order. Click the **Sort** column for a sort criterion, and select one of the following: ▪ **Ascending** — Sort the data in ascending numerical order (for example, 00001.00, 00002.00, 97001.00, 98001.00) or alphabetical order (from A to Z). ▪ **Descending** — Sort the data in descending numerical order (for example, 98001.00, 97001.00, 00002.00, 00001.00) or alphabetical order (from Z to A).
Project Level	If the sorting and grouping criterion is project-related and can be specified at any level of the work breakdown structure (WBS), select the WBS level on which you want Vision to base the sorting and grouping. For example, **Principal Number** appears only once in the list of sorting and grouping criterion for the Project Earnings report, but you can assign principals at each of the WBS levels. If you select **Principal Number** as a sorting criterion and you want to sort by the principal assigned at the project level of the WBS, select **Project** in **Project Level**. If you want to sort by the principals assigned at the phase level, select **Phase** in **Project Level**.
Collapse/ Expand	You can set up group levels so that you can collapse and expand the groups at that level to display or hide the sub-groups and detail rows when you

Field	Description
	preview the report. If you print the report from the Preview window, the groups are expanded or collapsed just as they are on the Preview window. In **Collapse/Expand** for the sorting and grouping criterion, select one of the following: ▪ **Disabled** — The report displays all data for the group, and you do not have the option to collapse or expand it. ▪ **Collapsed** — If you preview the report, you can expand and collapse the group to show or hide sub-groups and detail rows. By default, all groups at this grouping level are collapsed when you first display the report in the Preview window. If you print the report from the **Reports** grid, those groups are collapsed on the report. ▪ **Expanded** — If you preview the report, you can expand and collapse the group to show or hide sub-groups and detail rows. By default, all groups at this grouping level are expanded when you first display the report in the Preview window. If you print the report from the **Reports** grid, those groups are expanded on the report. If you search for text in a previewed report, the search only finds the target text if it is visible when you do the search. It does not find data that is hidden in collapsed groups.
Line Separator	Select the type of line to print between sort groups on the report. When you preview the report, dotted lines display as lines of short dashes. However, when you print the report, they are dotted lines.
Page Break	Select this if you want a new report page each time that the sort value changes. For example, suppose you select **Office** as a sort criterion and you have three offices. If you select **Page Break** for that sort criterion, Vision begins printing the information for each of the offices at the top of a new page.
Subtotal	Select this to display a subtotal line.
Heading	Select this to include a label for the criterion on the report.
Page Heading	Select this if you want sorting group headings repeated on subsequent pages when data for the group spans more than one page.
Show totals on header line	Select this to display totals in the header row for each group rather than at the end of the group.
Hide single line totals	Select this to not display group totals if the group contains only one detail line.
Hide Document Map	Select this if you do not need to display the document map information on your report or your Excel file export of the report.

Field	Description
Left margin indent for groups	Use this to specify the number of inches or millimeters from the left margin to indent the data for the sorting group. You enter inches or millimeters depending on which one you selected in the **Unit of Measure** field on the Layout tab.

Columns Tab of the Options Dialog Box

Use the Columns tab to select the columns on the report. Each report has a default set of columns but you can modify them. You can also modify column attributes.

If you select **Automatic** as your page orientation on the Layout tab and then select so many columns for a report that it exceeds the page size,Vision displays a warning message. If that happens, try one or more of the following to make the columns fit the page: adjust column widths, select fewer columns, change the report margins, or change the page dimensions.

This table contains options that display on the Columns tab for all reports. See individual report descriptions for options and fields specific to a particular report.

Contents

Field	Description
Drop-down list in the upper left corner of the grid	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Move to top	Click this grid option to move all selected columns (rows with **Select** selected) to the top of the list. (The current order of the remaining rows does not change.)
Find	Click this grid option to search the **Column Name** grid column for text that you specify.
Find next	If you use **Find** and the first instance of the search text is not the one you want, click the **Find next** grid option to find the next instance.

Field	Description
Edit calculation	Click this grid option to modify an existing calculated field on the report.
New Calculation	Click this grid option to add a calculated field of your own design to the report.
Row selection column	When you click in a row in the grid, the first column of the grid displays next to it to mark the currently selected column.
Select	Select the columns for the current report: ▪ To add a column, select **Select** for that column in the grid. You can select as many columns as you want for a single report. ▪ To remove a column, clear the **Select** check box for that column. ▪ To move a column, click in the row for the column and click or to move it up or down in the list. Columns appear on the report in the order they are listed on the Columns tab.
Column Name	This grid column displays the column name. The column name is not the column heading for the report. **Line 1 Heading** and **Line 2 Heading** (described below) display the default column heading. If you want a different heading on your report, enter it in **Line 1 Heading** and **Line 2 Heading**.
Section	For some Customer Relationship Management (CRM) reports, you can specify user-defined sections on the User Defined Sections tab. Use **Section** to assign report columns to those user-defined sections.
Section Column	For some CRM reports, you can specify user-defined sections on the User Defined Sections tab and use the **Section** grid column to assign report columns to each section. If you do, you can use **Section Column** in the grid on the Columns tab to specify the order of the columns in each section. For example, enter **1** in **Section Column** for the first column in the section, **2** for the second column, and so on.
Line 1 Heading, Line 2 Heading	Enter the heading that is displayed on the report for the column. The headings can have one line or two. If the heading requires only one line, enter it in **Line Heading 2**. If you enter a heading that is longer than the default heading, you may need to adjust the column width in **Width**.
Width	Enter the width of the column in either inches or millimeters based on which one you selected in the **Unit of Measure** field on the Layout tab of the Options dialog box.

Field	Description
	If you select inches, enter fractions using decimals (for example 1.00, 1.5, and so on). By default, Vision provides column widths suitable for the default heading text in **Line Heading 1** and **Line Heading 2**. If you enter a longer heading, you can adjust the column width.
Format	For date, currency, and number columns, **Format** displays the format in which the report presents the column value. To change the format, click in **Format** and click to open the Format dialog box.
Alignment	Specify how you want the data aligned in the column: left justified, centered, or right justified.
HTML Formatting	This check box is only available for memo field columns. By default, it is selected. Select HTML formatting if you want to apply HTML formatting (bold, underlining, colors, and so on) to the contents of the column based on the formatting applied when the text was originally entered in each memo field. If you do not want to apply HTML formatting, clear this check box to print or display the text without any special formatting. You may want to do this if, for example, the formatting was applied inconsistently during data entry or the formatting is unsatisfactory for some other reason.
Type	This grid column displays the type of column: ▪ **Standard** — Standard Vision column. ▪ **Standard Grid** — Standard Vision column for the grid type you selected on the General tab of the Options dialog box. ▪ **User Defined** — User-defined column. ▪ **User Defined Grid** — User-defined column for the grid type you selected on the General tab of the Options dialog box. ▪ **Calculated** — Calculated field column.
Left margin indent for first column	Enter the number of inches or millimeters that you want the first column indented (offset) from the left margin of the page. Use either inches or millimeters based on which one you selected in the **Unit of Measure** field on the report Options Layout tab. To determine the position of the first column, Vision adds your entry in **Left margin for first column** to the entry in **Left Margin** on the Layout tab. For example, if you use inches and the **Left Margin** contains **1.00** and **Left margin for first column** contains **.25**, Vision prints the report header information with a 1.00-inch margin but prints the first column 1.25 inches from the left edge of the page.

Graph Tab of the Options Dialog Box

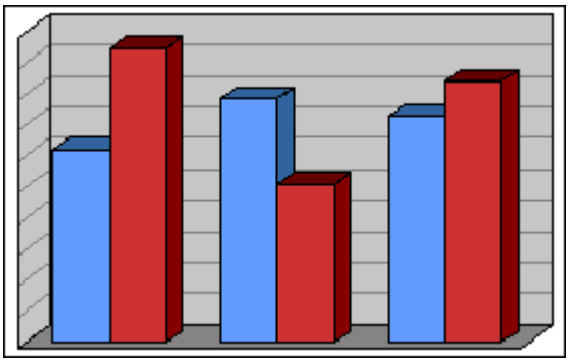
For some reports, you can use Graph tab options to include a graph on the report. Use the Graph tab to select graph settings for the report. You can also drill down on graphs.

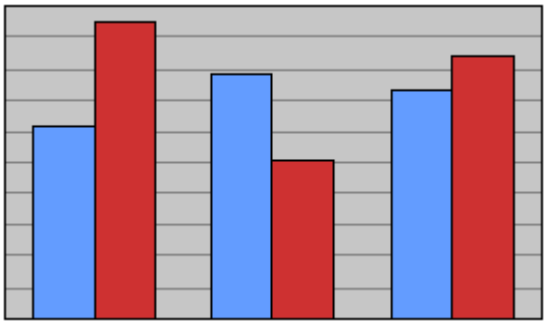
To generate the report with the graph but without the columns of data, set the **Show** option to **Graph only** in the **Graph Location and Size** group box. You can also display just the graph on your Dashboard.

If you plan to include a user-defined field in graphs, select the **Total** option for the user-defined field when you set it up in Configuration. If you do not select this option, Vision cannot set the scale appropriately for the graph. To select the **Total** option, click **Configuration** » **General** » **User Defined Tabs** on the Vision Navigation menu, and click the Fields tab.

The Graph tab for the Resource Utilization by Organization report contains options not available for other reports.

Contents

Field	Description
Show Graph	Select this option to indicate that you want to include a graph on the report. All options are disabled until you select **Show Graph**. To set up a graph, you must first select at least one item on the Sorting/Grouping tab.
Title	Enter a title for the graph.
Type	Select the graph type. If you select **Bar Charts**, then for each group that you specify on the Y axis, you can specify up to three columns or series for the X axis. For example, you can set up a bar graph that groups by project and displays cost amount, billing amount, and budget amount for each project.
Show 3D	Select this option if you want the graph to appear to have three dimensions. **Example:** Select **3 Dimensional** if you want the graph to look like this...  ...rather than like this.

Field	Description
	
Labels	Select a type of label. The choices vary depending on the graph type.
Display Lines to Labels	**Pie or doughnut charts only:** Select this option to display a line that connects each slice to its label.
Flip Axes	**Bar charts only:** Select this option to change the orientation to have the bars extend horizontally rather than vertically.
Y Title	**Bar charts only:** Enter a label for data listed on the Y axis. When you make selections in **Display Data**, Vision displays a default title, but you can change it.
Display Data	Select the data to be graphed by selecting a period and a type of data (for example, **Billed Amount** or **Budgeted Amount**). For bar charts, Vision combines these settings to create a default title for the Y axis in **Y Title**. You can change that default title. To graph a type of data, you must also select it on the Columns tab. For example, to graph **Billed Hours**, you must also select **Billed Hours** for the report on the Columns tab.
Add Series	**Bar charts only:** You can select one or two additional series of data to display on the report. Select the **Add Series** check box and select the type of data from the drop-down list. To graph a series, you must also select the corresponding type of data on the Columns tab. For example, to graph **Labor Billed**, you must also select **Labor Billed** on the Columns tab.
Add Slice	**Pie or doughnut charts only:** You can select one or two additional "slices" of data to display on the report. Select the **Add Slices** check box and select the type of data from the drop-down list. To graph a slice, you must also select the corresponding type of data on the Columns tab. For example, to graph **Labor Billed**, you must also select **Labor Billed** on the Columns tab.

Field	Description
Display Amounts In	In this field, indicate whether you want to show graph amounts in the standard number or currency format for the corresponding report column, in thousands, or in millions. For bar charts, your selection becomes the default title in **Y Title**. You can change that default.
X Title	The default title for the X axis in this field is based on the first level of grouping on the report. You can change that default text. If you change the first level of grouping, Vision updates **X Title** to match the new first level. The only time that the first grouping level is not considered is when you add a slice for a pie chart. For example, if you group by project and select **Revenue** for a slice, you get one slice for each project that has revenue. If you add a slice and select **Cost**, you get one slice for total revenue and one slice for total cost.
Slice By	For all types of charts except a bar chart, this field displays the first selected item on the Sorting/Grouping tab. That is the item used to "slice" the data selected in **Display Data**. For example, if the first sorting/grouping item is **Project Number**, each slice of the pie or doughnut chart represents the data for a project. If you select **Bar** in **Type** or you select one of the **Add Slice** check boxes, this field does not display.
Show	Select the location of the graph in the report. If you select **Graph only**, the report displays the graph but does not display columns of data.
Legend	Select the location of the graph legend. The legend provides a color key to all graphed items. Regardless of the number of graphed items and the height of the legend, all of the graphed items are displayed. That can result in an unreadable legend because the items overlap. To correct that situation, change the record selection criteria for the report to reduce the number of graphed items, increase the height that you specify for the graph, or specify a smaller font size for the graph.
Font Size	Specify the font size for the graph. Vision uses this font size for all text and amounts associated with the graph.
Width	Specify the width of the graph area in inches or millimeters based on which one you selected in the **Unit of Measure** field on the Layout tab. If you use inches, use decimals for fractions of an inch (for example 3.50). In the area defined by your entries in **Height** and **Width**, Vision displays the graph itself, the graph title, and the legend.
Height	Specify the height of the graph area in inches or millimeters based on which one you selected in the **Unit of Measure** field on the Layout tab. If you use inches, use decimals for fractions of an inch (for example 3.50). In the area defined by your entries in **Height** and **Width**, Vision displays the graph itself, the graph title, and the legend.

Field	Description
Top	Specify the top margin in inches or millimeters based on which one you selected in the **Unit of Measure** field on the Layout tab. If you use inches, enter decimals for fractions of an inch. For example, enter **1.5** for an inch and a half. If you intend to display the graph on your Dashboard, we recommend that you set the **Top** and **Left** options to 0 (zero).
Left	Specify the left margin in inches or millimeters based on which one you selected in the **Unit of Measure** field on the Layout tab. If you use inches, enter decimals for fractions of an inch. For example, enter **1.5** for an inch and a half. If you intend to display the graph on your Dashboard, we recommend that you set the **Top** and **Left** options to 0 (zero).

Layout Tab of the Options Dialog Box

Use the Layout tab to set the font, margins, orientation, page size, and other formatting options for the report. (For client, contact, employee, lead, and vendor mailing labels, formatting options are on the General tab instead of the Layout tab.)

The default margins for a report are one of the following:

- The Vision default margins
- The default margins set up for your username and password on the Users form (**Configuration** » **Security** » **Users**)
- The default margins that you specified on the Reporting tab of the User Options dialog box
- The margins specified in the report file

You can specify different margins for a report, no matter what the default source is.

Contents

Field	Description
Unit of Measure	From the drop-down list, select the unit of measure, inches or millimeters, to use for the following measurement fields on the report Options dialog box: ▪ **Top**, **Bottom**, **Left**, and **Right** margin fields on the Layout tab. ▪ **Dimension Width** and **Height** fields on the Layout tab. ▪ **Left margin for first column** and **Width** fields on the Columns tab. ▪ **Left margin indent for groups** on the Sorting/Grouping tab. ▪ **Height**, **Width**, **Top**, and **Left** fields on the Graph tab. When you switch from one unit of measure to the other, the measurements that are currently entered or displayed in the measurement fields are automatically converted to the new unit of measure (1 inch = 25.4 millimeter).

Field	Description
Margins: Top	Enter the margin for the top of the page. Use the unit of measure (inches or millimeters) that you entered in the **Unit of Measure** field on this tab. If your unit of measure is inches, use decimals for fractions of an inch (for example, 0.75 or 1.20).
Margins: Bottom	Enter the margin for the bottom of the page. Use the unit of measure (inches or millimeters) that you entered in the **Unit of Measure** field on this tab. If your unit of measure is inches, use decimals for fractions of an inch (for example, 0.75 or 1.20).
Margins: Left	Enter the margin for the left edge of the page. Use the unit of measure (inches or millimeters) that you entered in the **Unit of Measure** field on this tab. If your unit of measure is inches, use decimals for fractions of an inch (for example, 0.75 or 1.20).
Margins: Right	Enter the margin for the right edge of the page. Use the unit of measure (inches or millimeters) that you entered in the **Unit of Measure** field on this tab. If your unit of measure is inches, use decimals for fractions of an inch (for example, 0.75 or 1.20).
Override Heading Dates	By default, Vision uses the starting and ending dates for the accounting period that you selected when you logged in to Vision. To specify different period dates for the report heading, select **Override Heading Dates** and enter the dates you want in the **For the Period** date fields. You can enter dates directly or you can click and select the dates.
Default Formats: Override regional settings	If you want to use formatting for numbers or currency amounts for a report that is different than the default formatting in Regional and Language Options in the Windows Control Panel, select the **Override regional settings** check box and select the culture associated with the format that you want from the drop-down list. If you select a different culture, Vision automatically displays the default formats associated with that culture in the **Number**, **Currency**, and **Date** fields. If you do not select **Override regional settings**, the format settings are the settings specified for your computer in Regional and Language Options in the Windows Control Panel.
Default Formats: Number	This field displays the default format for non-currency numbers for the report. This format is the default format for each numeric field on the report. ▪ To change the default format, click to open the Format Number dialog box. ▪ To change the format for an individual report column, go to the Columns tab, click the **Format** grid column for the report column, and click to open the Format Number dialog box.
Default Formats: Currency	This field displays the default format for currency amounts for the report. This format is the default format for each currency field on the report.

Field	Description
	▪ To change the default format, click to open the Format Currency dialog box. ▪ To change the format for an individual report column, go to the Columns tab, click the **Format** grid column for the report column, and click to open the Format Currency dialog box.
Default Formats: Date	This field displays the default date and time format for the report. This format is the default format for each date or date-and-time field on the report. ▪ To change the default format, click to open the Format Date dialog box. ▪ To change the format for an individual date column, go to the Columns tab, click the **Format** grid column for the report column, and click to open the Format Date dialog box.
Default Formats: Report language	If you use the Multilingual feature, this field displays the language in which the report will be generated. If you do not use the Multilingual feature, Vision does not display this field. For standard Vision reports, this field displays the language that you specified when you logged in. For favorite reports or reports for which you select a saved set of options, it displays the language that was active when you created the favorite or the options set. You cannot use this field to change the language. To generate a report in a different language, do one of the following: ▪ Select that language when you log in to Vision and then generate the report. (This only applies to standard reports. For favorite reports, Vision always uses the language specified when you created the favorite, whether or not it matches the language you selected when you logged in.) ▪ Select a set of saved options that you created for that language. ▪ Select a favorite version of the report that you created for that language.
Page: Orientation	From the drop-down list, select one of the following options for the orientation of the report on the printed page: ▪ **Automatic** — Vision selects the most appropriate orientation based on the columns you select for the report, the page size, and the margins. If the columns fit across the narrow dimension of the page, Vision uses portrait orientation. If the columns do not fit across the narrow dimension, Vision uses the landscape orientation. ▪ **Portrait** — Select this option if you always want the long dimension of the page to be vertical.

Field	Description
	▪ **Landscape** — Select this option if you always want the long dimension of the page to be horizontal. The **Orientation** option is available only for reports for which you can select columns.
Page: Size	From the drop-down list, select the page size for the report. The width and height of the page size that you select in this field display in the **Dimension Width** and **Height** fields below the **Size** field. When you select the **Custom** size, the **Dimension Width** and **Height** fields are enabled so you can enter a width and height of your choice.
Page: Dimensions (Width and Height)	The **Width** and **Height** fields display the width and height of the page size that you select in the **Size** field. The measurements display in either inches or millimeters based on which one you selected in the **Unit of Measure** field on this tab. If you select **Custom** in **Size**, enter the width and height that you want.
Miscellaneous: Font Name	Use **Font Name** to change the font for the report. The default font for a report is one of the following: ▪ The Vision default font (Arial) ▪ The default font set up for your username and password in the Users form (**Configuration** » **Security** » **Users**) ▪ The default font that you selected on the Reporting tab of the User Options dialog box
Miscellaneous: Heading background color	From the drop-down list, select a background color for the report row that displays column headings. Use this option to make the headings stand out from the rest of the report data, for example.
Miscellaneous: Use Dashpart Report Layout	Select this check box to generate the report using the special formatting that Vision applies when you display a report as a dashpart on the Vision Dashboard. The following are the main formatting characteristics: ▪ The report header information is displayed in the lower-left corner of the final report page. ▪ The default font size is applied to the report title, replacing the larger font that is normally used. ▪ Page headers and footers are not displayed. You normally do not use this option except when you want to generate a report as an archive report and you want to display that archive report as a dashpart. When Vision displays an archive report as a dashpart, it does not actually run the report, so it cannot automatically apply the dashpart report layout as it does with other reports. As a result, you must use this option

Field	Description
	when you generate the archive report if you want the normal dashpart report layout.
Miscellaneous: Show grid lines on report	To generate the report with grid lines separating data fields, select this check box. Some reports are easier to read with grid lines displayed.
Miscellaneous: HTML Formatting	This check box applies only to memo fields. Select this check box if you want to apply HTML formatting (bold, underlining, colors, and so on) to the contents of **all** memo fields on a report based on the formatting applied when the text was originally entered in each memo field. If you do not want to apply HTML formatting for all memo fields, clear this check box to print or display the text in all memo fields without any special formatting. You may want to do this if, for example, the formatting was applied inconsistently during data entry or the formatting is unsatisfactory for some other reason. Instead of turning on or off HTML formatting for **all** memo fields on a report, you can turn on or off HTML formatting individually for memo fields. In the grid on the Columns tab in a report's options dialog box, select a memo field and clear the **HTML Formatting** check box in the grid for it.
Miscellaneous: Alternate detail background color	To generate the report with alternating detail lines against a background color, select this check box. Some reports are easier to read with a color background for every other detail line.
Report Footer	Enter the text for the report footer. Do not remove the **[version] - [options]** portion of the footer. For more formatting options, click **Edit** to open the Vision Text Editor.

Archived Reports Tab

Use the Archived Reports tab to preview, print, or download archived reports. You can also distribute archived reports by email. The option to archive reports is only available if you are using the Standard Edition or Enterprise Edition of Microsoft SQL Server. If you use a different version of SQL Server, the Reporting form does not have a **Create Report Archive** option or an Archived Reports tab.

Field	Description
Reports drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Delete	To delete an archived report, select that report in the grid and click this option. Vision automatically deletes archived reports based on the number of archive hours specified when each archived report is created. You can also use the Report Administration utility to delete archived reports.
Refresh	Click this option to retrieve and display the current list of archived reports. Normally, Vision displays the current list. However, if you start the archive process for a report and click the Archived Reports tab before that process is finished, the list does not show the newly archived report. If you click **Refresh**, Vision updates the list.
Row selection column	When you click in a row in the grid, the first column of the grid displays to mark the currently selected report.
Report Name	This column displays the names of the reports. A report name can be the Vision default name or a name that you or another user specified.
Created Date	This column displays the date and time that you archived the report.
Expiration Date	This column displays the date and time that Vision will remove the archived report. The expiration date and time is based on the number of hours you specified in **Archive report output (Hours)** when you archived the report.
Pages	This column displays the number of pages in the report.

Learn More About...

Review examples of security roles and things to consider if you're using multiple companies.

Record Level Security

In record level security you control a security role's access to specific Info Center records.

Record level security is implemented via the Vision lookups. After you specify the role's access to records, the lookup results list displays only those records to which the role has access rights. The users that are assigned to that role can only navigate to the Vision records to which they are

granted access. You can also control whether a role is able to update a record or just view the record's contents.

For example, if you set the Read Level for the Opportunities Info Center WHERE Project Manager (the role) EQUALS John Jones AND state EQUALS Kansas, then the project manager named John Jones has read level access to the Opportunity Info Center records for the state of Kansas.

In addition to granting or restricting access to individual records, Record Level Security also supports granting or restricting access to hierarchical record structures. One possible hierarchical structure is the Project (Level 1), Phase (Level 2), and Task (Level 3) structure related to the work breakdown structure. For example, if a role has access rights to a Project, then that role will also have access to all Phases and Tasks within that Project. However, if a role only has access to a specific Phase within a Project, the role can only access Tasks within that particular Phase; the role cannot access other Phases or Tasks within the same Project or in other Projects.

Examples of Security Roles

If you are new to Vision, you may find it helpful to review security role examples.

Example roles:

- **Administrator (Admin)** — The System Administrator establishes security, performs database configuration changes, and completes maintenance routines.
- **Accounting (Acct)** — This individual is responsible for general ledger and project reporting. This person ensures that project numbers such as revenue, effective multipliers, and accounts receivables are accurate. This person also compares the income statement to the forecasted operating budget and provides balance sheet account analysis for the organization's auditors.
- **Accounts Payable (AP)** — This individual enters all accounts payable vouchers received into the accounting database and reconciles vendor's statements.
- **Billing (Bill)** — This individual distributes pre-bills to project managers, makes corrections to labor and expense transactions, and updates fee schedules.

The following table lists an example setup of the Vision menus that each of these roles can access:

Vision Menu	Admin	Acct	AP	Bill
Info Center	*	All		
Clients	*	*		*
Contacts	*	*		
Opportunities	*	*		
Employees	*	*		*
Projects	*	*	*	*
Units	*	*		*
Vendors		*		*
Text Library		*		

Vision Menu	Admin	Acct	AP	Bill
Accounts		*		*
Chart of Accounts		*		
Account Group Names		*		
Account Group Tables		*		
Calendar/Activities				
Calendar		*		
Activity Manager		*		
Proposals				
Custom Proposals				
SF330 Proposals				
SF255 Proposals				
SF254 Proposals				
Planning				
Project Planning		*		
Resource Management		*		
Top Down Budget Tool				
Top Down Planning				
Billing		*		*
Interactive Billing		*		*
Batch Billing		*		*
Billing Terms		*		*
Billing Groups		*		*
Rate Tables		*		*
Labor Rates		*		*
Labor Categories				*
Labor Code		*		*
Labor Overrides		*		*
Expense Accounts		*		*
Expense Categories				*
Expenses by Vendor		*		*
Refresh Billing Extensions		*		*
Invoice Template Editor		*		*
Transaction Center		*		

Vision Menu	Admin	Acct	AP	Bill
Transaction Entry		*		
Transaction Lists		*		
Transaction Posting		*		
Posting Logs		*		
Posting Review Report		*		
Accounting		*		
Accounts Payable		*	*	
Voucher Review		*	*	
Payment Processing		*	*	
Form 1099 Processing			*	
Employee Expenses		*		
Payment Processing		*		
Direct Deposit		*		
Void Check		*	*	
Accounts Receivable		*		
Invoice Review		*		
Budgeting		*		
Project Budgeting		*		
General Ledger		*		
Cost/Pay Rate Tables				
Labor Rates				
Labor Categories				
Labor Code				
Consultant Accruals				
Labor Cross Charge		*		
Overhead Allocation		*		
Revenue Generation		*		
Adjust Salaried Job Cost		*		
Bank Reconciliation		*		
Project Review				
Human Resources				
Abra Interface				
Import from ABRA				

Vision Menu	Admin	Acct	AP	Bill
Export to ABRA				
Benefit Hours				
Accruals				
Adjustments				
Payroll				
Payroll Processing				
Direct Deposit				
Export to ADP				
Form W-2 Processing				
Quarterly Processing				

Vision Menu	Admin	Acct	AP	Bill
Time & Expense		*		
Timesheet		*		
Timesheet Line Approval				
Expense Report		*		
Expense Line Approval				
Reporting		*		
Client		*		
Contacts		*	*	*
Lead		*		
Marketing Campaign		*		
Opportunity		*		
Employee		*		*
Project		*	*	
Vendors		*		*
Payroll		*		
Accounts Receivable				
Billing				
General Ledger				
Accounting		*		
Project Planning		*		
Performance Management				
Data Export				

Vision Menu	Admin	Acct	AP	Bill
Utilities		*		
Change Period		*	*	*
Open New Period		*		
Period Setup		*		
Open New Benefit Year				
Open New W-2 Quarter				
1099 Initialization				
User Activity				
Advanced Utilities	*			
Posted Transaction Files				
Undo Posting				
Locked Transaction Files				
Incomplete Postings				
File Reconciliation				
Tolerance Report				
Data Import				
Project Closeout	*			
AR Paid Update	*			
VO Paid Update	*			
Batch Deletes	*			
Key Conversions	*			
Account Range				
Accounts	*			
Banks	*			
Clients				
Contacts				
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Enable Phases/ Tasks	*			
Disable Phases/Tasks				
Project's Organizations				

Vision Menu	Admin	Acct	AP	Bill
Discount Codes	*			
Labor Codes				
Liability Codes	*			
Organizations				
Tax Codes	*			
Units	*			
Vendors	*			
Key Formats	*			
Accounts	*			
Clients				
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Units	*			
Organizations				
Labor Codes				
Vendors	*			
Process Server	*			
Queue Manager	*			
Profile Editor	*			
Server Management				
History Loading				
Labor and Expense				
Invoice and Receipt				
Accounts Payable				
Benefit Accrual				
Account Balances				
Payroll				
Backup Database	*			
Report Administration	*			
Download Macro				
Time Collection Interface				

Vision Menu	Admin	Acct	AP	Bill
Time Collection Export				
Time Collection Import				
Configuration	*			
General	*			
System Settings	*			
User Defined Tabs	*			
Lookup/Report Labels	*			
Calculated Fields	*			
Custom Report Options	*			
Code Tables				
Project Templates				
Merge Templates				
Holiday Calendar				
Alerts	*			
Security	*			
Roles	*			
Users	*			
Organization	*			
General	*			
Codes	*			
Individual	*			
Firm Setup – Proposals	*			
Billing	*			
General	*			
Default Terms	*			
Reporting Default Terms	*			
Accounting	*			
General	*			
Employee Types	*			
Time Analysis	*			
Taxes	*			
Banks	*			
Accounts Payable	*			

Vision Menu	Admin	Acct	AP	Bill
Accounts Receivable	*			
Overhead Allocation	*			
User Defined Revenue	*			
Labor Codes	*			
Payroll				
General				
Withholding Codes				
Time and Expense	*			
Timesheet	*			
Expense Report	*			
Timesheet Categories	*			
Expense Categories	*			
Module Activation	*			
About Deltek Vision	*			

Example of How to Set Up Vision Security

If you are new to Vision, you may find it helpful to review an example that shows how a firm uses Security Configuration to set up 300 users.

The 300 employees are divided into the following departments, each of which performs a different job function and has separate needs for Vision information:

- 200 Customer Service Representatives
- 50 Marketing Communications personnel
- 25 Product Managers
- 25 Account Representatives

Sample Solution

1. Create a role for each group of users:

a. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles** and select **New Role**.

b. On the Roles form, enter **CustomerService** as the role name, and select the menu items that the role can access. Click **Save** to save your entry.

c. Use the Role tabs to establish additional access rights to the role.

2. Assign users to the role and automatically generate passwords:

a. From the Vision Navigation menu, click **Configuration** » **Security** » **Users** and then click the Generate Users tab.

b. From the **Role** drop-down list, select **CustomerService**.

c. Select the appropriate options for the **Name Type**, **Password**, and **Printer** fields.

d. From the **Employee Name** list, select the names of the 200 employees who belong in this role and click the **Generate** button. These employees are now associated with the CustomerService role.

3. Repeat these steps for each of the other roles.

Performance Canvases and Role Security

You can specify that a security role have access to the Vision Performance Canvases application. If you do, the performance canvases display as URLs in the **Available Web Dashparts** column.

The canvases that display in the **Available Web Dashparts** column are those that are approved. The System Administrator must select the approved canvases in order for the role to have access to them. Canvases are usually designed for specific roles, so when a canvas is selected the System Administrator can assign rights to the canvas.

If you do not want a role to be able to add canvases as dashparts, select **Web Dashparts** in **Functional Area** on the Access Rights tab of the Roles form. Make sure that the **Allow users to add web parts** option is not selected. Users assigned the role can add to their Dashboards any of the Web dashparts that are made available to the role, but they cannot create new Web dashparts.

If you want a role to be able to add canvases as dashparts that other users can then add to their own Dashboards, complete the following:

- On the General tab of the Roles form, select either **Save for My Role** or **Save for All Roles** in **Favorites Organizing**.
- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

If you want a role to be able to set up canvases as dashparts on their Dashboard and save that Dashboard for other users, complete the following:

- On the General tab of the Roles form, select **Administrator** in **Type of Role**.
- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

Security and Employee Multicompany

When you use Multicompany, you must configure the Security roles to allow access to multiple companies in the database.

Use **Configuration** » **Security** » **Roles** to establish an employee role's access rights to the Multicompany feature.

The Access Rights tab of the Roles form lists the companies that are available for the role. Use this tab to specify the individual companies that the role can access. You can also select **Full access to all companies** to enable access to all companies automatically for the role.

A role must also be associated with a particular company to have the privilege to associate an employee record with that company.

Security access to companies also impacts Vision Time and Expense administration. If you are using Time and Expense, each employee is assigned an **Administration Level** on the Time and the Expense Tabs of the Employee Info Center. This level impacts the employee's ability to perform certain functions within the Time and the Expense applications, and is static, regardless of the number of companies the employee is associated with. If the **Level** is set to **Group**, **Company**, or **System**, and the employee's role has access rights to the company on the Access Rights tab in Security, the employee can perform administrative functions (such as approvals) for a company even if they are not associated with the company.

There are also security access right implications for the Vision Transaction Center and companies. On the Accounting tab of Role Security, the Transaction Type grid allows you to specify the types of transactions and their functionality (entry, list, posting, etc.) for each specific role. You can also select the active company for each transaction type, or apply all active companies for each roll.

Security and Vision Transactions

Your system administrator uses Role Security to specify the types of transactions that a role can access, as well as the functions that the role can perform for each transaction type.

The Accounting tab of Role Security controls the role's access to each transaction type. You can select **Full Access to all Transaction Types**, which allows all access rights to all transaction types, or you can use the Transaction Type grid to select the types of transactions that the role can access as well as the functions that they can perform when using the Transaction Center and related advanced utilities.

When assigning specific rights, you can select from the following:

- **Enter**: Enables the ability to create a new transaction file for the selected transaction type. This also allows you to create the records within transaction files, modify the contents of existing transaction files, set control totals, and establish recurring transactions. You can also delete transaction files, if needed, and unlock locked transaction files.
- **Report**: Enables the ability to create a transaction list report and see and print posting logs for the selected transaction type. Transaction lists are printouts of the transaction files that you create in transaction entry. To reduce the chances of posting inaccurate data, it is a good idea to review transaction lists before you post data to the database.
- **Post**: Enables the ability to post and print posting logs for the selected transaction type. When you post the transaction files in Vision, you make the data a permanent part of your database. Posting updates your general ledger, subsidiary ledgers, and project files; it also allows you to generate up-to-date reports.
- **Company**: If you are using the Multicompany feature, a **Company** column displays. By default, this option selects **<All>**, to provide access to all of the companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one specific company, if needed.

Security Views (List or Detail)

Use toolbar buttons to select the type of view to use for your security settings.

The view options are:

- **Detail View** — This is the default view that displays all tabs for the security forms, and the fields on each of these tabs. The Detail View is the format that is referenced within the Vision Online Help System.
- **List View** — This view displays several security records at one time in a grid format. You can customize the columns and fields that display within the grid to quickly locate and evaluate data. For example, to locate a user record, you can use the List View to filter the records by name, and then review the list to locate the desired record.

The **List View** and **Detail View** toolbar buttons are available on the Roles form and the Users form in Security Configuration.

Reports

You can print a report to review security roles and access rights.

Print the Role Summary Report

You can display or print a Role Summary report, which provides detailed information about your firm's security roles.

To print the Role Summary report, complete the following step:

1. Select an existing security role.
2. Complete one of the following actions:

Option	Description
To include information about the current role	Click **Print** and select **Print Current Role**.
To include information about all role records that are currently active	Click **Print** and select **Print Active Group**.
To open the Role Lookup and select a single role record	Click **Print** and select **Select Role to Print**.

Role Summary Report

The Role Summary report presents detailed information for each security role.

Display the Role Summary Report

The Role Summary report is a configuration report.

To display the Role Summary report, select one of the following actions:

- Click **Print** on the Roles toolbar.

- Click **Reporting** » **Configuration** and select **Role Summary**.

Role Summary Report Options

Use options to specify a new report name, select sections, set access rights, or include query information.

Field	Description
Report Name	You can change the default report name.
Report Sections to Include	Select the sections to include on the report. These correspond directly to tabs in Role Security. For example, if you select **Accounting**, Vision displays the security options (Transaction Type, Miscellaneous, Billing, Payroll, Multicompany, and so on) that relate to Vision Accounting in a section labeled **Accounting**.
Access Rights	Select this option to include information about the roles' access rights, as entered on the Access Rights tab, on the report. You can include all access rights on the report, or only selected access rights.
Show SQL query for lookups	Select this option to include the SQL query information on the report.

Users Overview

Users are individuals who use the Vision application. When you implement Vision security, you must create a user record for each individual who will use Vision. Each user has a unique username.

There are several methods for creating users:

- **Recommended**: Use the Generate Users tab of the Users form to create multiple users and associate usernames with employee numbers or records already entered in the Employee Info Center. This is the recommended method for creating users because you can create the usernames, assign users to a role, and generate passwords all at one time.
- Use the General tab of the Users form to create new users who do not have an employee record in the Employee Info Center.
- Use the **Copy** option on the toolbar of the Users form to copy an existing user's record, modify the record, and save changes to create a new user. When you copy a user, the new user automatically inherits the first user's access rights and privileges, including record level security.

Vision verifies a user when the user logs in to Vision with a username and password. After the initial log in:

- The user cannot change his or her username.
- The user can change his or her password.

How to...

Learn how to create user records and enable or disable user logins.

Create a New User

Create a new user record at any time. You cannot exceed the number of users that your company is licensed to set up.

To create a new user, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the General tab.
3. On the toolbar, click **New** » **New User**.
   Vision displays a blank user record.
4. In the **Username** field, enter a username that is unique across your enterprise.
5. In the **Password** field, enter the initial password for the user.
6. Optional. Select the **Windows Authentication** option if you want Vision to honor the user's Windows username and password.
7. Complete the fields on the General tab.
8. Click **Save**.

After you create a new user record, you can add the user to the Employee Info Center.

Create a New User from an Employee Record

If an employee has an employee record in the Employee Info Center, you can use that employee record as the basis for a Vision user record, for security purposes. This process generates a Vision username for the employee. You cannot exceed the number of users that you are licensed to set up.

To create a user from an employee record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the General tab.
3. Click **New** » **Select User to Copy**.
4. On the Users lookup, select a user record and click **Select**.
5. Modify the fields on the General tab.
6. Click **Save**.

Create Multiple New Users from Employee Records

If employees have employee records in the Employee Info Center, you can use those records as the basis for Vision user records, for security purposes. This process generates Vision

usernames for the employees. You cannot exceed the number of users that your company is licensed to set up.

To create multiple new users, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the Generate Users tab, which lists all employee records from the Employee Info Center that do not yet have a corresponding user record.
3. Select employees.
   - To select multiple users in any order, press CTRL and select users.
   - To select multiple users in sequential order, press SHIFT and select users.
   - To select all employees listed, click the **Select All** button.
4. Complete the fields on the tab.
5. Click **Generate** to generate the new users and their usernames.
6. Click **Save**.

Copy a User

To create a new user record, you can copy and modify an existing user record. The new user record must have a unique username. The newly created user record inherits the first user's access rights and privileges, including record level security.

To create a user from an existing user record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the General tab.
3. Select the user that you want to copy.
4. Click **New** » **Copy Current User**.
   The current user's record displays.
5. Enter a new, unique username and modify the remaining user information.
6. Click **Save**.

Delete a User Record

When you delete a user record, the Vision username is removed and that individual can no longer log in to Vision. The associated employee record still exists; to remove it, use the Employee Info Center.

After you log in to Vision, you cannot delete or disable your own username.

To delete a user record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the General tab.

3. Search for and select the user record that you want to delete.
4. Click **Delete User**.
5. Click **Save**.

Modify User Information

You can modify a user's setup information at any time.

To modify user information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click the General tab.
3. Select the user whose information you want to modify.
4. Update the fields on the tab.
5. Click **Save**.

Enable All Users to Use Vision

You can enable all users at the same time. This is helpful when you need to enable all users quickly after you disable users in order to perform system maintenance.

To enable all users, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the toolbar of the Users form, click **List View** to open the List view version of the General tab.
3. Click **Enable All** to enable all users displayed on the User grid.
4. Click **Save**.

Enable a Single User to Use Vision

Enable and activate a user's access rights and ability to use Vision.

The user's invalid login attempt total is automatically reset to zero. This is necessary when the user's login is automatically disabled after a certain number of consecutive unsuccessful log in attempts, as defined by Password Policies.

To enable a single user, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the toolbar of the Users form, click **List View** to open the List view version of the General tab.
3. Select the user that you want to enable.
4. Clear **Disable Logins**.

5. Click Save.

Disable All Users from Using Vision

System administrators use this function to disable all users from using Vision.

This is helpful if you need to lock all users out of Vision when you perform system maintenance. You cannot disable your own username.

To disable all users, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the toolbar of the Users form, click **List View** to open the List view version of the General tab.
3. Click **Disable All**.
4. Click **Save**.

Disable a Single User from Using Vision

System administrators can disable a Vision user so that he or she cannot use Vision. You cannot disable your own username.

To disable a single user, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the toolbar of the Users form, click **List View** to open the List view version of the General tab.
3. Select the user that you want to disable.
4. Select **Disable Login**.
5. Click **Save**.

Fields and Options

You create and modify user records on the Users form.

Users Form

On the Users form you set up Vision users and assign initial passwords. You can also set the **Windows Authentication** option on this form.

Display the Users Form

You display the Users form in Security Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.

Customize the Security Grid View

Customize the fields and columns that display in the Grid View for the Roles and Users Security forms.

To customize the grid view, complete the following steps:

1. Open Roles or Users security.
2. Select **List View** from the toolbar. The respective grid view displays.
3. Click **Select Fields**. The Select Fields dialog box displays.
4. Select the tab for which you want to select grid fields from the **Tab** drop-down list. This drop-down list displays all security tabs as defined in **Configuration** » **User Defined Tabs** for which you have Security access.
5. The **Tab** drop-down list filters the list of fields in the **Available Fields** list based on the selected tab. Click **Select All** to display all fields. Vision defaults to all for this drop-down list.
6. Complete one of the following.
   - To add fields to the grid, select the fields in the **Available Fields** list that you want to display on the grid and click **Add>**.
   - To remove fields that display on the grid, select the fields in the **Selected Fields** list and click **Remove<**. Vision moves the fields to the Available Fields list.
   - To change the display order of fields on the grid, complete one of the following:

1. Highlight the field you want to move in the **Selected Fields** box and click **Up** or **Down**. Vision moves the column as directed. Continue this process until the selected fields are in the desired order. Click **OK** for Vision to display the fields in the selected order.
2. While using the Grid View, drag and drop columns to change their order. Click the column header, drag the columns to the desired location, and drop the column. Changes made on the grid are not reflected back in the **Selected Fields** list, so you must reorder the Selected Fields list to maintain the changed display order.
7. Click **OK** to save your changes, or **Cancel** to cancel your changes and return to the security form.

Toolbar of Users Form

Use the toolbar options to save or print user records.

Contents

Field	Description
Save	Click this option to save entries for the current record.

Field	Description
New	Click this option to create a new user record.
Delete User	Click this option to delete the current user record.

Field	Description
Print	Click this option to access the User Accounts report, which lists usernames, roles, employee numbers, employee names, and login statuses for the current user. You can print this for the current user, an active group of users, or a different user record.
List View	Click this option to change from the grid view to the list view.
Help	Click this option to view help for Vision Security.

General Tab of Users Form

Use the General tab to create a username for an employee, specify a password, assign the user to a security role, and set up default report settings for the user. You cannot exceed the number of users that you are licensed to set up.

Use the Detail View of this tab to add or modify individual Vision user records. Switch to List View if you need to enable or disable multiple users.

Contents-Detail View

Field	Description
Username	Enter a username in this field. You can use a combination of uppercase characters, blank spaces, and periods. Alternatively, you can use one of the predefined formats from the **Name Type** field on the Generate Users tab. For example, the format **Last Name, First Initial, Middle Initial** displays the username Richard M. Freeman as **FREEMANRM**. Vision defaults to all capital letters. If your firm uses Windows Integrated Security, review the following guidelines: ▪ The **Username** field is disabled and your Windows username automatically displays in this field. ▪ Embedded spaces (for example, Firstname_Lastname) are helpful in usernames because usernames are required to match the Windows usernames. Windows usernames often include embedded spaces.
Password	Enter the password, and document and save it in another location.

Field	Description
	For security purposes, after you enter and save a password Vision converts it to an encrypted password that is stored in the database. This means that the password that you enter is not a string of characters that displays in the **Password** field; the characters represent the encrypted password, which you cannot convert back to the original password. If you leave a user's password blank, the user must leave the **Password** field blank on the Vision Login dialog box. However, you can change the user's record to include a password at any time. Vision disables this field if you select the **Windows Authentication** option for the user. Password policies assigned on the Password Policies form do not apply to this field.
Windows Authentication	Select this check box to set up the user for Windows Integrated Security. When you select this option, the user does not have to log in to Vision in order to use it, as long as the user logs into Windows with the proper network credentials. The login page detects the Windows username and domain, and attempts to log in to Vision with that username. If the username exists as a valid Vision user with a valid role, the user can proceed and the login page does not display. If the user is not logged in to the network, Vision prompts the user for a network identification and password. If you use the Vision cloud offering, Deltek First Vision Essentials, or on-premise Vision, this check box applies if you set up single sign-on using Microsoft Azure Active Directory.
Domain	Use the drop-down list to select the user's domain server name, which is necessary for Windows Integrated Security. The drop-down list includes the available domain servers and is enabled when you select the **Windows Authentication** option. If you use the Vision cloud offering, Deltek First Vision Essentials, or on-premise Vision, this field applies if you set up single sign-on using Microsoft Azure Active Directory.
Disable Login	Select this option to revoke the user's ability to use Vision. If this option is cleared, the user is automatically enabled to use Vision.
Force User to Reset Password at Next Login	Select this option to force the user to reset his or her password the next time the user logs in. When this option is selected, the following occurs: ▪ The Welcome screen displays with an active Change Password dialog box. ▪ The **Cancel** and **Exit** buttons on the dialog box are disabled. The user must complete the fields on the Change Password dialog box and click **OK**. The password is reset and the **Force User to Reset Password at Next Login** option is cleared.

Field	Description
Role	Use this drop-down list to select the role for the user. The role defines the user's access rights to Vision. Each user must have one assigned role. You create and maintain roles on the Roles form.
Employee	Enter the employee's name or click **Search** to display the Employee lookup and select an employee record. Vision automatically creates a relationship between the selected employee record and the username that you specify in the **Username** field. This relationship is important for timesheet entry, expense entry, and other employee functions. If you want to create a generic user, you do not enter an employee in this field. A username that is not assigned an employee cannot access the applications in Vision that require an employee number, but can still use other parts of Vision. For example, you can create a username that is not associated with an employee if you have an outside consultant who does not need to use Vision Time and Expense.
Support Username	Enter the username that you use for Deltek's Customer Care site. The field accepts user names up to fifty characters long.
Support Password	Enter the password that you use for Deltek's Customer Care site. The field accepts passwords up to fifty characters long. The password entered on this field is encrypted for added security.

Default Report Settings

The options in this section determine how the user's reports display and print.

Field	Description
Page Size	From the drop-down list, select the default page size for reports. The page size that you select in this field determines the **Page Width** and **Page Height** values. When you select **Custom**, you can enter the width and height of your choice. Users can modify the page size in Reporting.
Unit of Measure	From the drop-down list, select **Inches** or **Millimeters** as the unit of measure to use with the report measurements fields on this tab. Users can modify the unit of measure in Reporting.
Page Width, Page Height	Your setting for the **Page Size** option determines the width and height settings. The measurements display in either inches or millimeters, based on your selection in the **Unit of Measure** field. If you select **Custom** in the **Page Size** field, these fields are enabled so you can enter a width and height of your choice.
Top Margin	Enter the top margin for a report page.

Field	Description
Bottom Margin	Enter the bottom margin for a report page.
Left Margin	Enter the left margin for a report page.
Right Margin	Enter the right margin for a report page.
Printer	Select the default printer from which to print reports. The options available in this list depend on the report printers defined on the Report Server Printers tab.
Font	Select the default font for reports.
Country	Select the country to populate the user's **Default Country** in User Options. This drop-down list displays all values from the Country Code Table in General Configuration.

Cloud ODBC Section

This section displays in the cloud offering of Vision (Deltek First Vision Essentials) if you activated the Flex Cloud ODBC Connectivity module in **Configuration** » **Module Activation**. This module allows you to turn on ODBC connectivity between an ODBC compliant tool of your choice and the Vision transaction database. This connection allows you to extract and read data from the Vision database, for example for reporting purposes, or to pull Vision data into third-party software, and so on. With this module activated, you can configure up to five users for ODBC connectivity. For more information about setting up and using ODBC connectivity, see the *Deltek First Vision Essentials Administration Guide*.

Field	Description
Enable Cloud ODBC Connectivity	Select this check box to turn on ODBC connectivity for a user. You can select this check box for only five users at one time. The **Email** and **Password** fields are enabled and require an entry when you select this check box. After you select this check box, enter an email and password, and save the settings, you receive a message that the ODBC account has been successfully created. Deltek Cloud Operations will complete the configuration for the account within three business days. Deltek Customer Care will notify you by email when the configuration is complete and the account is ready to use. The email from Deltek Customer Care is sent to the email address specified in the **Email** field for the ODBC user. After an ODBC account has been configured for a user, you can delete the account as needed. For example, you may want to free up an account for another user. To delete a user's ODBC account, clear the **Enable Cloud ODBC Connectivity** check box and click **Save** on the toolbar.
Email	Enter the email address of the user for whom you are setting up ODBC connectivity.

Field	Description
	After an ODBC account has been created and configured for a user, you cannot change the email address directly in this field. If you need to change the email address, clear the **Enable Cloud ODBC Connectivity** check box and click **Save** on the toolbar. This completely deletes the user's ODBC account. Then select the **Enable Cloud ODBC Connectivity** check box again, and re-enter an email and password to set up a new ODBC account with the correct email address.
Password	Enter the password that the ODBC user will use. The password must contain a combination of lower case letters, upper case letters, numbers, and symbols, and be at least eight characters in length. Password policies that are assigned in **Configuration** » **Security** » **Password Policies** do not apply to this password. After you select the **Enable Cloud ODBC Connectivity** check box, enter an email address and password, and click **Save**, you receive a message that an ODBC account has been successfully created. You will receive an email from Deltek Customer Care within three business days to let you know that the configuration is complete and the account is ready to use. The email is sent to the email address that is specified in the **Email** field for the ODBC user. You can change the password directly in this field at any time.

Contents-List View

Click the **List View** option on the toolbar of the Users form to display the Users grid. The columns on the grid have the same function as above but you can use the grid options to enable or disable multiple user records at one time.

Field	Description
Users Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Enable All	Click this option to enable all users on this grid.
Disable All	Click this option to disable all users on this grid.

Field	Description
Insert	Click this option to insert a user on this grid.
Copy	Highlight a user and click this option to copy the user's information and create a new record with a unique username.
Delete	Highlight a user and click this option to delete the user from the grid.
User	This column lists usernames.

Generate Users Tab of Users Form

Use the Generate Users tab to create Vision users from employee records in the Employee Info Center. This is helpful when you need to create many users at one time. You cannot exceed the number of users that you are licensed to set up.

Contents

Employees that have not been assigned a username

Field	Description
Employee	This column lists the employee identifiers for any employees who have records in the Employee Info Center but who do not yet have Vision usernames.
Name	This column lists the employee's name, as specified on the employee's record in the Employee Info Center.

Generation Defaults

Field	Description
Role	Use this drop-down list to select the role for the user or group of users. The role defines the user's access rights to Vision. Each user must have one assigned role. You create and maintain roles on the Roles form.
Name Type	Use this drop-down list to select the format for the usernames that will be generated. For example, the format **Last Name, First Initial, Middle Initial** displays the username Richard M. Freeman as **FREEMANRM**. Vision defaults to all capital letters.
Password	Use this drop-down list to select the format for the user passwords that will be generated.
Printer	Use this drop-down list to select the default printer for the user.
Active Employees Only	Select this option to display active employees only on this tab. These are employees designated with a status of **Active** on the General tab of the Employee Info Center.

Field	Description
Select All	Click this button to select all of the employee records to generate as users.
Generate	Click this button to generate the new user and user name.

Learn More About...

You can work in list or detail view in Security Configuration.

Security Views (List or Detail)

Use toolbar buttons to select the type of view to use for your security settings.

The view options are:

- **Detail View** — This is the default view that displays all tabs for the security forms, and the fields on each of these tabs. The Detail View is the format that is referenced within the Vision Online Help System.
- **List View** — This view displays several security records at one time in a grid format. You can customize the columns and fields that display within the grid to quickly locate and evaluate data. For example, to locate a user record, you can use the List View to filter the records by name, and then review the list to locate the desired record.

The **List View** and **Detail View** toolbar buttons are available on the Roles form and the Users form in Security Configuration.

Reports

You can print a report to review user records.

Print User Information

Review usernames, roles, employee numbers, employee names, and login status on the User Accounts report.

To print the User Accounts report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Users**.
2. On the Users form, click a tab.
3. Click **Print** to generate the User Accounts report.

User Accounts Report

The User Accounts report presents the usernames for each employee who is using Vision. You can use this report to verify your entries on the Users form in Security Configuration.

For each Vision user, the User Accounts report lists the following:

- Username
- Role to which the username is assigned
- Employee number of the employee associated with the username
- Name of the employee associated with the username
- Login status: disabled or enabled

Password Policies Overview

After you create users, use Password Policies Security to establish the criteria for acceptable Vision passwords. These policies apply when users change their own passwords, which they can do after the initial log in.

Fields and Options

Use the Password Policies form to set up password rules.

Password Policies Form

Use the Password Policies form to establish system-wide user password restrictions.

Display the Password Policies Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Security** » **Password Policies**.

Toolbar of the Password Policies Form

Use the toolbar options to save or print user records.

Contents

Field	Description
Save	Click this option to save entries for the current record.
Help	Click this option to view help about Security.

Contents of the Password Policies Form

Use the fields and options to specify the rules for passwords.

Field	Description
Minimum password length	Enter a numeric value for the minimum password length.
Require at least one digit in all passwords	Select this option to require a digit in each password.
Require at least one special character in all passwords	Select this option to require a special character, such as & or #, in each password.
Passwords expire after X days	Enter a numeric value for the number of days before a password expires. After a password expires, the user is locked out of Vision and must change the password to log in again. If you enter 0 (zero), the password never expires.
Do not allow passwords to be reused for X days	Enter a numeric value for the number of days during which the user cannot reuse a password. If you enter 0 (zero), password reuse is not restricted.
Disable users after X invalid login attempts	Enter a numeric value for the number of invalid login attempts allowed before a user is disabled from using Vision. Each time that a login is successful, the counter clears and restarts at zero. After Vision locks out a user, his or her password will not work until the administrator reinstates the user's login rights on the General tab.

Windows Integrated Security Overview

Vision includes an option for Windows Integrated Security, which allows users to log in one time for both Windows and the Vision application.

Any user who is not properly logged in to the network is prompted for a network ID and password before the user can log in to Vision. Password policies and expiration dates do not apply to integrated security logins.

If you use the Vision cloud offering, Deltek First Vision Essentials, or on-premise Vision, you can use single sign-on functionality, if you sign up for and configure Microsoft Azure Active Directory (Azure AD).

For more information on how to set this up, see one of the following guides:

- *Deltek First Vision Essentials Administrator Guide* — for customers who access Vision via the Deltek cloud.
- *Deltek Vision Technical Installation Guide* — for customers who have Vision deployed on-premise.

How to...

You set up Windows Integrated Security in Configuration.

Configure Windows Integrated Security

Before you use Vision with Windows Integrated Security, you must configure the Vision Server Directory and enter Integrated and Domain information for users.

To configure Windows Integrated Security, complete the following steps:

1. Use the Windows Internet Services Manager in the Control Panel Administrative Tools to access the IIS Virtual directory.

   This is usually called Vision. This server must be a member of the domain before it can be accessed.
2. On the Vision Properties menu, select the Directory Security tab.
3. On the Authentication Methods dialog box, click **Edit.**
4. Clear the selections by the **Anonymous Access** and **Basic Authentication** options.
5. Select the **Integrated Windows Authentication** option and click **OK**.
6. Click **OK** to save your changes.
7. Configure the **Windows Authentication** and **Domain** fields on the General tab of the Users form and save your work.

Organization Setup Overview

Vision Organization Reporting lets you create individual organizations within your firm.

Similar to profit centers, these organizations are separate business units that incur expenses or generate revenue. For example, if you divide your firm into regions and offices, you can create a separate organization for each region and office, and maintain information for each of these segments of your business.

When you set up Organization Reporting, you establish organizations and associate them with projects and employees.

To keep track of an organization's revenue and expenses, Vision must know which transactions, projects, and employees belong to which organizations.

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure. An organization code can consist of up to five subcodes, each representing a different level of information.

Before you make any organization setup decisions, read "Organization Reporting Concepts" in the Concepts section of the online help. This section contains important information that you must have to make good setup decisions.

Main Setup Steps

- Use Organization General Setup to establish firm-wide organization settings for your firm.
- Use Subcodes Setup to set up individual subcodes for each level of your organization.
- Use Individual Organization Setup to create new organizations and make modifications to existing organizations.

- If you are using Vision Proposals, use Firm Setup - Proposals to create new firms, make modifications to existing firms, and establish relationships between firms and organizations.
- If you are using the Multicompany feature, use Consolidated Reporting Setup to configure your financial statements

Multicompany

You enable the Multicompany feature through Organization Setup, including setting up the initial company and creating additional companies.

Checklist: Deciding How to Set Up Organization Reporting

When you install Vision Organization Reporting, you must make certain strategic decisions.

Decision that you need to make:	See topics about:
How many organization levels will we use and what will they represent?	Organization Reporting Structure
What will our subcodes be?	Organization Reporting Structure
Will we maintain separate Balance Sheets for each organization?	Separate Balance Sheets
How will we account for labor cross-charges between organizations?	Labor Cross Charge
How will we allocate overhead among organizations?	Overhead Allocation

You set up the Organization Reporting feature in **Configuration** » **Organization**.

Multicompany Setup Overview

The Multicompany feature makes it possible to track data for multiple legal entities using a single database and complete and report on intercompany transactions, including intercompany billings. Use Organization Setup to enable this feature.

Before you make any Multicompany setup decisions, read "Multicompany Concepts" in the Concepts section of the online help. This section contains important information that you must consider to make good setup decisions.

You Cannot "Undo" the Multicompany Decision

Before you enable the Multicompany feature, Deltek strongly recommends that you back up your existing Vision database. When you enable Vision Multicompany, it makes substantial, permanent changes to your database structure. The only way to return your Vision database to its pre-Multicompany state is to restore from the backup you created.

Review Your Existing Organization Structure

Before you set up the Multicompany feature, you should look at your existing corporate structure and strategize about how to represent it in Vision.

Consider the following limits:

- You may have up to five organization levels.
- Your firm's full organization code cannot exceed 14 characters, including both subcodes and delimiters.

Enable Multicompany and Set Up the Initial Company

When you enable the Multicompany feature, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure. Any existing organization codes are "pushed down" one level to accommodate the company code.

- If you have a single Vision database, all data in it belongs to the initial company.
- If you have more than one Vision database, all data in the database you select as you log on to Vision, before you enable Multicompany, belongs to this initial company.

Create More Companies

After you enable Multicompany and set up the initial company, you can add more companies.

Configure Companies

For each company you add, you must specify intercompany accounts, an intercompany organization, and other configuration settings that support transactions between different companies in your enterprise.

Assign Security Access

By default, when you enable Multicompany **no** security roles have access to the initial company. You must specify which security roles may access its data. In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company.

You can also restrict which companies can charge to a project and which companies can charge to an account.

Set Up Intercompany Billing

You may also want to set up Intercompany Billing. This is the process of redistributing general ledger financial information between companies that share labor or expense resources on the same project.

Enabling the Multicompany Feature

Before you enable the Multicompany feature, back up your existing Vision database. When you enable Vision Multicompany, it makes substantial, permanent changes to your database structure.

How to...

After you enable the Multicompany feature, you grant security access to the initial company and set up intercompany accounts.

Enable the Multicompany Feature and Create the Initial Company

When you enable the Multicompany feature, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure.

Prerequisites: Before you begin, back up your Vision database.

To enable the Multicompany feature and create the initial company, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **General**.
2. On the Organization General Setup form, click the **Enable Multicompany** button.

   A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.
3. Enter the password and click **OK**.
4. On the Enable Multicompany dialog box, enter settings and click **OK**.

   Vision creates the company code, making it the single top-level code for your organization structure. On the Organization General Setup form, Vision also:

   - Selects the **Maintain separate balance sheets by Organization** option. You cannot clear this option.
   - Disables the **Default Organization** field.
   - Displays in the **Initial Company Code** field the initial company code that you specified.

   By default, you see the following labels for the first level:

   - **Singular Label** = **Company**
   - **Plural Label** = **Companies**

     You can change these labels to conform to terminology used by your enterprise.
5. Click **Save**.

   Vision displays a prompt that asks you to confirm that you want to enable Multicompany and reminds you that doing so will make permanent changes to your database.
6. Click **Yes** to continue the process.

   After you enable the Multicompany feature, the Change Company utility becomes available. The name of the active company displays on all forms that are company specific and on the title bar of each screen.

Grant Security Access to the Initial Company

When you first enable the Multicompany feature, no security roles have access to the initial company. You must specify which security roles may access its data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company. You **must** complete the following procedure for each security role that should have access to the initial company.

To grant access to the initial company, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. Click **Search** to select the security role you are modifying.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click **Save**.

Create Intercompany Accounts

You create intercompany accounts to make it possible for Vision to process and track transactions that involve more than one company.

Prerequisite: To use intercompany accounts, you must belong to a security role that has access to **all** companies set up in Vision.

To create intercompany accounts, complete the following steps:

1. From the Vision Navigation menu, click **Info Center** » **Accounts** » **Chart of Accounts**.
2. Click **New** » **New Account**.
3. Create an intercompany accounts receivable account by completing the fields on the General tab of the Chart of Accounts Info Center.

   Each account number must be unique across your enterprise. The account must be an asset account.
4. Click **Save** to save the account record.
5. Repeat steps 2 through 4 to create and save the following accounts:
   - **Intercompany accounts payable** — Liability account.
   - **Suspense** — Balance Sheet account. Vision uses this account to record intercompany General Ledger entries at the time of transaction posting, but prior to running intercompany billing and charges.
   - **Direct expense account for foreign employee type labor posting** — Direct expense account.

- **Indirect expense account for foreign employee type labor posting** — Indirect expense account.

6. If you are using detailed subledgers for intercompany billing, set up intercompany revenue accounts for labor revenue and expense revenue.
7. If you are using cash-basis reporting and detailed subledgers for intercompany billing, set up an intercompany cash-basis suspense account.

   This account should be a revenue or expense account.
8. Specify which companies can access each of the intercompany accounts that you created.

   By default, each account that you create is specific to the active company and is not available for use by any other companies. You must explicitly grant access to any additional companies.

Fields and Options

Use the Organization General Setup form and related dialog boxes to enable Multicompany and complete setup steps.

Organization General Setup Form

Use the Organization General Setup form to establish firmwide organization settings for your firm.

Location

To display the form, complete the following step:

From the Vision Navigation Menu, click **Configuration** » **Organization** » **General**.

Contents

Field	Description
Number of Levels	This field displays the number of levels for the organization. You establish organization levels using **Utilities** » **Key Formats** » **Organizations**. You can use a maximum of five levels.
Delimiter	This field displays the delimiter used with organizations. You establish delimiters using **Utilities** » **Key Formats** » **Organizations**. A delimiter must be a special character, not 0 to 9, A to Z, or |.
Length	This column displays the length of each level, with a maximum of 16. You establish level lengths using **Utilities** » **Key Formats** » **Organizations** .
Singular Label	Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, **Office**. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office." In a three-level structure, you might choose the following labels:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><th>Level</th><th>Label</th></tr>
<tr><td>1</td><td>Region</td></tr>
<tr><td>2</td><td>Office</td></tr>
<tr><td>3</td><td>Department</td></tr>
</table>
</td></tr>
<tr><td>Plural Label</td><td>Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, Offices.</td></tr>
<tr><td>Maintain separate balance sheets by Organization</td><td>Select this option to have Vision keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.

With Vision Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire firm.

If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). Vision identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.

Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.

If you always want to post to the project's organization, you need not enter separate liability codes.

If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the Default Organization.

Multicompany

If you use the Vision Multicompany feature, Vision selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</td></tr>
<tr><td>Default Organization</td><td>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.

If you select the Maintain separate balance sheets by organization option, Vision disables this field. Each Balance Sheet transaction requires a project number.</td></tr>
</table>

Field	Description
	If you do not select the **Maintain separate balance sheets by organization** option, Vision requires that you enter the Default Organization. You must also link each transaction posting to an organization. If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.
Enable Multicompany	Select this option to enable the Vision Multicompany feature. When you select this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password. You cannot undo the **Enable Multicompany** choice. Be sure to back up your Vision database before you enable the feature.
Display CostPoint Organization Code	Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of Vision Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.

Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Configuration and specified for an application in Purchasing & Inventory Configuration.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Configuration** » **Organization** » **Individual**. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this button to create a new approval role. A blank row is inserted into the grid.
Assign	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
Delete	Click this button to delete a selected approval role.
Role Label	When you create a new approval role, enter a name for it in this field.

Toolbar Options

Field	Description
Save	Click this option to save your changes.
Help	Click this option to view online help for Organization Setup.

Enable Multicompany Dialog Box

Use the Enable Multicompany dialog box to set the length of the code used for the company-level organization code, specify the company code for the initial company you create during the enable process, and enable the Multicompany feature.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **General**.
2. On the Organization General Setup form, click the **Enable Multicompany** button.

   A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.

3. Enter the password and click **OK**.

Contents

Field	Description
Length of Company Level	Enter a number to indicate how long the company subcode will be for all company records. This length setting will apply to both the code for the initial company you create and any other company codes that you add. The overall limit on organization code length, including delimiters, is 14 characters. If you already have organization codes that total 14 characters when Vision concatenates the subcodes and delimiters, you need to review your existing organization structure and decide how to modify it.
Code for Initial Company	Enter the organization subcode that represents the initial company in your enterprise.
Use Existing First Level of Organization	Select this option if you have a single top-level code that you want to use as the company code for this first company.
Default existing organization for employees not assigned	Use the lookup to select a default organization to which all employees are assigned. This organization displays in the **Organization** field on the General tab of the Employee Info Center, which becomes a required field once you enable the Multicompany feature. You can later change employee organization codes as necessary through the Employee Info center. This option does not display if all existing employees are already assigned to organizations, or if you have not yet established an organization structure.
OK	Click this option to enable the Multicompany feature. Vision displays a message that asks you to confirm that you want to continue.
Cancel	Click this option to dismiss the dialog box without implementing any of the changes you made.
Help	Click this option to display online help topic for the dialog box.

Assign <Role Name> Dialog Box

Use this dialog box to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Location

To display the Assign <Role Name> dialog box, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Organization** » **General**.

2. On the General form, select a role on the Approval Roles grid and click **Assign** on the grid toolbar.

Contents

Field	Description
Select Organizations	Use this field to choose which organizations should use the selected role.
Select Employee	Use this field to choose the employee that will be assigned to the selected role.
Assign	Click this button to assign the selected role to the selected employee for the selected organization and then close the dialog box.
Cancel	Click this button to close the dialog box without assigning a role.
Help	Click this button to launch Online Help.

Setting Up Organization Codes for New Companies

When you set up a new company, you assign new subcodes to represent the company's organization.

This is a two-part process:

1. You create subcodes specific to the new company.
2. You combine subcodes to create new organizations.

These organization codes must be in place before you can add projects for posting, assign employees to organizations, and complete other setup tasks that reference company-specific codes.

Checklist: Establishing Company-Specific Configuration Settings

To complete your company setup, you must either set or modify a number of additional configuration settings.

Before you begin, make sure that the active company is the one you want. If it is not, switch to a different company before proceeding. If you use Vision Intercompany Billing to track intercompany transactions and generate intercompany invoices and AP vouchers, you will have additional setup steps to perform.

Company-Specific Configuration Settings

Software Path	Form or Tab	You Need to:
Configuration » **General** » **Company Settings**	General Tab	Specify the address and default formatting settings for new users.

Software Path	Form or Tab	You Need to:
	Currency Tab	If you use Vision Multicurrency, check the enabled currencies for the new company.
Configuration » **General** » **Holiday Calendar**	Holiday Configuration Form	Specify the holiday calendar and non-working days, which affect Timesheet Entry and Planning.
Configuration » **Security** » **Users**	General Tab Generate Users Tab	Create user records specific to the new company.
Configuration » **Organization** » **Codes**	Organization Codes form	Modify organization names, to clarify company-organization relationships.
Configuration » **Planning** » **Plan Settings**	Plan Settings Form	Specify settings to serve as the default values for new plans created when the new company is the active company.
Configuration » **Billing** » **General**	General Tab of Billing Setup	Specify billing process settings for the new company.
	Accounts Tab of Billing Setup	Specify invoice posting accounts, unless you copied the chart of accounts from an existing company.
Configuration » **Billing** » **Default Terms**	Default Billing Terms Form	Specify the default values for new billing terms set up for the projects, phases, and tasks owned by the company. In particular, you must configure Invoice Override Accounts on the Misc tab if the chart of accounts and billing default terms were not copied from an existing company record.
Configuration » **Accounting** » **Company Settings**	General Tab	Check that the **Default Bank for Employee Expenses** option is set to a bank code owned by the active company.
	Accounts Tab	Specify company and intercompany accounts.
	Posting Tab	Specify all accounts, unless you copied the chart of accounts from an existing company. For credit

Software Path	Form or Tab	You Need to:
		distributions, specify projects, phases, and tasks owned by the active company.
	Organization Tab	Select an organization for intercompany postings.
	Timesheets Tab	Check the benefit accrual frequency.
	Cross Charge Tab	Specify all accounts, unless you copied the chart of accounts from an existing company.
	Tax Auditing Tab	Make sure that the **Default Tax Code**, if applicable, is set to a tax code owned by the active company.
Configuration » **Accounting** » **Employee Types**	General Tab	Specify any new employee types needed in the new company.
	Accounting Tab	For any employee type valid in the new company, specify direct and indirect posting accounts.
Configuration » **Accounting** » **Time Analysis**	Benefit Accrual Setup Tab	Specify any accrual codes to be associated with time analysis project ranges for the new company.
	Time Analysis Setup	Specify the time analysis accounts and accrual codes to be associated with project ranges for the new company, if the chart of accounts and the time analysis setup were not copied from an existing company.
Configuration » **Accounting** » **Company AP**	Accounts Payable Tab	Specify an AP Check Template for the new company, and the voucher number range to be reserved for the company if automatic voucher numbering is not enabled. The range you enter cannot coincide with a range entered for any other company in your enterprise.

Software Path	Form or Tab	You Need to:
	Liability Codes Tab	Specify liability codes for the new company. You cannot copy liability codes from an existing company record.
	Vendor Types Tab	Specify, for each vendor type, the liability code to use when posting transactions to this vendor type.
	Discount Codes Tab	Specify discount codes for the new company. You cannot copy discount codes from an existing company.
Configuration » Accounting » Accounts Receivable	Invoice Mapping Accounts Tab	Specify the implicit posting of invoices to the appropriate accounts receivable accounts and map your revenue account postings to report columns.
	AR Mapping Accounts Tab	Map your accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.
Configuration » Accounting » Overhead Allocation	General Tab	Specify the variance projects, phases, and tasks for assigning overhead. The projects, phases, and tasks must be owned by the active company.
	Accounts Tab	Specify the accounts that contain expenses to include in the overhead allocation base.
Configuration » Payroll » General	General Tab FICA Other Pay Setup	If your firm is using Vision Payroll, you must specify payroll information on all tabs, for each company in your enterprise. Payroll setup is company-specific and cannot be copied from an existing company.
Configuration » Accounting » Withholding Codes	Payroll Withholding Setup Form	If your firm is using Vision Payroll, you must specify withholding information for each company in your enterprise. Withholdings setup is company-specific and

Software Path	Form or Tab	You Need to:
		cannot be copied from an existing company.
Configuration » Time & Expense » Company Timesheet	Setup Tab Calendar Tab Global Comments Tab Employee Group Tab Line Item Approval Tab Ratios Tab Miscellaneous Tab	If your firm is using Vision's Time and Expense application and you did not copy timesheet settings from an existing company, you must establish calendar and employee group settings for the new company. If you did copy timesheet setup from another company, make sure the settings are valid for the company you are creating.
Configuration » Time & Expense » Company Expense	Setup Tab Employee Group Tab Line Item Approval Tab Miscellaneous Tab	If your firm is using Vision's Time and Expense application and you did not copy expense report settings from an existing company, you must establish employee group settings for the new company. Whether or not you copied an existing company, you must specify on the Setup tab, the projects, phases, and tasks to be used for the **Company Paid Default Information** options.
Configuration » Time & Expense » Timesheet Categories	Timesheet Special Categories Form	If your firm is using Vision's Time and Expense application and you did not copy timesheet categories from an existing company, you must establish them for the new company. If you copied timesheet categories from an existing company, you still must select the projects, phases, tasks, and associated queries that are part of the special labor charge categories.
Configuration » Time & Expense » Expense Categories	Expense Report Categories Form	If your firm is using Vision's Time and Expense application and you did not copy expense report categories from an

Software Path	Form or Tab	You Need to:
		existing company, you must establish them for the new company.

How to...

After you set up the initial company, you can add companies, grant security access to them, set the default company, and specify intercompany accounts.

Add a Company

After you enable the Multicompany feature and create the initial company, you can add more companies. You must create a separate company record for each company in the enterprise.

You can add a company from scratch or copy an existing one and update it.

To create a company record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click **Insert** on the Subcodes grid.
4. On the Add Company dialog box, complete the fields on the General tab and the Formatting tab.
5. If your firm uses the Multicurrency feature, complete the fields on the Currency tab.
6. Click **Save**.

Before you process any data for the new company, you must log out of Vision and log back in again.

Copy a Company Record

To add a new company, you can copy an existing company record and modify data, instead of creating a record from scratch.

When you copy a company to create a new company, payroll accrual codes, contribution codes, and withholding codes are automatically copied to the new company.

You can choose:

- Whether to copy the Chart of Accounts structure from the old company to the new company.
- Which setup information (configuration settings and structures) you copy from the old company to the new company.

To copy and modify a company record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Codes**.
2. On the Subcodes tab of the Organization Codes form, move the row selector to the code for the company that you want to copy.
3. Click **Copy**.
4. On the General tab and Formatting tab of the Copy Company dialog box, modify the information to reflect the new company's details.
5. If your firm uses the Multicurrency feature, modify the list of currencies on the Currency tab.
6. On the Copy Information tab, select the
7. Click the Copy Information tab and select the types of data that you want to copy.
8. Click **Save**.

Before you process any data for the new company, you must log out of Vision and log back in again.

Grant Security Access to Companies

When you first enable the Multicompany feature, no security roles have access to any companies. You must specify which security roles may access which companies' data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company You must complete the following procedure for each security role that should have access to the initial company.

To grant access to a company, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. Click **Search** to select the security role you are modifying.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click **Save**.

Restrict Access to Projects Based on Company

By default, each project, phase, and task is available to be used by any company in the enterprise. However, you can restrict access to a project, phase, or task to only certain companies.

Each project number must be unique across the enterprise. You must restrict charging access at the lowest level defined in your work breakdown structure.

To restrict charging access to a project, phase, or task, complete the following steps:

1. Select the active company.
2. Create the project, phase, or task record, or open an existing record.
3. On the Accounting tab of the Project Info Center form, select the **Restrict Charge Companies** option.
4. Click **Insert** on the Company Access grid and specify which companies can charge labor and expenses to the project, phase, or task.
5. Save the record.

Grant Access to Accounts Based on Company

By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the accounts you create.

Because account records can be shared globally, each account number must be unique across the enterprise. The ability to add new accounts is available only to those users who belong to a security role that has access to all companies set up in Vision. The accounts that you create must honor the account ranges and account number formats established in your enterprise's Chart of Accounts. If you copied another company's Chart of Accounts as part of creating a new company, you can later add or delete accounts in that structure to support the new company's accounting needs.

To create a new accounts and specify access to it, complete the following steps:

1. Select the active company that you want.
2. Create a new account.
3. On the General tab of the Accounts Info Center form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the **Available to All Companies** option.
To make the account available to a set of companies that you specify	Click **Insert** on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

4. Click **Save**.

Grant Access to Intercompany Accounts Based on Company

By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the intercompany accounts you create.

Use care when you determine which companies can access the intercompany accounts that you create. When another company processes a transaction involving one of these accounts, it is not possible for you to revoke access.

To specify access to intercompany accounts, complete the following steps:

1. Select the active company that you want.
2. From the Vision Navigation menu, click **Info Center** » **Accounts** » **Chart of Accounts**.
3. Select the intercompany accounts receivable account.

   To find the account, enter the account name or number in the **Search** field, perform a Quick Find, or click to display the Account lookup.
4. On the General tab of the Accounts Info Center form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the **Available to All Companies** option.
To make the account available to a set of companies that you specify	Click **Insert** on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

5. Click **Save**.
6. Repeat steps 3 through 5 for each of the remaining intercompany accounts:
   - Accounts payable
   - Suspense
   - Labor revenue (if you are using detailed subledgers for intercompany billing)
   - Expense revenue (if you are using detailed subledgers for intercompany billing)
   - Cash-basis suspense (if you are using detailed subledgers for intercompany billing and you are using cash-basis reporting)
   - Direct expense account for foreign employee type labor posting
   - Indirect expense account for foreign employee type labor posting

Select the Default Company and Intercompany Accounts

When you set up Organization Reporting, you must identify default company accounts and intercompany accounts in the Company Settings part of Accounting Configuration.

You must specify:

- Default company accounts for accounts receivable, current year profit and loss, and prior years' retained earnings
- Intercompany accounts for accounts receivable, accounts payable, suspense, and direct and indirect foreign employee type labor posting accounts. You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

To select company and intercompany accounts, complete the following steps:

1. Select the active company that you want.
2. From the Vision Navigation menu, select **Configuration** » **Accounting** » **Company Settings**.
3. Click the Accounts tab.
4. In the Company Accounts section, select accounts for accounts receivable, current year profit and loss, and prior years retained earnings.

   These accounts will serve as your default company accounts.
5. In the Intercompany Accounts section, select accounts for accounts receivable, accounts payable, suspense, direct and indirect foreign employee type labor posting accounts.

   You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

Select an Organization for Intercompany Postings

For each company, including the initial company, you must specify the organization to receive the implicit side of intercompany postings.

You can set up new organization codes so that you can select a properly configured organization in this procedure. You must complete the following procedure for the initial company and for every company that you add to your enterprise.

To select the organization for intercompany postings, complete the following steps:

1. Select the active company.
2. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
3. Click the Organization tab.
4. In the **Organization for intercompany postings** field, enter an organization code or select one on the Organization lookup.
5. Click **Save**.

Modify Organization Names

You can modify the name of an organization to reflect the company to which it belongs. This is useful when you want to define company-organization relationships.

To modify organization names, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organization Codes form, click the Organization tab.
3. In the **Name** field, modify each organization name to include its owning company.
4. Click **Save**.

Fields and Options

Use the Organization General Setup form and related dialog boxes to set up new companies and specify security access to them.

Organization General Setup Form

Use the Organization General Setup form to establish firmwide organization settings for your firm.

Location

To display the form, complete the following step:

From the Vision Navigation Menu, click **Configuration** » **Organization** » **General**.

Contents

Field	Description
Number of Levels	This field displays the number of levels for the organization. You establish organization levels using **Utilities** » **Key Formats** » **Organizations**. You can use a maximum of five levels.
Delimiter	This field displays the delimiter used with organizations. You establish delimiters using **Utilities** » **Key Formats** » **Organizations**. A delimiter must be a special character, not 0 to 9, A to Z, or |.
Length	This column displays the length of each level, with a maximum of 16. You establish level lengths using **Utilities** » **Key Formats** » **Organizations** .
Singular Label	Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, **Office**. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office." In a three-level structure, you might choose the following labels:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><th>Level</th><th>Label</th></tr>
<tr><td>1</td><td>Region</td></tr>
<tr><td>2</td><td>Office</td></tr>
<tr><td>3</td><td>Department</td></tr>
</table>
</td></tr>
<tr><td>Plural Label</td><td>Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, Offices.</td></tr>
<tr><td>Maintain separate balance sheets by Organization</td><td>Select this option to have Vision keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.

With Vision Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire firm.

If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). Vision identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.

Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.

If you always want to post to the project's organization, you need not enter separate liability codes.

If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the Default Organization.

Multicompany

If you use the Vision Multicompany feature, Vision selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</td></tr>
<tr><td>Default Organization</td><td>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.

If you select the Maintain separate balance sheets by organization option, Vision disables this field. Each Balance Sheet transaction requires a project number.</td></tr>
</table>

Field	Description
	If you do not select the **Maintain separate balance sheets by organization** option, Vision requires that you enter the Default Organization. You must also link each transaction posting to an organization. If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.
Enable Multicompany	Select this option to enable the Vision Multicompany feature. When you select this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password. You cannot undo the **Enable Multicompany** choice. Be sure to back up your Vision database before you enable the feature.
Display CostPoint Organization Code	Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of Vision Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.

Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Configuration and specified for an application in Purchasing & Inventory Configuration.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Configuration** » **Organization** » **Individual**. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this button to create a new approval role. A blank row is inserted into the grid.
Assign	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
Delete	Click this button to delete a selected approval role.
Role Label	When you create a new approval role, enter a name for it in this field.

Toolbar Options

Field	Description
Save	Click this option to save your changes.
Help	Click this option to view online help for Organization Setup.

Add Company Dialog Box

Use the Add Company dialog box to create a new company and establish basic settings such as the firm name and address and the company's functional currency.

Display the Add Company Dialog Box

You display the Add Company dialog box in Organization Configuration.

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click **Insert** on the Subcodes grid.

General Tab of Add Company Dialog Box

Use the General tab to add a new company to your organizational reporting structure.

Contents

Field	Description
Firm Name	Enter the firm name. The top level firm becomes the company, and it cannot be changed.
Byline	Enter the firm byline. A byline is additional descriptive text about your firm, such as "Architects and Engineers."
Address 1, Address 2, Address 3, Address 4	Enter the firm's address.
Country	Select a country from the drop-down list.
Enable Payroll Module	Select this option to enable the Vision Payroll module for this firm.
Company Test	Enter the company code. The length of the code you enter in the **Company Code** field at the bottom of the tab is determined by the number entered in the **Length of Company Level** field on the Organization General Setup form.
Label	Enter the company code's label, as entered on the Organization General Setup Form.

Formatting Tab of Add Company Dialog Box

Use the Formatting tab to determine how phone numbers will be formatted for the company.

Contents

Field	Description
Allow No Format	Select this option if you don't want to use pre-set phone formats.
Default Country	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
Default Description	If you use pre-set phone formats, select the default description, such as "Standard Format."

Currency Tab of Add Company Dialog Box

If you use the Multicurrency feature, you use the Currency tab to provide some additional information when you add a new a new company to your organizational reporting structure.

You must identify the functional currency of the company. You also specify the currencies that will be available for use throughout the company. For example, the currencies that you select here will be available in the **Currency** drop-down lists in the Transaction Center when this company is active.

Contents

Field	Description
Code	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
Description	This field displays the description for the currency code.
Functional Currency	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional or home currency.
Triangulation Currency	Select the triangulation currency for the company. Vision uses the triangulation currency when no published exchange rate exists between two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
Insert	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency
Delete	Select a line and click this option to delete a currency from the grid.

Copy Company Dialog Box

Use the Copy Company dialog box to copy an existing company's data and use it as the basis for a new company.

Display the Copy Company Dialog Box

You display the Copy Company dialog box in Organization Configuration.

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organization Codes form, click the Subcodes tab and move the row selector to the code for the company that you want to copy.
3. Click **Copy**.

General Tab of Copy Company Dialog Box

When you copy a company, the General tab will be populated with the original company's data. Update it to reflect the new company's data.

Contents

Field	Description
Firm Name	Enter the firm name. The top level firm becomes the company, and it cannot be changed.
Byline	Enter the firm byline. A byline is additional descriptive text about your firm, such as "Architects and Engineers."
Address 1, Address 2, Address 3, Address 4	Enter the firm's address.
Country	Select a country from the drop-down list.
Enable Payroll Module	Select this option to enable the Vision Payroll module for this firm.
Default Address Format	Use this drop-down to select the default address format.
Company Test	Enter the company code. The length of the code you enter in the **Company Code** field at the bottom of the tab is determined by the number entered in the **Length of Company Level** field on the Organization General Setup form.
Label	Enter the company code's label, as entered on the Organization General Setup Form.

Formatting Tab of Copy Company Dialog Box

When you copy a company, the Formatting tab will be populated with the original company's data. Update it to reflect the new company's data.

Contents

Field	Description
Allow No Format	Select this option if you don't want to use pre-set phone formats.
Default Country	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
Default Description	If you use pre-set phone formats, select the default description, such as "Standard Format."

Currency Tab of Copy Company Dialog Box

When you copy a company, the Currency tab will be populated with the original company's data. Update it to reflect the new company's data.

Contents

Field	Description
Code	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
Description	This field displays the description for the currency code.
Functional Currency	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional or home currency.
Triangulation Currency	Select the triangulation currency for the company. Vision uses the triangulation currency when no published exchange rate exists between two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
Insert	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency.
Delete	Select a line and click this option to delete a currency from the grid.

Copy Information Tab of Copy Company Dialog Box

Use the Copy Information tab to specify which account and setup data is copied from the old company to the new one.

Contents

Field	Description
Copy Chart of Accounts	Select this option to copy the Chart of Accounts structure and accounts from the company record you selected to the new one that you are creating. After you finish copying company information, you can use the Chart of Accounts Info Center to add, modify, or delete accounts as necessary.
Copy Setup Information	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.
Copy/Type	Select the kinds of setup information that you want to copy from the old company to the new one. Deltek strongly urges you to make a list of any types of data that you choose not to copy, as you must enter them separately after completing the copy procedure. For example, if you do not select Accounts Receivable here, you must use Accounts Receivable Configuration to establish ledger headings, invoice mapping accounts, and AR mapping. You should also be aware of the following: ▪ The significance of selecting **Vendor Accounting Setup**. See the discussion of Accounts Payable and Multicompany in the Concepts section of the help for information about the consequences of this option. ▪ When you select **Asset Management Setup**, the assets that copy are for the active company only. ▪ If you select **Security Role Access**, any role with access to the company that you are copying will also have access to the new company. In addition, any transaction security that is specific to the company that you are copying will be applied to the new company as well. For example, if you copy Company A to create Company B, and a security role has cash receipt transaction rights for Company A, these same access rights are applied to Company B.

Organization Subcodes Overview

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure.

An organization code can consist of up to five subcodes, each representing a different level of information.

The subcode structure determines how Vision tracks project and accounting information in the general ledger and how you can access and organize this information on project reports and financial statements. As part of setting up Organization Reporting, you must set up individual subcodes for each level of your organization, then combine those subcodes to create your organization codes.

How to...

You can add or modify subcodes and organization codes for your organization structures.

Add a New Subcode

For each level of your structure, you must set up valid organization subcodes.

To add a new subcode, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field, and select the level of organization code for which you are entering a subcode.
3. Click **Insert** to add a new subcode line.

   An empty row is inserted below the current position of the row selector.
4. Complete the fields on the line.
5. Click **Save**.

Copy a Subcode

To add a new subcode, you can copy an existing subcode record and modify it.

To copy a subcode to create a new subcode, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to copy.
3. Select the subcode and click **Copy**.

   The contents of the row, except the **Code** field, are copied to the row below.
4. In the **Code** field, specify the new code.
5. Modify the other information on the row.
6. Click **Save**.

Delete a Subcode

If you no longer use a subcode, you can delete it from the list of valid subcodes.

To delete a subcode record, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to delete.
3. Select the subcode and click **Delete**.
4. Click **Save**.

Add a New Organization Code

Create combinations of subcodes that represent valid organizations. An organization code can consist of up to five subcodes, each representing a different level of information.

To add a new organization **code, complete the following steps:**

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organizations tab of the Organization Codes form, click **Insert** to add a new organization line.
   The line is inserted below the current position of the row selector.
3. Complete the fields on the line.
4. Click **Save.**

Copy an Organization Code

To add a new organization code, you can copy an existing organization code and modify it.

To copy an organization **code to create a new code, complete the following steps:**

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organizations tab of the Organization Codes form, select the code.
3. Click **Copy**.
   The data is copied to the row below.
4. Modify data on the row.
5. Click **Save**.

Delete an Organization Code

If you no longer use an organization code, you can delete it from the list of valid organizations.

To delete an organization **code, complete the following steps:**

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.
2. On the Organizations tab of the Organization Codes form, select the code that you want to delete and then click **Delete**.
3. Click **Save**.

Fields and Options

Use the Organization Codes form to create subcodes and organization codes.

Organization Codes Form

Use the Organization Codes form to set up valid subcodes and organization codes. Organization codes are meaningful combinations of subcodes.

Display the Organization Codes Form

You display the Organization Codes form in Organization Configuration.

To display the form, complete the following step:

From the Vision Navigation Menu, click **Configuration** » **Organization** » **Codes**.

Subcodes Tab of Organization Codes Form

Use the Subcodes tab to set up individual subcodes for each level of your organization.

Contents

Grid

Field	Description
Level	Select the organization level for which you are defining subcodes. For example, if you are setting up subcodes for your second level, Disciplines, select 2. If you use the Multicompany feature and the **Level** option is set to **1**, the Add a Company dialog box displays when you click **Insert**.
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Update Organizations	After you select a **Status** for a subcode row, click **Update Organizations** to update the selected status for all organizations that use the subcode. This step is necessary when you change a subcode status from **Active** to **Inactive** or **Dormant**. If you do not click **Update Organizations** after this change:

Field	Description
	▪ Any organization combination that uses the subcode remains **Active**. ▪ New employees, projects, vendors, and other records can be assigned to organization combinations that have the subcode. ▪ Vision does not allow you to create a new organization with the subcode.
Insert	Click this option to insert a subcode on the Subcodes grid. An empty row is inserted below the current position of the row selector.
Copy	Click this option to copy the current subcode's data. The data is copied in its entirely to the row below. Modify the subcode's information to create a new subcode. If you use the Multicompany feature and the **Level** option is set to 1, the Copy Company dialog box displays when you click **Copy**.
Delete	Select a subcode and click this option to remove the subcode.
Code	Enter a subcode for this level. Do not include spaces.
Label	Enter a descriptive label for this subcode, using up to 16 characters of free text.
Costpoint Code	This column displays if the **Display CostPoint Organization Code** option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current Vision code. The Costpoint codes are populated by the Costpoint reorganization function.
Status	From the drop-down list, select one of the following values: ▪ **Active** — The organization is currently used. This is the default status for all organization subcodes and organization combinations. ▪ **Inactive** — The organization is not currently used and is not available on the list of active organizations that displays on the organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the organization lookup, but the organization remains in Vision to report on history. ▪ **Dormant** — Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations. This field works in conjunction with the **Update Organizations** button. If you change a subcode's status from **Active** to **Inactive** or **Dormant**, clicking **Update Organizations** will update all organizations that use the subcode.

Organizations Tab of Organization Codes Form

Use the Organizations tab to set up combinations of subcodes that represent valid organizations.

Depending on the structure of your organizations, you may have up to five subcodes in each organization code.

Contents

Grid

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an organization on the Organizations grid. An empty row is inserted below the current position of the row selector.
Copy	Click this option to copy the current organization's data. The data is copied in its entirely to the row below. Modify the organization's information to create a new organization.
Delete	Select an organization and click this option to remove the record.
<Level 1>	Select the subcode for Level 1 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 1 on the Subcodes tab. If you use the Multicompany feature, Level 1 is the company level.
<Level 2>	Select the subcode for Level 2 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 2 on the Subcodes tab.
<Level 3>	Select the subcode for Level 3 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 3 on the Subcodes tab.
<Level 4>	Select the subcode for Level 4 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 4 on the Subcodes tab.
<Level 5>	Select the subcode for Level 5 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 5 on the Subcodes tab.

Field	Description
Name	Enter a name for the organization.
Costpoint Code	This column displays if the **Display CostPoint Organization Code** option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current Vision code. The Costpoint codes are populated by the Costpoint reorganization function.
Status	From the drop-down list, select one of the following values: ▪ **Active** — The organization is currently used. This is the default status for all organization subcodes and organization combinations. ▪ **Inactive** — The organization is not currently used and is not available on the list of active organizations that displays on the organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the organization lookup, but the organization remains in Vision to report on history. ▪ **Dormant** — Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations.

Individual Organization Setup Overview

Use Individual Organization Setup to construct valid organization combinations using the subcodes you created, determine overhead distribution and allocation setup, and establish cross charges for regular and overhead projects.

If you use the Multicompany feature, you can see individual organizations for the active company only. If necessary, switch to a different company before proceeding.

How to...

You can copy and modify individual organization records.

Copy an Individual Organization Record

To add individual setup data for an organization, you can copy another organization's data and modify it, instead of creating new data from scratch.

To copy an organization record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Individual**.
2. On the Individual Organization Setup form, click **New** and select one of the following choices:

Option	Description
Copy Current Organization	Click this to copy data from the current organization to a new organization record.
Select Organization to Copy	Click this to open a dialog box that lists all existing organization records, then select a record. Vision copies data from the record to a new consolidation group record.

3. Modify organization data on the tabs of the form.
4. Click **Save.**

Delete an Individual Organization Record from the Database

If you no longer use an organization, you can delete its record from the Vision database.

When you delete an organization record from the Vision database, you cannot undo the deletion. Verify that you no longer need the organization before you delete it.

To delete an organization record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Individual**.
2. On the Individual Organization Setup form, click **Search** and select the organization record that you want to delete.
3. Click **Delete**.

   Vision asks you to confirm your deletion.
4. Click **Yes**.

Print Individual Organization Records

You have several options for printing reports of your individual organization records.

To print organization records, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Individual**.
2. If you want to print a specific record, click **Search** on the Individual Organization Setup form and select the organization.
3. Click **Print** and then select one of the following choices:

Option	Description
Print Current Organization	Click this to print the current organization record.

Option	Description
Print Active Group	Click this to print all organization records that are currently active.
Select Organization to Print	Click this to open the Organization lookup and select the records you want to print.

4. Complete one of the following steps:
   - Click **Print** to print the report.
   - Click **Preview** to preview the report on screen and then click **Print** to print the report.

Fields and Options

Use the Individual Organization Setup form to specify settings for overhead, cross charging, gains and losses, intercompany billing, and more.

Individual Organization Setup Form

Use the Individual Organization Setup Form to enter posting and cross-charge data about a valid organization.

Display the Individual Organization Setup Form

You display the Individual Organization Setup form in Organization Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Organization** » **Individual**.

Toolbar of Individual Organization Setup

Use the Individual Organization toolbar to manage organization records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.

Contents

Field	Description
Save	Click this option to save entries to the current organization record.
New	Click this option and then select one of the following:

Field	Description
	▪ Click **New Organization** to open a blank organization record. Use the blank record to create a new organization record. ▪ Click **Copy Current Organization** to copy the current organization record to a new record. You can then edit the copied record to create a new organization record. ▪ Click **Select Organization to Copy** to open the Organization lookup and select an organization record to copy. You can then edit the copied record to create a new organization record.
Delete Organization	Click this option to delete the current organization record from your Vision database.
Print	Click this option and then select one of the following: ▪ Click **Print Current Organization** to print the current organization record. ▪ Click **Print Active Group** to print all organization records that are currently active. ▪ Click **Select Organization to Print** to select the organization records you want to print.
Help	Click this option to view help for Organization Configuration.

General Tab of Individual Organization Setup

Use the General tab to create valid organization subcode combinations, then enter project, phase, and task posting information for items such as labor, expenses, units, and payroll.

You also enter default banks and payroll timesheet export information on this tab.

Contents

Header Information

Field	Description
Organization	Select subcodes from the drop-down lists, each of which represents one level of your organization code. Then enter a description of the organization in the text entry field.

Field	Description
	If the organization that you want to select is not shown on the drop-down list, create it at **Configuration** » **Organization** » **Codes**. Add the new code on both the Subcodes tab and the Organization tab.
Status	Select the status of the organization: ▪ **Active** — Select this option if the organization is currently in use. This is the default status. ▪ **Inactive** — Select this option if the organization is not currently used. When you select this option, it removes the organization from the list of active organizations that displays in the organization lookup, but the organization remains in Vision to report on history. ▪ **Dormant** — Select this option to indicate that the organization is not allowed for use in Vision. You cannot assign new employees, projects, vendors, or other records to these organizations. If you change an organization's **Status** from **Active** to **Inactive** or **Dormant**, you cannot assign new employees, projects, vendors, and other records to the organization. Vision also checks for associated active projects, employees, and vendors. ▪ If any active records are found when you are changing the status to **Inactive**, a warning message displays that asks you to confirm the status change. You cannot change the status to **Dormant** when there are active records. ▪ If there are not any active or inactive projects, employees, or vendors, the **Status** change saves immediately.

Posting Distribution

Field	Description
Labor	Select the project, phase, and task to use when you post labor distribution credit amounts to this organization. Vision enables this field if you select the **Labor distribution credit** option on the Organization Tab of Accounting Company Settings.
Miscellaneous Expense	Select the project, phase, and task to use when you post miscellaneous expense distribution credit amounts to this organization and an indirect account.
Reproduction Expense	Select the project, phase, and task to use when you post reproduction expense distribution credit amounts to this organization and an indirect account.
Consultant Accrual Expense	Select the project, phase, and task to use when you post consultant accrual expense distribution credit amounts to the organization and an indirect account.
Employee Expense	Select the project, phase, and task to use when employee expense distribution credit amounts are posted to this organization and a balance sheet account.

Field	Description
	This field is required if you maintain separate balance sheets and select the **Employee expense/advance distribution credit** option on the Organization tab of Accounting Company Settings.
Employee Advance	Select the project, phase, and task to use when employee advance distribution credit amounts are posted to this organization and a balance sheet account. This field is required if you maintain separate balance sheets and select the **Employee expense/advance distribution credit** option on the Organization tab of Accounting Company Settings.

Miscellaneous

Field	Description
Employee Expense/ Advance Default Bank	Select the default bank code to use when posting employee expenses or advances.
Costpoint Organization Code	This field displays if the **Display Costpoint Organization Code** option is selected on the Organization General Setup Form. Refer to this field for the Costpoint code information that corresponds with the current Vision code. The Costpoint codes are populated by the Costpoint reorganization function.

Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows. (Approval workflows are configured in Approval Workflows Configuration and specified for an application in Purchasing & Inventory Configuration.) If you want someone at the organization level to approve records that are going through the approval process, use this grid to assign approval roles and an employee to an organization. You must first create approval roles in **Configuration** » **Organization** » **General**.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign them in **Configuration** » **Organization** » **General**. Any assignments that you make in Organization General Setup display automatically in this Approval Roles grid in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in **Configuration** » **Workflow** » **Approval Workflows**. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this button to add an approval role to the organization and assign an employee to the role.
Delete	Click this button to delete a selected row on the grid.
Approval Role	If you assigned an approval role to this organization in **Configuration** » **Organization** » **General**, its name displays in this field. If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, after you click **Insert** in this grid, select an approval role from the drop-down list in this field. Approval roles in the list are entered in **Configuration** » **Organization** » **General**.
Approval Employee	If you assigned an approval role to this organization in **Configuration** » **Organization** » **General**, the employee you assigned to the approval role displays in this field. You can change it as needed using the Employee lookup in this field. If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, click in this field to access the Employee lookup. Select the employee to assign to the approval role.

Units and Payroll Tab of Individual Organization Setup

Use the Units and Payroll tab to enter unit and payroll posting information for an organization.

Contents

Posting Distribution

Field	Description
Unit - Balance Sheet	Select the project, phase, and task to use when you post unit credit amounts to this organization and a balance sheet account. Vision enables this field if you maintain separate balance sheets and you select **Unit expense distribution credit** in Organization General Setup.
Unit - Indirect Expense	Select the project, phase, and task to use when you post unit credit amounts to this organization and an indirect account. Vision enables this field if you

Field	Description
	maintain separate balance sheets and you select **Unit expense distribution credit** in Organization General Setup.
Unit - Other Revenue/ Expense	Select the project, phase, and task to use when you post unit credit amounts to this organization and a revenue or direct expense account. Vision enables this field if you maintain separate balance sheets and you select **Unit expense distribution credit** in Organization Setup.
Payroll Liability	If you use Vision Payroll, select the project, phase, and task to use when payroll liability credit amounts are posted to this organization. Vision enables this field if you maintain separate balance sheets, and if you select the **Labor distribution credit** option in Organization General Setup.
Payroll (FICA) Expense	If you use Vision Payroll, select the project, phase, and task to use when payroll debit amounts are posted to this organization. Vision enables this field if you select the **Payroll (FICA) expense debit** option in Organization General Setup.
Payroll Contribution Expense	Enter an overhead or promotional project, phase, and task to use when posting an expense for an employer payroll contribution during payroll processing. These fields are enabled if you select the **Payroll contribution expense debit** check box on the Organization tab in **Configuration** » **Accounting** » **Company Settings**. This is how the project for the expense posting is determined. Vision first looks for the employee's organization on the General tab in **Info Center** » **Employees**. It then uses this organization's project entered in the **Payroll contribution expense debit** field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project in the Contribution grid in **Configuration** » **Payroll** » **Contribution Codes**, the project used for the posting is from the contribution code and not the employee's organization. If you do not select the **Payroll contribution expense debit** check box on the Organization tab in **Configuration** » **Accounting** » **Company Settings**, Vision uses the project entered on the Payroll Contribution Setup dialog in **Configuration** » **Payroll** » **Contribution Codes**.
Payroll Contribution Liability	Enter an overhead or promotional project, phase, and task to use when posting a liability for an employer payroll contribution (for example, employer 401(k) matching amounts) during payroll processing. These fields are enabled if you maintain separate balance sheets and you select the **Payroll contribution liability distribution credit** check box on the Organization tab in **Configuration** » **Accounting** » **Company Settings**. This is how the project for the liability posting is determined. Vision first looks for the employee's organization on the General tab in **Info Center** » **Employees**. It then uses this organization's project entered in the **Payroll contribution liability distribution credit** field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project in the Contribution grid in **Configuration** » **Payroll** » **Contribution Codes**, the project used for the posting is from the contribution code and not the employee's organization.

Field	Description
	If you do not select the **Payroll contribution liability distribution credit** check box on the Organization tab in **Configuration** » **Accounting** » **Company Settings**, Vision uses the project entered on the Payroll Contribution Setup dialog in **Configuration** » **Payroll** » **Contribution Codes**.

Miscellaneous Codes

Field	Description
Payroll Default Bank	If you use Vision Payroll, select the default bank code to use when posting payroll.
ADP/Paychex/ Ceridian Company Code	This field label displays **ADP Company Code**, **Paychex Client Number**, or **Ceridian Company Number** depending on which you select in the **Payroll Interface to** field on the Timesheets tab in **Configuration** » **Accounting** » **Company Settings**. Enter the appropriate company code, client number, or company number for the payroll service you use for this organization. The code is used for all employees in this organization. You also have the option to enter a company code for each employee on the Accounting tab in **Info Center** » **Employees**. If a company code is entered in the Employee Info Center for an employee, it is used instead of the organization's company code. If your firm has only one payroll service company code, enter it on the Timesheet tab in **Configuration** » **Accounting** » **Company Settings**, and leave the company code blank in Individual Organization Setup and in the Employee Info Center.

Overhead Tab of Individual Organization Setup

If you allocate overhead across organizations, use the Overhead tab to enter overhead information for each of your organizations.

You must enter overhead information for both non-operating organizations (organizations with no revenue-producing projects) and operating organizations (organizations with revenue-producing projects).

- A non-operating organization distributes to operating organizations the overhead expenses from its organization plus any overhead amount it receives from other non-operating organizations.
- An operating organization allocates overhead amounts that it receives from non-operating organizations to its revenue-producing projects. Operating organizations do not distribute overhead to other operating or non-operating organizations.

This tab displays only if **Scope** is set to **Organization** on the General tab in **Configuration** » **Accounting** » **Overhead Allocation**.

Contents

Distribution to Operating Organizations

Field	Description
Distribution to Operating Organizations	Select this option if this is a non-operating organization that will distribute its indirect costs to other non-operating and/or operating organizations. When you select this option, the title above the **Method** field changes to **Distribution Information** to indicate that the non-operating organization's overhead amounts are distributed to other organizations. Leave this option cleared if this is an operating organization. Operating organizations receive overhead amounts from other non-operating organizations and then allocate the overhead amounts among its revenue-producing projects. When you leave this option cleared, the title above the **Method** field changes to "Allocation Information" to indicate that the operating organization allocates the overhead it receives from non-operating organizations to its revenue-producing projects.
Distribution Target	Specify the organization that will receive the overhead. To enter multiple organizations, you can enter wildcards in this field.
Distribution Pass	Enter the pass on which the overhead allocation should distribute the overhead from the non-operating organization to other organizations. Valid entries are 1, 2, 3, or 4.

Allocation Information

Field	Description
Method	Select the method by which to allocate overhead. Options are: ▪ **Assign** — If you select this method, you supply the overhead rate, which Vision multiplies by a base to yield the amount of overhead that will be allocated. ▪ **Prorata** — If you select this method, Vision calculates the overhead rate by dividing the total overhead expenses, from the Income Statement, by a base for each project to yield the amount of overhead that will be allocated. ▪ **None** — If you do not want to allocate overhead at this point, enter None as the Method.
Basis	Select the basis for which to calculate overhead allocation. Options are: ▪ **Direct Labor** — This option includes both regular and overtime labor costs. ▪ **Revenue** — This option includes total project revenue. ▪ **Total Labor** — This option includes both regular and overtime labor costs.

Field	Description
	▪ **Total Costs** — This option includes both regular and overtime labor, and direct and indirect expenses. When you select the **Distribute to Operating Organizations** option on this tab, all four options display in the drop-down list in the **Basis** field. When you do not select this option, you can choose only **Direct Labor** or **Revenue** in the **Basis** field.
Overhead Rate	Enter the overhead rate to apply to this organization.
Variance Project, Phase, Task	Enter the project, phase, or task to store the difference between the computed amount and the actual amount of overhead distributed. Vision applies an amount to this project, phase, or task if you use the **Assign** method. You must enter a project, phase, or task number if you allocate overhead on an organization basis, regardless of the method. The pro rata method may result in rounding differences that display in this project, phase, or task.

Cross Charge Tab of Individual Organization Setup

Use the Cross Charge tab to specify how you will redistribute labor costs and associated revenue when an employee in one organization works on a project in another organization.

Transferring costs and revenue between organizations allows each organization to match costs with revenue and fairly assess profitability. The decisions you make determine what information is transferred when you run the Labor Cross Charge routine. In cross charging you can either:

- Transfer labor and revenue back from the charged project's organization to the employee's home organization.
- Transfer overhead from the employee's home organization to the project's organization that the employee charged.

Contents

Field	Description
Disable Cross Charge	Select this option to disable Vision cross charges. When you select this option, Vision disables all other fields on this form.

Regular Projects

Field	Description
Multiplier	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization. This overrides the global multiplier.

Field	Description
Credit Project, Phase, Task	Click **Search** to select the project, phase, and task to use as the credit project, phase, and task when you cross charge revenue between regular projects.
Debit Project, Phase, Task	Click **Search** to select the project, phase, and task to use as the debit project, phase, and task when you cross charge revenue between regular projects.
Labor Cost From Project, Phase, Task	Click **Search** to select the project, phase, and task to which the offsetting labor cost charge is made for regular projects.
Labor Cost To Project, Phase, Task	Click **Search** to select the project, phase, and task to which the labor cost is charged for regular projects.

Overhead Projects

Field	Description
Multiplier	Enter the organization level multiplier to use for overhead projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.
Credit Project	Click **Search** to select the project, phase, and task to use as the credit project, phase, and task when cross charging revenue between overhead projects.
Debit Project	Click **Search** to select the project, phase, and task to use as the debit project, phase, and task when cross charging revenue between overhead projects.
Labor Cost From	Click **Search** to select the project, phase, and task to which the offsetting labor cost charge is made for overhead projects.
Labor Cost To	Click **Search** to select the project, phase, and task to which the labor cost is charged for overhead projects.

Gains and Losses Tab of Individual Organization Setup

Use the Gains and Losses tab to enter project, phases, and tasks for realized and unrealized gains and losses for each organization.

This tab displays only if you use the Multicurrency feature and you maintain separate balances sheets by organization (the **Maintain separate balance sheets by Organization** option is selected on the Organization General Setup form). If you do not use separate balance sheets for organizations, this tab does not display, and you enter gains and losses projects, phases, and tasks on the Gains and Losses tab in **Configuration** » **Accounting** » **Company Settings**.

Contents

Posting Distribution – Gains, Losses and Revaluations

Field	Description
Realized Gains	Enter the project, phase, and task used when Vision calculates and posts realized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Realized Losses	Enter the project, phase, and task used when Vision calculates and posts realized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unealized Gains	Enter the project, phase, and task used when Vision calculates and posts unrealized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unrealized Losses	Enter the project, phase, and task used when Vision calculates and posts unrealized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

Posting Distribution – Unbilled Services Gains and Losses

Field	Description
Realized Gains	Enter the project, phase, and task used when Vision calculates and posts realized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Realized Losses	Enter the project, phase, and task used when Vision calculates and posts realized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unealized Gains	Enter the project, phase, and task used when Vision calculates and posts unrealized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unrealized Losses	Enter the project, phase, and task used when Vision calculates and posts unrealized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

Intercompany Billing Tab of Individual Organization Setup

Use the Intercompany Billing tab to enter projects used for journal entries created when you run Intercompany Billing. When you assign projects, you also assign their associated organizations for Intercompany Billing entries.

The tab has a grid, with one row for each type of Intercompany Billing transaction. These transaction types correspond to the tabs in **Configuration** » **Accounting** » **Intercompany Billing**.

On the Intercompany Billing tab of the Individual Organization Setup Form, you set up the accounts and projects needed to support the **Create Labor Adjustment to transfer labor to originating Company** option or the **Create Journal Entry** option on the corresponding tab of the Intercompany Billing Setup form.

Contents

Grid

Field	Description
Project for transferring labor/cost back to originating Companies and for Journal Entries drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Transfer Type	This column lists the transfer types for which you selected the **Create Labor Adjustment to transfer Labor to originating Company** option or the **Create Journal Entry** option on the corresponding tab of the Intercompany Billing Setup form in **Configuration** » **Accounting** » **Intercompany Billing**. For example, **Regular labor** displays in this field if you select one of these options on the Regular Labor tab of the Intercompany Billing Setup form. The transfer type does not display when you select the **Reclass Intercompany Suspense as Receivable/Payable only** option on the tabs of the Intercompany Billing Setup form in **Configuration** » **Accounting** » **Intercompany Billing**.
Transfer Labor/Cost	This field reflects whether you chose the **Create Labor Adjustment to transfer Labor to originating Company** option in **Configuration** » **Accounting** » **Intercompany Billing**.

Field	Description
Create Journal Entry	This field reflects whether you chose the **Create Journal Entry** option in **Configuration** » **Accounting** » **Intercompany Billing**.
Journal Entry Credit Account	This field reflects the journal entry credit account used for the billing cost transfer, as entered in **Configuration** » **Accounting** » **Intercompany Billing**.
Journal Entry Debit Account	This field reflects the journal entry debit account used for the billing cost transfer, as entered in **Configuration** » **Accounting** » **Intercompany Billing**.
Journal Entry Debit Project	Select the project to use as the debit project for the billing charge transfer journal entry.
Journal Entry Debit Phase	Select the phase to use as the debit phase for the billing charge transfer journal entry.
Journal Entry Debit Task	Select the task to use as the debit task for the billing charge transfer journal entry.
Journal Entry Credit Project	Select the project to use as the credit project for the billing charge transfer journal entry.
Journal Entry Credit Phase	Select the phase to use as the credit phase for the billing charge transfer journal entry.
Journal Entry Credit Task	Select the task to use as the credit task for the billing charge transfer journal entry.
Cost Transfer Credit Account	Select the credit account to use for the billing cost transfer.
Transfer from Project	Select the project from which the billing cost charge is made.
Transfer from Phase	Select the phase from which the billing cost charge is made.
Transfer from Task	Select the task from which the billing cost charge is made.
Cost Transfer Debit Account	Select the debit account to use for the billing cost transfer.
Transfer to Project	Select the project that will receive the billing cost charge transfer.
Transfer to Phase	Select the phase that will receive the billing cost charge transfer.

Field	Description
Transfer to Task	Select the task that will receive the billing cost charge transfer.
Multiplier	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee billing charges to the project's organization.

Learn More About...

You can use wildcards in setting up organizations for overhead distribution.

Wildcards in the Overhead Distribution Target Field

When you specify an organization in the **Distribution Target** field on the Overhead tab of the Individual Organization Setup form, you can enter one organization, or you can use wildcards to enter multiple organizations without typing each one individually.

Enter an underscore (_) so that all organizations or all members of an organization level are included. Enter an underscore for each character of the organization level code.

For example, assume you have three organization levels defined.

Organization Level 1	Organization Level 2	Organization Level 3
NE — Northeast	BOS — Boston, MA	COR — Corporate
SE — Southeast	JAC — Jacksonville, FL	ENG — Engineering
NW — Northwest	POR — Portland, OR	MKT — Marketing
SW — Southwest	TUC — Tucson, AZ	

The three organization level codes combined have a total of 8 characters (2 in the first, 3 in the second, and 3 in the third).

- To enter all Southwest organizations (those with SW as the first organization level), type SW_ _ _ _ _ _ in the **Distribution Target** field.
- To enter all Engineering organizations (those with ENG as the third organization level), type _ _ _ _ _ENG in the **Distribution Target** field.
- To enter all Boston organizations (those with BOS as the second organization level), type _ _ BOS_ _ _ in the **Distribution Target** field.

Firm Setup - Proposals Overview

If you use the Proposals module, you use the Firm Setup - Proposals feature of Organization Configuration to set up "Proposal Firms."

254/255/330 Proposals and Organization Reporting

The 254/255/330 Proposals modules use the federal government's "office location" model of companies, which refers to each office location as a "Proposal Firm."

Whether or not your company uses the Organization Reporting feature, and whether or not, if used, your organizations correspond to your company's office locations, you must set up a Proposal Firm for each office location whose personnel and other data you plan to use in proposals. You set up proposal firms in **Configuration** » **Organization** » **Firm Setup - Proposals**.

If your company does use the Organization Reporting feature, your company data is maintained by organization. For the 254/255/330 Proposals modules to retrieve this organization data for 254, 255 and 330 proposals, you must add each organization (whose data will be needed for 254, 255 and 330 proposal generation) to the Associated Organizations tab in **Configuration** » **Organization** » **Firm Setup - Proposals**.

If your company has not installed the 254/255/300 Proposals module, the Additional Info tab of Firm Setup - Proposals does not include the Service Fees grid.

Custom Proposals and Organization Reporting

The Custom Proposals module retrieves your company's data by organization. You need not set up proposal firms in Firm Setup - Proposals.

However, if your custom proposals use any merge codes that require company-wide data, you must set up a proposal firm record and enter your company-wide data there. For example, your company's full name and complete address may not display in an organization record. If this is the case, you must set up a proposal firm to include this data in your proposals.

How to...

After you add firm setup - proposal records, you can use reports to review their setup data.

Add a New Firm Setup - Proposals Record

Use Firm Setup - Proposals to set up "Proposal Firms" and enter other proposal-related configuration information.

To add a new Firm Setup - Proposals record, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Firm Setup - Proposals**.
2. Click **New** on the toolbar.
3. Enter information on the Firm Setup - Proposals form.
4. Click **Save**.

Delete a Firm Setup - Proposal Record

If you no longer need a Firm Setup - Proposal record, you can delete it.

When you delete a Firm Setup - Proposal record, the deletion cannot be undone. Verify that you no longer need the record before you delete it from the database.

To delete a Firm Setup - Proposal record, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Firm Setup - Proposals**.
2. Open the record that you want to delete.
3. Click **Delete**.

   Vision asks you to confirm your deletion.
4. Click **Yes**.

Print Reports on Firm Setup - Proposal Records

You can print reports for Firm Setup - Proposals so that you can review your setup data. You can view, print, or download the reports.

The Firm Summary report includes all fields in Firm Setup - Proposals, including user-defined fields, grouped into default sections. You may also create user-defined sections. The Firm List is a simpler listing of records.

To access the reports, complete the following steps:

1. From the Vision Navigation Menu, click **Configuration** » **Organization** » **Firm Setup - Proposals**.
2. Select a firm record.
3. Click **Print** and select one of the following options:

Option	Description
Print Current Firm	Click this to print the current firm record (the firm record currently displayed in your browser window).
Print Active Group	Click this to print all firm records currently active (the firm record currently displayed in your browser window, and all other firm records currently open).
Select Firm to Print	Click this to open the Firm Lookup and select the records that you want to print.

4. Select the Firm List or the Firm Summary.
5. Use the Options tabs to configure your report.

Fields and Options

Use the Firm Setup - Proposals form to specify proposal-related settings.

Firm Setup - Proposals Form

Use the Firm Setup - Proposals form of Organization Configuration to set up "Proposal Firms" and enter other proposal-related configuration information. The form lets you create and maintain records for each of your organization's office locations, as used in proposals.

Display the Firm Setup - Proposals Form

You display the Firm Setup - Proposals form in Organization Configuration.

To display the form, complete the following step:

From the Vision Navigation Menu, click **Configuration** » **Organization** » **Firm Setup - Proposals**.

Toolbar of Firm Setup - Proposals

Use the toolbar options to manage Firm Setup - Proposals records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.

Field	Description
Save	Click this option to save entries to the current Firm Setup - Proposals record.
New	Click this option to open a blank record to create a new Firm Setup - Proposals record.
Delete Firm	Click this option to delete the current record from your database.
Print	Click this option and then select one of the following: ▪ Click **Print Current Firm** to print the current firm record. ▪ Click **Print Active Group** to print all firm records currently active. ▪ Click **Select Firm to Print** to select the firm records you want to print.
Help	Click this option to view help for Firm Setup - Proposals Configuration.

General Tab of Firm Setup - Proposals

Use the General tab to enter basic information about an office location of your organization.

Contents

Field	Description
Name	Enter the name of the firm at this location.
Office Location	Enter the firm's office location. This information displays on the Firm lookup. Depending on your business practices, you might enter the city name or an internal code used for designating each branch office.
Parent	Select this option if the firm is a parent company.
Address 1	Enter the first line of the firm's address at this location.
Address 2	Enter the second line of the firm's address at this location.
City	Enter the city for the firm's address at this location.
State	Enter the state for the firm's address at this location.
ZIP	Enter the ZIP code for the firm's address at this location.
Country	Enter the country in the firm's address at this location.
Phone	Enter the telephone number of the firm at this location. Your system administrator defines the format for your phone number entry. To select a different format, click **Ellipses** to open the Phone Format dialog box.
Fax	Enter the facsimile transmission telephone number of the firm at this location. Your system administrator defines the format for your phone number entry. To select a different format, click **Ellipses** to open the Phone Format dialog box.

Additional Info Tab of Firm Setup - Proposals

Use the Additional Info tab to enter and maintain data for each office location.

This information is used in 254/255/330 Proposals.

Contents

Header Information

Field	Description
Date Established	Click **Calendar** and select the date when this office was established. Proposals uses this date in Block 2 of the SF254.
Ownership Type	Indicate the type of company; For example, Corporate, Publicly Held, or Privately Held, and so on. Proposals uses this information in Block 4 of the SF254.
Total Personnel	Enter the total number of personnel for this location only. Vision sums all locations' totals and enters it in Block 7a of the SF254. If you select **Calculate total personnel** on the 254 Preferences form, Vision uses the **Linked Employees** value instead. You must maintain this field manually. It lets your organization populate the total personnel information on the 254 form even if not all of the employee/ firm links are in place. It is suited to large firms who do not have all of their employees in Vision and linked to firm records.
Linked Employees	This field displays the number of active employees in the Employee Info Center whose organization is listed on the Associated Organizations tab of the current Firm Setup - Proposals record.

Minority Status

Field	Description
Small Business	Select this option if your firm is eligible for **Small Business** status. Proposals uses this information in Block 4A of the SF254.
Small Disadvantaged	Select this option if your firm is eligible for **Small Disadvantaged** status. Proposals uses this information in Block 4B of the SF254.
Woman Owned	Select this option if your firm is eligible for **Woman Owned** status. Proposals uses this information in Block 4C of the SF254.
Interested in Foreign Work	Select this option if your firm is interested in foreign work. Proposals uses this information in Block 9 of the SF254.
Parent Firm	Use this field to link the current firm record to parent firm information. Proposals uses the contents of this field in Section 5 of the SF254. You can use the **Search** field or click **Search** to open the Firm lookup.

Field	Description
	Vision creates a link between the record you select here and the corresponding firm record. You can then click the name in this field to open the firm record.

Former Parent Firms Grid

Field	Description
Former Parent Firms drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new blank row on the grid so that you can add an another parent firm.
Delete	Highlight a grid row and click this option to delete a row from the grid. Removing a firm from the Former Parent Firms grid does not delete the firm from the database.
Name	This field displays the name of the former parent firm.
Date Est.	This field displays the date the firm was established. Click **Calendar** to select a different date.
Date Name Changed	This field displays the date the name of the former parent firm was changed. Click **Calendar** to select a different the date.
DUNS Number	Enter your firm's number based on the Data Universal Numbering System (DUNS).

Service Fees Grid

Use this grid to enter the firm's professional services fees received each year for the past 5 years.

If this information is for use in Section 9 of an SF254 Proposal, you must enter fees each year for:

- Work performed directly for the Federal Government or as a sub to other professionals.
- All other domestic work, US and possessions, including Federally assisted projects.

- All other foreign work.

Section 9 contains an option to list fees received by the firm in the last 5 years by category, indexed by the range of the amount. Index and range information is listed in the same section to the right of service fees. Vision does not display the Service Fees grid if you do not use Vision 254/255 Proposals.

Field	Description
Service Fees drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new blank row on the grid so that you can add an another services fees line.
Delete	Highlight a grid row and click this option to delete a row from the grid. Deleting a firm from the grid does not delete the firm from the database.
Year	Enter the year.
Category	Select the appropriate fee category for the line item.
Fee Index	Select the appropriate fee index for each line item. The fee index indicates the range of the dollar amount of the fee.

Associated Organizations Tab of Firm Setup - Proposals

A firm can have many associated organizations, but each organization can only be related to one firm.

If you use Vision 254/255/330 Proposals, you must use the Associated Organizations tab to enter and maintain links from a firm to its associated organizations.

When you add an organization on the Associated Organizations tab, Vision checks to ensure that the organization is not associated with any other firm. If it is, Vision alerts you of this problem and prompts you to select a different organization.

An organization must already exist in the Vision database before you can enter it on the Associated Organizations tab.

Contents

Organizations Grid

Field	Description
Organizations drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an associated organization in the Organizations grid. Because an organization may only be related to one firm, Vision checks to ensure that the selected organization is not affiliated with any other firm. If it is, Vision alerts you of this problem and prompts you to select a different organization.
Delete	Click this option to delete an associated organization from the Organizations grid. When you remove an organization from the grid, you do not also delete it from the database.
Organizations	This field lists the organization code.
Organization Name	This field lists the organization name.
Organization Status	This field displays the organization status: ▪ **Active** — The organization is currently in use. ▪ **Inactive** — The organization is not currently used and is not available on the list of active organizations that displays on the organization lookup. ▪ **Dormant** — The organization is not allowed for use in Vision. You can only insert active or inactive organizations on this grid.

SF330 Tab of Firm Setup - Proposals

If you use 330 Proposals, you use project codes and disciplines in Sections I and II when you list qualifications for a proposed contract. You can use the SF330 tab to associate project codes and disciplines with particular firms.

Contents

Annual Average Revenue - Last 3 Years

Field	Description
Federal Work	Select the code representing your average annual revenue over the last 3 years for federal work.
Non Federal Work	Select the code representing your average annual revenue over the last 3 years for non federal work.
Total Work	Select the code representing your average annual revenue over the last 3 years for total work.
DUNS Number	Enter your firm's number based on the Data Universal Numbering System (DUNS).

Disciplines Grid

Field	Description
Disciplines drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a discipline on the Disciplines grid.
Delete	Click this option to delete a discipline from the grid. When you delete a discipline from the grid, you do not also delete it from the database.
Reorder	The order of disciplines determines the sequence in which they will display in Part II of the SF330. Deltek recommends that you list your top disciplines first so that they receive priority. Click **Reorder** to display the Reorder

Field	Description
	Disciplines dialog box, then select a row and use the **Up** and **Down** buttons on the dialog box to set the correct order. Click **OK** to return to the SF330 tab.
Discipline	Select a discipline associated with the SF330. The remaining fields in the row are populated automatically.
Code	Select the code associated with the discipline. The remaining fields in the row are populated automatically.
SF330 Code	Select the SF330 code associated with the discipline. The remaining fields in the row are populated automatically.

Project Codes Grid

Field	Description
Project Codes drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a project code on the Project Codes grid.
Delete	Click this option to delete a project code from the grid. Deleting a project code from the grid does not delete it from the database.
Reorder	The order of the project codes determines the sequence in which they will display in Part II of the SF330. Deltek recommends that you list your top project codes first so that they receive priority. Click **Reorder** to display the Reorder Project Codes dialog box, then select a row and use the **Up** and **Down** buttons on the dialog box to set the correct order. Click **OK** to return to the SF330 tab.
Description	Select a project code description. The remaining fields in the row are populated automatically.
Code	Select a project code number. The remaining fields in the row are populated automatically.
SF330 Code	Select the SF330 code associated with the project code. The remaining fields in the row are populated automatically.

Field	Description
Revenue	Select the code representing the revenue amount associated with the project code.

Learn More About...

You may find it helpful to review how the Firm Setup - Proposal form is related to the SF330 form.

Where Firm Setup - Proposal Information is Used in an SF330 Proposal

Information from fields on the Firm Setup - Proposal form is used to populate the fields in the SF330 form.

Field in Firm Setup - Proposal	Field on SF330 Form
General Tab	
Name	Section B, Block 5 Section C, Block 9 Section E, Block 15 Part II, Block 2a
Office Location	Section E, Block 15
Parent	Section C
Address 1	Section C, Block 10 Part II, Block 2b
Address 2	Section C, Block 10 Part II, Block 2b
City	Section C, Block 10 Part II, Block 2c
State	Section C, Block 10 Part II, Block 2d
ZIP	Section C, Block 10 Part II, Block 2e
Country	Section C, Block 10
Additional Info Tab	

Field in Firm Setup - Proposal	Field on SF330 Form
Date Established	Part II, Block 3
Ownership Type	Part II, Block 5a
Minority Status	Part II, Block 5b
Small Business	Part II, Block 5b
Small Disadvantaged	Part II, Block 5b
Woman Owned	Part II, Block 5b
Interested in Foreign Work?	Part II, Block 5b
Parent Firm	Part II, Block 7
Former Parent Firms	Key Personnel records selected in Section E Projects selected in Section F Calculation of disciplines for the firm's selected in Part II, Blocks 9a, 9b, 9c(1) and 9c(2)
SF330 Tab	
Federal Work	Part II, Block 11a
Non-Federal Work	Part II, Block 11b
Total Work	Part II, Block 11c
DUNS Number	Part II, Block 4
Disciplines	Part II, Blocks 9a and 9b
Project Codes	These fields populate Part II, Block 10a, 10b, and 10c

Consolidated Reporting Setup Overview

If your firm uses the Multicompany feature, you may want to generate consolidated financial statements for multiple companies. Consolidated Reporting Setup lets you set up this grouping.

Consolidation Groups

A consolidation group is a group of companies for which you want to produce consolidated financial statements. When you set up consolidation groups, you give the group a name and establish elimination accounts for it. If you use the Multicurrency feature, you also set up currency translations rules.

Deltek recommends that you create one consolidation group that includes all companies in your enterprise, to make it possible to generate enterprise-wide general ledger reports. You can set up as many additional consolidation groups as you need.

You can use consolidation groups in the following Vision applications:

- Consolidations (Accounting)
- Consolidated GL Budgeting (Accounting)
- Consolidated GL Reports (Reporting)

Consolidation Groups Example

For example, if your headquarters are in the United States, you might have three consolidation groups:

- **Global** — a consolidation group that includes all companies, with US dollars (USD) as the group's currency.
- **Europe** — a consolidation group that includes only European companies, with euros (EUR) as the group's currency.
- **Canada** — a consolidation group specific to Canadian companies, with Canadian dollars (CAD) as the group's currency.

Additional Information

Deltek recommends that you review these topics in the Concepts help before you establish consolidation groups or generate Consolidated GL reports:

- Consolidated Reporting and Multicompany
- Consolidated Reporting and Multicurrency

How to...

You can set up a new consolidation group or copy and modify an existing one.

Set Up a Consolidation Group

Use the Consolidated Reporting Setup Form to establish groups of companies for which you want to generate consolidated financial statements.

To set up a consolidation group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Consolidated Reporting**.
2. On the Consolidated Reporting Setup form, click **New** and then click **New Reporting Group**.
3. Complete the following items on the General tab:
    a) In the **Group** field, enter an identifier for the consolidation group.

b) In the **Gains and Losses Account** field, enter or select an account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the **Currency** field.

c) In the grid, insert at least one company.

4. Complete the remaining fields on the General tab.
5. Complete the fields on the Eliminations tab.
6. If you use the Multicurrency feature, select currency translation methods on the Translations tab.
7. Click **Save**.

Copy a Consolidation Group

To create a new consolidation group, you can copy another group's data and modify it, instead of creating new data from scratch.

To copy a consolidation group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **Consolidated Reporting**.
2. On the Consolidated Reporting Setup form, click **New** and select one of the following choices:

Option	Description
Copy Current Reporting Group	Click this to copy data from the current consolidation group to a new consolidation group record.
Select Reporting Group to Copy	Click this to open a dialog box that lists all existing consolidation group records, then select a record. Vision copies data from the record to a new consolidation group record.

3. Use the **Group** field on the General tab to give the new consolidation group a name.
4. Modify data on the tabs, as necessary.
5. Click **Save**.

Fields and Options

Use the Consolidated Reporting Setup form to set up consolidation groups.

Consolidated Reporting Setup Form

Use the Consolidated Reporting Setup Form to establish groups of companies for which you want to generate consolidated financial statements.

Display the Consolidated Reporting Setup Form

You display the Consolidated Reporting Setup form in Organization Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Organization** » **Consolidated Reporting**.

Toolbar of Consolidated Reporting Setup

Use the toolbar options to manage consolidation group records.

Contents

Field	Description
Save	Click this option to save the consolidation group data currently displayed.
New	Click this option and select one of the following: ▪ Click **New Reporting Group** to open an empty Consolidated Reporting Setup form so that you can add a new consolidation group. ▪ Click **Copy Current Reporting Group** to copy data from the current consolidation group into a new consolidation group record. ▪ Click **Select Reporting Group to Copy** to open a dialog box of all existing consolidation group records so that you can select one to copy. When you select a consolidation group, Vision copies data from its record into a new consolidation group record.
Delete Reporting Group	Move the row selector to the consolidation group that you want to delete and click this option.
Help	Click this option to display the Vision help system.

General Tab of Consolidated Reporting Setup

Use the General tab to create a reporting group and identify the companies that belong to it.

Contents

Header Information

Field	Description
Group	Enter a code name, up to ten alphanumeric characters, for the consolidation group.
Name	Enter a descriptive name for the consolidation group.
Currency	If you use the Multicurrency feature, select the reporting currency for this consolidation group. This drop-down list includes all currencies enabled for use by your enterprise.
Gains and Losses Account	If you use the Multicurrency feature, specify the account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the **Currency** field. Enter an account number in this field or click **Search** and select an account on the Account Lookup.

Companies Grid

Field	Description
Companies drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a company on the grid.
Delete	Select a company and click this option to remove the company from the grid.
Company	From the drop-down list, select the company subcode of the company that you want to add to the consolidation group.

Field	Description
Name	This field displays the descriptive name for the company.

Eliminations Tab of Consolidated Reporting Setup

Use the Eliminations tab to identify accounts that you want Vision to eliminate when it processes consolidations.

Contents

User Defined Elimination Accounts Grid

Field	Description
User Defined Elimination Accounts drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an account on the grid.
Delete	Select an account and click this option to remove the account from the grid.
Account	Enter the account number of the account that you want to eliminate from consolidations for the consolidation group, or click **Search** to display the Account lookup dialog box and select the account.
Name	This field displays the descriptive name for the account.

Translations Tab of Consolidated Reporting Setup

If you use the Multicurrency feature with the Consolidated Reporting feature, you must specify currency translation methods for the consolidation group when the functional currencies of the companies in the group are not the same. Do this on the Translations tab.

Select a method for determining the exchange rate to use: period end rate, period average rate, or historical rate. If you select the historical rate option, Vision gets the exchange rates from the daily exchange rates table based on the dates of the individual source transactions. For transactions dated earlier than the earliest exchange rate date, Vision uses the rate entered for the blank date, if one exists. If no rate exists for the blank date, Vision uses an exchange rate of zero.

The exchanges you set up through period exchange rates in Configuration determine what rates Vision uses when translating functional currencies for the companies in a single consolidation group.

Contents

Header Information

Field	Description
Assets	Select the method to use to determine exchange rates for asset accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Liabilities	Select the method to use to determine exchange rates for liability accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Net Worth	Select the method to use to determine exchange rates for net worth accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Revenue	Select the method to use to determine exchange rates for revenue accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Reimbursables	Select the method to use to determine exchange rates for reimbursable expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Directs	Select the method to use to determine exchange rates for direct expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Indirects	Select the method to use to determine exchange rates for indirect expense accounts when the functional currencies of the companies in the consolidation

Field	Description
	group are not the same. The options are period end rate, period average rate, and historical rate.
Other Charges	Select the method to use to determine exchange rates for other revenue and expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.

Account Translation Overrides Grid

Field	Description
Account Translation Overrides drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert an account translation override on the grid.
Delete	Select an account translation override and click this option to remove it from the grid.
Account	Enter or select a single account that is an exception to the translation method specified for its account type. For example, if you specify Historical Rate as the method for Asset accounts but want to set up a different translation for a specific asset account, you select that asset account here and use the corresponding **Method** field on this grid to select the alternate method.
Name	This field displays the descriptive name for the account.
Method	From the drop-down list, select a translation method for the individual account: period end rate, period average rate, or historical rate.

Learn More About...

If you're new to consolidated reporting, you may find it helpful to review information about elimination accounts.

Elimination Accounts Overview

During the consolidation process, Vision eliminates (excludes from the merged data) any account balances or portions of account balances that represent intercompany transactions between the companies in the consolidation group.

Because Vision eliminates intercompany transactions, the consolidated information gives an accurate view of the financial state of the consolidation group as a whole.

Vision automatically eliminates all or portions of the balances of the following accounts used in intercompany transactions:

- Intercompany accounts receivable account
- Intercompany accounts payable account
- Intercompany suspense account
- Regular, overhead, and promotional labor accounts for intercompany billing
- Regular, overhead, and promotional expense accounts for intercompany billing
- Balance sheet and other accounts for intercompany billing
- Tax accounts for intercompany billing

In addition, when you set up a consolidation group, you can use the Eliminations tab of the Consolidated Reporting Setup Form to specify any other accounts that you want Vision to eliminate when it processes a consolidation for that group. For example, you can eliminate accounts for loans between companies in the group and equity accounts representing subsidiary holdings.

After you process a consolidation, you can generate the Consolidated Eliminations report to review the accounts and amounts that were eliminated.

Setting Up User-Defined Elimination Accounts

During the consolidation process, Vision eliminates the entire account balance for the user-defined elimination accounts that you specify on the Eliminations tab. Because of this, if an account specified as an elimination account for one consolidation group is also used for intercompany transactions involving a company that is not part of that group, the consolidated data will not include those transactions. To avoid this, make sure that the accounts you identify as user-defined elimination accounts for a consolidation group are only used for transactions involving companies that belong to that group.

Deltek recommends that you do not list on the Eliminations tab any of the accounts that Vision eliminates automatically from consolidations. Vision bases its eliminations on individual transactions so that it only eliminates activity between the companies included in the consolidation. If you instead specify one of these accounts on the Eliminations tab for a consolidation group, the entire account balance will be eliminated, even if a portion of that balance represents transactions for companies outside of the consolidation group.

Example

Company A makes loans to both Company B and Company C. If you do consolidated reporting for a consolidation group that includes Companies A and B but not Company C, you want to

eliminate the effect of transactions related to the A-to-B loan from the consolidation results, but you do not want to eliminate those related to the A-to-C loan.

If you use the same general ledger accounts for both loans and select them as elimination accounts for the consolidation group, Vision eliminates the complete account balances. As a result, the transactions for both loans are excluded from the consolidated information.

To get the result you want, you must set up and use separate sets of general ledger accounts for each of the loans, so that the accounts used for the A-to-B loan can be eliminated without eliminating those for the A-to-C loan.

Proposals Configuration Overview

If your firm uses custom proposals, you can modify merge templates. which are Rich Text File (.rtf) documents that contain merge codes designed to retrieve data from the Info Center.

You set up SF254 and SF255 proposals in Proposals Configuration.

Vision comes with a set of sample merge templates; each one is designed for a specific Info Center. Vision also comes with a set of merge codes for each Info Center. You can use these merge codes to modify the sample merge templates, or to create your own templates. Each merge template, whether sample, modified, or new, uses merge codes for one of the Info Centers.

The Account and Unit Info Centers are in the Vision Accounting application, and unavailable in the Proposals application.

Checklist: Setting Up SF254, SF255, and Custom Proposals

Before your company can use Vision Proposals, the system administrator must specify configuration settings. This checklist summarizes the steps.

To set up the SF330 Proposals application, see the Vision **SF330 Proposals Quick Reference Card for Setup**.

Step	Description
1	In **Configuration** » **Module Activation** confirm that your company has a license for the Custom Proposals and/or the 255/254 Proposals applications.
2	In **Configuration** » **Security** » **Roles**, define a security role for Proposals users. On the Access Rights tab, use the **Full access to all merge templates** option to indicate whether the role has direct access to upload new custom merge templates via **Configuration** » **General** » **Merge Templates**. All users have access to 254/255 merge templates, regardless of their security role.
3	For each employee who uses the Proposals application, set up their user account in **Configuration** » **Security** » **Users** with the **Role** defined in Step 2 above.

Step	Description
4	If users do not have direct access to upload new merge templates via **Configuration** » **General** » **Merge Templates**, the system administrator uploads custom merge templates to the database in **Configuration** » **General** » **Merge Templates**.
5	If you have not already downloaded the latest merge code macro toolbar, select **Utilities** » **Download Merge Macro**.
6	Set up Proposal Firms in **Configuration** » **Organization** » **Firm Setup-Proposals**. ▪ For the Custom Proposals application, if your proposal uses any merge codes requiring company-specific data, you must first set up a proposal firm and enter that data. For example, your company's name and address may not be in any of your Organization records. To have them appear in a proposal, create a proposal firm and enter them there. ▪ The 255 and 254 Proposals applications do not work properly unless you complete this step.

How to...

After you modify a custom proposals merge template, you add it to your database.

Modify a Custom Proposals Merge Template

To modify a merge template, you can either save a sample merge template with a new name when you export it, or you can export the sample merge template and then rename it in Word before you save it.

To modify a sample merge template, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, select the merge template to modify and click **Export**.
3. On the File Download dialog box, select **Save this file to disk** and click **OK**.
4. On the Save As dialog box, browse to the location where you want to save the merge template for modification.
5. Optional. Change the filename for the merge template.
6. Click **Save**.
7. In Microsoft Word, open the saved merge template and modify it.

Postrequisite: To make a modified merge template available for use in custom proposals, you must Add a Modified Custom Proposals Merge Template.

Add a Modified Custom Proposals Merge Template

Custom Proposals comes installed with a set of sample merge templates, which you can modify. To make your modified merge templates available for use in custom proposals, you must add them to your database.

To add a merge template to your Vision **database, complete the following steps:**

1. From the Vision Navigation menu, click **Configuration** » **General** » **Merge Templates**.
2. On the Merge Templates form, select the **Info Center Area** for which the merge template is to be used and then click **Add**.
3. In the **Description** field on the Add Merge Template dialog box, enter a description for the merge template.
4. Browse to the merge template, select it, and click **OK**.

   The merge template is now available for selection from the Merge Templates list.

Billing Setup Overview

Before you use Vision Billing, you must choose settings and provide information that Vision uses on a firm-wide basis for all projects for which you generate invoices. You can override most of this setup information on a project-by-project basis.

If you use the Multicompany feature, you must configure Billing for each company. On the Vision Navigation menu, click **Utilities** » **Change Company**, and select the next company for which you want to select billing configuration options.

Checklist: Setting Up Billing

To set up Billing, you perform some company-wide setup steps, then enter billing terms for individual projects.

On a project-by-project basis, you can keep or override many of the company-wide settings.

Step	Description	Location
1	Set up company-wide invoice and Interactive Billing session options.	**Configuration** » **Billing** » **General**
2	Set up company-wide tax codes.	**Configuration** » **Accounting** » **Taxes**
3	Establish default billing terms for your projects.	**Configuration** » **Billing** » **Default Terms**
4	Establish billing terms to use for project reports at billing rates.	**Configuration** » **Billing** » **Reporting Default Terms**
5	Add clients for your projects.	**Info Center** » **Clients**
6	Add units in unit tables for your projects.	**Info Center** » **Units**
7	Add projects and associate clients with them.	**Info Center** » **Projects**

Step	Description	Location
8	Add labor billing tables for your projects.	**Billing** » **Rate Tables**, then **Labor Rates**, **Labor Codes**, or **Labor Overrides**
9	Add expense tables for your projects.	**Billing** » **Rate Tables**, then **Expense Accounts**, **Expense Categories**, or **Expenses by Vendor**
10	Set up billing terms for individual projects.	**Billing** » **Billing Terms**
11	Change your invoice template if necessary.	**Billing** » **Billing Terms**

Company-wide Billing Settings

Before you enter billing terms for individual projects, you must define company-wide billing settings in Billing Configuration. You must also define company-wide tax codes for use on all invoices, as well as in other Vision applications.

If you use the Multicompany feature, you usually select Billing configuration settings on a company-by-company basis.

Billing Configuration Area	Description
General	In **Configuration** » **Billing** » **General**, you enter settings for your invoices and for Interactive Billing sessions. Examples are: ▪ Invoice printing options, such as whether to print the company name, and where to position the address. ▪ An invoice numbering system. ▪ Interactive Billing session options settings, such as the default settings for disabling upset limits, and whether or not users can change this default when opening a billing session. ▪ Labels for various accounts, such as Fees, when you use the fee billing method. ▪ Invoice accounts to use for various types of billing methods. ▪ Whether or not to release invoice holds automatically. ▪ Whether to enable or disable the Invoice Approvals feature. You can change general billing settings in Billing Setup at any time. When posting or opening an Interactive Billing session, Vision uses the last saved Billing Setup options.
Default Billing Terms	In **Configuration** » **Billing** » **Default Terms**, you set up the default billing terms for all of the company's projects. For example, if your company usually bills based on time and materials, you would set up your default billing terms to reflect typical time and materials billing practices.

Billing Configuration Area	Description
	Default billing terms act as a template for creating individual billing terms for new projects. When you open a new project from the Billing Terms form, the form is populated with the defaults. After you save the opened project, the default terms become the project's individual terms. If the project has phases or phases and tasks, and you choose to add billing terms at the phase or task level, Vision also populates the sub-levels with these default terms. You still need to enter billing information that is specific to the project, such as the client's name and billing address. If a project is going to be billed in a way that is very different from your typical billing practices, you may need to enter entirely new billing terms. You can also copy existing project billing terms to create billing terms for a new project.
Reporting Default Terms	In **Configuration** » **Billing** » **Reporting Default Terms**, you enter default reporting terms for reports that are based on billing rates. You can also use reporting default terms to generate revenue for projects that have no billing terms defined. To bill a project, or to calculate revenue, you must define billing terms for that project. However, you can create reports or generate revenue for projects that do not have billing terms, by using Reporting Default Terms. A project may not have billing terms if: ▪ You never want to bill the project. ▪ Billing terms have not yet been defined. In these cases you can use Reporting Default Terms. You can also use Reporting Default Terms to create a report that will help you determine how much to bill for a fee-based contract. In this case you use labor, expense, and/or unit billing amounts to calculate the fee, but don't show these amounts on invoices.

Where Default Billing Terms are Used

Default billing terms are used in many areas of Vision.

Application or Feature	Description
Interactive Billing	Default billing terms are **not** used. You cannot view invoices for projects without defining terms for individual projects. If you select a project that does not have billing terms defined, you can view labor, expense, and unit transaction cost amounts. However, Vision disables all preview and print invoice command options.
Batch Billing	Select the **Use default terms for draft invoices** option on the Batch Billing tab of Batch Billing to use default terms when a project does not have billing terms defined.

Application or Feature	Description
	If this option is not selected, Vision does not print invoices for projects that do not have billing terms defined. Final invoices do **not** use default terms for projects without defined billing terms.
Unbilled Detail and Aging Report	Select the **Use Reporting Default Terms** option on the Unbilled Detail and Aging Options tab of **Reporting** » **Billing** to use Reporting Default Terms.
Revenue Generation (for calculating WIP @ Billing)	The **Use project reporting default terms for revenue method ' W'** option allows you calculate revenue for projects that do not have billing terms defined (including fee only jobs). Selecting this option tells Vision to use the project default terms when generating revenue for regular projects. If this option is not selected, Vision does not calculate revenue for projects without defined billing terms.
Project Reporting at Billing Rates and Refresh Project Billing Extensions Utility	Reporting default terms are used by default when you generate reports at billing rates, or when you refresh project billing extensions for projects that do not have billing terms defined. These terms can also be used to calculate fees for fee only jobs. Select the **Use for Project Reporting and Revenue Generation, but not for Invoices** option on the Labor, and/or Exp/Con/Unit tab, you can run project reports at billing rates to determine how much to charge for your fee-based job, and the labor, expenses, or unit charges will not display on the invoice.

General Billing Setup Overview

Use the Billing Setup form to configure Billing. You can modify setup options at any time.

If you use the Multicompany feature, you must set up Billing separately for each company. On the Vision Navigation menu, click **Utilities** » **Change Company**, and select the next company for which you want to select billing configuration options.

Fields and Options

Use the Billing Setup form to specify invoice settings and related accounts and fees.

Billing Setup Form

You use the Billing Setup form to specify how you want to use the Billing application.

Display the Billing Setup Form

You display the Billing Setup form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Billing** » **General**.

Toolbar of Billing Setup

Use the toolbar options to save the settings that you enter, to print a Billing Setup report, and to access the online help for Billing Setup.

Contents

Field	Description
Save	Select this option to save the information that you have entered.
Print	Select this option to print a report showing the current state of your Billing Setup. The report shows the choices you have made on all of the Billing Setup tabs.
Help	Select this option to open the online help system.

General Tab of Billing Setup

Use the General tab to specify general billing setup options, including the Information you want to display on invoices, billing session options, and an invoice numbering method.

Contents

Field	Description
Print Firm Name	Select this option to print your firm's name on your invoices. You specify the firm name on the General tab in **Configuration** » **General** » **Company Settings**. This option applies to projects using the default invoice template. Do not select this option if your invoices print on letterhead or stationery that already has your firm's name.
Print Firm Byline	Select this option to print your firm's byline. You specify the firm byline in the **Byline** field on the General tab in **Configuration** » **General** » **Company Settings**. This option applies to projects using the default invoice template.
Print Firm Address	Select this option to print your firm's address on the first page of your invoices. You specify the firm address on the General tab in **Configuration** » **General** » **Company Settings**. This option applies to projects using the default invoice template.
Print Project Number	Select this option to print the project number on your invoices. This option applies to projects using the default invoice template.
Print Invoice Number	Select this option to print the invoice number on your invoices. This option applies to projects using the default invoice template.

Field	Description
Combine Project and Invoice	Select this option to print the project and invoice number together. For example, assume that you print an invoice for project 92005.00 and the next invoice number is 0000222; Vision prints 92005.00-0000222. This option applies to projects using the default invoice template.
Print Project Name	Select this option to print the project name on your invoices. This option applies to projects using the default invoice template.
Print Invoices with only AR	Select this option to print an invoice if there are outstanding accounts receivable on file for the project (and no billable detail), and one or more of the **Print AR** options in the project's billing terms is selected. This feature is used only with Batch Billing (both draft and final).
Print Total Now Due	Select this option to display the Total Now Due amount after the Outstanding Invoices section of the invoice. This amount represents the amount currently outstanding plus the Total This Invoice amount from the current invoice. This option applies to projects using the default invoice template. If you do not have one or more of the Print AR options selected in the project's billing terms, this amount will not appear on the project's invoice. If you are displaying outstanding accounts receivable by phase or task, only the total now due will be listed for each phase or task and not for the total invoice. If you are displaying outstanding accounts receivable by project, the total now due will be listed for the entire invoice. Note that if the billing terms use a custom invoice template, you need to select the **Print Total Now Due** option from the General tab of the Invoice Template Editor for that template, in additional to selecting the option here, for this feature to be enabled.
Print Assigned Invoice Number	Select this option if you want assigned invoice numbers to print on draft invoices in Interactive or Batch Billing. The invoice number that you enter in the Assign Invoice Number form in Interactive Billing prints on the first page of the invoice, in the header on subsequent invoice pages, and on the Billing Backup report when you generate draft invoices. **<Draft>** also prints below the assigned invoice number on the first page of the invoice. In Interactive Billing, the assigned invoice number also displays when you select **Invoice**, **Edit** to edit an invoice in a third-party software application. For an invoice edited outside of Vision, you must manually delete **<Draft>** before printing final invoices.
Invoice Addressee	This field allows you to select the line of text (such as Billing Client, Billing Contact) that Vision will use for the first line of the client's address on invoices. The address you enter will be the default addressee for session options in Interactive and Batch billing. The available lines of text (such as Billing Client, Billing Contact) are established in Project Info Center.

Field	Description
Address Start	Enter the number of inches or millimeters below the standard address placement for the address to start printing. The units in which you enter the measurement should match the type of units currently selected in the **Unit of Measure** field on the Miscellaneous tab of Billing Setup. If you enter zero, Vision does not change the standard address placement.
Page 2 Start	Enter the number of inches or millimeters below the standard page two start placement for the first line on the second (and subsequent) pages of your invoices to start printing. This dimension is used for invoices if no dimension is entered in **2nd Page Top** for the invoice template. The units in which you enter the measurement should match the type of units currently selected in the **Unit of Measure** field on the Miscellaneous tab of Billing Setup. You cannot enter a negative number in this field. If this field value is used for an invoice, white space equal to the sum of this dimension and **2nd Page Header Height** in the invoice template will also appear on the first page of the invoice, though the second page header itself is not displayed on the first page. Microsoft SQL Server Reporting Services 2008 R2 and later versions were intentionally designed to insert this white space when suppressing the header on the first page.
Print Contact Title	Select this option if you want to include the Contact title on the invoice.
Print Contact Prefix and Suffix	Select this option if you want to include the contact prefix and suffix on the invoice.
Invoice Footer	Enter a default footer message to print at the end of the invoice. Vision automatically wraps to a second footer line when you enter more than 70 characters. You do not have to enter a carriage return to get a second line. To create more than two footer lines, however, set the insertion point where you want each line to break and press ENTER. If you are using SQL Server 2005 Reporting Services and you press ENTER to break a footer line, "garbage" characters appear in the footer if you export the invoice to the RTF file format or to Microsoft Word. This is due to a limitation of SQL Server 2005 Reporting Services. If that occurs, you can edit the RTF or DOC file to clean up the footer text.
Numbering Method	Select a method for automatically assigning numbers to invoices and credit memos that you create in Interactive Billing and Batch Billing. The options are: ▪ **Companywide** — Use this method if you want one invoice numbering system applied across all projects. You enter the starting (next) invoice number on this tab.

Field	Description
	▪ **Project** — Use this method if you want to assign a separate invoice numbering system for each project. You enter the starting (next) invoice number on the Misc tab in Billing Terms for each project.

Invoice Numbers Options

Field	Description
Next Company Wide Invoice Number	When you select **Companywide** in the **Numbering Method** field, enter the next (starting) invoice number to use. This number prefills in the **Next Company Wide Invoice Number** field on the Billing Session Options dialog box in Interactive Billing or Batch Billing when you create an invoice. When you override the prefilled invoice number on the Billing Session Options dialog box, the **Next Invoice Number** field on the General tab of Billing Setup is updated with that invoice number.
Allow Changes to Next Invoice Number	Select this check box if you want users to be able to change the automatically assigned invoice number for invoices and credit memos on the: ▪ Billing Session Options dialog box in Interactive Billing or Batch Billing, if you selected the **Companywide** numbering method. ▪ Misc tab of Billing Terms for a project, if you selected the **Project** numbering method. ▪ Assign Invoice dialog box in Interactive Billing, if you selected either the **Companywide** or **Project** numbering method.

Interactive Billing Session Options

Field	Description
Default to Show Non-billables	Select this option to include all non-billable transactions by default on the Labor and Expenses detail tabs in Interactive Billing. Vision will not display these items on the invoice. By default, the detail tabs will show all expense/unit charges (units billed as expenses) posted to reimbursable expense accounts and labor charges posted to any labor code except the non-billable labor code. This feature is useful to find items that may have been posted to the wrong account or labor code. If you select this option, the following transactions appear on the detail tabs in Interactive Billing: ▪ Any labor posted to the non-billable labor code on the Labor detail tab. ▪ Any expenses posted to direct expense accounts on the Expenses detail tab. Typically, this feature can be used with fee jobs. By displaying non-billable transactions, you can better estimate the fee amount or the fee percent

Field	Description
	complete. This flag may also help you catch any item that was incorrectly posted for a non-fee project. Deltek suggests enabling this feature.
Allow Changes to Show Non-billables	Select this option if, during Interactive Billing, you want users to have the ability to change the **Show non-billables on detail tabs** option on the Billing Session Options dialog box.
Default to Disable Upset Limits	Select this option if you want Vision to calculate final invoices by default in Interactive and/or Batch Billing without applying any upset limits. This feature is useful if you are using upset limits to budget your projects, but do not bill them in this way.
Allow Changes to Disable Upset Limits	Select this option if you want users to have the ability to change the **Disable Upset Limits** option on the Billing Session Options dialog box. Use the **Disable Upset Limits** option if you want to calculate final invoices in Interactive and/or Batch Billing without applying upset limits. This feature is useful if you are using upset limits to budget your projects, but are not required to bill them in this way.

Accounts Tab of Billing Setup

Use the Accounts tab to specify the default revenue accounts to be used for billing categories, such as Fee, Labor, and Consultants. During final invoice processing, Vision automatically creates invoice transaction records charged to these accounts.

However, any or all of these accounts can be overridden on the Misc tab of Billing Terms for individual projects.

For any account, you can enter an account in the field or click **Search** in the field and select an account on the Account Lookup.

Contents

Field	Description
Fee	Enter the revenue account number for fee billings. In the **Invoice Label** column, enter the label used for the fee section in the **Billing to Date** section on invoices.
Labor	Enter the revenue account number for labor billings. In the **Invoice Label** column, enter the label used for the labor section in the **Billing to Date** section on invoices.
Consultant	Enter the revenue account number for consultant expense billings. In the **Invoice Label** column, enter the label used for the consultant section in the **Billing to Date** section on invoices.

Field	Description
Expense	Enter the revenue account number for reimbursable expense billings. In the **Invoice Label** column, enter the label used for the expense section in the **Billing to Date** section on invoices.
Unit	Enter the revenue account number for unit billings. In the **Invoice Label** column, enter the label used for the unit section in the **Billing to Date** section on invoices.
Add-on	Enter the revenue account for add-on fees. In the **Invoice Label** column, enter the label used for the add-on section in the **Billing to Date** section on invoices.
Tax	In the **Invoice Label** column, enter the label used for the tax section in the **Billing to Date** section on invoices.
Interest	In the **Invoice Label** column, enter the label used for the interest section in the **Billing to Date** section on invoices.

Fees Tab of Billing Setup

Use the Fees tab to specify options for fee billing.

When you select either **Enable Entry of Fee by Billing Category** or **Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail**, this change does not update the billing terms for existing projects.

If you want to apply these options to existing projects, and you do not want to update the billing terms for each of those projects individually, you can use the Search and Replace utility to set the value of the **BT.FeeByDetailEnabled** field to **Y** for multiple projects.

Contents

Field	Description
Enter Prior Fee Billing in Billing Terms	Select this check box to enter the prior fee billings-to-date manually in Billing Terms. If you do not select this check box, Vision calculates prior fee billings-to-date based on actual posted invoice amounts.
Enable Scheduled Billing	Select this check box to enable the Scheduled Billing feature. Use this feature to set up fee-based contracts so that invoices are automatically generated in Batch Billing and Interactive Billing. Invoices are based on a schedule of invoicing dates and percent complete or milestone amounts entered in the project's billing terms. When you select this check box, the following items display in Vision: ▪ A **Scheduled Billing** check box and grid on the Fees tab on the Billing Terms form.

Field	Description
	▪ A **Bill Scheduled Invoices Thru** field in the Billing Session Options dialog box in Interactive Billing and Batch Billing. ▪ The **Exclude Previously Billed** and **Scheduled Billing Date Range** fields on the General tab of the Options dialog box for the Fee Remaining report (**Reporting** » **Billing**). You can turn the Scheduled Billing feature on or off at any time. If you turn it off after you have turned it on and entered scheduled billing information in Billing Terms, the scheduled billing information in Billing Terms no longer applies. You may need to adjust the billing terms for those projects. If you turn the Scheduled Billing feature back on again, the scheduled billing information previously entered in Billing Terms is available again; you do not have to reenter it. If you use the Multicompany feature, you must turn on and set up the Scheduled Billing feature for each company in your enterprise, as needed. All lower work breakdown structure levels of a project follow the scheduled billing settings for the main project to which they belong. For example, if a main project belongs to a company that has the Scheduled Billing feature enabled and several of the project's phases or tasks belong to a company that does not have the Scheduled Billing feature enabled, you can still set up scheduled billing for the phases or tasks because the main project belongs to a company that has the Scheduled Billing feature enabled. If you use billing groups, all projects in a billing group follow the Scheduled Billing settings for the main project of the group.
Enable Entry of Fee by Billing Category	Select this check box if you want to enter separate fee amounts by billing category in Billing Terms. This setting can be overridden in the billing terms for individual projects. ▪ If **Enable tracking for this many revenue categories** is selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts on the Billing Terms form for each revenue category defined on the Accounting Company Settings form. For projects with phase billing, you can enter fee amounts for those categories for each billing phase. Those fee amounts are posted to the accounts in **Fee Invoice Billed** on the Accounting Company Settings form for each of the revenue categories. (After you select this option, go to the Revenue tab of the Accounting Company Settings form and enter a revenue account in **Fee Invoice Billed** for each of your revenue categories.) ▪ If **Enable tracking for this many revenue categories** is **not** selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts for labor, consultants, and expenses on the Fees tab of the Billing Terms form. For projects with phase billing, you can enter these three fee amounts for each billing phase.The fee amounts are posted to fee billed revenue accounts specified for labor,

Field	Description
	consultants, and expenses, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project. If you do not select this check box, fee entry by category is not available, and the related fields do not appear on the Billing Terms form. If you select this check box, you cannot also select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail.**
Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail	Select this check box to enable the allocation of fee revenue based on the detailed transactions associated with the invoice. This setting can be overridden in the billing terms for individual projects. If you select this check box, the fee amount is allocated to labor, consultants, expenses, and units based on the total amount of transactions for each of these billing categories. Those allocated amounts are posted to fee billed revenue accounts associated with the billing categories, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project. (For units, you can override the company default account either in the Units Info Center or on the Billing Terms form for the project.) If you do not select this check box, the fee amount is not allocated by billing category. The entire fee amount is posted to the billed revenue account for fees specified on the Accounts tab of the Billing Setup form. If you select this check box, you cannot also select **Enable Entry of Fee by Billing Category.**
Calculate Transaction Values At	If you select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail**, indicate in this field if you want Vision to calculate the value of transactions based on their billing value or their cost amounts. If you select **Billing**, Vision allocates fee revenue to each billing category equal to the total billing value of the transactions for that category that are associated with the invoice. ▪ Because the billing amounts of transactions included in fee billing are 0, Vision uses the current project billing terms to calculate the transaction billing values, not the billing information from the transactions themselves. If the project does not have applicable billing terms for a transaction (no labor billing terms, for example), Vision uses the reporting default billing terms to calculate the billing value. ▪ The transaction billing totals include non-billable charges (expenses posted to direct expense accounts, for example) in addition to the billable charges (those with Bill status). ▪ The billing value for a direct expense is its cost, unless another value is specified in an applicable billing rate table.

Field	Description
	▪ Labor transactions with a non billable labor code have a 0.00 billing value. ▪ Held, written off, deleted, and Suppress Bill charges are not included in the calculation of the total billing values. If you select **Cost**, Vision allocates fee revenue to each billing category equal to the total cost amount of the transactions for that category that are associated with the invoice. ▪ Costs for written off and deleted charges are included along with those for billable charges. ▪ Costs for held and Suppress Bill charges are not included. Any difference between the fee amount for the invoice and the sum of allocated fee revenue amounts is posted to the account you specify in the **Over/Under Billed Account** field.
Over/Under Billed Account	Enter the revenue account to which you want Vision to post the difference between the fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account. **Example:** If the fee amount for the invoice is 10,000, and the total allocated revenue calculated from transaction detail is 9,000, Vision posts the remaining 1,000 of revenue to this account. This account must be mapped on the Invoice Mapping Accounts tab of the Accounts Receivable Configuration form (**Configuration** » **Accounting** » **Accounts Receivable**). If your firm uses the Multicompany feature, you specify an over/under billed account for each of your companies. Vision always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, Vision posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.

Include Transactions From

The transaction types that you select determine the transactions included in the calculation of the fee billed revenue amounts for billing categories. These selections apply to all projects for which fee revenue is allocated based on transaction detail.

For example, if you select only Labor and Consultant - Direct, Vision only calculates fee revenue for those billing categories and only includes transactions for those categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.

Field	Description
Labor	Select **Labor** to include labor transactions in the calculation of fee revenue allocations.

Field	Description
	If you select **Billing** in **Calculate Transaction Values At**: ▪ Billable labor charges are included. ▪ All other labor charges are excluded. If you select **Cost** in **Calculate Transaction Values At**: ▪ Billable, written off, deleted, and non-billable labor charges (charges with non-billable labor codes) are included. ▪ Held and Suppress Bill labor charges are excluded.
Consultants Expenses	Select **Consultant - Direct** to include direct consultant expense transactions in the calculation of fee revenue allocations. Select **Consultant - Reimb** to include reimbursable consultant expense transactions in the calculation of fee revenue allocations. Select **Expense - Direct** to include direct expense transactions in the calculation of fee revenue allocations. Select **Expense - Reimb** to include reimbursable expense transactions in the calculation of fee revenue allocations. These options enable you to allocate fee revenue correctly when, for example, you include direct expense and direct consultant transactions in the fee but bill reimbursable expense and reimbursable consultant transactions separately. If you select **Billing** in **Calculate Transaction Values At**: ▪ Billable and non-billable charges of the designated type are included. ▪ Held, written off, deleted, and Suppress Bill charges are excluded. If you select **Cost** in **Calculate Transaction Values At**: ▪ Billable, written off, deleted, and non-billable charges are included. ▪ Held and Suppress Bill charges are excluded. These options do not apply to unit transactions. Use the **Unit - Direct** and **Unit - Reimb** check boxes to include unit transactions.
Units	Select **Unit - Direct** to include unit transactions posted to direct expense accounts in the calculation of fee revenue allocations. Select **Unit - Reimb** to include unit transactions posted to reimbursable expense accounts in the calculation of fee revenue allocations. These options enable you to allocate fee revenue correctly when, for example, you include direct unit transactions in the fee but bill reimbursable unit transactions separately. Whether or not the unit is billed as an expense or has a billing amount defined does not matter.

Miscellaneous Tab of Billing Setup

Use this tab to specify miscellaneous Billing setup options.

Contents

Field	Description
Release Holds Automatically	Select this check box if you want all Held (H) detail items for a project to be changed automatically to Billable (B) when you accept an invoice.
Enable effective dates for labor billing rates	When you select this check box, the following occur: ▪ An **Effective Date** column displays in the billing rate tables; however, entry is not required. You use this option in conjunction with the Date Based Rates feature. ▪ Revenue Generation honors effective dates for billing labor rate tables, labor category tables, and labor code tables when calculating rates and extensions. ▪ The Refresh Billing Extensions utility honors the effective dates for billing labor rate tables, labor category tables, and labor code tables when recalculating billing extensions for transactions. ▪ The **Use Rate Tables with Effective Dates** option becomes available on the Rates tab of Plan Settings Configuration. After you enable this feature and create rate tables with effective dates, you cannot turn off effective dates for rate tables until you delete all effective dates from existing rate tables. However, it is probably rare that this feature will ever be turned off once turned on.
Include Add-ons when Reporting at Billing Rates	Select this check box to include add-on fee charges when calculating billing extensions for project reports at billing rates. This setting lets you include add-ons in the billing extension calculation in postings and in the Billing/ Refresh Billing Extension procedure.
Non-billable Labor Code	Enter the labor code (for example, A009) or labor code mask (for example, ___9) that you want Vision to treat as non-billable. If employees enter this labor code combination on their timesheets, the billing rate for the timesheet line item is 0.
Unit of Measure	From the drop-down list, select the unit of measure to use for the measurements that you enter in the **Address Start** and **Page 2 Start** fields on the General tab of the Billing Setup form. The **Unit of Measure** options are **Inches** and **Millimeter.** When you switch from one unit of measure to the other, the measurements in the measurement fields on the General tab are automatically converted to the new unit of measure. (1 inch = 25.4 millimeter)

Field	Description
Enable Invoice Approvals	Select this check box to turn on the Invoice Approval feature. After you turn it on: ▪ The **Invoice Approval Process** menu item displays in **Configuration** » **Billing**. On the Invoice Approval Process form, you set up invoice approval processes to use for your projects. An approval process defines who can approve and reject invoices and how and when notification alerts are sent. ▪ An **Enable Invoice Approvals** check box and an **Approval Process** field display on the Misc tab in **Configuration** » **Billing** » **Default Terms** and on the Misc tab in **Billing** » **Billing Terms**. In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms. For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects. If you use the Multicompany feature, you enable invoice approvals for each company.
Default Approval Process	From the drop-down list, select the invoice approval process to use for projects that require invoice approvals when the **Approvals Process** field on the Misc tab in **Billing** » **Billing Terms** for a project is blank. Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the **Approvals Process** field in a project's billing terms. The default approval process that you enter on the Misc tab in **Configuration** » **Billing** » **Default Terms** prefills in the **Approvals Process** field in **Billing** » **Billing Terms** for new projects that you create. Until you set up your own approval processes in Invoice Approvals (**Configuration** » **Billing** » **Invoice Approval Process**), only the **Default** approval process displays in the drop-down list in the **Default Approval Process** field.
Enable Pre-Invoices	Select this check box to turn on the Pre-Invoices feature for the active company. This feature allows you to produce a "request for payment" invoice that is not recorded in the general ledger. When you select this check box: ▪ A Pre-Invoice tab displays in **Billing** » **Billing Terms**. Use it to toggle between generating pre-invoices and regular invoices for a project in Interactive Billing and Batch Billing and to enter other pre-invoice settings for a project.

Field	Description
	▪ A **Pre-Invoice** item displays in the Section Order section of the Sections tab in the **Billing** » **Invoice Template Editor**. This allows you to add a pre-invoice section to an invoice template and select other options for the section. ▪ A **Pre-Invoice** column displays in the grid for cash receipts entry in **Transaction Center** » **Transaction Entry**, to allow you to apply cash receipts to a pre-invoice. ▪ A **Pre-Invoices** column and a **Cancel** button display on the Invoices on File dialog box in **Billing** » **Interactive Billing**. These allow you to preview pre-invoices and manually cancel unpaid pre-invoices. ▪ A **Print Pre-Invoices** check box displays on the Options tab for the AR Aged report in **Reporting** » **Accounts Receivable**.
Pre-Invoice Receipt Offset	This field is enabled when you select the **Enable Pre-Invoices** check box. Use the Account lookup in this field to select the general ledger account to credit when cash receipts are posted to pre-invoices. This account must be set up in the Accounts Info Center as a balance sheet account or an Other Charges account (type of account). This account is typically a liability account.
Overtime Indicator	This field defaults to display **Ovt** as the indicator for overtime amounts on Invoice reports. You can change this indicator to any three-digit alphanumeric indicator to support your business requirements. For example, the Dutch indicator for overtime is **Ovw** for "Overwerk."

Learn More About...

If you're new to Vision Billing, you may want to review guidelines before you complete setup.

Fee Billed Revenue Posting Options

As part of configuring Billing, you should consider how you want to post fee billed revenue to the general ledger.

By default, when you generate a final invoice, all fee billed revenue is posted to a single account, either a company-level default account specified on the Accounts tab of the Billing Setup form (**Configuration** » **Billing** » **General**), or an override account entered for the individual project on the Misc tab of the Billing Terms form.

If the project has work breakdown structure (WBS) levels below the level at which the fee is billed, Vision does not distribute fee billed revenue to those lower levels.

Alternative Approaches

For many firms, this approach is adequate. However, Vision offers two alternatives that offer a more detailed breakdown of fee billed revenue:

- Post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.

- Post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Firms that implement one of these alternatives generally do so for these reasons:

- They want to match up income with related expenses on their financial statements.
- They want improved alignment of fee income with expenses on project reports such as the Project Earnings report.
- They want a more accurate distribution of fee income to phases and tasks.
- They want more precise employee realization data.

Allocating Fee Revenue Based on Transaction Detail

An alternative to posting all fee billed revenue to a single account is to have Vision post to multiple accounts based on the transaction detail that underlies the fee.

For example, if your fee contracts commonly include labor, direct consultants, and direct expenses in the fee, you can set up Vision to automatically calculate revenue amounts for each of those types of charges, based on either their total billing value or total cost, and post those amounts to three separate revenue accounts.

Any difference between the actual fee amount and the sum of the revenue amounts calculated from transaction detail is posted to a revenue account that you specify (usually a labor billed revenue account).

For projects with lower WBS levels, Vision posts the revenue to those levels based on the transaction detail and also allocates the over/under billed amount based on each lower level WBS component's proportion of the total amount for labor transactions.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. Vision calculates and displays fee billed amounts, percent completes, prior billing totals, and so on, in exactly the same way on invoices, whether or not you select this option.

The option to post to multiple accounts based on the transaction detail works best if your fee billing amounts tend to closely approximate the actual billing value or cost of the transactions associated with each invoice.

Example: When You Bill

Assume that the following are true for your company:

- The default fee billed revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- On the Fees tab of Billing Setup, you select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transactions Detail** and specify these settings:
  - **Calculate Transaction Values At**: Billing
  - **Over/Under Billed Account**: 409.00
  - **Include Transactions From**: Labor and Consultant – Direct

You set up a new project with fee billing terms at the project level and select **Allocate Billed Revenue on Fee Invoices Based on Transactions**. The project has two WBS levels, project and

phase. You do not enable posting by billing phase, and you do not override the default fee billed revenue accounts.

When you generate an invoice with a $10,000 fee billing amount, Vision calculates transaction amounts as follows:

- Total billing value of the labor transactions = $5,000: $2,000 for Phase 1 and $3,000 for Phase 2.
- Total billing value of the direct consultant transactions = $4,000: $1000 for Phase 1 and $3000 for Phase 2.
- Difference between the actual fee billing amount ($10,000) and the sum of the included labor and direct consultant transactions ($9,000): $1000

Based on these calculations, Vision posts to accounts as follows:

- $5,000 to account 401.00 based on the labor transactions
- $4,000 to account 421.00 based on the direct consultant transactions
- $1,000 to account 409.00 for the over/under billed amount

These posted amounts are further broken down by phase:

- Labor: $2,000 to Phase 1, $3,000 to Phase 2
- Direct consultants: $1000 to Phase 1, $3000 to Phase 2
- Over/under billed (based on percentage of the total billing value of labor transactions):
  - $400 to Phase 1: (2,000 / 5,000) × 1,000 over-billed amount
  - $600 to Phase 2: (3,000 / 5,000) × 1,000 over-billed amount

When you display the invoice information in the Invoice Accept dialog box, the grid displays these allocations by account and phase, all with **Fee** in the **Invoice Section** column of the grid.

Invoice Transaction Detail Report

The Invoice Transaction Detail report (**Reporting** » **Accounts Receivable**) is designed to support the option to post fee invoice revenue based on transaction detail. Use that report to review the transaction detail that Vision uses to allocate and post fee billed revenue amounts for invoices to revenue accounts and WBS levels.

For each invoice, the report provides complete transaction detail, grouped and subtotaled by general transaction type (labor, consultant, and expenses). You have the option to also display the invoice total amount and totals for each of the invoice sections: fees, labor, reimbursable expenses, and so on.

In addition to posted transactions, the report includes any billing-only transactions created in Interactive Billing. The detail on this report matches the detail displayed in Interactive Billing when the invoice is posted.

Multicompany

If you use the Multicompany feature:

- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue

based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.

- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.
- If you have projects for which a fee is specified at the project level but some lower WBS levels belong to other companies, it is recommended that you select the same option—**Cost** or **Billing**—in **Calculate Transaction Values At** for all companies.
- You specify an over/under billed account for each of your companies. Vision always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, Vision posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.

Multicurrency

If you use the Multicompany feature, both billing and cost amounts are calculated in the billing currency.

If No Transaction Detail Exists

If an invoice has a fee amount but no associated transaction detail, the full fee amount is allocated and posted to the over/under billed account. Even if the project has more than one WBS level, only one WBS component receives the full fee amount.

If You Consolidate Posting

If you select **Consolidate All Posting** on the Sub-Level Terms tab of the Billing Terms form, Vision allocates fee billed revenue to the applicable revenue accounts based on transaction detail. However, rather than allocating the fee to WBS components based on transactions, Vision posts the entire fee amount for the invoice to the phase specified in **Phase to Post** (or to the phase in **Phase to Post** and the task in **Task to Post**, if the project has three WBS levels).

If You Enable Posting by Billing Phase

If you enable posting by billing phase for a fee, Vision determines allocations for each billing phase separately. For example, if the Schematic Design billing phase is set up to post to phase 01, Vision only considers transactions for phase 01 when determining how to allocate the fee billed revenue for the Schematic Design billing phase to labor, consultant, expenses, and unit.

Fees for Multiple WBS Levels

Deltek recommends that you do not set up fees at more than one WBS level for the same project (for example, a fee at the project level and another fee at the phase level). The fee billed revenue allocations would probably not be correct in that case.

Setting Up Allocation of Fee Revenue Based on Transaction Detail

As part of configuring Billing, you may decide to post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.

Enable the Option in Billing Setup

To enable this option for your company, you complete the following steps on the Fees tab of Billing Setup (**Configuration** » **Billing** » **General**):

1. Under **Invoice Posting**, select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transactions Detail**.
2. In **Calculate Transaction Values At**, indicate if you want Vision to calculate the value of transactions based on their billing values or their cost amounts.
3. In **Over/Under Billed Account**, enter the revenue account to which you want Vision to post the difference between the actual fee amount and the sum of fee billed revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.
4. Under **Include Transactions From**, select the transaction types you want to include in the calculation of fee revenue amounts.

   For example, if you select only **Labor** and **Consultant - Direct**, Vision only calculates fee revenue for labor and direct consultant expense, and only includes transactions for those two categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.

For detailed instructions, see the Fees Tab of Billing Setup help topic.

Apply to Existing Projects

When you enable this option, existing projects are not affected. If you want to implement this option for existing projects, do either of the following:

- Display each project's billing terms and select **Allocate Billed Revenue on Fee Invoices Based on Transactions** on the Fees tab.
- Use the Search and Replace utility (**Utilities** » **Advanced Utilities** » **Search and Replace**) to select **Allocate Billed Revenue on Fee Invoices Based on Transactions** for multiple projects with one update process.

Select the Option in Billing Terms

If you enable the option to post fee billed revenue based on transaction detail, the **Allocate Billed Revenue on Fee Invoices Based on Transactions** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms.

If posting revenue based on transaction detail is not appropriate for the project, you can clear that check box. In that case, Vision posts fee billed revenue to a single account.

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form. The default accounts that you can override include the account entered in **Over/Under Billed Account** on the Fees tab of Billing Setup.

If you select a fee method other than No Fee Billing, you can select **Allocate Billed Revenue on Fee Invoices Based on Transactions** at any level of the WBS at which you can set up fee billing.

Allocating Fee Revenue by Billing Category

An alternative to posting all fee billed revenue to a single account is to have Vision post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Vision allocates revenue to the accounts linked to billing categories based on information you enter in individual billing terms prior to generating the invoice. The disadvantage of this option is that it requires more data entry that posting revenue based on transaction detail, but one advantage is that you have more control over the allocated amounts because they are not tied to the associated transactions.

This option works best if you bill ahead or if, for other reasons, your fee billing amounts are not directly linked to the actual billing value or cost of the transactions associated with each invoice.

If your company uses revenue categories in Vision, you can set up billing terms to calculate revenue amounts for any of your revenue categories. If you do not use revenue categories, you can set up the billing terms to calculate revenue amounts for any combination of labor, consultants, and expenses.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

Example: When You Bill

Assume that the following are true for your company:

- Your company is not using revenue categories.
- The default revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- On the Fees tab of Billing Setup, you select **Enable Entry of Fee by Billing Category** under **Invoice Posting**.

Your firm negotiates a contract that calls for a $40,000 fee billed as a lump sum based on overall percent complete. When you create the billing terms for the project, **Allocate Billed Revenue on Fee Invoices Based on Category** is selected by default on the Fees tab of the Billing Terms form. You then make these additional entries:

- **Fee Method**: Overall Percent Complete
- **Fee Basis**: Lump Sum
- **Fee Billing**:

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
Labor	25,000.00			
Consultant	15,000.00			

In preparation for the first invoice for the project, you enter a percent complete for each of the categories on the Fees tab of the Billing Terms form, and Vision calculates the fee-to-date amounts:

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
Labor	25,000.00	20.0000	5,000.00	
Consultant	15,000.00	10.0000	1,500.00	

Because there has been no prior fee billing, the fee amount to be billed on the invoice is $6,500. The overall percent complete displayed on the invoice is 16.2500: (6,500 / 40,000) × 100.

When you generate the invoice, Vision does the following:

- Allocates $5,000 to account 401.00 based on the fee information entered for the labor category
- Allocates $1,500 to account 421.00 based on the fee information entered for the consultant category

When you display the invoice information in the Invoice Accept dialog box, the grid displays those two revenue account distributions for the Fee invoice section.

The revenue posted to each of the accounts is calculated as **Fee to Date** – **Prior Fee Billing**. For subsequent invoices, the posted amounts will be less than the amounts in **Fee to Date** because the prior fee billing amounts will no longer be 0.00.

Billing Phase Fee Calculation for the Percent Complete by Phase, as Percent of Fee Method

If you select **Percent Complete by Phase, as Percent of Fee** as the **Fee Method** on the Billing Terms form, Vision calculates the current fee for a billing phase/billing category combination based on the overall category fees.

For example, assume that the total fee for labor for the project is $80,000 (80% of the overall fee) and the total fee for consultants is $20,000 (20% of the overall fee). If the total billing phase fee for an invoice is $10,000, Vision allocates $8,000 (80%) of that phase fee to the labor category and $2,000 (20%) to the consultants category.

Setting Up Allocation of Fee Revenue by Billing Category

As part of configuring Billing, you may decide to post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Enable the Option in Billing Setup

To enable this option for your company, select **Enable Entry of Fee by Billing Category** under **Invoice Posting** on the Fees tab of Billing Setup (**Configuration** » **Billing** » **General**).

If your company is using revenue categories, go to the Revenue tab of the Accounting Company Settings form (**Configuration** » **Accounting** » **Company Settings**) and select fee billed revenue accounts for each of your revenue categories.

When you enable this option, existing projects are not affected. If you want to implement this option for an existing project, display that project's billing terms, activate the feature on the Fees tab, and enter the fee information for the applicable billing categories.

For detailed instructions, see the Fees Tab of Billing Setup help topic.

Set Up the Option in Billing Terms

If you enable the option to enter fee information by billing category, the **Allocate Billed Revenue on Fee Invoices Based on Category** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms.

If entering fee information by category is not appropriate for the project, you can clear the check box. In that case, Vision posts fee billed revenue to a single account. (You cannot select **Allocate Billed Revenue on Fee Invoices Based on Category** for billing terms for which you select **Unit Based** in **Fee Basis**, or for billing terms with both **Percent Complete by Phase, as Fixed Amount** in **Fee Method** and scheduled billing enabled.)

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form.

When you select a fee method and fee basis on the Fees tab of the Billing Terms form, Vision displays the fields you use to enter fee information by category. Those fields vary based on the fee method and basis. For example, when you set up new billing terms for a fee with **Overall Percent Complete** in **Fee Method** and **Lump Sum** in **Fee Basis**, you enter the amount that each category will contribute to the total fee over the life of the project. The sum of those amounts is the total fee. In preparation for billing, instead of entering a single percent complete, you enter a percent complete for each category included in the fee, and Vision uses that to calculate the fee amount earned to date for each category. Alternatively, you can enter fee-to-date amounts for each category, and let Vision calculate the percents complete.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. Vision calculates and displays fee billed amounts, percents complete, prior billing totals, and so on, exactly the same on the invoices whether or not **Allocate Billed Revenue on Fee Invoices Based on Category** is selected.

Pre-Invoices Overview

The Pre-Invoices feature allows you to produce a "request for payment" invoice that is not recorded in the general ledger.

Enabling Pre-Invoices

The Pre-Invoices feature is an optional feature that you turn on by company on the Miscellaneous tab in **Configuration** » **Billing** » **General**.

Invoice Templates

For projects that use pre-invoices, you use the Invoice Template Editor in Billing to create a different invoice template for each -- pre-invoices, pre-invoice cancellations, and regular invoices (final or draft).

The invoice template for each of these invoice types has a Pre-Invoice section. The Pre-Invoice section lists pre-invoices and identifies the fee amounts that have been paid, cancelled, and applied to a regular invoice.

Billing Terms

On the Pre-Invoice tab in Billing Terms for a project, you specify:

- The default pre-invoice and cancellation invoice template to use for a project.
- Pre-invoice notes that display in the **Note** column in the Pre-Invoice section of an invoice
- A phase and task (WBS2/WBS3) for cash receipts that are posted to pre-invoices (if you use phases/tasks).

Processing Pre-Invoices

When you are ready to create a pre-invoice, you complete the following actions in Billing Terms for a project before you generate the pre-invoice in Interactive Billing or Batch Billing:

- Set the fee method to **Current unit or fee**.
- Select the **Process Pre-Invoices** check box on the Pre-Invoice tab. This check box is a toggle to turn on and off pre-invoice processing in Interactive Billing and Batch Billing for a project. When the check box is selected, Interactive Billing and Batch Billing produce pre-invoices instead of regular invoices for a project. When the check box is cleared, Interactive Billing and Batch Billing produce regular invoices. Be sure this check box is appropriately selected or not selected for a project before you produce invoices in Interactive Billing and Batch Billing.
- Enter billing information and the fee amount for the pre-invoice.

Cash Receipts for Pre-Invoices

When you receive payments for pre-invoices, you apply the cash receipts to the pre-invoices in Cash Receipt Transaction Entry. You specify the default general ledger account to credit for pre-invoice cash receipts on the Miscellaneous tab in **Configuration** » **Billing** » **General**. This is typically a liability account.

Regular Invoices

Paid Pre-Invoices

The fee amount from paid pre-invoices is applied automatically to the next regular invoice (final or draft) that you generate for a project. It reduces the total billed amount on the regular invoice. The paid pre-invoices display in the Pre-Invoice section of a regular invoice.

Canceled Pre-Invoices

When you create a regular invoice (draft or final) in Interactive Billing or Batch Billing for projects with pre-invoices, all unpaid pre-invoices are canceled automatically. You can add the unpaid pre-invoice fee amounts to a regular invoice by entering them in the **Fee** field on the Fees tab in Billing Terms. The unpaid pre-invoices display in the Pre-Invoice section of a regular invoice and show that they are canceled.

Invoices on File

In Invoices on File in Interactive Billing, you can see all pre-invoices that are created for a project and print or preview them. You can also manually cancel any unpaid pre-invoices on the Invoices on File dialog box.

Reports

The AR Aged report in **Reporting** » **Accounts Receivable** has the option to include pre-invoices. Unpaid pre-invoices are included on the report.

Other accounts receivable and project reports do not include pre-invoices. Job-to-date billing and job-to-date receipt amounts on reports do not include pre-invoices or any cash receipts applied to them. Tax reports do not include pre-invoice tax amounts until they are paid.

Default Billing Terms Setup Overview

Default billing terms can help you save time setting up billing terms for each new project.

You define default billing terms in **Configuration** » **Billing** » **Default Terms**. For example, if your company performs mostly time and materials projects, you can establish default billing terms that reflect your time and materials billing practices.

After you define default billing terms, when you set up billing terms for a new project on the Billing Terms form (in **Billing** » **Billing Terms** or in the Project Info Center by clicking **Billing Terms** on the toolbar), the form prefills with the default billing terms from Billing Configuration. You can change the prefilled billing terms as needed for a project.

When you define default billing terms, you cannot specify client name or address information or phase or task billing terms. These billing terms are defined on a project-by-project basis.

Changes made to in Default Billing Terms does not affect the billing terms of projects whose billing terms are already defined. Changes are used as default entries going forward for new projects that are created after the changes are made.

Multicompany

If you use the Multicompany feature, you must set up default billing terms for each company.

How to...

When you set up default billing terms, you specify things such as invoice templates, credit templates, labor methods, and more.

Set Up Default Billing Terms

You set up standard billing terms that will act as a starting point when you create individual billing terms for projects.

The Billing section of the help provides field descriptions for the Billing Terms form, which has the same contents as the Default Billing Terms form.

To set up default billing terms for new projects, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Default Terms**.
2. On the tabs of the Default Billing Terms form, complete the default billing terms information.
3. Click **Save**.

Fields and Options

Use the Default Billing Terms form to specify invoice templates and other defaults.

Default Billing Terms Form

Use this form to set up default billing terms to help you save time when you enter billing terms for projects.

The billing terms that you enter on this form prefill on the Billing Terms form that you use to enter billing terms for projects in either of the following locations:

- **Billing** » **Billing Terms**
- **Info Center** » **Projects** — Click **Billing Terms** on the toolbar of the Project Info Center form.

You can change the prefilled entries on the Billing Terms form as needed.

Display the Default Billing Terms Form

You display the Default Billing Terms form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Billing** » **Default Terms**.

Toolbar of the Default Billing Terms Form

Use the toolbar options on the form to save and print default billing terms and access the Help system.

Contents

Field	Description
Save	Click this option to save any entries and changes that you make for default billing terms.
Print Default Terms	Click this option to print the Default Billing Terms report that shows you all the default billing terms that are entered.
Help	Click this option to open the help topic for this form.

General Tab of Default Billing Terms

Use this tab to enter default internal notes and other general billing term information.

Contents

Field	Description
Billing Client, Billing Contact, and Billing Address Fields	When you define default billing terms, you cannot specify a billing client name or address information, so these fields are not enabled. You enter a specific billing client in Billing Terms for each project.
Notes	Enter internal notes for project billing; for example, "Backup needed for invoice use." These notes are helpful if someone is creating an invoice for the project other than the person who usually processes bills for the project. You may want to enter the following type of information in this field: ▪ The backup that accompanies the invoice. ▪ The billable/non-billable expenses. ▪ The reports the project manager likes to receive with draft invoices. ▪ The frequency in which invoices are sent out (for example, bi-monthly, monthly). Notes are for internal reference only and do not display on the invoice. The notes do display in the **Notes** field on the General tab of the Interactive Billing form.
Description	Enter additional information to describe the billing terms, such as a purchase order reference. If you enter a description here, it displays in the header section of the invoice below the project number and project name. To format description text, click **Edit** to open the text editor. Most formatting that you add with the text editor, including the table format, does not display on invoices that you print from Vision. However, the formatting does display when you preview or download the invoices. This is due to limitations in Microsoft SQL Server Reporting Services. By default, a default invoice template will be shown with HTML formatting in this field.
Invoice Template	From the drop-down list, select the invoice template to use when an invoice is created for a project. The list can include default templates provided by Deltek and custom templates that you create with the Invoice Template Editor. If your firm sets up **Record Level View** access for invoice templates, you may be limited to only those templates selected by your Vision administrator. Record Level View settings are on the Record Access tab in **Configuration** » **Security** » **Roles**.

Field	Description
	Changing the invoice template in Default Billing Terms does not affect the invoice template selected for projects whose billing terms are already defined. It affects only the billing terms for the new projects that you create after you change the default template.
Credit Template	From the drop-down list, select the credit template to use when credit memos are created in Interactive Billing for an invoice for a project. The drop-down list in the **Credit Template** field includes the Deltek-provided **Default** template and any custom invoice templates that are created using the Invoice Template Editor. These are the same templates that are included in the **Invoice Template** drop-down list. When you use the **Default** template for credit memos, the credit memo displays a Credit Memo box at the top, instead of an Invoice Box. If your firm sets up **Record Level View** access for invoice templates, these settings also apply to the credit template. This affects whether or not you can select templates in this field. Record Level View settings are on the Record Access tab in **Configuration** » **Security** » **Roles**. Changing the credit template in Default Billing Terms does not affect the credit template selected for projects whose billing terms are already defined. It affects only the billing terms for the new projects that you create after you change the default template.

Labor Tab of Default Billing Terms

Use this tab to enter a default labor method, invoice detail, and reporting default terms options to use when billing labor for projects.

Contents

Contents

Field	Description
Method	Select the labor method to determine how Vision extends labor charges on an invoice.
Overtime Method	Enter the method to use when extending overtime charges for labor charged to the project. There are three overtime methods: ▪ **Bill ovt premium as cost**: Bills the premium part of overtime at the end of the labor billing section, as if it were a cost. The premium is the portion of overtime pay that is greater than straight time pay. To generate an overtime premium, at the time of labor costing, the employee must have an overtime markup greater than 100%. The standard overtime markup is specified in the Job Cost **Ovt**

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
Pct field on the Accounting tab of the Employee Info Center. Secondary overtime markup is specified in the Job Cost Ovt-2 Pct field.

For standard overtime hours, you can apply a multiplier to the premium by entering one of the following in the Ovt Multiplier field:
<table>
<tr><th>Overtime Multiplier</th><th>Result</th></tr>
<tr><td>1.0</td><td>Bills the premium at cost.</td></tr>
<tr><td>Greater than 1.0</td><td>Marks up the premium.</td></tr>
<tr><td>0.0</td><td>Prevents the premium cost from being billed.</td></tr>
</table>
If you track secondary overtime hours, you can enter a separate multiplier, just for secondary overtime hours, in the Ovt-2 Multiplier field.

▪ Sep ovt with employee percent: Bills hours at a multiple of the employee's billing rate (set in Employee Info Center) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to control labor billing markups by employee.

▪ Sep ovt with project multiplier: Bills hours using a project multiplier (set from Labor tab of Billing Terms) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to establish the same labor billing markup for all employees working on the project.
</td></tr>
<tr><td>Multipliers</td><td>Enter the multipliers to apply to the labor billing amount. You can specify up to three multipliers. If you choose to show these multipliers, the first multiplier is included in the rate for the employee (not shown on the invoice). The other two multipliers appear on the invoice at the end of the labor section. Labor multipliers are cumulative. Vision applies the first multiplier, then applies the second multiplier to the result, and so on.</td></tr>
<tr><td>Overtime Multiplier</td><td>Enter an overtime multiplier to use with employees who receive a premium rate on overtime hours, rather than a straight time rate. For example, if you want to bill at the regular overtime rate, as specified on the Accounting tab of the Employee Info Center, enter 1 here. If you want to bill the employee's overtime hours using the straight time rate, enter 0.

The employee must designate hours worked as overtime on his or her timesheet for this multiplier to be applied to overtime hours.</td></tr>
<tr><td>Overtime 2</td><td>Enter a percentage by which to multiply secondary overtime hours. Secondary overtime is overtime costed at a higher or lower rate than standard overtime (often at 200% of the employee's job cost rate). Vision applies the Overtime-2 Percentage you enter in the Ovt-2 Multiplier field to hours entered in the Overtime-2 fields on the timesheet and labor adjustment transaction entry forms and through the Time & Expense application.

Use this field in addition to the Ovt-2 Pct field on the Accounting tab of the Employee Info Center if you want to track secondary overtime in addition to standard overtime.</td></tr>
</table>

Field	Description
	This field is available only if the secondary overtime feature is enabled on the Timesheet Configuration form (**Configuration** » **Time & Expense** » **Timesheet**).
Rate Table	Enter or select the rate table that contains the employee rates to use when generating the invoice for the project. You must specify a rate table if you specified **Rate Table** » **By Category**, or **By Labor Code** as your labor method. You can enter the full name or number of the rate table directly in this field, or use the **Search** field to look up a rate table. If you use the Multicurrency feature, the list of available rate tables is limited to those with a currency matching the billing currency of the project (as shown in the **Billing Currency** field on the General tab of the Billing Terms form). If the drop-down list is blank, you must set up a rate table with the same currency as the project's billing currency. If your firm has set **Record Level View** access for billing rate tables, you may be limited to only those tables selected by your Vision administrator.
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 usual rate. You can specify an override table if you are using the **Rate Table**, **Rate times multiplier**, **By Category**, or **By Labor Code** method for billing labor charges.
Labor Sorting section: Primary	From the drop-down list in this field, select one of the following options to sort and group labor charges on invoices: ▪ **None** ▪ **By name** ▪ **By employee type** ▪ **By category** (When you select this option, you must select a rate table in the **Table** field below the **Primary** field.) ▪ **By labor code** (When you select this option, you must select a rate table in the **Table** field below the **Primary** field.)
Labor Sorting section: Table (below the Primary field)	This field is enabled when you select **By category** or **By labor code** in the **Primary** field. Click in this field to select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.
Labor Sorting section: Secondary	From the drop-down list in this field, select one of the following options as the secondary sort that is used after the primary sort to sort and group labor charges on an invoice.
Labor Sorting section: Table	▪ **None**

Field	Description
(for secondary labor sort)	▪ **By name** ▪ **By employee type** ▪ **By category** (When you select this option, you must select a rate table in the **Table** field below the **Primary** field.) ▪ **By labor code** (When you select this option, you must select a rate table in the **Table** field below the **Primary** field.) This field is enabled when you select **By category** or **By labor code** in the **Secondary** field. Click in this field to select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.
Timesheet Detail, Show Employee As, Table, Show Comments, and Show Dates	Select this check box to enable the **Show Employee As** and **Table** fields and the **Show Comments** and **Show Dates** check boxes. These fields allow you to choose the timesheet detail to display on a project's billing invoices. If you do **not** select the **Timesheet Detail** check box, Vision prints a summary of the total labor on the invoices. The summary is sorted and summarized based on the primary and secondary sort that you enter in the **Primary** and **Secondary** fields in the Labor Sorting section on this tab. If you do not enter primary or secondary labor sorting, a one-line summary of total labor displays on invoices. ▪ **Show Employee As**: From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on a project's billing invoice. ▪ **Employee Name**: Select this option to show only the employee's name to identify a timesheet line item on a project's invoices. ▪ **Employee Title**: Select this option to show only the employee's title to identify a timesheet line item on a project's invoices. ▪ **Labor Category Description**: Select this option to show only the labor category description to identify a timesheet line item on a project's invoices. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing rate table in the **Table** field. Vision uses this table to determine the labor category description. ▪ **Labor Code Description**: Select this option to show only the labor code description to identify a timesheet line item on a project's invoices. This option is useful when you want to show the labor code for a timesheet line item without displaying the employee's name. When you select this option, you also select a billing rate

Field	Description
	table in the **Table** field. Vision uses this table to determine the labor code description. ▪ **Table**: This field is enabled if you selected **Labor Category Description** or **Labor Code Description** in the **Show Employee As** field. The table that you enter in this field determines the labor category or labor code description that will show on a project's invoices. Click in this field to select a rate table from the Billing Rate Table lookup. This field prefills with the following entries, which you can change: ▪ If you selected **Labor Category Description** or **Labor Code Description** in the **Primary** field in the Labor Sorting section on this tab, the **Table** field prefills with the billing rate table that you entered in the **Table** field for the **Primary** labor sorting field. ▪ If you did **not** select **Labor Category Description** or **Labor Code Description** in the **Primary** field in the Labor Sorting section on this tab but you selected **By category** or **By labor code** in the **Method** field on this tab, this field prefills with the table that is entered for the method in the **Rate Table** field on this tab. ▪ If you entered **By category** or **By labor code** for both the billing method and primary sort method, the table that is entered for the sorting method prefills in the **Table** field. ▪ **Show Comments**: Select this check box to show comments on the invoice. Vision prints one line for each employee, including the employee name, hours, rate (if the **Show Rates** option is selected), and the extended amount. The comments print on an additional line beneath the employee name. If the same comment is entered on multiple lines for an employee, the comments are consolidated into one line on the invoice. Timesheet lines with different comments display as separate lines on the invoice. Therefore, an employee may appear several times on the invoice. If you are using the **By Labor Code** method, one line appears for each employee/comment/labor code combination for which the employee has posted time. ▪ **Show Dates**: Select this check box to print timesheet dates. Vision prints one line for each employee, including the employee name, timesheet date, hours, rate (if the **Show Rates** option is selected), and the extended amount.
Show Rates	Select this check box 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. To display additional employee timesheet detail, use the **Timesheet Detail** options. If you use the **By Labor Code** method, one line displays for each employee, for each labor code to which the employee has posted time.

Field	Description
Show Multipliers	Select this check box 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. See the Labor Multiplier Overview help topic for more information. Multiplier factor 1 is automatically built into the cost rate and is included in the employee's rate on the invoice.
Show Ovt Multiplier	Select this check box 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. If you do not select this option, Vision displays a line for the overtime premium and the fully marked up billing amount, without showing multipliers or premiums. This option is relevant only if you are using the **Bill ovt premium as cost** overtime method..
Flag Overrides	Select this check box to mark with an asterisk all employee names on the invoice whose billing rates are derived/determined from an override table.
Use as Project Reporting Default Terms Only	Select this check box to use the labor terms only on reports and not on billing invoices. When you select this check box, Vision uses the specified labor terms for: ▪ Project reports for which you have chosen to use billing rates. (On the General tab of a project report's options form, you use the **Report at** option to specify whether to use cost or billing rates on the report.) ▪ On the Unbilled Detail report if you have selected the **Use Project Reporting Default Terms** check box on the Options tab of the report. **Example** To prepare an invoice for a fee-based project, you need to see labor and expense amounts incurred on the project, without having them appear on the invoice. You select **Use as Project Reporting Default Terms Only**, run the project report, and use its information in arriving at the fee figure you want displayed on the invoice.

Exp/Con/Unit Tab of Default Billing Terms

Use this tab to enter the default methods, invoice detail, and reporting default terms options to use when billing expenses, consultants, or units for projects.

Contents

Expense Terms

Field	Description
Method	Select the expense method to determine how Vision extends reimbursable expense charges on the invoice.
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. If your firm has set **Record Level View** access for billing rate tables, you may be limited to only those tables selected by your Vision administrator.
Multiplier	Enter the multiplier to apply to expenses charged to the project. If you bill expenses for a project, Vision determines the multiplier to apply to the expense charges as follows: ▪ If an expense table is specified in the **Table** field on the Exp/Con/Unit tab of the Billing Terms form, Vision looks in the selected table to find the multiplier to apply to the account. ▪ If no expense table is specified in the **Table** field on the Exp/Con/Unit tab of the Billing Terms form, or if the account is not listed in the selected table, Vision applies the multiplier specified in the **Multiplier** field on the Exp/Con/Unit tab.
Show Detail	Select this option to display all reimbursable expense transaction detail (including transaction type, description, transaction date, vendor name, and so on). To show only totals for the account, category, or vendor, clear this option.
Show Multiplier	Select this option to display the reimbursable expense multiplier on the project's invoice. If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, Vision calculates and prints the transactions according to the multiplier.
Use as Project Reporting Default Terms Only	See the description at the end of this topic.

Field	Description
Show Purchase Order Line Item Detail	Select this check box to display a **Quantity** and **Unit Price** field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click **Modify** or **Transfer** to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of the reimbursable expense items that were generated from vouchers that you created using the Create Voucher from PO application. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing. When you select this check box, the quantity and unit price also display on the billing invoice.

Consultant Terms

Field	Description
Method	Select the consultant expense method to determine how Vision extends consultant expense charges on the invoice.
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 the project. If your firm has set **Record Level View** access for billing rate tables, you may be limited to only those tables selected by your Vision administrator.
Multiplier	Enter the multiplier to apply to consultant expenses charged to the project. If you bill consultant expenses for a project, Vision determines the multiplier to apply to the consultant expense charges as follows: ▪ If an expense table is specified in the **Table** field on the Exp/Con/Unit tab of the Billing Terms form, Vision looks in the selected table to find the multiplier to apply to the account. ▪ If no expense table is specified in the **Table** field on the Exp/Con/Unit tab of the Billing Terms form, or if the account is not listed in the selected table, Vision applies the multiplier specified in the **Multiplier** field on the Exp/Con/Unit tab.
Show Detail	Select this option to display all consultant expense transaction detail (including transaction type, description, transaction date, vendor name, and so on). To show only totals for the account, category, or vendor, clear this option.
Show Multiplier	Select this option to display the consultant expense multiplier on the project's invoice. If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, Vision calculates and prints the transactions according to the multiplier.

Field	Description
Use as Project Reporting Default Terms Only	See the description at the end of this topic.
Show Purchase Order Line Item Detail	Select this check box to display a **Quantity** field and a **Unit Price** field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click **Modify** or **Transfer** to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of consultant expense items that were generated from vouchers that you created using the Create Voucher from PO application. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing. When you select this check box, the quantity and unit price also display on the billing invoice.

Unit Billing Terms

Field	Description
Method	The unit expense method determines how Vision extends unit expense charges on the invoice.
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. If you want to bill units at their billing rate, enter **1.0** in this field.
Show Detail	Select this option to determine the level of unit detail to display for each unit individually. If you select this option, the level and type of detail for each unit is based on the following options in the Unit Info Center. If you clear this option, all unit billing detail is consolidated into one line on the invoice.

Setting	Description
Billing line format	If you select **Name only**, the unit's name prints on the invoice. If you select **Name and Detail**, the unit name and transaction description entered in data entry print on the invoice. If you select **Detail only**, the transaction description entered in data entry prints on the invoice.
Consolidate detail on bill	If you select this option, the detail consolidates into one line for the unit. This option is only available if the **Name only** billing line format option is selected.
Show date on bill	If you select this option, the transaction date appears on each unit detail line.

Field	Description
	<table><tr><th>Setting</th><th>Description</th></tr><tr><td>**Show math on bill**</td><td>If you select this option, the calculation detail (quantity label @ billing rate) prints on the invoice for each unit detail line.</td></tr><tr><td>**Consolidate posting detail**</td><td>If you select this option, the transaction detail for each posting run is consolidated into one line for each unit.</td></tr></table>
Show Multiplier	Select this option to print the unit multiplier on the invoice. Vision uses the same multiplier for all of the units; the multiplier is calculated and displayed on the total line.

Expense, Consultant, and Unit Terms

Field	Description
Use as Project Reporting Default Terms Only	Select this check box to use the Expense, Consultant, or Unit terms (depending on the section on the Exp/Con/Unit tab where the check box resides) for project reporting and revenue generation purposes only. When you select this check box, Vision uses the specified Expense, Consultant, or Unit terms in the following ways: ▪ On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the **Report at** option on the General tab of the project's options form. ▪ On the Unbilled Detail and Aging or Unbilled Summary reports, if the **Use Reporting Default Terms** option is selected on the Options tab. If the **Use Reporting Default Terms** option is not selected, Vision uses each project's individual terms, and does not generate report information for projects without terms defined. When you select this option, Vision does not use the specified Expense, Consultant, or Unit terms on invoices.

Misc Tab of Default Billing Terms

Use this tab to specify default miscellaneous billing terms, such as billing limits, invoice override accounts, retainage settings, and tax codes for a project.

Contents

Invoice Override Accounts Section

Field	Description
Fee	The default revenue account for fee billing is defined on the Billing Setup form. If you want to use a different revenue account for fee billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the fee section.

Field	Description
Labor	The default revenue account for labor billing is defined on the Billing Setup form. If you want to use a different revenue account for labor billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the labor section.
Consult	The default revenue account for consultant expense billing is defined on the Billing Setup form. If you want to use a different revenue account for consultant expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the consultant expense section.
Expense	The default revenue account for reimbursable expense billing is defined on the Billing Setup form. If you want to use a different revenue account for reimbursable expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the reimbursable expense section.
Unit	The default revenue account for unit billing is defined on the Billing Setup form. If you want to use a different revenue account for unit billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the unit section.
Add-on	The default revenue account for add-on fee billing is defined on the Billing Setup form. If you want to use a different revenue account for add-on fee billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the add-on fee section.
Over/Under Fee	This field is only available if **Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail** is selected on the Fees tab of the Billing Setup form. If that option is selected, a default over/under billed fee account is also specified on that tab. That account is the revenue account to which Vision posts the difference between the billed fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use the billed labor revenue account. If you select **Allocate Billed Revenue on Fee Invoices Based on Transactions** on the Fees tab in the Billing Terms form for the project and you want to use a different revenue account than the default account from Billing Setup for billed fee revenue calculation variances, enter or select that account in this field. This field is also available for default billing terms but is not available for reporting default billing terms.

Retainage Section

Field	Description
Retainage	Select this check box to specify retainage terms for this project. When you select this option, Vision enables the remaining fields in this section.

Field	Description
Tax when Withheld/ Invoiced	To bill for taxes on retainage amounts at the time when retainage is withheld, select **Tax when Withheld**. To bill for taxes on retainage amounts at the time when you bill the client for the retainage, select **Tax when Invoiced**. If **Taxes by Phase** is selected on the Sub-Ledger Terms tab for the project, you cannot select this option for a phase unless you also select **Retainage by Phase** on the Sub-Ledger Terms tab. If **Taxes by Task** is selected on the Sub-Ledger Terms tab for a phase, you cannot select this option for a task unless you also select **Retainage by Task** on the Sub-Ledger Terms tab for the phase. If you change this setting after generating an invoice for the project, Vision determines whether or not to calculate taxes for the retainage invoice based on the setting that applied at the time you generated the original invoice.

Miscellaneous Section

Field	Description
Print Invoices with Zero Amount Due	This check box displays at the Billing Terms project level only. When you select this check box, an invoice is printed for the project even when there are no current billings as long as the project has fee terms established in its billing terms and/or an outstanding accounts receivable amount. Both draft and final invoices will print in Interactive Billing or Batch Billing when you select this option. Printing invoices with a zero amount due is useful: ▪ To identify projects for which fee terms have not been properly updated. ▪ If you use pre-invoices and you want to send a client a zero-amount invoice when the client has completely paid their pre-invoices, and the amount paid matches the amount of the regular invoice.
Enable Invoice Approvals	This check box is only available if both of the following are true: ▪ Invoice Approvals is enabled on the Miscellaneous tab in **Configuration** » **Billing** » **General**. ▪ The billing terms are for the top level of the work breakdown structure. Select this check box to enable the online invoice approval process for the project. For billing groups, Vision only looks at this check box for the main project in the billing group. How you set this option for other projects in the billing group has no effect.
Next Invoice Number	This field displays at the Billing Terms project level only. This field displays the next invoice number to be assigned for a project when the invoice **Numbering Method** on the General tab of Billing Setup is set to **Project**. This field does not display if either of the following is implemented:

Field	Description
	▪ The invoice **Numbering Method** in Billing Setup is set to **Companywide**. ▪ The Pre-Invoice feature is enabled (on the Miscellaneous tab in **Configuration** » **Billing** » **General**), and the **Process Pre-Invoice** check box is selected on the Pre-Invoice tab in Billing Terms for a project.
Approval Process	If you select **Enable Invoice Approvals**, select the approval process you want to use for the project. If you select **Enable Invoice Approvals** but do not select an approval process, Vision uses the default approval process specified on the Billing Setup form. This field is only available if both of the following are true: ▪ Invoice Approvals is enabled on the Miscellaneous tab in **Configuration** » **Billing** » **General**. ▪ The billing terms are for the top level of the work breakdown structure. For billing groups, Vision only looks at this field for the main project in the billing group. What you enter for other projects in the billing group has no effect.
Invoice Footer	Enter a footer message to print at the end of the project's invoice. Vision automatically wraps to a second footer line when you enter more than 70 characters. You do not have to enter a carriage return to get a second line. To create more than two footer lines, however, set the insertion point where you want each line to break and press **Enter**. This field displays at the Billing Terms project level only. If **Companywide** is selected as the **Numbering Method** from the General tab of the Billing Setup form, the text entered in the Billing Setup **Invoice Footer** field prints at the bottom of each invoice page. If you also enter text in the Billing Terms **Invoice Footer** field, the text prints at the end of the project's invoice. The Billing Terms **Invoice Footer** text always prints at the end of the invoice. If you are using SQL Server 2005 Reporting Services and you press **Enter** to break a footer line, "garbage" characters appear in the footer if you export the invoice to the RTF file format or to Microsoft Word. This is due to a limitation of SQL Server 2005 Reporting Services. If that occurs, you can edit the RTF or DOC file to clean up the footer text.

Tax Codes Grid

In this grid, enter the tax codes to be applied to the various components on a billing invoice. You can enter as many tax codes as you need.

Field	Description
Insert option on the grid toolbar	Click this option to insert a blank row into the grid and add a tax code.

Field	Description
Delete option on the grid toolbar	Click this option to remove a tax code from the grid.
Sequence	A sequence number prefills in this field when you insert a tax code in the grid. The sequence number determines the order in which the tax displays on an invoice. You can change the number in the **Sequence** field. If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. However, you can use the same sequence number for multiple tax codes. The tax codes will be ordered by sequence number, and within the same sequence number, ordered alphabetically or numerically by tax code. When you delete a tax code from the grid, the sequence numbers are not updated automatically. You can manually change them as needed.
Tax Code	From the drop-down list in this field, select a tax code. This list includes only the tax codes that have been set up on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes** with an active status and as an output only tax or as both an output and input tax. (An output only tax code has at least one of the check boxes selected in the Outputs section of the Tax Codes tab. An output and input tax code has at least one of the check boxes selected in the Outputs section and a check box selected in the Inputs section of the Tax Codes tab). **If You Use Tax Regions** If you use tax regions, the **Tax Code** drop-down list includes only the tax codes that apply for the specific billing address that is entered for the billing client on the General tab in Billing Terms. The tax codes that apply are based on the tax country that is entered for the billing client's billing address in the Client Info Center and the tax region that is entered for each tax code in Taxes Configuration. You set up tax regions in Accounting Company Settings Configuration and associate them with countries. For more information about tax regions and the required configuration, see the "Tax Regions Overview" topic. When no tax country is entered for a client's address, all tax codes display in the **Tax Code** drop-down list. When a client's address has a tax country that is not associated with any tax region on the Tax Auditing tab in Accounting Company Settings, then only the tax codes that have no region assigned on the Tax Auditing tab display in the **Tax Code** drop-down list
Description	This field displays the description of the tax code that you entered in the **Tax Code** field.

AR & BTD Tab of Default Billing Terms

Use this tab to indicate the default accounts receivable information and billed-to-date information that you want to include on invoices.

Contents

Invoice Terms Section

Field	Description
Interest	Enter the interest rate charged each period on overdue invoices for the project. Enter it as a percentage. For example, enter 10 percent as **10.000**.
Grace Period	Enter the number of days after which overdue invoices become subject to interest charges. The end of the grace period is calculated based on the invoice date. If you have due dates for invoices, be sure you allow for the difference between the invoice date and the due date when determining the length of the grace period.
Days Before Due	Enter the number of days after the invoice date or the period end date that the invoice is due for payment. When you make an entry in this field, Vision enables the following options, along with the **Display Due Date on Invoice** check box: ▪ **From Invoice Date** — Select this option to calculate due dates by adding the number of days in **Days Before Due** to the invoice date. ▪ **From Period End Date** — Select this option to calculate due dates by adding the number of days in **Days Before Due** to the period end date. Vision uses these settings to assign due dates to invoices that you generate from Interactive Billing or Batch Billing.
Display Due Date on Invoice	Select this check box to include the due date on the invoice.

AR Printing Section

Field	Description
Project AR	Select this check box to display a list of outstanding accounts receivable at the project level of the WBS in an additional **Outstanding Invoices** section on the invoice.
Phase AR	Select this check box to print accounts receivable breakout at the phase level, regardless of whether you have tasks, in an **Outstanding Invoices** section of an invoice. This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select **Consolidate Printing of Phases**.
AR Breakout	Select this check box to show accounts receivable at the lowest level of the current project's WBS for a project with three WBS levels. For example, if a project has three phases and phase 1 and 2 have two tasks, but phase 3 has no tasks, Vision breaks detail out to the task level for phases 1 and 2, and breaks

Field	Description
	detail out to the phase level for phase 3. Vision prints phase and task detail in the **Outstanding Invoices** section of an invoice. This check box is available only if the project is set up with three levels of WBS. It is not available if you select **Consolidate Printing of Phases** or **Consolidate Printing of Tasks**.
AR Phase Totals	Select this option to print accounts receivable subtotals as the last section for the specific phase, calculating totals for each phase by adding the total accounts receivable amounts for each phase's tasks. Vision calculates and prints an **Outstanding Invoices** section for each phase that has detail at the task level, adding the total of all task detail to the appropriate phase's **Outstanding Invoices** section. This option is available only if the project is set up with three levels of WBS. This option is not available if you select **Consolidate Printing of Phases** or **Consolidate Printing of Tasks**.

Billed-to-Date Printing Section

Field	Description
Project Billed-to-Date	Select this check box to print the billed-to-date amounts at the project level of the WBS in an additional **Billings to Date** invoice section on an invoice.
Phase Billed-to-Date	Select this check box to print the billed-to-date amounts at the phase level, in an invoice section called **Billings to Date,** for all phases, regardless of whether task detail exists. This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select **Consolidate Printing of Phases**.
Billed-to-Date Breakout	Select this check box to show billed-to-date amounts at the lowest level of the current project's WBS for a project with three WBS levels. Vision prints each project's phase and task detail in a section called **Billings to Date**. This check box is available only if the project is set up with three levels of WBS. It is not available if you select **Consolidate Printing of Phases** or **Consolidate Printing of Tasks**.
Billed-to-Date Phase Totals	Select this check box to print billed-to-date subtotals for each phase by adding the total billed-to-date amounts for each phases's tasks. Vision prints the subtotal beneath the task breakout in each project's **Billings to Date** section. This check box is available only if the project is set up with three levels of WBS. It is not available if you select **Consolidate Printing of Phases** or **Consolidate Printing of Tasks**.
Billed-to-Date Received Total	Select this check box to print the total payments (or amount) that has been received in each project's **Billings to Date** section.

Field	Description
Billed-to-Date AR Balance	Select this check box to print the total amount of all outstanding invoices for the project in the project's **Billings to Date** section.

Billing Backup Tab of Default Billing Terms

Use this tab to define the default labor and expense information that you want to display on the Billing Backup report.

Contents

Print Backup Report Section

Field	Description
Print Backup Report	Select this check box to print the Billing Backup report after invoices are generated for the project in Interactive Billing or Batch Billing. When you select this check box, the other check boxes and fields in this section are enabled. If you use iAccess for Vision and select the **Print Backup Report** option in Vision, the Additional Documents dialog box is enabled on the Invoices grid.
Show Labor	Select this check box to print labor billing detail on the Billing Backup report. You can use the labor related options on this tab to further specify the type of labor detail that prints on the report.
Labor Code	Select this check box to show the labor code that is associated with each employee labor transaction shown on the Billing Backup report. The labor code description does not print. If you would like the labor code description to print, you can sort based on labor code.
Labor Category	Select this check box to show the labor category associated with each employee labor transaction shown on the Billing Backup report. The labor category description does not print. If you would like the labor category description to print, you can sort based on labor category.
Timesheet Comments	Select this check box to display timesheet comments (if any) for labor transactions included on the Billing Backup report. The expanded text content will appear when this option is selected.
Employee Number	Select this check box to show the employee number associated with each employee labor transaction shown on the Billing Backup report.
Sort Labor	Select a sort method to use in addition to the two sorting methods selected on the Labor tab of Billing Terms. Options are: ▪ **None**: No additional sort. ▪ **By labor code**: Sort by labor code description. When this option is selected, the Billing Backup report displays the description of the labor

Field	Description
	code, not the code itself. The labor code description used depends on the labor code table selected from the **Sort Table** field. Since selecting the option to **Print Labor Code** displays the labor code and not the description, sorting by labor code allows you to display the description of the labor code on the report, in addition to grouping by labor code. ▪ **By date**: Sort by transaction date. ▪ **By employee**: Sort by employee name. ▪ **By labor category**: Sort by labor category description. When this option is selected, the Billing Backup report displays the description of the labor category, not the number associated with the category. The labor category description used depends on the labor category table selected from the **Sort Table** field. Since selecting the option to **Print Labor Category** displays the labor category and not the description, sorting by labor category allows you to display the description of the labor category on the report, in addition to grouping by labor category. The sort you select here acts as a third sort following the first two sorting options on the Labor tab of Billing Terms. The sort allows the invoice to include consolidated information only, while including detailed subtotals by a sort on the Billing Back report. This option is intended as a sort to be used in addition to the two options on the Labor tab. If you select the same sort here as is selected in the two sort fields on the Labor tab, there will be no impact on sorting.
Sort Table	If **By Labor Code** or **By labor category** is selected in the **Sort By** field, this field lists the labor code or labor category tables available for selection.
Include Labor for	Select an option from the drop-down list to include labor on the Billing Backup report based on whether or not labor and/or fee billing terms are established for a given project. Options are: ▪ **Sections with labor terms**: Select this option to include labor on the Billing Backup report for any phase or task that has labor billing terms defined. For example, suppose you have a project established that has two levels of work breakdown structure, and at the second level, the phase level, you have labor billing terms defined. Selecting this option will include this phase-level labor detail on the Billing Backup report. ▪ **Sections with labor or fee terms**: Select this option to include labor on the Billing Backup report for any phase or task that has labor and or fee billing terms defined. For example, suppose you have a project established that has three levels of work breakdown structure, and at the second and third levels, the phase and task levels, you have some phases and tasks with labor billing terms defined and some with fee billing terms defined. Selecting this option will include labor for all of

Field	Description
	these phases and tasks on the Billing Backup report. Labor associated with fee-based billing terms shows hours only, and zero amounts. Labor or fee billing terms must be defined at the phase or task level for labor to print for these sub-levels, unless the **Labor Method** (Labor tab) or **Fee Method** (Fee tab) is established at the project level.
Use as Project Reporting Default Terms for Fee Sections of Draft Invoices	Select this check box to use project reporting default terms to determine the labor amounts that display on the billing backup portion of draft invoices for a fee invoice. If this option is selected, when the invoice is generated, the billing backup first looks to the project's labor terms to see if the option to **use for project reporting default terms only is selected**. If this option is not selected and the project's **Labor Method** is set to **No labor billing**, then Vision uses the project reporting default terms defined in Billing Configuration. ▪ The project reporting default terms are only used to calculate the amounts. The formatting of the billing backup, detail that is included in the labor section, and sorting is defined on the billing backup tab. ▪ If a project has lower WBS levels (phase, task for example), Vision first looks to the lowest WBS level and then upwards (task, phase, project, for example). ▪ The **Use as Project Reporting Default Terms for Fee Sections of Draft Invoices** field is only enabled when the user has selected the Sections with labor or fee terms option from the Include labor for field (see previous item in this list). ▪ When this check box is selected it is possible that the total on the invoice will not match the total on the billing backup report.
Show Employee As	From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on the Billing Backup report. ▪ **Employee Name**: Select this option to show only the employee's name to identify a timesheet line item on the Billing Backup report. ▪ **Employee Title**: Select this option to show only the employee's title to identify a timesheet line item on the Billing Backup report. ▪ **Labor Category Description**: Select this option to show only the labor category description to identify a timesheet line item on the Billing Backup report. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing rate table in the **Table** field. Vision uses this table to determine the labor category description. ▪ **Labor Code Description**: Select this option to show only the labor code description to identify a timesheet line item on the Billing Backup report. This option is useful when you want to show the labor code for

Field	Description
	a timesheet line item without displaying the employee's name. When you select this option, you also select a billing rate table in the **Table** field. Vision uses this table to determine the labor code description.
Table	This field is enabled if you selected **Labor Category Description** or **Labor Code Description** in the **Show Employee As** field. The table that you enter in this field determines the labor category or labor code description that will show on the Billing Backup report. Click in this field to select a rate table on the Billing Rate Table lookup. This field prefills with the following entries, which you can change: ▪ If you selected **Labor Category Description** or **Labor Code Description** in the **Primary** field in the Labor Sorting section on this tab, the **Table** field prefills with the billing rate table that you entered in the **Table** field for the **Primary** labor sorting field. ▪ If you did **not** select **Labor Category Description** or **Labor Code Description** in the **Primary** field in the Labor Sorting section on this tab but you selected **By category** or **By labor code** in the **Method** field on this tab, this field prefills with the table that is entered for the method in the **Rate Table** field on this tab. ▪ If you entered **By category** or **By labor code** for both the billing method and primary sort method, the table that is entered for the sorting method prefills in the **Table** field.
Show Expense/ Consultant/Unit	Select this check box to print consultant, expense, and unit expense on the Billing Backup report. You can use the expense-related options on this tab to further specify the type of expense data that prints on the report.
Transaction Type	Select this check box to print the transaction type of each expense transaction on the report.
Vendor Invoice and Date	Select this check box to control the amount of information that appears on the Billing Backup report to describe each accounts payable transaction. The report always includes the voucher number, the date the voucher was recorded, and the vendor name. If you select this option, the report also includes the vendor's invoice number and invoice date, shown on the same line as the other information.
AP Voucher Description	Select this check box to print the AP voucher and AP disbursement descriptions associated with AP transactions on the Billing Backup report.
Employee Expense Description	Select this check box to print employee expense report line item descriptions on the Billing Backup report. The description that prints is the main description entered by an employee on the expense report.

Field	Description
Employee Expense Reason	Select this check box to print the reason for each expense entered on the expense report. This reason is entered by the employee on the expense report. This option is available only if your company uses the Employee Expense application.
Mileage for Employee Expenses	Select this check box to print the mileage amount as calculated on the expense report. Vision retrieves this information from the employee expense report. This option is available only if your company uses Vision Employee Expense.
Sort Exp/Con	Select a sort method to use in addition to the invoice sorting method selected on the Expense/Consultant/Unit tab of the Billing Terms form. Options are: ▪ **None** ▪ **By vendor** ▪ **By date** The **By vendor** option is only available if your firm owns Vision Accounting or Vision Planning.
Sort Table	If **By vendor** is selected in the **Sort By** field, this field lists the Expenses by vendor tables available for selection.
Use Project Reporting Default Terms for Draft Invoices	Select this check box if you want expenses, consultant expenses, and unit expenses to display on the Billing Backup report for **draft** invoices even when these expenses are not being billed on the final invoice. This may be helpful for your invoice review process for fixed fee invoices, before you generate final invoices. The check box setting that you enter at work breakdown structure level 1 (projects) also applies for work breakdown structure levels 2 and 3 (phase and task). In addition to selecting this check box: ▪ To determine the expense, consultant expense, and unit expense detail to display on the Billing Backup report: On the Billing Backup tab, select the **Show Expenses/Consultant/Unit** check box and any of the check boxes below it, such as **Transaction Type**, **Vendor Invoice and Date**, and so on. ▪ On the Exp/Con/Unit tab in Billing Terms for a project, in each Expense Terms, Consultant Terms, or Unit Billing Terms section: ▪ Select the **Use as Project Reporting Default Terms Only** check box. ▪ Enter the billing terms for determining the monetary value for the expense charges, and select other options for showing details and multipliers. If these billing terms are not defined, the Billing Backup report uses the billing terms that are entered on the Exp/Con/Unit tab in **Configuration** » **Billing** » **Reporting Default Terms**. Direct and reimbursable expenses are included on the Billing Backup report.

Field	Description
Show Fee Total	Select this check box to print the fee amount. If there are multiple WBS levels (phases/tasks) displayed on the invoice, the fee prints with each WBS section. The Billing Backup report shows the fee total and not the full fee detail included in the invoice. To see the details of the fee, view the actual invoice.
Show Add-ons	Select this check box to print the add-on fees (defined as an add-on percentage or mark up or a specific amount). If there are multiple WBS levels on the invoice, there will be multiple add-on amounts in the report. For example, if an add-on fee is defined in three separate phases, the Billing Backup report also shows the fee amount associated with each phase.
Display Supporting Document Icon in Backup Report	This check box is activated only after you select the **AP Vouchers and Disbursements** check box, the **Expense Reports** check box, or both in the Print Supporting Documents section on this tab. Select this check box if you want the **Documents** icon to display on the Billing Backup report for billing line items that have supporting documents. This applies only for the type of billable transactions that you selected in the Print Supporting Documents section. The icon lets you know that there is a supporting document associated with a billing line item if the supporting document is set to print with the invoice.

Print Supporting Documents Section

Field	Description
AP Vouchers and Disbursements	Select this check box for the following to occur: ▪ When a billable **AP voucher** or **AP disbursement** transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice. ▪ When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the **Print With Invoice** column now displays on the dialog box, and the check box is selected for the supporting document for a billable A/P voucher or A/P disbursement transaction. When the **AP Vouchers and Disbursements** check box is not selected, but the **Print With Invoice** check box is selected for the associated supporting document, the documents will not be included when the invoice is printed. Whether or not this option is selected, supporting documents for a voucher or disbursement never display or print when you preview or print the credit memo.
Expense Reports	Select this check box for the following to occur: ▪ When a billable **expense report** transaction is posted, and it has a supporting document associated with it, the supporting document automatically prints with the invoice.

Field	Description
	▪ When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the **Print With Invoice** column now displays on the dialog box, and the check box is selected for the supporting document for a billable expense report transaction. When the **Expense Reports** check box is not selected, but the **Print With Invoice** option is selected for the associated supporting document, the document will not be included when the invoice is printed.
Units	Select this check box for the following to occur: ▪ When a billable **units** transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice. ▪ When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the **Print With Invoice** column now displays on the dialog box, and the check box is selected for the supporting document for a billable units transaction. When the **Units** check box is not selected, but the **Print With Invoice** check box is selected for the associated supporting document, the document will not be included when the invoice is printed.

Pre-Invoices Tab of Default Billing Terms

Use this tab to enter default billing terms for pre-invoices if you use pre-invoices in Vision.

This tab displays only if the Pre-Invoices feature is enabled for the active company on the Miscellaneous tab in **Configuration** » **Billing** » **General**.

Contents

Field	Description
Pre-Invoice Note	Enter the text that you want to display in the **Note** column of the Pre-Invoice section of a pre-invoice, pre-invoice cancellation invoice, or regular invoice that is associated with pre-invoices.
Pre-Invoice Template	From the drop-down list, select the template to use for pre-invoices. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor. The Deltek-provided **Default** template prefills in this field. Typically, rather than using the Default template, you would create your own pre-invoice template in **Billing** » **Invoice Template Editor**. Your template then also displays in the drop-down list in this field. You create invoice templates to use for pre-invoices that are different from your regular invoice templates. Each displays the appropriate, different "Invoice" or "Pre-Invoice" labels.

Field	Description
	If your firm sets up **Record Level View** access for invoice templates, you may be limited to only those templates selected by your Vision administrator. Record Level View settings are on the Record Access tab in **Configuration** » **Security** » **Roles**.
Cancellation Template	From the drop-down list, select the template to use for pre-invoice cancellations. You cancel pre-invoices in Invoices on File in Billing. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor. The Deltek-provided **Default** template prefills in this field. Typically, rather than using the Default template, you would create your own pre-invoice cancellation template in **Billing** » **Invoice Template Editor**. Your template then also displays in the drop-down list in this field. If your firm sets up **Record Level View** access for invoice templates, you may be limited to only those templates selected by your Vision administrator. Record Level View settings are on the Record Access tab in **Configuration** » **Security** » **Roles**.

Learn More About...

If you're new to Vision Billing, you may find it helpful to become familiar with how Vision uses default billing terms.

How Vision Uses Default Billing Terms

Vision uses default billing terms or project default billing terms in multiple areas of Vision.

Project Reporting at Billing Rates and Refresh Project Billing Extensions Utility

When you run project reports, you can choose to report at rates or cost rates on the report's Options tab. When you run reports at billing rates, Vision uses default billing terms for projects without individual billing terms defined. Vision also uses these terms for a section (labor, expenses, consultants, or units) where a project does not have billing terms defined (for example, a "fee only" project).

Interactive Billing

Default billing terms are not used. You cannot preview or print invoices for projects without individual billing terms defined. If you select a project that does not have billing terms defined, you can view labor, expense, and unit detail cost amounts. However, all Interactive Billing toolbar button options are disabled, except Billing Session Options.

Batch Billing

When you run a batch of draft bills, the **Use default terms for draft invoices** option on the Batch Billing form allows you to use the Default Billing Terms for all projects without billing terms defined.

If this option is not selected, Vision does not print invoices for projects that do not have billing terms defined.

Final invoices will not use default terms for projects without billing terms defined.

Unbilled and Unbilled Summary Reports

When you select the **Use Project Reporting Default Terms** option on the Options tab for the Unbilled or Unbilled Summary Report, Vision uses the project default terms specified in Default Terms Configuration when creating the unbilled reports for projects without individual billing terms defined.

Revenue Generation (for Calculating WIP @ Billing)

The **Use project reporting default terms for WIP @ Billing calculations** option lets you calculate revenue with a revenue method that contains "WIP @ Billing" even for projects without individual billing terms defined (including fee only jobs). When your firm selects this option, Vision uses the project default terms for regular <R> projects if the revenue calculation requires "WIP @ Billing" and there are no individual billing terms set up for the project.

Reporting Default Billing Terms Setup Overview

Use Reporting Default Billings Terms to define billing terms to use when you generate project reports at billing rates (as opposed to cost rates). You can enter different default billing terms for your regular and overhead projects.

When you define reporting default billing terms, you cannot specify address information or task billing terms. These billing terms are only allowed on a project-by-project basis. Otherwise, the information that you enter on the Reporting Default Billing Terms form is the same information that you enter on the Billing Terms form in the Billing application.

When you enter default reporting billing terms for regular projects, Vision displays the project number as <R> and the project name as Regular Projects. These values cannot be modified.

When you run Revenue Generation for projects with any method that contains WIP @ Billing calculations, you should select the Revenue Generation option, **Use project reporting default terms for WIP @ Billing calculations**. Vision uses the default reporting billing terms defined for regular projects (<R> terms) if a project does not have its own billing terms defined. See the Revenue Generation online help for more information.

If you use the Multicompany feature, you must set up default billing terms for each company.

How to...

You set up reporting default billing terms for regular and overhead projects.

Define Reporting Default Billing Terms for Regular Projects

You can define default reporting billing terms specifically for your regular projects.

To define default reporting billing terms for regular projects, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Reporting Default Terms**.

2. On the Reporting Default Billing Terms form, use the scroll buttons to access the Regular Projects record.

   This record is the first record available; Overhead Projects is the second and final record.
3. On the Reporting Default Billing Terms form, complete the default reporting billing terms information.
4. Click **Save**.

Define Reporting Default Billing Terms for Overhead Projects

You can define default reporting billing terms specifically for your overhead projects.

To define default reporting billing terms for overhead projects., complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Reporting Default Terms**.
2. On the Reporting Default Billing Terms form, use the scroll buttons to access the Overhead Projects record.

   This record is the second record available; Regular Projects is the first record.
3. On the Reporting Default Billing Terms form, complete the default reporting billing terms information.
4. Click **Save**.

Invoice Approvals Overview

Invoice Approvals is an optional feature that requires invoices to be approved before they are accepted and posted.

This feature allows you to efficiently move draft invoices through the submittal, rejection, approval, and acceptance stages to produce final invoices. Electronic alerts are sent automatically to the appropriate employees to notify them that the next action in the approval process is ready for them to complete. You can enter approval comments for invoices that can be shared easily with others.

You turn on this feature on the Miscellaneous tab in **Configuration** » **Billing** » **General**.

After the feature is turned on, you complete the following configuration:

- Set up invoice approval processes in **Configuration** » **Billing** » **Invoice Approval Process**. Specify:
  - Who, within a project (project manager, principal, and so on), can approve and reject submitted invoices.
  - Who will receive alerts when invoices are submitted, approved, rejected, and unsubmitted.
  - How and when alerts are delivered, and the message in the alerts.
- Specify in a project's billing terms (on the Misc tab of the Billing Terms form) whether or not a project will use invoice approvals and which invoice approval process it will use.
- As needed, you can specify on the General tab in User Options a delegate to approve invoices in your absence if you are an invoice approver.

After you enable the Invoice Approval feature, certain options become available:

- The **Invoice Approval Process** menu item displays in **Configuration** » **Billing**.

  On the Invoice Approval Process form, you set up invoice approval processes to use for projects. An approval process defines who can approve and reject invoices and how and when notification alerts are sent.

- An **Enable Invoice Approvals** check box and an **Approval Process** field display on the Misc tab in **Configuration** » **Billing** » **Default Terms** and on the Misc tab in **Billing** » **Billing Terms**.

  In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.

  For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects.

To move invoices through the approval process, from the Billing menu, you:

- Submit invoices for approval in Interactive Billing or Batch Billing.
- Approve invoices in Interactive Approvals, Invoice Approvals, or Interactive Billing.
- Reject invoices in Interactive Approvals or Invoice Approvals.
- Unsubmit an invoice in Interactive Billing to begin the approval process again.
- Final accept an invoice in Interactive Billing or Batch Billing after it is approved.

Multicompany

If you have multiple companies in Vision, you must turn on and set up the Invoice Approvals feature for each company. However, the invoice approval processes that you set up are available for all companies; you do not have to set up separate approval processes for each company.

How to...

After you enable the Invoice Approvals feature, you can set up the process.

Enable the Invoice Approval Feature

Enable the optional Invoice Approval feature if you want invoices to be approved before they are accepted and posted.

If you use the Multicompany feature, you must enable Invoice Approvals for each company.

To enable the Invoice Approval feature, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **General**.
2. On the Miscellaneous tab of the Billing Setup form, select the **Enable Invoice Approvals** check box.

3. In the **Default Approval Process** field, enter the invoice approval process to use for projects that require invoice approvals when the **Approvals Process** field on the Misc tab of the Billing Terms form (in the Billing application) is blank.

   Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the **Approvals Process** field in a project's billing terms. The default approval process that you enter on the Misc tab in **Configuration** » **Billing** » **Default Terms** prefills in the **Approvals Process** field in **Billing** » **Billing Terms** for new projects that you create.

   Until you set up your own approval processes in Invoice Approvals (**Configuration** » **Billing** » **Invoice Approvals**), only the **DEFAULT** approval process displays in the drop-down list in the **Default Approval Process** field.

4. Click **Save**.

After you enable the Invoice Approval feature:

- The Invoice Approval Process menu item displays in **Configuration** » **Billing**.

  On the Invoice Approval Process form, you set up invoice approval processes to use for projects. An approval process defines who can approve and reject invoices and how and when notification alerts are sent.

- An **Enable Invoice Approvals** check box and an **Approval Process** field display on the Misc tab in **Configuration** » **Billing** » **Default Terms** and on the Misc tab in **Billing** » **Billing Terms**.

  In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.

  For projects that are set up before the Invoice Approval feature is turned on, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects.

Set Up Invoice Approval Processes

After you enable the Invoice Approval feature, you can set up one or more invoice approval processes.

An invoice approval process defines the invoice approval process among the individuals who work on a project. Vision comes with one predefined approval process, called **DEFAULT**.

If you have multiple companies in Vision, the invoice approval processes that you set up are available for all companies. You do not have to set up separate approval processes for each company.

Prerequisites: Enable the Invoice Approval feature on the Miscellaneous tab in **Configuration** » **Billing** » **General**.

To set up invoice approval processes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.

2. On the Invoice Approval Process form, click **New** to open a blank invoice approval form.
3. Enter an identification code and description for the invoice approval process.
4. Complete the fields in the grid.

   The grid prefills with a row for each action: **Submit**, **Approve**, **Reject**, and **Unsubmit**, which you can edit.
5. When you finish modifying and adding information, click **Save**.

Invoice approval processes that you set up here display in the drop-down list in the:

- **Default Approval Process** field on the Miscellaneous tab in **Configuration** » **Billing** » **General**.
- **Approval Process** field on the Misc tab in **Billing** » **Billing Terms**.

Assign Another Person to Perform Approvals in Your Absence

You can temporarily assign another person, called a delegate, to perform approvals in your absence.

The delegate can approve various types of records in Vision on your behalf, but only if their role security allows access to the Vision menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

To assign another person to perform approvals in your absence, complete the following steps:

1. On the Vision main toolbar, click **Options**.
2. On the General tab of the User Options dialog box, select the **Delegate Approvals to** check box.
3. In the field to the right of the check box, select the employee who will perform approvals in your absence.
4. Click **OK** to save your entries.
5. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the User Options dialog box.

   The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

Alternative procedure for Billing invoice approvals: An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Configuration** » **Billing** » **Invoice Approval Process**, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a

project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.

Fields and Options

Use the Invoice Approval Process form and related dialog boxes to set up approvals for invoices generated in Billing.

Invoice Approval Process Form

If you use the Invoice Approval feature, use the Invoice Approval Process form to create or modify an invoice approval process.

An invoice approval process is a set of instructions that defines who can approve and reject invoices and how and when notification alerts are sent to the people involved in the approval process.

Vision comes with a default invoice approval process that is entered on this form whose identification code is "DEFAULT." In addition to this code, you can create other invoice approval process codes to use for your projects.

In a project's billing terms, you specify an invoice approval process to use for a project's invoices.

The Invoice Approval Process form is accessible only after you enable the Invoice Approval feature on the Miscellaneous tab of the Billing Setup form in **Configuration** » **Billing** » **General** .

Display the Invoice Approval Process Form

You display the form in Billing Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.

Toolbar of the Invoice Approval Process Form

Use toolbar options to create invoice approval processes and print a report of their details.

Contents

Field	Description
Save	Click this option to save modifications that you made on the form.
New	Click this option to create a new invoice approval process. Select one of the following options: ▪ **New Invoice Approval Process** — Select this option to open a blank Invoice Approval Process form and create a new invoice approval process. A **Submit**, **Approve**, **Reject**, and **Unsubmit** action row prefill in the **Actions** grid.

Field	Description
	▪ **Copy Current Invoice Approval Process** — Select this option to copy the invoice approval process that is displayed on the Invoice Approval Process form into a blank Invoice Approval Process form. Then enter a new code and description for it, and edit it as needed. ▪ **Select Invoice Approval Process...** — Select this option to open the Invoice Approval Process Lookup dialog box. Select an existing invoice approval process to copy into a blank Invoice Approval Process form to create a new invoice approval process.
Delete	Click this option to delete the invoice approval process that is currently displayed on the form. You cannot delete an invoice approval process code if either of the following apply: ▪ The code is entered as the default on the Misc tab of the Billing Setup form in **Configuration** » **Billing** » **General**. ▪ The code is already entered in a project's billing terms.
Print	Click this option to view or print a report that includes all the invoice approval processes that you set up in Invoice Approval Process Configuration. This report lists each invoice approval code and description and shows you the setup information that is entered for each action in the **Actions** grid on the Invoice Approval Process form for the approval code.
Help	Click this option to display the Vision online help topic for the Invoice Approval Process form.

Contents of the Invoice Approval Process Form

Use the fields and options on the form to enter an identification code and description for the invoice approval process and then enter related detail.

Header Information

Field	Description
Search	Click **Search** to open the Invoice Approval Process Lookup, and select an existing invoice approval process that you want to view or modify. If you use the Multicompany feature, the list of invoice approval processes in the lookup dialog box includes invoice approval processes for all companies in your enterprise.
Code	Enter an identification code for the invoice approval process that you are creating.
Description	Enter a description for the invoice approval process. The description displays in the drop-down list for the **Approval Process** field on the Misc tab in **Billing** » **Billing Terms**, which is where you select an invoice approval process for a project.

Actions Grid Columns

Field	Description
Action	The Actions grid prefills with one row for each invoice approval action. You complete the remaining grid fields in the row. The actions that prefill in the **Action** column are: ▪ **Submit** — When you submit an invoice in Interactive Billing or Batch Billing, it becomes available for invoice approval (to approve or reject). ▪ **Approve** — After an invoice is submitted, you can approve it in Interactive Billing, Invoice Approvals, or Interactive Approvals. ▪ **Reject** — After an invoice is submitted, you can reject it (instead of approve it) in Invoice Approvals or Interactive Approvals. ▪ **Unsubmit** — When you unsubmit an invoice in Interactive Billing, the transaction details are no longer associated with the submitted invoice, and the invoice status returns to **New**. An invoice must be submitted again to make it available to approve.
Employee to Approve/ Reject	**For the Submit and Unsubmit action rows:** This field prefills with **Interactive Billing**, and you cannot change it. This indicates that invoices are submitted and unsubmitted in Interactive Billing or Batch Billing by anyone who has role security to access these menu items and record access to the specific project. **For the Approve and Reject action rows:** Enter the employees who can accept or reject an invoice for the project. From the drop-down list, you can select any employee field from the Project Info Center, such as **Project Manager**, **Principal**, **Supervisor**, or **Biller**. This list also includes any user-defined employee field in the Project Info Center. If you select multiple employees to approve or reject, any of the selected employees will be able to perform the action.
Employee to Alert	This field applies to all actions. Enter the employees who will be alerted when the action is performed. From the drop-down list, you can select any employee field from the Project Info Center, such as **Project Manager**, **Principal**, **Supervisor**, or **Biller**. This list also includes any user-defined employee field in the Project Info Center. If you do not want a notification alert sent for an action, leave this field blank. For example, you might not want an alert sent when an invoice is unsubmitted.
Alert Frequency	Select the frequency at which you want alerts sent for an invoice approval action. Options are: ▪ **Alert per invoice** — After you enter a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals, alerts are sent to each employee who is specified to receive an alert. The alert contains one invoice.

Field	Description
	▪ **Alert per session** — Alerts are sent when you exit the billing or approval entry session. Alerts are sent to each employee who is specified to receive an alert. One or more alerts are sent. The alert is grouped by the invoice approval process for the invoices that are included in the session. The alerts contain multiple invoices. Example: An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver-one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."
Alert Type	Click in this field and then click to open the Alert Type Lookup and select how you want the notification alert for the action to be delivered to employees. Options are **Dashboard**, **Dashboard and Email**, and **Email**.
Dashboard Summary as Link	This column is enabled only if you select **Dashboard** or **Dashboard and Email** in the **Alert Type** column. Select this check box if you want the Dashboard summary text to be a link to the Billing invoice. ▪ For the submit action, the link to the invoice opens the Invoice Approvals form (**Billing** » **Invoice Approvals**). You must select the specific invoice. ▪ For the approve or reject actions, the link to the invoice automatically opens the specific invoice on the Interactive Billing form (**Billing** » **Interactive Billing**). When this option is not selected and you click the Dashboard summary, it displays a dialog box that provides the content of the Dashboard alert.

Alert Type Lookup Dialog Box

Use the Alert Type dialog box when you are setting up an invoice approval process to select how you want notification alerts to be delivered to employees.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .

Contents

Field	Description
Display Type	This field prefills with **Standard** and you cannot change it.
Search	Click this button to display options for sending notification alerts to employees. The options that display in the results box are **Dashboard**, **Dashboard and Email**, and **Email**.
Search By	This field does not apply for alert types.
Search Text	As an alternative to clicking the **Search** button to display a list of the notification methods, you can type either an "e" or a "d" in this field to display the email or dashboard delivery methods in the results box.
Results Box	Click one of the delivery methods (**Dashboard**, **Dashboard and Email**, or **Email,**) then click **Select**.
Clear	Click this button to clear all the entries in this dialog box.
Select	Click this button after you select a delivery method. You return to the Invoice Approval Process form. The delivery method that you selected displays in the **Alert Type** field as underlined, blue text. Click the underlined text to open either the Email Configuration dialog box or the Dashboard dialog box to enter configuration settings for the delivery method.
Close	Click this button to ignore any selections that you made on this dialog box and return to the Invoice Approval Process form.
Help	Click this button to open the help topic for the Alert Type dialog box.

Email Configuration Dialog Box

Use the Email Configuration dialog box to specify the subject and contents for the email alert for an invoice approval action.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type Lookup, select **Email** and then click the **Select** button.
4. In the Actions grid, click **Email** in the **Alert Type** field.

You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Email** to open the Email Configuration dialog box. **Email** must be underlined, blue text before it will open the dialog box when you click it.

Contents

Field	Description
Subject field and Insert Field button	Enter a subject for the email alert in the **Subject** field. If the alert frequency for an invoice approval action is **Alert per Invoice** (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the subject. If the alert frequency for an invoice approval action is **Alert per Session**, the **Insert Field** button is not enabled, and you cannot insert invoice fields into the subject. To insert an invoice field into the subject, place your mouse pointer in the **Subject** field in the location where you want to insert the field, and click the **Insert Field** button above the **Subject** field. On the Column Selection dialog box, click the field that you want to insert, and click **OK**. Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval" This inserts the invoice's client name and project name into the email subject.
Alert Content text box, Insert Field toolbar option, and Edit toolbar option	Enter the text for the body of the email alert in the text box. To insert an invoice-specific field into the text, place your mouse pointer where you want to insert the field, and click the **Insert Field** button on the Alert Content toolbar. On the Column Selection dialog box, click the field to insert, and click **OK**. Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing." This identifies the project and phase for the invoice in the email subject. You can also click the **Edit** option on the Alert Content toolbar to open the Vision Text Editor dialog box and format the text.
Language	This field applies if you use the Multilingual feature in Vision. From the drop-down list, select the language to use for the alert. Only the languages for which you have purchased a license display in the list.
OK	Click **OK** to save the entries on the dialog box and return to the Invoice Approval form.
Cancel	Click **Cancel** to discard the current entries that you made on the dialog box and return to the Invoice Approval form.

Dashboard Configuration Dialog Box

Use the Dashboard Configuration dialog box to specify the summary and contents for the dashboard alert for an invoice approval action.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. In the Alert Type Lookup, select **Dashboard** and then click the **Select** button.
4. In the Actions grid, click **Dashboard** in the **Alert Type** field.
   You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Dashboard** to open the Email Configuration dialog box. **Dashboard** must be underlined, blue text before it will open the dialog box when you click it.

Contents

Field	Description
Summary field and Insert Field button	Enter a summary for the dashboard alert in the **Summary** field. If the alert frequency for an invoice approval process is **Alert per Invoice** (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary. If the alert frequency for an invoice approval proces is **Alert per Session**, the **Insert Field** button is not enabled, and you cannot insert invoice fields into the summary. To insert an invoice field into the summary, place your mouse pointer in the **Summary** field in the location where you want to insert the field, and click the **Insert Field** button above the field. In the Column Selection dialog box, click the field to insert, and click **OK**. Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval" This adds the invoice's client name and project name to the dashboard summary.
Alert Content text box, Insert Field toolbar options, and Edit toolbar option	Enter the text for the body of the dashboard alert in the text box. To insert an invoice-specific field into the text, place your mouse pointer in the location where you want to insert the field, and click **Insert Field** on the toolbar. On the Column Selection dialog box, click the field to insert, and click **OK**.

Field	Description
	Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing." This identifies the project and phase for the invoice in the dashboard subject. You can also click the **Edit** option on the toolbar to open the Vision Text Editor dialog box and format the text.
Language	This field applies if you use the Multilingual feature in Vision. From the drop-down list, select the language to use for the Dashboard alert. Only the languages for which you have purchased a license display in the list.
OK	Click **OK** to save the entries on the dialog box and return to the Invoice Approval form.
Cancel	Click **Cancel** to discard the current entries that you made on this dialog box and return to the Invoice Approval form.

Dashboard and Email Configuration Dialog Box

Use the Dashboard and Email Configuration dialog box to specify the summary and contents for the dashboard and email alert for an invoice approval action.

You enter information for each alert type on the separate Dashboard tab and Email tab on this dialog box.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type Lookup, select **Dashboard and Email**, and click the **Select** button.
4. In the Actions grid, click **Dashboard and Email** in the **Alert Type** field.
   You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Dashboard and Email** to open the Email Configuration dialog box. **Dashboard and Email** must be underlined, blue text before it will open the dialog box when you click it.

Contents-Dashboard and Email Configuration Dialog Box

The following fields are included on both the Dashboard and Email tabs of this dialog box. Enter information for the dashboard alert on the Dashboard tab; enter information for email alert on the Email tab.

Field	Description
Summary or Subject field and Insert Field button	Enter a summary (for dashboards) or subject (for emails) in the **Summary** or **Subject** field for the alert. If the alert frequency for an invoice approval action is **Alert per Session**, the **Insert Field** button is not enabled, and you cannot insert Billing invoice fields into the summary or subject. If the alert frequency for an invoice approval action is **Alert per Invoice** (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary or subject. To insert a Billing invoice field into the summary or subject, place your cursor in the **Summary** or **Subject** field in the location where you want to insert the field, then click the **Insert Field** button above the field. On the Column Selection dialog box, click the field to insert, then click **OK**. Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval." This adds the invoice's client name and project name to the dashboard summary or email subject.
Alert Content text box, Insert Field toolbar option, and Edit toolbar option	Enter the text for the body of the alert in the text box. To insert an invoice-specific field into the text, place your mouse pointer in the place where you want the field located, and then click the **Insert Field** option from the Alert Content toolbar. In the Column Selection dialog box, click the field to insert, and then click **OK**. Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing." This identifies the project and phase for the invoice in the alert summary or subject. You can also click the **Edit** option on the Alert Content toolbar to open the Vision Text Editor dialog box and format the text.
Language	This field applies if you use the Multilingual feature in Vision. From the drop-down list, select the language to use for the alert. Only the languages for which you have purchased a license display in the list.
OK	Click **OK** to save the entries on the dialog box and return to the Invoice Approval form.
Cancel	Click **Cancel** to discard the current entries that you made on this dialog box and return to the Invoice Approval form.

Column Selection Dialog Box

Use this dialog box to select fields from the Project Info Center that you want to display in the subject of the notification alert for an invoice approval action.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Billing** » **Invoice Approvals**.
2. On the Invoice Approval Process form, in the Actions grid, click in the **Alert Type** field. Then click .
3. In the Alert Type Lookup, select an alert type and and then click **Select**.
4. Click the blue, underlined entry in the **Alert Type** field.
   You may need to move your mouse pointer out of this field and then back into it for the underlining to occur.
5. On the Email Configuration, Dashboard Configuration, or Dashboard and Configuration dialog box, click the **Insert Field** button.

Contents

Field	Description
Column	Click a Project Info Center field in this list to add it to the subject or summary of the notification alert for the invoice approval action.
OK	After you select a field in the **Column** box, click this button to return to the Email Configuration, Dashboard Configuration, or Dashboard and Email Configuration dialog box.
Cancel	Click this button to return to the Email Configuration, Dashboard Configuration, or Dashboard and Email Configuration dialog box without making a field selection.

Learn More About...

If you are new to Vision Billing, you may find it helpful to review conceptual information about the invoice approval process.

Invoice Approval Processes

An invoice approval process is a set of instructions that defines who can approve and reject invoices and how and when notification alerts are sent to the people involved in the approval process.

Vision comes with one invoice approval process whose identification code is "DEFAULT."

You can set up additional approval processes on the Invoice Approval Process form in **Configuration** » **Billing** » **Invoice Approval Process** after you turn on the Invoice Approval feature. You can have different sets of approvers and notification methods for different projects.

For example, you may have a different approval process for projects whose invoices are issued in different countries. Or, you may have some projects that are approved by a project manager and others that are approved by the principal.

You specify the approval process for a project on the project's billing terms (on the Misc tab of **Billing** » **Billing Terms**). You can change the invoice approval process for a project at any time.

DEFAULT Code for Invoice Approvals

Vision comes with one invoice approval process whose identification code is "DEFAULT."

In addition to DEFAULT, you can set up as many invoice approval processes as you need. You set up invoice approval processes on the Invoice Approval Process form in **Configuration** » **Billing** » **Invoice Approval Process**.

DEFAULT displays in the drop-down list in the:

- **Default Approval Process** field on the Miscellaneous tab in **Configuration** » **Billing** » **General**.
- **Approval Process** field on the Misc tab in **Configuration** » **Billing** » **Default Terms**.
- **Approval Process** field on the Misc tab in **Billing** » **Billing Terms**.

The settings on the Invoice Approval Process form for DEFAULT are:

Action	Employee to Approve/Reject	Employee to Alert	Alert Frequency	Alert Type
Submit	Interactive/Batch Billing	Project Manager	Per Invoice	Dashboard
Approve	Project Manager	Biller	Per Invoice	Dashboard
Reject	Project Manager	Biller	Per Invoice	Dashboard
Unsubmit	Interactive Billing	Project Manager	Per Invoice	Dashboard

Alerts and the Invoice Approval Process

For each invoice approval process, you determine whether or not alerts will be sent when invoices are submitted, approved, rejected, or unsubmitted (each invoice approval action).

For each invoice approval action, you select the employees to be alerted, how they will be alerted (email, dashboard, or both), and the alert frequency (alerts sent per invoice or per billing or approval entry session). You specify these settings for an invoice approval process in **Configuration** » **Billing** » **Invoice Approval Process**.

You can specify that alerts are sent when invoices are:

- Submitted in Interactive Billing or Batch Billing.
- Approved in Interactive Billing, Invoice Approvals, or Interactive Approvals.
- Rejected in Invoice Approvals or Interactive Approvals.
- Unsubmitted in Interactive Billing.

Alerts Sent per Invoice

When you choose to have alerts sent per invoice for an invoice approval action:

- Alerts are sent after the action taker enters a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.

- One invoice is included in the alert that is sent to each employee.

Alerts Sent per Session

When you choose to send alerts per a billing or approval entry session for an invoice approval action:

- Alerts are sent when you exit the entry session in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.
- If multiple invoices have been processed during the invoice action, one or more alerts are sent-grouped by the invoice approval process for the invoices that are included in the session.
- Multiple invoices are included in the alert sent to each employee.

Example: An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver-one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."

Hyperlinks in Alerts

Alerts that are sent when invoices are submitted include a hyperlink to the Invoice Approvals application in Billing. In Invoice Approvals, you see only the invoices that require approval for projects for which you are defined as the approver, rejecter, or biller. As an invoice approver, your role access to projects (set up in role security) also determines the invoices that you see in Invoice Approvals.

Alerts that are sent when invoices are approved, rejected, or unsubmitted include a hyperlink to the specific invoice in the Interactive Billing application in Billing.

Accounting Configuration Overview

Before you can perform and process accounting tasks in Vision, you enter accounting configuration settings.

You enter accounting configuration settings on a system-wide level and at the company level. Through Security Configuration, you can restrict access to Accounting Configuration and other menu items.

Summary of Accounting Configuration Settings

If you are new to Vision, you may find it helpful to review the configuration settings related to Accounting.

Configuration Area	Description
Accounting System Settings	Set up the following accounting options that apply to all the companies of in your enterprise:

Configuration Area	Description
	▪ Timesheets ▪ Posting ▪ Reporting ▪ Invoices ▪ Detailed subledgers for intercompany billing ▪ Account status messages ▪ Default account group tables ▪ Labor Categories ▪ Project Budgeting
Accounting Company Settings	Set up the following accounting options that apply to a specific company in your enterprise: ▪ Expense payments ▪ Revenue Generation ▪ Company and intercompany accounts ▪ Posting ▪ Organizations ▪ Timesheets ▪ Job costing ▪ Payroll interface (ADP, Paychex, or Ceridian Powerpay) ▪ Cross Charge ▪ Tax Auditing ▪ Gains and Losses ▪ Transaction Center Approvals
Intercompany Billing	If you use the Multicompany feature, you can share employees among companies while you maintain accounting for both labor and expense charges associated with shared work efforts. For example, an employee from one company can charge time or expenses to another company through timesheets and expense reports. Intercompany Billing makes it possible to track these charges. You can also enable the Detailed Subledgers feature to facilitate creation of intercompany invoices and Accounts Payable vouchers. Intercompany invoices and Accounts Payable vouchers do not affect the General Ledger; they are designed to help you track intercompany transactions. The final versions of the intercompany invoices and intercompany Accounts Payable vouchers that you create are available to post in the Transaction Center.
Employee Types	Set up employee types and assign those types to accounts.

Configuration Area	Description
Time Analysis and Benefit Accrual	Set up the following: ▪ Time Analysis report headings ▪ Projects to include on the Time Analysis report ▪ Benefit Accrual codes
Accrual Schedule	Specify the number of accrual hours that an employee earns over various time frames.
Tax Codes	Set up tax codes and apply the codes to the appropriate billing category.
Banks	Set up bank codes to use when you enter cash-related transactions in Vision. You also can set up: ▪ Bank entries for miscellaneous fees and bank charges ▪ Settings for the import file when importing bank transactions into Vision ▪ Information for processing payroll and employee expense direct deposits (NACHA electronic funds transfers). ▪ Export to text file format information (for accounts payable and employee expense payments).
AP System Settings	Set up the following accounts payable options that apply to all the companies of in your enterprise: ▪ Voucher numbers ▪ Payment payee ▪ Project level options ▪ Vendor types ▪ Expense codes
AP Company Settings	Set up the following accounts payable options that apply to a specific company in your enterprise: ▪ Default payment terms ▪ Voucher numbers ▪ Payment templates ▪ Liability codes ▪ Vendor codes ▪ Discount codes
Accounts Receivable	Set up ledger headings and to map invoice and accounts receivable accounts.
Overhead Allocation	Determine how overhead expenses are allocated.

Configuration Area	Description
Labor Codes	Set up labor codes to classify the types of work that your employees perform. Employees post time to labor codes.
Cash Flow Statement	Set up the headings and accounts for a GAAP Statement of Cash Flows. In Vision, this report is known as the Cash Flow Statement.

Accounting System Settings Overview

In Accounting System Settings, you establish the system-wide settings that apply to all companies in your enterprise.

Checklist: Setting Up Effective Dates for Cost Rates

Use the Cost/Pay Rate Tables to specify when a change will occur in the cost rate or pay rate that is associated with a specified labor rate, labor category, labor code, or labor override table. The date on which a change will occur is the "effective date" of the change.

The checklist includes the steps to configure and set up Vision's effective dates feature for cost rates. Although you use the same cost/pay tables to set up both cost and pay rates, the configuration and setup of pay rates is separate.

Deltek recommends caution if you use labor codes. While a labor code lets you easily specify the cost rate for one type of labor throughout your firm, regardless of the employee or labor category, its inadvertent or improper use has potentially serious consequences. Labor codes at your firm may be numerous and complex with subtle differences among them. Any employee filling out a timesheet can select from all labor codes in your firm. Review your firm's system that screens labor code use, and consider using a labor rate or labor category table instead.

Step	Description
1	For each security role that is involved in effective date configuration and setup, specify full security access to the effective dates cost rates feature. You do this in **Configuration** » **Security** » **Roles** .
2	Enable effective dates for cost rates in **Configuration** » **Accounting** » **System Settings.**
3	Set up cost labor rate, category, and code tables. The tables list employees and specify how each employee's cost rates are affected by the effective dates feature.
4	Enter a cost rate method and rate table for each project, phase, and task that will use an effective date cost rate table. You can enter a method and table at the highest WBS (project) level, and then enter a method and table at one or more of the project's lower WBS levels to override the rate at the highest WBS level.

Checklist: Setting Up Pay Rate Tables

If you are new to Vision Payroll, you may find it helpful to review the setup checklist for pay rate tables.

Step	Description	Location
1	Enable the feature for your firm by selecting the **Enable pay rate tables** option from the General tab of Accounting System Settings.	**Configuration** » **Accounting** » **System Settings**
2	If you want the ability to set multiple overtime rates using effective dates, select the **Enable overtime percent in cost/pay rate tables** option.	
3	Specify full security access to pay rate tables, for each role you want to grant the right to create and modify pay rate tables. To do this, set the **Labor Cost Rates/Amounts** field to **Full Access** from the Accounting tab of Roles Security for each Role.	**Configuration** » **Security** » **Roles** » **Accounting tab**
4	Add pay rate tables.	**Accounting** » **Cost/Pay Rate Tables**
5	Specify a Pay Rate Method and Rate Table for each project that you want to associate with a Pay Rate table on the Time & Expense tab of the Project Info Center. If your project has multiple work breakdown structure levels (phases, and or phases and tasks), you can override the project level by selecting a **Pay Rate Method** and **Rate Table** from the lower level. Vision uses the table set at the lowest level.	**Info Center** » **Projects** » **Time & Expense tab**
6	Specify a **Pay Rate Method** and **Rate Table** for each employee that you want to associate with a Pay Rate table from the Time & Expense tab of the Employee Info Center. In the hierarchy that Vision uses to determine an employees pay rate, a rate table selected at the project level (from the Project Info Center) will override a rate set for an employee in the Employee Info Center. Find out more about Vision's pay rate hierarchy.	**Info Center** » **Employees** » **Time & Expense tab**

How to...

In Accounting System Settings, you establish things such as pay rates, labor categories, diary autonumbering, and whether or not you use retainage.

Set Up General Accounting System Settings

You must configure the accounting settings that apply to all companies in your enterprise.

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

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.
2. On the Accounting System Settings form, click the General tab.
3. Complete the fields on the tab.

   For example, on the General tab you enable or disable features for timesheets, posting, reporting, and invoicing.
4. Click **Save**.

Set Up Labor Categories

If your firm uses labor categories, you create a master list of labor categories and descriptions.

This list is the source of default category descriptions that are used when you add categories to Labor Category tables. These labor categories apply to all the companies in your enterprise

To set up labor categories, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.
2. On the Accounting System Settings form, click the Labor Categories tab.
3. Complete the fields on the tab.
4. Click **Save**.

Set Up Project Budgeting

Use Project Budgeting Setup to specify whether or not certain project budgeting data is to be included in the Project Budget Worksheet and included in Project Planning.

To set up Project Budgeting, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.
2. On the Accounting System Settings form, click the Project Budgeting tab to open it.
3. Complete the fields on the tab.
4. When you finish, click **Save** to save your entries.

Set Up Accounting System Reporting Settings

For all companies in your enterprise, you set up the cash-basis, burdened rates, billing rates, and employee realization reporting features.

To set up reporting features that apply to all companies in your enterprise, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.
2. On the Accounting System Settings form, click the Reporting tab.
3. Complete the fields on the tab.
4. Click **Save**.

Set Up Rate Tables and Specify Effective Dates

When you set up rate tables for labor, labor categories, or labor codes, you use the grid on the relevant form to specify the effective date and the new rate.

To set up rate tables and effective dates, complete the following steps:

1. From the Vision Navigation menu, click **Accounting** » **Cost/Pay Rate Tables**.
2. Select a rate table type—labor rates, labor categories, or labor codes.
3. On the toolbar for the form, click **New** and then create a new rate table or copy an existing rate table.
4. In the **Table Number** field, assign a number to the rate table.
5. In the **Table Name** field, enter a descriptive name for the rate table.
6. In the **Rate Type** field, select **Cost Rate**, **Pay Rate**, or **Both**.
7. Use the grid on the form to add rows in which you specify effective dates and, when appropriate, overtime percentages.

   For example, when you add a labor rate table, you specify the employee, effective date of the rate change, the regular rate, and an optional overtime percentage or secondary overtime percentage.

   Each table must contain at least one row.
8. Click **Save**.

Enable and Configure Employee Realization Reporting

You enable and configure Employee Realization Reporting in Accounting System Settings.

To enable and configure Employee Realization Reporting, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.
2. On the Reporting tab of the Accounting System Settings form, select the **Reporting Realization by Employee** check box.
3. In the Allocation Accounts grid on the Reporting tab, enter a calculation method, frequency, and general ledger accounts.
4. Click **Save**.

Exclude Unit Revenue from Employee Realization Reporting

You can designate a unit's revenue as employee-specific, then specify that it not be included in the calculation that determines each employee's percentage of realization from an invoice.

To exclude a unit's revenue from employee realization calculations, complete the following steps:

1. From the Vision Navigation menu, click **Info Center** » **Units**.
2. On the Units Info Center form, enter a unit table.
3. In the units grids, select the **Employee-specific Revenue** check box for any unit for which you want the revenue to be applied to a specific employee.

   For these units, you enter an employee in the **Employee** column when you enter the units in Transaction Entry and Interactive Billing.

   On the Units Info Center form, you can select the unit type **Labor** for units that are allocated for employee realization. While unit type does not affect realization processing, it does help you easily distinguish labor unit types from equipment or expense type units for reporting purposes.
4. Click **Save**.

Fields and Options

Use the Accounting System Settings form to specify settings used throughout the Accounting application.

Accounting System Settings Form

Use the Accounting System Settings form to enable or establish system-wide settings.

System-wide settings include secondary overtime, retainage, detailed subledgers, project reporting, and labor categories.

Display the Accounting System Settings Form

You display the Accounting System Settings form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **System Settings**.

General Tab of Accounting System Settings

Use the General tab to enable or disable features for timesheets, posting, reporting, and invoicing; to set the project fee entry method; enable detailed subledgers (for Intercompany Billing); and to specify a default account group table.

Contents

Enable for Timesheets

Field	Description
Secondary Overtime	Select this check box if you plan to use the secondary overtime feature, which enables you to track two kinds of overtime: ▪ **Standard overtime** — This is usually overtime that is costed and paid at 150% of an employee's job cost rate or pay rate. ▪ **Secondary overtime** — Use this for overtime that is costed and paid at a higher or lower rate than the standard overtime rate. (This is often 200% of the employee's job cost rate or pay rate). This feature is implemented primarily to satisfy the needs of California users, who must sometimes use two different overtime rates to pay hourly employees. When you select this check box, Vision does the following: ▪ Adds secondary overtime fields to Timesheet and Labor Adjustment Transaction Entry and to Vision Time. ▪ Adds secondary overtime percentage fields to Employee Info Center forms for job costing and payroll purposes. ▪ Adds a secondary overtime multiplier field, **Ovt-2 Multiplier**, to the Labor tab of Project Info Center/Billing Terms. ▪ Adds secondary overtime columns to some reports. ▪ Merges secondary overtime hours and amounts with standard overtime hours and amounts on other reports. ▪ Allows you to establish provisional rates for secondary overtime for use in Project Reporting. ▪ Makes it possible to pay employees and bill clients for secondary overtime.
Cost Rate Tables	Select this check box if you want cost rate tables to override cost rate and pay rate or one or the other in the Employee Info Center for project reporting and payroll processing.
Pay Rate Tables	Select this check box to allow the employee pay rate established in pay rate tables to override the pay rate established on the Payroll tab of the Employee Info Center.

Field	Description
Overtime Percent in Cost/ Pay Rate Tables	Select this check box if you want the percentage for overtime hours in cost rate and pay rate tables to override the percentage for overtime hours in the Employee Info Center. When you select this check box, **Overtime Percent** and **Overtime-2 Percent** fields display in cost rate tables.

Posting

Field	Description
Update Project Team when Posting Labor	Select this check box to have the Team tab of Project Info Center and Employee Info Center automatically updated when employees post time to a regular or promotional project.
Update Project Vendor Association when Posting Vouchers	Select this check box to have the Team tab of Project Info Center and Employee Info Center automatically updated when employees post time to a regular or promotional project.
Enable Option to Update BTD for Journal Entries to Revenue	BTD means billed-to-date. Select this check box to have Vision include the amount of all journal entries when it calculates job-to-date billings for the referenced project. It is important to select this check box if you use a billing-based revenue method for projects and plan to make journal entries to a revenue account.
Enable Cash-Basis Postings for Labor Transactions	Select this check box if you want Vision to post cash-basis entries when you post timesheets or labor adjustments. This check box is enabled when the Accounting application is enabled and you select the **Cash-Basis Reporting** check box on the Reporting tab in Accounting System Settings.

Field	Description
Project Fee Entering Method	The options in this section determine the levels of the work breakdown structure (WBS) at which you can enter project fees and compensation. ▪ **At all levels of the work breakdown structure** — You can specify fee and compensation amounts at any level of the WBS. ▪ **At lowest level only (system will automatically update higher levels)** — You can enter fee and compensation amounts only at the lowest level of the WBS; Vision calculates and updates all amounts at higher levels of the WBS. If you switch this setting from the first option to the second option, Vision refreshes all the Project fee columns (**Compensation**, **Direct Labor, Direct Expense, Direct Consultant, Reimbursable Expense, Reimbursable Consultant**, and **Reimbursable Allowance**) for all your projects and project templates.

Invoice

Field	Description
Enable Retainage	Select this check box to enable Vision's retainage feature. The retainage feature allows you to put a portion of the invoice "on hold." Retainage is a percentage of billings contractually withheld on the invoice, which is billed to the client upon the project's completion. The Billing application withholds the percentage specified in Billing Terms on the total billings or any combination of the six possible components of an invoice: labor, consultants, expenses, fees, units, or add-ons. After the retainage on the invoice is calculated, Vision posts and tracks it through Billing, Accounts Receivable, Project Control, and the General Ledger.
Enable Retainers	Select this check box to enable Vision's retainer feature. The retainer feature streamlines the capture of your client's retainer in your accounting, billing and reporting systems. You track and apply the retainer to invoices based on your organization's accounts receivable categories. After the project has other accounts receivable activity, you can track the amounts applied, and the retainer balance, on the Accounts Receivable Ledger report. The retainer is also included in Current Receipts on the Office Earnings report.
Display Invoice Leading Zeros	Clear this check box if you do not want leading zeros in a billing invoice number to display in certain dialog boxes and reports. With fewer digits displayed, invoice numbers may be easier to read.

Account Status Grid

Field	Description
Label/Message	For each account status (**Active**, **Inactive**, and **Dormant**) in the grid, click the **Message** field to display the drop-down arrow. Click the drop-down arrow and then, from the drop-down list, select **None**, **Warning**, or **Error**. This setting determines whether or not a message displays and the type of message that displays when users enter general ledger accounts throughout Vision. For example, to prevent users from entering an inactive account during data entry, select **Error** in the **Message** field for the **Inactive** label. The options in the **Message** field are: ▪ **None** — No message displays, and the account can be used for data entry. ▪ **Warning** — A message displays the account status, and the account can be used for data entry. ▪ **Error** — A message displays the account status, and the account cannot be used for data entry. (An account's status is entered on the Accounts form in **Info Center** » **Accounts** » **Chart of Accounts**.)

Field	Description
Synchronize Fees from Contract to Project	Select this option to use the contract amounts from the Contract Management tab in the Project Info Center to update the **Compensation**, **Direct Labor, Direct Expense, Direct Consultant, Reimbursable Expense, Reimbursable Consultant**, and **Reimbursable Allowance** fields on the Budget & Revenue tab of the Project Info Center. If you select this option and one or more WBS1s have Compensation, Direct Consultant, or Reimbursable Allowance amounts assigned on the Budget and Revenue tab of the associated project, Vision can create a contract based on those amounts, and displays the following prompt: One or more projects already have compensation, direct consultant, or reimbursable allowance amounts assigned on the Budget and Revenue tab of the Project Info Center. Use the Deltek Vision Advanced Utility "Create Contracts from Fees" to automatically create a contract based on those amounts for each of those projects. Click **OK** to close the prompt. Click **Help** to access the Create Contracts from Fees utility.
Enable Detailed Subledgers for Intercompany Billing	If you use the Multicompany feature, select this check box to enable the detailed subledgers feature, which makes it possible to generate accounts receivable and accounts payable transactions in Intercompany Billing. This enables the following items: ▪ The **Labor Revenue** and **Expense Revenue** fields on the Accounts tab in **Configuration** » **Accounting** » **Company Settings**. ▪ The Subledger Vendors and Subledger Terms tabs in **Configuration** » **Accounting** » **Intercompany Billing**. ▪ The Accounts Receivable reporting features. ▪ The ability to create actual invoices and vouchers between companies and have these transactions display on accounts receivable and accounts payable reports.
Default Account Group Table	Use this field only if you use account group tables and you want a specific account group table to automatically populate for all accounts when you set up accounts in your chart of accounts. From the **Default Account Group Table** drop-down list, select the account group table that you want to automatically populate in the **Account Groups** grid on the General tab in **Info Center** » **Accounts** » **Chart of Accounts**. You create the account group tables in **Info Center** » **Accounting** » **Account Group Tables**. A scenario in which you could use this field: In a multicompany environment, the chart of accounts for each of your companies must be consolidated into a enterprise-wide (corporate) chart of accounts. After you set up a corporate account group table in the Accounting Info Center, enter it as the default account group table in Accounting System Settings to ensure that all accounts have a corporate account group assigned automatically.

Diary Auto Numbering Tab of Accounting System Settings

Use the Diary Auto Numbering tab to manage diaries and set up automatic numbering for the diaries.

Contents

Diary Auto Numbering Grid

Use this grid to set up diaries and automatic numbering for them. This allows you to assign diaries to transactions and produce diary reports that contain a subset of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or fiscal periods.

You can set up different types of diaries to assign to a different group of transactions, such as purchase transactions or sales transactions. You set up diaries by diary type and company (if you have multiple companies), and you assign each diary either a fiscal period or fiscal year for which it applies.

When you set up a diary in this grid for the fiscal period or fiscal year in which you are entering transactions, a Diary field displays in various places throughout Vision. You must enter a diary code for all transactions entered in these various places.

For more information, see the "Diaries Overview" and "Diary Field Locations in Vision" topics. If you have multiple companies in Vision:

- You must set up diaries and diary auto numbering by company in this grid.
- You must set up a diary using the Deltek-provided **IC** (Intercompany Diary) diary type to capture intercompany transactions.

Deltek recommends that you post all open transaction files and payment processing runs before you set up diaries.

After you set up a diary in the grid, you cannot change any information in the grid for it. Instead, you can delete the diary row in the grid if no transactions have been assigned a diary number for the diary.

Field	Description
Diaries Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Insert	Click this option to enter a new row on the grid and set up a diary.
Delete	Select a row and click this option to delete the diary from the grid. You cannot delete a diary after a transaction has been assigned a diary number for the diary.
Company	If you use the Multicompany feature, use the drop-down list to select the company for which you are setting up the diary.
Diary Type	Use the drop-down list to select a diary type, such as purchases diary or sales diary. You set up diary types in the Diary Code table in **Configuration** » **Code Tables**. This allows you to produce different diary reports for different types of transactions.
Diary Description	The description for the diary type that you selected in the **Diary Type** field displays in this field. This description is also specified in Code Tables Configuration.
Period	Use this drop-down list to select the fiscal period or fiscal year for which the diary applies. After you set up a diary for a fiscal period or fiscal year, a **Diary** field displays in various places throughout Vision when you have that fiscal period or fiscal year open in Vision. You must enter a diary code for all the various transactions that you enter in that fiscal period or fiscal year. This ensures that diary reports contain the transactions from specific fiscal periods or a fiscal year. In the drop-down list, fiscal periods are designated as **<period>/<year>**, such as 01/2016 and 02/2016 for January 2016 and February 2016. A fiscal year is designated as 0/<year>. For example, 0/2016 is the fiscal year for 2016. Only active periods and fiscal years display in the list. When you select the fiscal year for a diary, the diary contains transactions for the whole year. When you select a specific fiscal period for a diary, the diary contain transactions for only the specific period. For diaries that you create with the same diary type and company within the same fiscal year, you must set up either one fiscal-year diary or multiple diaries for each fiscal period of the fiscal year. You cannot have a mix of both fiscal year and fiscal periods within the same fiscal year. If you select **IC-** in the **Diary Type** field in this grid, you must select a fiscal year in the **Period** field. IC (Intercompany Diary) is a diary type that comes with Vision if you have multiple companies.
Diary Code	Enter an alphanumeric code (up to 10 digits) for the diary. This is the code that you select from the drop-down list in a **Diary** field in various places throughout Vision when you assign a diary to a transaction or processing run. You can use the same diary code only for another diary of the same diary type and same company. For example, you can use the same diary code for a diary for company A that has a Sales diary type for period 01/2016 and a diary for company A that has a Sales diary type for period 02/2016. You cannot use the same diary code for different diary types or different companies.

Field	Description
Next Diary Number	Enter the diary number to be automatically assigned to the next transaction for which the diary is entered. The diary number is assigned to a transaction when you save the transaction or when you process a run such as for accounts payable payment processing. When a diary number is assigned to a transaction, the number in this field updates appropriately. You can change the number in this field at any time.

Option Below the Grid

Field	Description
Include Diaries Assigned to Closed Periods	Select this check box to include diaries that are assigned to closed periods in the Diary Auto Numbering grid.

Reporting Tab of Accounting System Settings

Use the Reporting tab to enable or disable reporting features, such as cash-basis reporting, reporting at burdened rates, billing rates, or billing currency. You can also enable employee realization reporting and specify related settings.

Contents

This tab only displays if you have the Project Control, Accounting, and Billing modules all activated.

Field	Description
Cash-basis Reporting	You must select this option if you want to print your accounting reports with the cash-basis method of accounting. Cash-basis reporting is a method of financial accounting in which revenue is not earned until cash is received, and expenses are not incurred until cash is disbursed. You can enable cash-basis reporting at any month start; you must map cash-basis accounts to your accrual accounts and enter your balances at that point. After you enable cash-basis reporting, Vision maintains cash-basis detail from that point forward. For this reason, it is important to enable cash-basis reporting only when you are ready to use the feature fully and you have determined your cut-off date. After you enable this feature, it is enabled in all past and future periods. You must turn the feature off to make entries in a prior period. To avoid this, you can close all prior periods and set up security to not allow for processing in closed periods. You must set up (map) a cash-basis account for any accrual-basis account that you want to post to a different account for cash-basis reporting. You can use existing accounts or set up accounts to use as cash-basis accounts. Vision implements accrual-basis accounting by default. Under accrual-basis accounting, revenue is recognized when it is earned, and expenses are recorded when they are incurred rather than paid.

Field	Description
Reporting at Burdened Rates	Select this check box to run project reports at burdened amounts. This effectively combines labor and overhead on a single detail line. When you combine labor and overhead, the overhead for each detail line is estimated using the same calculation that is used when reporting at cost and overhead allocation needs to be run.
Reporting at Billing Rates	Select this check box to generate project reports based on billing and cost rates. If this option is selected, Vision includes Billing and Cost as options in the **Options** field in Project Reporting. You cannot print reports at billing rates unless the Billing application is installed.
Use Reporting Default Terms for All Projects	Select this check box if you want reports that use billing amounts (for example Project reports, Employee reports, and posting logs) to use the billing terms and multiplier information in **Configuration** » **Billing** » **Report Default Terms**. When you select this check box, the **Use as Project Reporting Default Terms Only** check boxes on the Labor tab and the Exp/Con/Unit tab in **Configuration** » **Billing** » **Default Terms** and in **Billing** » **Default Terms** are not available. If you are reporting billing in the project currency, there are issues with billing revenue methods and zero cost rates. When you report billing in the billing currency, however, this is not an issue.
Use Billing Currency not Project Currency	Select this check box if you use the Multicurrency feature and your enterprise decides to report project amounts in the billing currency, rather than the project currency. For example, you may want to make it easier to match invoice amounts to the corresponding amounts on project reports. **Currency and Billing Extensions** Billing and cost rates for project reporting are defined at the time of posting. When you post a transaction, Vision looks at the applicable billing terms to determine billing rates for project reporting purposes. If you later update the billing terms, your updates are not reflected on the project reports unless you refresh billing extensions. To calculate billing extension values, Vision always first calculates them in the billing currency. ▪ If you select the **Use Billing Currency not Project Currency** option, the amount Vision calculates is the billing extension used on project reports. ▪ If do not select the **Use Billing Currency not Project Currency** option, the billing extension values need to be in the project currency. Therefore, if the project currency is different from the billing currency, Vision makes an extra exchange to translate the billing extension from the billing currency to the project currency. **Currency and the Planning Application** If this option is selected and a plan's cost currency differs from its billing currency, the following occur:

Field	Description
	▪ Planning calculates cost amounts with the plan's cost currency. It calculates billing amounts with the plan's billing currency. ▪ When projects are added to a plan, Planning filters the Project lookup to display only those projects whose project currency matches the plan's cost currency **and** whose billing currency matches the plan's billing currency. If this option is cleared and your plan's cost currency is the project currency, then the following occur: ▪ Planning calculates its own cost and billing amounts with a plan's cost currency as both its cost and its billing currency. ▪ When projects are added to a plan, Planning filters the Project lookup to display only those projects whose project currency matches the plan's cost currency.
Reporting Realization by Employee	Select this check box if you want to track realization amounts for employees. When you select this check box, you must enter a calculation method, frequency, and allocation accounts in the remaining fields on this tab. You can clear or select this check box at any time. When you clear it after it has been selected (and realization amounts have been allocated to employees), previously calculated realization amounts are not removed from records.
Calculation Method	This setting applies only when you select the **Reporting Realization by Employee** check box. From the drop-down list, select the **Cost**, **Billing**, or **Hours** method. This setting affects how revenue is prorated among employees who work on a project. This setting affects the calculation that determines the percentage of revenue to allocate as realization to each employee who has time records for the invoice (if you select the Invoice frequency for employee realization) or for a period (if you select the Period frequency for employee realization). You can change the calculation method at any time. Changing it does not impact the realization amount for prior records. It impacts only future calculations. This is how the calculation method is used to prorate revenue among employees: 1. A value is calculated for each employee's total time records that are included on a billing invoice (if you select the Invoice frequency for employee realization) or included in the selected posting periods (if you select the Period frequency for employee realization). The value is a billing amount, cost amount, or hours, depending on which calculation method you choose. 2. Each employee's time record value is divided by the total value of all employees' time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period

Field	Description
	frequency). This determines the percentage of the realization that an employee will receive. Employee-specific unit transactions that are included on an invoice are not included in the total of all employees' time records that is used to calculate the percentage of realization that an employee receives. Employee-specific unit revenue is allocated directly to the specific employee. 3. The realization that an employee receives is the percentage (determined in step 2) of the amount that is posted to the general ledger revenue accounts that are designated for the Employee Realization feature on this tab. The possible settings for this option are: ▪ **Cost** — With this method, the cost value of time records is used to determine the percentage of revenue to allocate to each employee who has time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). The cost amount is calculated from posted timesheet transactions and billing edits made in Interactive Billing (items to be billed, written off, deleted, modified, or inserted). If you use labor burden rates, the cost amount does not include burden. ▪ **Billing** — With this method, the billing extension is used to calculate a billing value that is used to determine the percentage of revenue to allocate to each employee who has time records on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). You can select this option only if you also select the **Reporting at Billing Rates** check box on this tab. For fee-based invoices, the percentages for employee realization are based on the fee amounts entered in Billing Terms for a project. ▪ **Hours** — With this method, the total hours for the labor transactions are used to determine the percentage of revenue to allocate to each employee who has labor transactions included on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency).
Frequency	This setting applies only when you select the **Reporting Realization by Employee** check box. This setting affects how employee realization is calculated and whether or not realization is allocated automatically or manually. From the drop-down list, select the frequency for calculating employee realization. The options are: ▪ **Invoice** — This option is available only if you use the Billing module. When you select this option, the revenue allocated to employees is based on revenue from posted invoices. The allocation occurs

Field	Description
	automatically when you process invoices in Interactive Billing and Batch Billing. After you click **OK** on the Invoice Accept dialog box in Interactive Billing, realization amounts are displayed by employee on the Employee Realization Allocation dialog box. This dialog box does not display in Batch Billing. ▪ **Period** — When you select this option, the revenue allocated to employees is based on revenue posted in a specific accounting period or range of periods. You must manually run the Employee Realization Allocation program in Billing > Employee Realization to allocate realization. The allocation does not occur as part of Interactive Billing or Batch Billing. On the Employee Realization Allocation form in Employee Realization, you select the projects, a range of periods, and whether or not to include labor adjustments and Interactive Billing modifications in the realization calculation. Realization is calculated only when there is both an invoice and time records posted for a project in the period or periods that you selected for realization processing. You can change the setting for this option at any time. Changing the frequency setting changes the calculation method going forward. It does not impact records that have already been calculated.

Allocation Accounts Grid

This grid prefills with the labor account (revenue account for labor billings) that is entered on the Accounts tab in Billing Configuration.

In this grid, enter:

- Labor revenue accounts.
- Unit revenue accounts that are entered for units (in the Units Info Center) if the units are designated as having employee-specific for revenue (the **Employee specific Revenue** check box has been selected in the Units Info Center).

If you use the Multicompany feature:

- The labor account (from the Accounts tab in Billing Configuration) for each company prefills in this grid.
- This grid displays columns for **Company**, **Account**, and **Account Name**.
- A revenue account can be used only one time for each company.

Field	Description
Allocation Accounts Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a blank row to the grid. Enter a new revenue account for the realization calculation in the row. If you use the Multicompany feature, click the drop-down arrow in the **Company** column to select a company from the list. In the **Account** column, use the Account lookup to select a revenue account. The name of the account displays in the **Account Name** column.
Delete	Select the row that you want to remove from the realization calculation and then click this option to delete it. Deleting accounts affects future calculations but does not affect any realization calculations that have already been made. If you try to delete a revenue account that is associated with units for a specific employee, you receive a warning message that if you proceed with the deletion, the unit will be changed to no longer be employee specific. This helps to ensure that employee-specific units are being credited to a revenue account defined as part of the realization.
Company	If you use multiple companies, click the drop-down arrow in this column and select a company from the list.
Account	Use the Account lookup to select a revenue account for which realization will be allocated.
Account Name	The name of the revenue account that you selected displays in this field.

Labor Categories Tab of Accounting System Settings

Use the Labor Categories tab to create a master list of labor categories and descriptions.

Contents

Labor Categories Grid

Field	Description
Labor Categories Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	To enter a new labor category, click this option to add a blank row to the Labor Categories grid. Enter labor category information in the blank row.
Delete	To delete a labor category in the grid, click the labor category's row and click this option.
Category	Enter the number by which to identify this category. In the Employee Info Center, you assign employees to labor categories.
Description	Enter a name for the category. The category name displays on invoices when you choose **By Category** as your labor method sorting option (on the Labor tab of Billing Terms).

Project Budgeting Tab of Accounting System Settings

Use the Project Budgeting tab to determine which project budgeting data is included in the Project Budget Worksheet.

Contents

Field	Description
Show Job-to-Date Amounts	Select this option if you want job-to-date information to display in the Project Budget Worksheet. The job-to-date amounts include all amounts associated with the project since its start date.

Field	Description
Show Estimate-to-complete amounts	Select this option if you want estimate-to-complete (ETC) amounts to display on the Project Budget Worksheet. The estimate-to-complete total hours and amount represents the estimate of what is necessary to complete the project from today.
Show Estimate-at-Completion Amounts	Select this option if you want estimate-at-completion (EAC) amounts to display on the Project Budget Worksheet. The estimate-at-completion hours and amount represents the current estimate of the total that will have been worked or spent at the project's finish.
Show Detail Starting and Ending Dates	Select this option if you want start and end dates for each work breakdown structure (WBS) element that you enter in the planning grids to display in the Project Budget Worksheet.
Enable Budgeting by Vendor	Select this option to see **Vendor** and **Vendor Name** columns on the Expense Cost tab and the Expense Billing tab of the Project Budget Worksheet. ▪ If you select this option, you can budget by account and by vendor. Also, each row in an expense grid has a unique account and vendor combination. ▪ If you do not select this option, each row in an expense grid is considered unique based on its account number.

Transaction Auto Numbering Tab of Accounting System Settings

Use the Transaction Auto Numbering tab to specify automatic numbering settings for payments, cash receipts, journal entries, and AP voucher entries.

The automatic numbering applies to:

- Payment (check) numbers for vendor and employee payments.
- Reference numbers for journal entries, cash receipts, and employee repayments.
- Voucher numbers for AP vouchers.

Numbers are automatically generated for journal entries, cash receipts, employee repayments, and AP vouchers when you post them. Numbers are automatically generated for payments when you process the payments before you post them.

Multicompany

If you use the Multicompany feature, you can use either Transaction Auto Numbering or Diary Auto Numbering for each company. For example, if Company A and Company B use Transaction Auto Numbering, when you enter Company C, you can choose either Transaction Auto Numbering or Diary Auto Numbering.

However, if you are not using the Multicompany feature, you can use only Transaction Auto Numbering or Diary Auto Numbering for all of your transactions. In this case, Company A, Company B, and Company C must all use the same auto numbering feature. You set up diary auto numbering on the Diary Auto Numbering tab of this form.

Contents

Bank Transactions Grid

Use the Bank Transactions grid to define the automatic numbering settings for the following:

- Payment (check) numbers for AP disbursements and cash disbursements that are entered in Transaction Entry and payments made in Accounts Payable Payment Processing, Employee Payment Processing, and Payroll Payment Processing.
- Reference numbers for cash receipts and employee repayments that are entered in Transaction Entry.

Field	Description
Bank Transactions Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row in the grid, and set up automatic numbering for a bank code.
Delete	Select a row and click this option to remove the row from the grid.
Company	If you use the Multicompany feature, use the drop-down list to select the company of the bank code.
Bank Code	Use the drop-down list to select a bank code for which to set up automatic numbering.
Receipts	Select this check box to use auto numbering for the reference number for cash receipts and employee repayments that are entered in Transaction Entry. When you post a transaction, Vision applies the number that is entered in the **Next Receipt Reference Number** field to the receipt.
Next Receipt Reference Number	Enter the reference number for the next receipt entered in Vision. Vision automatically updates the reference with the next sequential number for each additional receipt. You can change this number if needed.
Payments	Select this check box to use auto numbering for check (payment) numbers for AP disbursements and cash disbursements that are entered in Transaction Entry and payments made in Accounts Payable Payment

Field	Description
	Processing, Employee Payment Processing, and Payroll Payment Processing. When you click **Process Payments** for the payment processing transactions, Vision applies the next number in the **Next Payments Reference Number** field to the transaction.
Next Payment Reference Number	Enter the check or payment number for the next payment entered in Vision. Vision automatically updates the reference with the next sequential number for each additional payment after a number is assigned to a payment. You can change this number if needed.

Option above the grid

Field	Description
Last System Generated Voucher Reference Number for Companies Not Listed Below	This field displays the last system-generated voucher number. Use this number as a reference to avoid entering duplicates when you enter your next reference number in the Transaction Entry Auto Numbering grid.

Transaction Entry Auto Numbering Grid

Use this grid to set up automatic numbering of reference numbers for journal entries and automatic numbering of voucher numbers for AP vouchers. This includes vouchers that you enter in AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and in the Create Voucher from PO application. If you have multiple companies set up in Vision, you can set up automatic numbering by company.

Field	Description
Transaction Entry Auto Numbering Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row on the grid and set up automatic numbering for journal entries or AP vouchers.
Delete	Select a row and click this option to remove the row from the grid.

Field	Description
Company	If you use the Multicompany feature, use the drop-down list to select the company.
Transaction Type	Use the drop-down list to select the transaction type for which to assign automatic numbering. Options are **AP Vouchers** and **Journal Entries**. **AP Vouchers** appears in the drop-down list only if the **Require entry of voucher numbers** check box is **not** selected in **Configuration** » **Accounting** » **System AP**. When you select **AP Vouchers**, this turns on auto numbering for AP vouchers that are entered through AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and Create Voucher from PO in the Accounts Payable application. A voucher number is automatically assigned to these transactions when you post them.
Starting Voucher and Ending Voucher Fields	These fields display only if you have multiple companies in Vision, and you are automatically assigning numbers for AP vouchers. The fields are enabled only when you select **AP Vouchers** in the **Transaction Type** field for a row in the grid. Enter a starting and ending voucher number to use for automatically assigned voucher numbers for a company. This allows you to maintain a separate sequence of voucher numbers for each of your companies. The start and end range cannot overlap with the voucher numbers for another company. The voucher numbers are automatically assigned when you post AP vouchers, AP disbursements, and vouchers that are created from purchase orders. If you get to the point where you have used up all the voucher numbers in the range, you receive a message when you post vouchers. To resolve this, you can extend the voucher number range or enter a completely new range to avoid overlapping voucher numbers with another company.
Next Reference Number	Enter the number to automatically use as the next reference number for a journal entry or the next voucher number for an AP voucher, depending on the type of transaction you entered in the **Transaction Type** field. After you enter a number in this field, Vision automatically updates the field with the next sequential number as transactions are posted. You can change the number in this field at any time, but you cannot change it to a number that has already been used. When you enter a starting and ending voucher number in the **Starting Voucher** and **Ending Voucher** fields for AP vouchers, the next reference number must be within the starting and ending voucher range. You cannot change the next reference number to a number that has already been used.

Learn More About...

You may find it helpful to review information about automatic numbering, diaries, and employee realization reporting.

Automatic Numbering for Transactions

Use the Transaction Auto Numbering feature to have Vision automatically assign check, reference, and voucher numbers when you enter transactions and process payments.

You turn on and configure the feature on the Transaction Auto Numbering tab of Accounting System Settings. If you have multiple companies, you can set up auto numbering for each company on the Transaction Auto Numbering tab.

You can turn on automatic numbering per bank account for the following transaction entry and processing:

- **Payments** — Cash disbursements, AP disbursements, accounts payable payments, employee payments, and payroll payments
- **Receipts** — Cash receipts and employee repayments

You can also turn on automatic numbering for the following entries in the Transaction Center:

- **Journal entries**
- **AP vouchers** (this includes AP vouchers, AP disbursements, and vouchers that you create from purchase orders)

When automatic numbering is in use:

- **[AUTONUMBER]** displays in the **Reference** field when you enter transactions such as cash receipts and journal entries.
- **[AUTONUMBER]** displays in the **Payment** field when you process payments, such as those for accounts payable or payroll.
- The **Voucher** field does not display on the AP Vouchers and AP Disbursements transaction entry forms.
- Check, reference, and voucher numbers are automatically assigned when you post transactions or process checks.

When You Cannot Use Transaction Auto Numbering

You cannot set up auto numbering for AP Vouchers when the **Require entry of voucher numbers** option is selected in System AP configuration for AP Vouchers.

You should not set up auto numbering when transactions contain open transaction files for the transaction type and designated company/bank.

Out-of-Sequence Auto Numbering

The following situations will result in transaction auto numbers displaying out of sequence:

- A posting fails for a transaction, or a user unposts a transaction file.
- Transactions are posted for different periods at the same time. You must update the next reference number prior to and after posting data in a prior period.
- A payment run is deleted after Process Payments has occurred.
- Process Payments is run, but not posted. Another payment using the same bank code is processed and posted, which will cause the first process to be out of sequence.

Diaries Overview

Diaries provide you with a way to produce reports that contain a set of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or for specific fiscal periods.

You assign diaries to transactions when you enter the transactions in the Transaction Center. You also assign diaries when you process accounting transactions such as accounts payable payments or revenue generation. Diary numbers are automatically assigned to each transaction when you save a transaction. The diary numbers tie the specific transactions to debit and credit entries that are posted to the general ledger for the purpose of producing diary reports.

You can set up different types of diaries to assign to different types of transactions. For example, you can set up diary types for purchase transactions and sales transactions. You set up diaries by diary type and company (if you have multiple companies) and assign a specific fiscal period or a fiscal year to which they apply.

Diary numbers are used in addition to other existing reference numbers in Vision. They do not replace the existing reference numbers, such as voucher, payment, receipt, invoice, and other reference numbers.

Configuration

To set up diaries and auto numbering for them:

- In **Configuration** » **General** » **Code Tables**, you enter diary types in the **Diary Type** code table. For example, you can set up diary types for purchase transactions and sales transactions.
- On the Diary Auto Numbering tab in **Configuration** » **Accounting** » **System Settings**, you set up diaries for your company or for each of your companies, if you have multiple companies. Diaries are assigned a diary type, and you specify whether the diary applies for a specific fiscal period or a fiscal year. You also set up the next diary number to be automatically assigned to the next posted transaction.

Assigning Diaries to Transactions and Auto-Generated Diary Numbers

If you have set up a diary in Accounting System Settings for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout Vision, and you must enter a diary code for transactions entered in all these various places.

You assign diary codes to transactions when you:

- Enter transactions in the Transaction Center.
- Create processing runs in Vision Accounting, Billing, Time & Expense, and Inventory.
- Create entries using the Key Conversion and Data Import utilities.

A **Diary Number** field also displays on various transaction entry forms. This field prefills with an auto-generated number when you save a transaction. For processing forms that do not display a **Diary Number** field, diary numbers are automatically assigned to the transactions when you process the run, such as for accounts payable payment processing. The automatic numbering ensures that the diary numbers are sequential, based on the order that transactions are posted.

Deleting a Transaction after it Has Been Saved with a Diary Number

You cannot delete a transaction after it has been saved with a diary number. If a transaction is incorrect and you need to delete it, you must enter zero amounts for the transaction, or enter a reversing transaction.

Summary Entries to the General Ledger

Vision makes automatic, summary entries to the general ledger in several processing situations. For example, when you post accounts payable vouchers, the general ledger liability account receives a single posting for the sum of all accounts payable vouchers that affect that liability account in the posting run. If a company is using the Auto-Numbering with Diaries feature, Vision breaks down these general ledger summary entries so that each separate diary entry has an offsetting amount. The impact is that general ledger postings and reports on those details will show more entries when using the Auto-numbering with Diaries feature.

Transactions Created During Scheduled and Recurring Processing

For transactions that are created for scheduled or recurring processing, the diary numbers are assigned when the process runs. The numbers assigned are based on the next diary number that is specified on the Diary Auto Numbering tab in Accounting System Settings for the fiscal period or fiscal year in which the when the process runs at the time the processing occurs.

Reporting

Use the Diary report in **Reporting** » **General Ledger** to generate various diary reports based on periods, diary codes, diary types, and diary numbers.

Diary Field Locations in Vision

If you set up a diary on the Diary Auto Numbering tab in Accounting System Settings Configuration for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout Vision.

You must enter a diary code for all transactions that you enter in all the various places throughout Vision.

A **Diary Number** field that prefills with an auto-assigned number also displays on the various transaction entry forms. For processing forms that do not display a **Diary Number** field (such as for accounts payable payment processing), diary numbers are automatically assigned to the transactions when you process the run.

Transaction Center

The **Diary** field and the **Diary Number** field are located on the transaction entry forms in **Transaction Center** » **Transaction Entry** for the following transaction types:

- AP Vouchers
- AP Disbursements
- Cash Disbursements
- Cash Receipts
- Employee Repayments

- Invoices
- Journal Entries
- Miscellaneous Expenses
- Prints & Reproductions

The **Diary** field and the **Diary Number** field are located on the File Control dialog box for the transaction file for the following transaction types:

- Employee Expenses
- Labor Adjustments
- Timesheets
- Units
- Units by Projects

In **Transaction Center** » **Transaction Posting**, the **Diary** field is located on the Timesheets tab and the Expense Reports tab.

Accounting

In the following Accounting programs, the **Diary** field is located on the processing forms:

- Accounts Payable » Create Voucher from PO
- Adjust Salaried Job Cost
- Consultant Accruals
- Gains/Losses and Revaluations
- Intercompany Billing (General tab)
- Labor Cross Charge
- Revenue » Revenue Generation

For Accounts Payable Payment Processing and Employee Expenses Payment Processing, the **Diary** field is located on the Assign Payment Number dialog box when you click the **Assign Numbers** option on the Payment Printing and Numbering form.

For Bank Reconciliation in Accounting, the **Diary** field is available only when you process cleared items for a bank that has the in-process account enabled in Bank Codes Configuration. The field is located on the Post Cleared Items dialog box that opens from the Payments tab on the Bank Statement Reconciliation form when you click **Process Cleared Items** on the grid toolbar.

In AP Invoice Approvals, the **Diary** field is on the Create Transaction Center AP Voucher Options dialog box and the Create Voucher From Purchase Order Options dialog box.

Billing

You enter diaries for the following Billing programs:

- Interactive Billing — On the Billing Session Options form.
- Interactive Billing — On the Billing Labor Transfer dialog box, Billing Expense Transfer dialog box, and the Billing Unit Transfer dialog box.
- Batch Billing — On the Billing Session Options form.

Inventory

In Inventory, the **Diary** field is on the following forms:

- Inventory Issues
- Quantity Adjustments
- Cost Adjustments

Data Import

On the Text File Fields Mapping tab of the Import Utility form, you can select whether or not to import the **Diary** field from a text file for the following tables that you select on the Main tab of the Import Utility form:

- Journal Entry Data Entry
- Miscellaneous Data Entry
- Prints and Reproductions Data Entry
- AP Voucher Data Entry
- Invoice Data Entry
- Cash Receipts Data Entry
- AP Disbursement Data Entry
- Cash Disbursement Data Entry
- FAS Depreciation Entry

You can specify a diary code to use for the following data when you import it into Vision using the Data Import utility:

- Timesheet Data Entry
- Employee Expense Report Data Entry
- Unit Data Entry
- Project Expense
- Project Invoice
- Project Receipt
- Account Balance
- AP Voucher Line
- AP Payment
- Unbilled Revenue

The **Diary** field is located on the Import Utility dialog box and the Please Specify the Batch Name to be Used for This Data Entry Import dialog box. These dialog boxes display after you validate and before you import.

Employee Realization Reporting

The Employee Realization Reporting feature allows you to measure the realization and profitability of employees who work on a project. Realization is the monetary amount of billed and unbilled revenue attributed to an employee.

You can use realization information for company analysis, compensation and promotion reviews, staffing decisions, project pricing, and so on.

This feature automates the allocation of posted labor and units-related revenue to specific employees who work on a project. Revenue that is associated with time records and employee-specific units is used for employee realization.

Potential Realization

After you turn on the Employee Realization Reporting feature, realization amounts are assigned automatically to employees when you post timesheets, labor adjustments, and employee-specific units. Realization amounts are calculated using the billing extensions for generating reports at billing rates. This is potential realization because these items have not yet been billed.

Actual Realization

In addition, realization is calculated and allocated to employees in Billing in Interactive Billing, Batch Billing and Employee Realization. This calculates the actual or true realization based on posted invoices, credit memos, invoice adjustments, and written-off invoices.

Enable and Configure Employee Realization Reporting

If you want to track and allocate employee realization, you must turn on the Employee Realization Reporting feature on the Reporting tab in Accounting System Settings. You choose a calculation method, frequency, and revenue accounts for employee realization.

In the Units Info Center, you specify whether or not a unit has employee-specific revenue.

When Actual Employee Realization Is Calculated

Actual employee realization is calculated and processed differently depending on the frequency that you select when you set up Employee Realization Reporting in Accounting System Settings. The following table provides a high-level overview of the differences:

	Employee Realization Reporting Frequency Setting	
	Invoice Frequency	Period Frequency
Where Actual Employee Realization is Allocated in Vision	Realization is allocated automatically when you process invoices in either: **Billing** » **Interactive Billing** **Billing** » **Batch Billing** In Interactive Billing only, you can view and edit the employee realization amounts on the Employee Realization Allocation dialog box.	You manually allocate realization in: **Billing** » **Employee Realization** You select a range of periods and projects on the Employee Realization form. You then view and edit the employee realization amounts on the Employee Realization Allocation dialog box.

	Employee Realization Reporting Frequency Setting	
	Invoice Frequency	Period Frequency
How Actual Employee Realization is Calculated	Realization is calculated for time records and units associated with each invoice that is posted in Interactive Billing and Batch Billing.	Realization is calculated for the invoices and posted time records that fall within the range of periods and projects that you select when you run Employee Realization. Invoices that you enter in the Transaction Center are included in the calculation.

Reports that Include Employee Realization Data

The following reports include employee realization data:

- Employee Labor Detail (**Reporting** » **Employees**)
- Time Analysis (**Reporting** » **Employees**)
- Invoice Transaction Detail (**Reporting** » **Accounts Receivable**)
- Performance Management Reports (**Reporting** » **Performance Management**)

The realization amounts that display on reports include the potential realization from posted timesheets, labor adjustments, and employee-specific units.

After you allocate realization in Interactive Billing, Batch Billing, or Employee Realization, realization amounts on the reports also include the actual realization that has been allocated for posted invoices.

Data Import and History Loading Utilities

You can use the Data Import utility in **Utilities** » **Advanced Utilities** » **Data Import** to import realization amounts.

You can use the Project Labor and Expense History utility (in **Utilities** » **History Loading** » **Labor and Expense**) to enter employee realization.

Frequency Examples for Employee Realization Reporting

If you are new to Vision, you may find it helpful to review examples of how the frequencies for the Employee Realization Reporting feature affect the employee realization calculation.

You enter the frequency on the Reporting tab in Accounting System Settings.

Invoice Frequency Example

Employee Realization Reporting Settings on the Reporting Tab in Accounting System Settings

- The **Reporting Realization by Employee** check box is selected.
- **Frequency** = **Invoice**.
- **Calculation Method** = **Billing**.

- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

Billing Invoice

In **Billing** » **Interactive Billing**, you create a fixed fee invoice for project A. This invoice includes labor or time and no reimbursable or consultant expenses.

The invoice has $500 posted to the 401.00 account and $300 posted to the 407.00 account. Only the $500 will be allocated to employee realization because the $500 is designated as a revenue account for employee realization on the **Allocation Accounts** grid on the Reporting tab in Accounting System Settings; account 407.00 is not designated for employee realization in the grid.

The Employee Realization program allocates a percentage of the $500 revenue to each employee who has labor on the invoice. There are two employees with time records on the invoice. The percentage to allocate to each employee is calculated using the billing value of the employees' time on the invoice because you selected the **Billing** calculation method for Employee Realization Reporting.

Employee Realization

The revenue amount of $500 is allocated as realization between the two employees with time records for the invoice as follows:

Time Records Included in the Invoice	Realization Allocated
Time Record 1 for Mark Miller **(Billing value is $100)**	**Mark's realization is $166.67** $100 / $300 = 33% 33% of $500 = $166.67 $100 is Mark's billing value for the invoice. $300 is the total billing value of all the time records for the invoice ($100+$200) $500 is the total invoice amount to allocate among employees.
Time Record 3 for Karen O'Connell **(Billing value is $200)**	**Karen's realization is $333.33** $200 / $300 = 67% 67% of $500 = $333.33 $200 is Karen's billing value for the invoice. $300 is the total billing value of all the time records for the invoice ($100+$200) $500 is the total invoice amount to allocate among employees.

Any employee-specific unit transactions that are included on an invoice are not included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

Period Frequency Example

Employee Realization Reporting Settings on the Reporting Tab in Accounting System Settings

- The **Reporting Realization by Employee** check box is selected.
- **Frequency** = **Period**.
- **Calculation Method** = **Billing**.
- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

Time Records and Invoices

1. In period 08/2012, a time record for Mark Miller with a billing value of $100 is posted for project B. Billing values are used in the calculation because you selected **Billing** as the calculation method.
2. In period 09/2012, a time record for Karen O'Connell with a billing value of $200 is posted for project B.
3. In period 09/2012, you create a fixed fee invoice $500 invoice for project B that includes the two time records (Mark's from 08/2012 and Karen's from 09/2012). The invoice includes all labor and no reimbursable or consultant expenses. Because all the revenue for this invoice is posted to the 401.00 account, which is an account designated for employee realization calculations in the **Allocation Accounts** grid on the Reporting tab in Accounting System Settings, all $500 will be allocated among employees whose time records are included in the invoice.

Employee Realization

The following are the employee realization allocation results when you run the Employee Realization program in **Billing** » **Employee Realization** for project B for various periods:

You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
08/2012	No realization is allocated because no invoice and no time records were posted in period 08/2012.
09/2012	Realization is calculated because an invoice was posted and time records were posted in the 09/2012 period. The invoice total of $500 is allocated to only Karen because her time record is the only one posted in period 09/2012.
08/2012 through 09/2012	Realization is calculated because an invoice was posted and time was posted in a period that fell within the 8/2012 to 09/2012 range. The invoice total of $500 is allocated between Karen and Mark because both of their time records were posted within the periods that you selected when you ran the Employee Realization process.

You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
	Mark's realization is $166.67 $100 / $300 = 33% 33% of $500 = $166.67 Notes: $100 is Mark's billing value for the invoice. $300 is the total billing value of all the time records for the invoice ($100+$200) $500 is the total invoice amount to allocate among employees. **Karen's realization is $333.33** $200 / $300 = 67% 67% of $500 = $333.33 Notes: $200 is Karen's billing value for the invoice. $300 is the total billing value of all the time records for the invoice ($100+$200) $500 is the total invoice amount to allocate among employees.

Any employee-specific unit transactions that are included on an invoice are **not** included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

Calculation Method Examples for Employee Realization Reporting

If you are new to Vision, you may find it helpful to review examples of how the calculation methods for the Employee Realization feature affect the employee realization calculation for an invoice.

You enter the calculation method on the Reporting tab in Accounting System Settings.

The calculation method is used to calculate the value of employees' time records on an invoice. This value is then used to determine the percentage of an invoice's revenue to allocate as realization to each employee who has time records on the invoice.

In the following examples, the Employee Realization Reporting settings on the Reporting tab in Accounting System Settings are as follows:

- The **Reporting Realization by Employee** check box is selected.
- **Frequency** = **Invoice**.
- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

Invoice A is a fixed-fee invoice for $900. The invoice has $650 posted to the 401.00 account and $250 posted to the 407.00 account. Only $650 will be allocated for employee realization because only account 401.00 is designated for employee allocation in the Allocation Accounts grid on the Reporting tab in Accounting System Settings.

	Percentage and Amount of Realization Allocated to Each Employee		
	Using the Billing Calculation Method	Using the Cost Calculation Method	Using the Hours Calculation Method
Time records included on Invoice A			
Time Record 1 for Jim Taylor has 1 hour of labor	**Jim's realization:** **$123.50** Jim's billing value for the time is $100. $100 / $525 = 19% 19% of $650 = $123.50 *see the note below regarding $525	**Jim's realization:** **$91** Jim's cost for the time is $40. $40 / $290 = 14% 14% of $650 = $91 *see the note below regarding $290	**Jim's realization:** **$110.50** Jim's hours for the time are 1. 1 / 6 = 17% 17% of $650 = $110.50 *see the note below regarding 6
Time Record 2 for Jan Carlton has 2 hours of labor	**Jan's realization:** **$214.50** Jan's billing value for the time is $175 $175 / $525 = 33% 33% of $650 = $214.50	**Jan's realization:** **$221** Jan's cost for the time is $100. $100 / $290 = 34% 34% of $650 = $221	**Jan's realization:** **$214.50** Jan's hours for the time are 2. 2 / 6 = 33% 33% of $650 = $214.50
Time Record 3 for Ken Brownwell has 3 hours of labor	**Ken's realization:** **$312.00** Ken's billing value for the time is $250. $250 / $525 = 48% 48% of $650 = $312.00	**Ken's realization:** **$338** Ken's cost for the time is $150. $150 / $290 = 52% 52% of $650 = $338	**Ken's realization:** **$325** Ken's hours for the time are 3. 3 / 6 = 50% 50% of $650 = $325
Notes:	* For the Billing calculation method, $525 is the total billing value for all three time records ($100+$175+ $250)	* For the Cost calculation method, $290 is the total cost value for all three time records ($40 + $100 + $150)	* For the Hours calculation method, 6 is the total hours for all three time records (1+2+3)

Accounting Company Settings Overview

Use Accounting Company Settings to set up general accounting features listed below that apply to a specific company in your enterprise.

If you use the Multicompany feature, you must set up these company-wide settings for each company.

Checklist: Setting Up and Running Adjust Salaried Job Cost

Use the checklist to guide you through Adjust Salaried Job Cost (ASJC) configuration and other steps needed to run the ASJC routine.

Step	Description	Location
1	Enable the Adjust Salaried Job Cost feature. This feature must be enabled before employees enter any timesheet data.	**Configuration** » **Accounting** » **Company Settings**
2	Set up employee information. Enter the job cost rate, job cost type, and hours per day worked for salaried employees.	**Info Center** » **Employees**
3	After timesheets have been entered, post employee timesheets for the selected payroll period.	**Transaction Center** » **Transaction Posting**
4	Print a Timesheet Posting Log for the selected payroll period.	**Transaction Center** » **Posting Logs**
5	Run the ASJC routine. 1. Check the adjusted job cost rates for the posted timesheets. 2. Process the adjustment.	**Accounting** » **Adjust Salaried Job Cost**
6	Print a new Timesheet Posting Log for the selected payroll period.	**Transaction Center** » **Posting Logs**

Checklist: Setting Up and Running Labor Cross Charge

If you are new to Vision, you may find it helpful to review the setup process before you configure Labor Cross Charges.

For assistance, contact Vision Consulting Services.

Configuration Steps

Step	Description
1	Decide which approach to use. You may want to review the background materials in the Concepts section of the help before you make this decision.
2	Decide on an internal transfer price.

Step	Description
3	Set up Labor Cross Charge globally for each approach that you use: ▪ Enable Labor Cross Charge. ▪ Enable Create Labor Adjustment, Create Journal Entry, or both. ▪ Set up new General Ledger accounts for journal entries, if applicable. ▪ Populate account number fields with General Ledger account numbers. ▪ Populate internal transfer price fields, if applicable.
4	Continue configuration at the organization level, in Individual Organization Setup (**Configuration** » **Organization** » **Individual**). In Individual Organization Configuration, you can: ▪ Reference special projects/phases/tasks with each organization. ▪ For each organization, populate the project fields with the new projects/phases/tasks. ▪ Override the global transfer price settings at the organization level (optional).
5	Override global and organization settings at the project level, if applicable. On the Accounting tab of the Project Info Center you specify the cross-charge method and the transfer price.

Processing Steps

After you post timesheets and make labor adjustments and billing transfers, you process labor cross charges. Then, you can generate the Income Statements.

Step	Description
1	On the Labor Cross Charge Form (**Accounting** » **Labor Cross Charges**), complete the following actions: 1. Select the batches that you want to review before processing. 2. On the toolbar, click **Report** to generate the Labor Cross Charge report. 3. Review the report to confirm the accuracy of the cost and billing amounts to be posted.
2	On the Labor Cross Charge Form (**Accounting** » **Labor Cross Charges**), complete the following actions: 1. Modify the entry in the **Journal Entry** » **Batch Name** or **Labor Adjustment Batch Name** fields. 2. Select the batches that you want to process. 3. On the toolbar, click **Run**.

Step	Description
3	Run the Labor Adjustment, Journal Entry Transaction Lists, or both to see the transactions that will be posted. 1. From the Vision Navigation menu, select **Transaction Center** » **Transaction Lists**. 2. In the **Transaction Type** field, select **Journal Entries** or **Labor Adjustments** from the drop-down list. 3. For each list, select the appropriate cross-charge files. 4. On the toolbar, click **Transaction List**, and from the drop-down list, click **Print** or **Preview**. 5. Review the Labor Adjustment and/or Journal Entry Transaction Lists.
4	After you are satisfied with the accuracy of all labor cross charge transactions, post the transaction files for the Labor Adjustment, Journal Entry, or both: 1. From the Vision Navigation menu, click **Transaction Center** » **Transaction Posting**. 2. In the **Transaction Type** field, select **Journal Entries** or **Labor Adjustments** from the drop-down list. 3. For each list, select the appropriate cross-charge files. 4. Click **Post** to post the file or click **Schedule** to display the Schedule dialog box and submit the posting to a Process Server queue.

Checklist: Setting Up Revenue Generation

If you are new to Vision, you may find it helpful to review a list of the general steps that you complete to set up Revenue Generation.

Step	Description
1	To enable Revenue Generation, click the **Enable Revenue Generation Feature** check box on the Revenue tab in **Configuration** » **Accounting** » **Company Settings**.
2	Enable and set up revenue categories if you want to track multiple unbilled services and uninvoiced revenue accounts.
3	Create user-defined revenue methods if: ▪ None of the Vision standard revenue methods calculates revenue that matches your company's contract terms. ▪ You select to track multiple unbilled services and uninvoiced revenue accounts with revenue categories. You must create a user-defined revenue method for each revenue category. You cannot use standard revenue methods with revenue categories.

Step	Description
4	After you decide which revenue methods to use, Deltek recommends that you prove out each revenue method on a few projects before you assign the method to all of your projects.
5	Assign a revenue method for each project for which you want to accrue revenue. On the Budget & Revenue tab of the Project Info Center at the lowest chargeable level for each project, enter the revenue method. If you enabled the Revenue Categories feature, enter a revenue method for each revenue category on the Budget & Revenue tab.
6	Set up overall revenue upset limits and overall additional revenue calculations for individual projects on the Budget & Revenue tab in the Project Info Center. These are optional.
7	Enable and set up revenue groups if you have projects that are part of a group or contract, and you want to recognize revenue at the overall group (contract) level rather than as the sum of its projects.

How to...

On a company-by-company basis, you set up things such as default accounts and timesheet information, and enable revenue generation and tax auditing.

Load Custom Checks on the Vision Report Server

You need to load custom checks on the Vision report server so that they will be available in Employee Expenses or Accounts Payable.

To load custom checks and their subreports on your Vision report server, complete the following steps:

1. From the Vision Navigation menu, click **Utilities** » **Report Administration**.
2. In the **Location of reports on application server** field on the Load Reports tab, enter the location of the custom check templates on your application server.
   The default location is C:\Program Files\Deltek\Vision\Reports\Custom.
3. In the **Report Type** field, click **Custom**.
4. In the **Report Name** field, enter the specific custom check template file name.
5. Click the **Load Report Files** button.
6. Repeat these steps for additional custom check templates.
   After you load a custom check template, only the main custom check template file displays in the Loaded Reports grid. The grid hides the subreports.

Display Custom Check Templates as Options in the Template Field

You can create custom templates for accounts payable checks with Microsoft SQL Server Reporting Services report writing tools. Contact the Vision Custom Programming Group or Deltek Customer Care for more information.

The custom templates display as options in the **Template** field on the Accounts Payable tab of the Company AP Configuration form or the General tab of the Accounting Company Settings form.

To set custom templates to display as options in the Template field, complete the following steps:

1. Follow the correct naming convention for each custom template file:
   - Canada: CheckAPDefault_CAD_*UniqueTemplateName*_Custom.rdl
   - United Kingdom: CheckAPDefault_UK_*UniqueTemplateName*_Custom.rdl
   - United States: CheckAPDefault_*UniqueTemplateName*_Custom.rdl
2. Store the custom template file in the Vision \Reports\Custom\Check folder on your application server. The default location is C:\Program Files\Deltek\Vision\Reports\Custom\Check. The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<*XXXXX*>\Check).
3. To use subreports for custom templates, copy the following subreports from the \Deltek\Vision\Reports\Check folder on your Vision application server to the \Deltek\Vision\Reports\Custom folder on your application server.
   - InvoiceDetails.rdl
   - EFT_AP.rdl

You can modify the subreports in the Custom folder, but you must not rename them. If you rename them, when you print checks with a custom check template, the subreports will not be found.

Set Up Employee Expenses

For employee expenses, you set up payment and bank information used to pay employee expenses.

To set up Employee Expenses, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the General tab to open it.
3. In the **Employee Expense** section of the tab, complete the fields.
4. Click **Save**.

Enable Revenue Generation

When you enable Revenue Generation, Vision recognizes project revenue when Revenue Generation is run. If Revenue Generation is not enabled, Vision recognizes project revenue when invoices are posted.

If you use the Multicompany feature, you enable and set up Revenue Generation options individually for each company in your enterprise. For each company, you evaluate Vision's revenue methods, upset limits, revenue groups, and revenue categories features to determine whether or not and how to set them up most suitably for that company. You run Revenue Generation separately for each company in your enterprise.

To enable Revenue Generation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Revenue tab, select the **Enable Revenue Generation Feature** check box.
3. To enable the Revenue Groups and the Overall Revenue Calculation feature, select the **Enable additional revenue calculations at Project and group levels** check box.
4. To track only one unbilled services account and one uninvoiced revenue account, enter those accounts in the fields above the **Enable Revenue Generation Feature** check box.
5. To use the Revenue Categories feature to track multiple unbilled services and uninvoiced revenue accounts, select the **Enable tracking for this many revenue categories** check box, and then select the number of unbilled accounts to track.
6. If you choose to track multiple unbilled services and uninvoiced revenue accounts, enter the unbilled services and uninvoiced revenue accounts for each revenue category in the fields below the **Enable tracking for this many revenue categories** check box.
7. If **Enable entry of fee by billing category** is selected on the Fees tab of the Billing Setup form (**Configuration** » **Accounting** » **Company Settings**), enter in **Fee Invoice Billed**, for each revenue category, the revenue account to which you want Vision to post fee billed revenue for that revenue category

There are other Revenue Generation configuration steps that you must complete after you enable Revenue Generation in Accounting Company Settings. Deltek recommends that you not make journal entries to any **Revenue** or **Unbilled Services** account after Revenue Generation is enabled. When you run Revenue Generation, Vision excludes projects whose revenue method is N.

Enable Tax Auditing and Enter Default Settings

You turn on the Tax Auditing feature and enter default settings for it in Accounting Company Settings.

To turn on Tax Auditing and enter default tax information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Tax Auditing tab.
3. Select the **Enable Tax Auditing Feature** check box, and click **Save**.
4. Complete the remaining fields on this tab.

However, before you can select default tax codes on this tab, you must enter input tax codes in Tax Codes Configuration. And you cannot enter the input tax codes in Tax Codes Configuration until you select the **Enable Tax Auditing Feature** check box on this tab. The next steps in these instructions direct you to Tax Codes Configuration to set up input tax codes.

5. Close the Accounting Company Settings form, and from the Vision Navigation menu, click **Configuration** » **Accounting** » **Taxes**.
6. On the Tax Codes tab, enter and save new tax codes to use for input taxes.

   For the tax code to display in the drop-down list in the Default Tax Codes grid on the Tax Auditing tab in Accounting Company Configuration, you must make the following entries for the tax code on the Tax Codes tab:

   - Select **Active** in the **Status** field.
   - In the Inputs section:
     - Select the **Transaction Entry** check box, the **Employee Expenses** check box, or both.
     - In the **Account** field, enter the general ledger account for the input tax (typically a debit account). If the input account is missing, you will not be able to post transactions.
7. Return to the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.
8. In the Default Tax Codes grid, enter default tax codes.
9. When you finish click **Save**.

Set Up Default Accounts

You can set up default accounts for your company.

To set up default accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Accounts tab.
3. Complete the fields on the tab.
4. Click **Save**.

Set Up Posting Information

Vision automatically posts at least one side of a debit and credit general ledger entry for you. The fields on the Posting tab determine the credit side of the entry for labor, miscellaneous expenses, reproductions, consultant accruals, employee expenses, and employee advances. You also enter settings for control totals and posting logs.

Some of the fields may be unavailable, based on the use of Organization automatic postings.

To set up Posting information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.

2. On the Accounting Company Settings form, click the Posting tab.
3. Complete the fields on the tab.
4. Click **Save**.

Set Up Organization Credits

On the Organization tab of Accounting Company Settings, you determine the credits that you want to distribute by organization. If you do not want payroll liability credits distributed by that organization, you can select the payroll liability organization that you want. If you make any modifications on this tab, Vision automatically updates the column access field on the Posting tab.

This tab displays only if Organizations are enabled for the active company.

To set up organizations' credits, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Organization tab.
3. Complete the fields on the tab.
4. Click **Save**.
5. To verify that your organization entries are correct, select **Test Organization Setup** on the toolbar on the Accounting Company Settings form.

   If you have invalid data, you receive a message that identifies the problematic data. Make appropriate modifications and re-test the setup.

Set Up Timesheet Information

Enter timesheet information for your firm on the Timesheet tab. On this tab, you determine whether or not data is consolidated when you post labor and whether or not benefit accruals are tied to payroll processing.

You also enable the ADP Payroll, Paychex, and Ceridian Powerpay interfaces on this tab.

To set up Timesheet information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Timesheets tab.
3. Complete the fields on the tab.
4. Click **Save**.

Set Up Job Costing Information

Job costing is the practice of allocating labor costs to projects. The job cost frequency is how often (monthly, semi-monthly, weekly, or bi-weekly) timesheets are collected, posted, and costed to jobs.

When cost rates and pay rates differ, Vision depends on the Job Cost Variance account to increase or decrease total indirect expenses so that the labor accounts plus the variance equal the actual payroll expense. The main purpose of this account is to provide accurate job cost reports while maintaining the actual payroll expense in the general ledger.

To set up Job Costing information, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Timesheet tab.
3. In the **Job Costing** section of the tab, complete the fields.
4. Click **Save**.

Set Up Accounting Company Gains and Losses

If your firm uses the Multicurrency feature, you set up default general ledger accounts and projects for realized and unrealized gains and losses.

To set up gains and losses accounts and projects, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Accounting Company Settings form, click the Gains and Losses tab to open it.
3. Complete the fields on the tab.
4. Click **Save**.

If you use the Organization feature and you maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box is selected on the Organization General Setup form in **Configuration** » **Organization** » **General**), you must enter a project for each organization on the Gains and Losses tab on the Individual Organization Setup form in **Configuration** » **Organization** » **Individual**.

Set Up the Transaction Center Approval Feature

Use the Transaction Center approval feature if you want employees to submit transaction center entry files for approval before the files are posted.

To set up the Transaction Center approval feature, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Transaction Center Approvals tab, select the **Enable transaction center approvals** check box.
3. Complete the fields on the Accounting Company Settings form.

4. Click **Save**.

You have the option to set up alerts for the approval process. Alerts notify approvers that submitted transaction entry files are ready to approve. Alerts also notify submitters that entry files are approved or rejected. You set up Transaction Center alerts in **Configuration** » **General** » **Company Alerts**.

Fields and Options

Use the Accounting Company Settings form and related dialog boxes to specify accounting settings by company.

Accounting Company Settings Form

Use the Accounting Company Settings form to establish company-wide settings for such areas as default accounts, revenue generation, and labor cross charges.

If you use the Multicompany feature, you must set up these company-wide settings for each company. To navigate to another company, click **Utilities** » **Change Company** on the Navigation menu. The name of the active company displays at the top of the Accounting Company Settings form.

Display the Accounting Company Settings Form

You display the Accounting Company Settings form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.

General Tab of Accounting Company Settings

Use the General tab to specify the settings that determine how your company processes and pays employee expense payments. You can also choose whether or not to include Social Security numbers on journals, reports, and files.

Contents

Employee Expense Payments

Use the fields in this section to specify how employee advance and expense reimbursement payments are formatted. Employee expense payments are generated in **Accounting** » **Employee Expenses** » **Payment Processing**.

Field	Description
Format	Select the country whose payment format most closely matches the payment format that you use for employee advances and expense reimbursement payments. The country that you select in this field and the template that you select in the **Template** field determine the how your employee expense payments print.

Field	Description
	If you are printing paper checks, the settings that you enter in this field and the **Template** field must be suited to the check stock that you use. The options are: ▪ **Canada** — When you select this format, you can use the **Payment Face Date** field and the **Print date format indicator on payment face** check box on this tab to choose the date format and determine whether or not the date format indicator prints on the payment face. ▪ **United Kingdom** — This format is designed for use with A4-sized paper. ▪ **United States** — This is the default setting.
Print date format indicator on payment face	This check box applies to Canadian checks and is enabled when you select **Canada** in the **Format** field. Select this check box if your check stock does not have the required date format indicator preprinted on the check stock. Vision then prints the format indicator on the check face according to the settings that you enter in the **Date Order** and **Display Four Digit Year** fields on the Format Date/Time dialog box. This dialog box displays when you click in the **Payment Face Date** field on this tab.
Template	Select the template to use for your employee advance and expense reimbursement checks: ▪ **Deltek two-part** — The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock. ▪ **Deltek three-part** — The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock. ▪ **Deltek payment on bottom** — The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select **United Kingdom** in the **Format** field on this tab. This template is formatted to fit A4-sized paper. ▪ **<Custom template>** — If you create custom templates for expense checks, they are included in this drop-down list with their actual file names. The setting that you choose in this field and the country that you choose in the **Format** field on this tab determine how your employee expense checks print. For all of the templates: ▪ The payment date prints on each check stub. ▪ The employee's address prints on the check stub based on the format that is selected for the employee's country in the Country code table in **Configuration** » **General** » **Code Tables**.

Field	Description
	▪ The employee addresses include the country if the employee's country is different than your company's country. ▪ User-defined field tables are available so that you can easily add them if you customize the check templates with Microsoft SQL Server ® Reporting Services.
Currency	Click to open the Format Currency dialog box and enter currency format information to apply to the check face and stub. Your selections apply to any selected check format and template, including custom templates.
Payment Face Date	Click to open the Format Date/Time dialog box and enter date format information for the date that prints on the check face. Your selections apply to any selected check format and template, including custom templates. This is how Vision determines how the payment date is shown on the check stub: ▪ For the **Deltek two-part** and **Deltek three-part** check templates, the date on the check stub is in the Short Date format that is currently specified in your workstation's Regional and Language Settings. ▪ For the **Deltek payment on bottom** check template, the settings that you enter in the **Payment Face Date** field apply to the date on the check stub. The dates for expense report detail lines on the check stub are shown in the Short Date format that is currently specified in your workstation's Regional and Language settings.
Default Bank	Select the bank to whose account you want employee expense reimbursements and advances posted, unless otherwise specified.
Print Bank ID and Account Number on Payments and Remittances	Select this check box to print the ID of the selected bank and the account number.
Print Social Security number on journals and direct deposit reports/files	Select this check box to display the Social Security number of all your employees on the following reports and files: ▪ Draft Payroll Journal ▪ Payroll Journal Posting Log (including the hyperlink from Employee Review) ▪ Payroll Direct Deposit report and ACH file ▪ Employee Expenses Direct Deposit report and ACH file
Enable Use of Credit Cards	Select this check box to enable the Credit Card feature. The Credit Card feature:

Field	Description
	▪ Allows you to import credit card charges from your bank into Vision. ▪ Enables employees to select the imported credit card charges that they made with company-issued credit cards on an expense report in **Time & Expense** » **Expense Report**. ▪ Allows you to define vendor invoices as paid by credit card in **Transaction Center** » **Transaction Entry** » **AP Disbursements**. ▪ Gives you the ability to reconcile credit card charges from expense reports and AP disbursements with the charges on your credit card statements in **Accounting** » **Credit Card Reconciliation**. After you enable this feature, you set up credit card information in **Configuration** » **Accounting** » **Credit Cards**. **Multicompany** If you have multiple companies in Vision, you must select this check box for each company that will be paying credit card invoices. The **Enable Use of Credit Cards** setting is not applied globally to all your companies. If you have multiple companies in Vision, employees from a company that does not have credit cards enabled can access the credit card information in the Expense Reports application if they are identified as expense report users for a secondary credit card in **Configuration** » **Accounting** » **Credit Cards**.
Require Transaction Dates to be Within the Active Fiscal Year	Select this check box if you want to require that transaction dates be within the currently active fiscal year in Vision. Select both this check box and **Require Transaction Dates to be Within the Active Accounting Period** to require transaction dates within the currently active accounting period. Deltek strongly recommends that you post all open transaction files and payment processing runs before you enable this transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change the transaction dates when you open the file in a prior period.
Require Transaction Dates to be Within the Active Accounting Period	To require that transaction dates be within the currently active accounting period in Vision, first select **Require Transaction Dates to be Within the Active Fiscal Year** and then select this check box.
Use Approvals	Select this check box to enable approvals for General Ledger budgets.
Approval Workflow	Select the approval workflow to use. The choices for this field are set in the Approvals Configuration form in **Configuration** » **Workflow** » **Approval Workflows**.

Field	Description
Approval Start Year	Enter the year of the budgets that you want to enable approval workflows on. General Ledger budgets that fall within the year or later will have approvals enabled. Leave the field blank to enable approvals on all existing General Ledger budgets.

Revenue Tab of Accounting Company Settings

Use the Revenue tab to enable and select the settings for Revenue Generation and related features. When you run Revenue Generation, Vision accrues revenue to match revenue with spent amounts to provide an accurate view of your firm's financial status.

Contents

Field	Description
Unbilled Services	Enter the account to which to post unbilled services. You can enter an account directly in this field, or click to select an account from the Account Lookup list. Vision automatically posts invoices to this account when a project's revenue method is **N** (No revenue recognition) or when Revenue Generation is processed (if you enable Revenue Generation) and you track one unbilled account. This is the offset entry to the uninvoiced revenue entry. The default for this field is account **121.00 — Unbilled Services** in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in the Account Info Center. If you use Revenue Generation and you track only one unbilled services account, enter that account in this field. If you use Revenue Generation and you track more than one unbilled services account, select the **Enable tracking of this many revenue categories** check box in this section, and enter multiple unbilled services accounts below that option.
Uninvoiced Revenue	Enter the account to which to post uninvoiced revenue. You can enter an account directly in this field, or click to select an account from the Account Lookup list. Uninvoiced revenue is earned revenue that is more or less than the revenue already billed. For example, if your revenue method is W (Revenue = Job-to-date Billings + WIP @ Billing), your uninvoiced revenue is generally a positive amount — in addition to what you already billed (project expenses incurred that you have not yet billed). If your revenue method is P ((Percent Complete x Fee) + Job-to-date Reimbursable Expenses), your uninvoiced revenue may be a negative amount if you bill more revenue than you recognize. Vision automatically posts invoices to the uninvoiced revenue account when a project's revenue method is **N** (No revenue recognition) or when Revenue Generation is processed (if you enable Revenue Generation) and you track one unbilled account.

Field	Description
	The default for this field is account **402.00 — Unbilled Revenue** in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in the Account Info Center. If you use Revenue Generation and you track only one uninvoiced revenue account, enter that account in this field. If you track more than one uninvoiced revenue account, select the **Enable tracking for this many revenue categories** check box in this section, and enter multiple uninvoiced revenue accounts below that option.
Enable Revenue Generation Feature	Select this check box to enable the Revenue Generation feature. When you select this check box, the fields and check boxes in this section are enabled.
Enable additional revenue calculations at Project and group levels	With the **Enable additional revenue calculations at Project and group levels** check box cleared, when you run Revenue Generation, a project's job-to-date (JTD) revenue is calculated as the sum of the revenue at the project's lowest work breakdown structure (WBS) level. For example, if a project has tasks, the project's JTD revenue is calculated as the sum of the revenue that is calculated for each of its tasks. When you select the **Enable additional revenue calculations at Project and group levels** check box, in addition to calculating a project's revenue as the sum of its lowest WBS level, you have the following options: ▪ For individual projects, you have the option to also calculate revenue at the project level. The project level revenue is compared with the sum of the revenue calculated at a project's lowest WBS level. The difference is posted to an adjustment phase or task. The adjustment ensures that the revenue that is calculated by summing revenue at the lowest WBS level is made equal to the overall revenue calculated at the project level. To set up a project to calculate revenue in this way, on the Budget & Revenue tab of the Project Info Center, you select the **Calculation** option in the **Overall Revenue** field. The **Calculation** option displays only when you select the **Enable additional revenue calculations at Project and group levels** check box, and it displays only at the WBS1 (project) level. The following is an example in which the sum of the revenue for the lower WBS levels of a project does not match the revenue that is calculated at the project level: You use revenue method P (Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates) at the project level and revenue method W (Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates) at lower WBS levels. ▪ You can set up revenue groups for projects that are part of a group or contract.

Field	Description
	The **Revenue Groups** menu item in **Accounting** » **Revenue** is enabled. On the Revenue Groups form, you set up revenue groups, which are comprised of a main project, subprojects, a revenue method for the overall revenue group, and an adjustment phase or task for the revenue group. When you run Revenue Generation, JTD revenue is calculated as follows for revenue groups: Vision takes the sum of the revenue that is calculated for each subproject in a revenue group, compares this revenue amount to the revenue that is calculated for the overall revenue group (contract). It posts the difference to an adjustment phase or task for the revenue group. The adjustment ensures that the revenue that is calculated by summing revenue for the subprojects is made equal to the overall revenue calculated at the revenue group (contract) level. When you use the Multicompany feature, you must run Revenue Generation separately for each company in your enterprise. See the discussion of Revenue Generation and Multicompany in the Concepts section of the help for information on how job-to-date revenue is calculated when you have projects whose phases and tasks belong to different companies or revenue groups whose subprojects belong to different companies. If you use the Multicurrency feature, all the projects in a revenue group must have the same currency.
Enable tracking for this many revenue categories	Select this check box if you want to track more than one unbilled services and one uninvoiced revenue account with revenue categories. In the field beside this check box, click to select the number of unbilled services and uninvoiced revenue accounts (revenue categories) to track. You can select up to five. After you select this option, the **Unbilled Services** and **Uninvoiced Revenue** fields that are above the **Enable Revenue Generation Feature** section, are unavailable. Those fields are used only if you track one unbilled services and one uninvoiced revenue account. Enter multiple unbilled services and uninvoiced revenue accounts in the fields below the **Enable tracking for this many revenue categories** check box. When you enable the Revenue Categories feature, the **Revenue Categories** section (with a revenue method field for each revenue category) displays instead of one **Revenue Method** field in the following locations in Vision: ▪ Budget & Revenue tab in the Project Info Center ▪ Revenue Groups form in **Accounting** » **Revenue** » **Revenue Groups**
Unbilled Services (for up to five revenue categories)	When you select the **Enable tracking for this many revenue categories** check box in this section, enter the unbilled services accounts that you want to track in these fields.

Field	Description
	Although it is not required, we recommend that you use a unique unbilled services account for each revenue category so that you can reconcile these accounts by revenue category. Click in each field to select an account with Account Lookup. The first three revenue categories are labeled **Labor**, **Consultants**, and **Reimb**. Revenue categories four and five are labeled **Revenue Method 4** and **Revenue Method 5**. You can rename these five revenue categories on the Labels tab in **Configuration** » **General** » **System Settings**.
Uninvoiced Revenue (for up to five revenue categories)	When you select the **Enable tracking for this many revenue categories** check box in this section, enter the uninvoiced revenue accounts that you want to track in these fields. The uninvoiced revenue account must be unique for each revenue category. Click in this field to select an account on the Account Lookup.
Fee Invoice Billed (for up to five revenue categories)	If you select **Enable tracking for this many revenue categories**, and if **Enable entry of fee bybilling category** is selected on the Fees tab of the Billing Setup form, enter, for each revenue category, the revenue account to which you want Vision to post fee billed revenue for that revenue category. If **Enable entry of fee by billing category** is not selected on the Billing Setup form, these fields are not available. Click in this field to select an account on the Account Lookup. You must also map these accounts on the Invoice Mapping Accounts tab of the Accounts Receivable Configuration form (**Configuration** » **Accounting** » **Accounts Receivable**). When you do, be sure to map them to the revenue category to which they are assigned in these fields. If you do not enter a fee billed revenue account for one or more revenue categories, Vision posts the revenue for those categories to the default fee billed revenue account specified on the Accounts tab of the Billing Setup form.
Calculate unbilled services gains and losses	These options display when the Multicurrency feature is enabled. ▪ **All revenue type Projects** — Select this option if you want gains and losses for unbilled services to be calculated for all projects regardless of a project's revenue method (type) when you run Revenue Generation. ▪ **Revenue type B Projects only** — Select this option if you want gains and losses for unbilled services to be calculated for revenue method (type) B projects only when you run Revenue Generation. This allows a project to have a revenue method other than B up until the point at which you need to calculate gains and losses for it. You enter and

Field	Description
	change a project's revenue method on the Budget & Revenue tab in the Project Info Center. For revenue method B, revenue is calculated as job-to-date billings.

Accounts Tab of Accounting Company Settings

Use the Accounts tab to set up company accounts that receive automatic postings. If you use the Multicompany feature, you also set up intercompany accounts to facilitate transactions between the companies within your enterprise.

Contents

Company Accounts

Field	Description
Accounts Receivable	Enter the account to which to post accounts receivable amounts. You can enter an account directly in this field or click in this field and select an account on the Account lookup. This account is used when invoices are posted and an accounts receivable account is not mapped to an invoice account on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. The default for this field is account **111.00 - AR Clients** from the Standard Chart of Accounts. If you modify it, make sure that the new account has been set up in the Account Info Center.
Current Years P&L	Enter the account to which to post this year's profit and loss amount. You can enter an account directly in this field, or click in this field, and select an account with Account Lookup. Each time you print a Balance Sheet, Vision displays the current year's profit or loss amount from the Income Statement next to the Current Year's Profit and Loss account in the Net Worth section. You cannot post to this account; Vision calculates the balance for this account automatically. The default for this field is account **312.00 - Current Yrs Profit(Loss)** from the Standard Chart of Accounts. Deltek recommends that you do not modify this account number. However, if you modify it, make sure that the new account has been set up in the Account Info Center.
Prior Year Retained Earnings	Enter the account to which to post the prior year's retained earnings. You can enter an account directly in this field, or click in this field and select an account on the Account Lookup. Vision does not post profit or loss to the balance sheet until you initialize your files for a new year, at which time Vision posts to the Prior Years' Retained Earnings account. You should not post to this account; Vision calculates the balance automatically.

Field	Description
	The default for this field is account **311.00 - Prev Yrs Retained Earngs** from the Standard Chart of Accounts. Deltek recommends that you do not modify this account number. However, if you modify it, make sure that the new account has been set up in the Account Info Center.

Check Box

Field	Description
Do not allow Account Name Changes	Select this check box to prevent users from changing the name of a general ledger account in **Info Center** » **Accounts** » **Chart of Accounts** after a transaction (posted or unposted) has been created for the account.

Intercompany Accounts (for Multicompany)

Field	Description
Accounts Receivable	Select an asset account. Vision debits this account when you process invoices for intercompany billing. If you modify this account after you enter **Labor Revenue** and **Expense Revenue** accounts, the accounts in these two fields are removed because Intercompany Billing requires that they be mapped to the company's intercompany Accounts Receivable account on the Invoice Mapping tab of **Configuration** » **Accounting** » **Accounts Receivable**.
Accounts Payable	Select a liability account. Vision debits this account when you post vouchers for an intercompany transaction. If you selected the **Enable detailed subledgers for Intercompany Billing** check box on the General tab in **Configuration** » **Accounting** » **System Settings**, then the accounts payable account that you select here should match the accounts payable account referenced by the **AP Liability** code entered on the Subledger Terms tab of Intercompany Billing Setup.
Suspense	Select a balance sheet account. When a transaction involves another company, some time elapses between the transaction's posting and its settlement through Intercompany Billing. Vision uses an intercompany suspense account to prevent balance sheet tolerances until you next run Intercompany Billing. When you run Intercompany Billing, it creates the appropriate accounts receivable and accounts payable entries, clears this suspense account, and redistributes the credit amount to the appropriate company.
Labor Revenue	This field displays when the **Enable detailed subledgers for Intercompany Billing** check box is selected on the General tab in **Configuration** » **Accounting** » **System Settings**. Use this field to specify the labor revenue account that Vision uses when intercompany invoice transaction files for this company is generated.

Field	Description
	The account that you specify here must already be mapped to the company's intercompany **AR Account** column on the Invoice Mapping tab in **Configuration** » **Accounting** » **Accounts Receivable**.
Expense Revenue	This field displays when the **Enable detailed subledgers for Intercompany Billing** check box is selected on the General tab in **Configuration** » **Accounting** » **System Settings**. Use this field to specify the labor expense account that Vision uses when intercompany invoice transaction files for this company are generated. The account that you specify here must already be mapped to the company's intercompany **AR Account** column on the Invoice Mapping tab in **Configuration** » **Accounting** » **Accounts Receivable**.
Intercompany Cash Basis Suspense	You can access this field only if you have cash-basis reporting enabled and you use detailed subledgers for intercompany billing. Enter the account to which you want to post the balance that results from intercompany billing markups. This account applies only to cash-basis reporting when you use detailed subledgers. You can enter any account in this field. However, Deltek recommends that you enter an indirect expense account because a balance can remain in the account. This cash-basis account is used on both the originating company's financial statement and the project's financial statement. This account is primarily used by the Intercompany Billing application for the cash receipt of the intercompany invoice and any markup on paid expenses. In addition, this account is used during payment of any intercompany expenses, which includes accounts payable and employee expense payments, accounts payable disbursements, and cash disbursements. This account should not have an accrual balance. You must also map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account in the Accounts Info Center (Chart of Accounts). With this mapping, cash receipts for intercompany invoices post to the Intercompany Cash Basis Suspense account, which corrects the entries for cash-basis reporting. (When you enter an intercompany cash receipt, you reference an invoice and the intercompany AR account.) If you do not map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account, a balance remains in the intercompany AR account, and you must do a journal entry to move it manually.

Foreign Employee Type Labor Posting Accounts

Field	Description
Direct Account	Select a direct expense account. Vision credits direct labor charges to this account when you post timesheets or labor adjustments that reference a foreign employee type.
Indirect Account	Select an indirect expense account. Vision credits indirect labor charges to this account when you post timesheets or labor adjustments that references a foreign employee type.

Posting Tab of Accounting Company Settings

Use the Posting tab to determine the credit side of the entry for miscellaneous expenses, prints and reproductions, employee expenses, and employee advances.

Contents

Expense Credit Distribution

Field	Description
Labor	Enter the account to credit when timesheets are posted. This is usually job cost variance account 703 in the Standard Chart of Accounts.
Miscellaneous Expense	Enter the account to credit when miscellaneous expenses files are posted. This field determines the credit side of the entry for the Miscellaneous Expenses Transaction Entry form. **Distribution by Organization** Enter the miscellaneous credit project, phase, and task to use when miscellaneous expenses are posted. If you do not have the Organization application installed, you must enter a project if you are enter an indirect account in the **Miscellaneous Expense** field. If the Organization application is installed, you only have to enter a project if you maintain separate balance sheets and you do not distribute the miscellaneous expense credit by organization.
Reproductions Expense	Enter the account to credit when print and reproduction expenses are posted. This field determines the credit side of the entry for the Prints/ Reproduction Data Transaction Entry form. **Distribution by Organization** Enter the print and reproduction credit project, phase, and task to use when print and reproduction expenses are posted. If you do not have the Organization application installed, you must enter a project if you enter an indirect account in the **Reproduction Expense** field.

Field	Description
	If the Organization application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the prints and reproduction expense credit by organization.
Consultant Accrual Expense	Enter the account to credit when consultant expense accruals are posted. This account must be a balance sheet account. **Distribution by Organization** Enter the consultant accrual credit project, phase, and task to use when consultant expense accruals are posted. If the Organization application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the consultant expense accrual by organization.
Employee Expense	Enter the account to credit when employee expenses are posted. This account must be a balance sheet account. This field determines the credit side of the entry for the Employee Expense Transaction Entry form. **Distribution by Organization** Enter the employee expense credit project, phase, and task to use when employee expenses are posted. If the Organization application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the employee expense credit by organization.
Employee Advance	Enter the account to credit when employee advance files are posted. This account must be a balance sheet account. This field determines the credit side of the entry for the Employee Repayments Transaction Entry form. **Distribution by Organization** Enter the employee advance credit project, phase, and task to use when employee advances are posted. If the Organization application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the employee advance credit by organization.
Ignore control totals when posting transaction files	Select this option if you want to be able to post transaction files in which the input totals do not match the control total in the Transaction Entry/New File form. A one-sided entry cannot be entered into Vision at any time. If this option is selected, Vision displays a warning message before you post if the file is not in balance; however, you can post the file anyway. If this option is not selected, your input totals must match your control totals before you can post a file.

Field	Description
Print posting logs immediately after posting	This option allows you to determine how posting logs are printed in Accounts Payable, Employee Expenses Payment Processing, and Payroll Processing. Select one of the following: ▪ **Never** — Posting logs are not printed after posting; however, you can print them manually at a later time. ▪ **Prompt** — Vision displays a message that asks if you want to print the posting logs. ▪ **Always** — Logs are always printed after you post. If your firm uses the Deltek First Vision Essentials cloud version of Vision, printing a posting log will open the Preview window. Use the print option in the Preview window to continue printing.

Organization Tab of Accounting Company Settings

Use the Organization tab to determine how you want to distribute these credits. Vision makes an automatic credit for these processes. If you do not want to distribute these credits by organization, you must enter a default organization.

Contents

Distribute These Debits and Credits by Organization

Field	Description
Labor distribution	Select this check box if you want to post labor distribution credits to an indirect account or to the balance sheet account. The labor credit is entered on the Posting tab in **Configuration** » **Accounting** » **Company Settings**. Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.
Miscellaneous expense distribution	Select this check box if you want to post miscellaneous expense distribution credits to an indirect account or to the balance sheet account. The miscellaneous expense credit is entered on the Posting tab of **Configuration** » **Accounting** » **Company Settings**. Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.
Reproduction expense distribution	Select this check box to post reproduction expense distribution credits to an indirect account or to the balance sheet account. The reproduction expense credit is entered on the Posting tab in **Configuration** » **Accounting** » **Company Settings**. Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.

Field	Description
Consultant accrual expense distribution	Select this check box to post consultant accrual expense distribution credits to an indirect account or to the balance sheet account. The consultant accrual expense credit is entered on the Posting tab in **Configuration** » **Accounting** » **Company Settings**. Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.
Unit expense distribution	Select this check box to post unit expense distribution credits to an indirect account or to the balance sheet account. When this check box is selected, the default organization is credited if the unit billing credit account is a Balance Sheet or non-operating expense, and you do not maintain separate Balance Sheets. When this check box is not selected, the credit goes to one of the following places: ▪ The organization of the costing credit project in Unit Billing Table Maintenance ▪ The default organization, if the cost account is a Balance Sheet account and you do not maintain separate Balance Sheets The Unit Credit account may vary from unit to unit and is not entered in System Setup Table Maintenance. You enter the Unit Credit project in one of the following places, depending on whether or not you want to show the amount for the Unit Credit account for each organization or as a total amount for all organizations combined: ▪ In Unit Table Maintenance in the Credit project field in the Cost per unit section of this form ▪ In Individual Organization Setup Maintenance in the Unit Credit project fields
Employee expense/advance distribution	Select this check box to post employee expense and advance distribution credits to an indirect account or to the Balance Sheet account. The employee expense and advance expense credit is specified on the Posting tab of **Configuration** » **Accounting** » **Company Settings**. Do not select this check box if you post the credit to a balance sheet account and you use a consolidated Balance Sheet. This field displays only if Vision Expense Report is installed.
Payroll liability distribution	Select this check box to post payroll liability distribution credits to an indirect account or to the balance sheet account. Do not select this check box if you post the credit to a Balance Sheet account and you use a consolidated Balance Sheet. This field displays only if Vision Payroll is installed.
Payroll (FICA) expense	Select this check box to post payroll (FICA) expense debits to an indirect account or to the balance sheet account.

Field	Description
	Do not select this check box if you post the debit to a balance sheet account and you use a consolidated Balance Sheet. This field displays only if Vision Payroll is installed.
Payroll contribution expense	Select this check box to specify that the employer contribution expense follows the employee's organization by default. This field displays only if Vision Payroll is installed.
Payroll contribution liability distribution	Select this check box to specify that the employer contribution expense follows the employee's organization by default. This field displays only if Vision Payroll is installed.
Payroll liability Organization if not distributing	If you selected the **Maintain separate balance sheets by Organization** check box (in **Configuration Organization General**), and the **Payroll liability distribution** check box on this tab is not selected, this field is enabled. Use the Organization Lookup to select an organization for which to maintain separate balance sheets. This field is not enabled when the following occur: ▪ The **Maintain separate balance sheets by Organization** option is not selected. ▪ You do not maintain separate balance sheets. ▪ Payroll is not enabled for the active company.
Organization for intercompany postings	If you use the Multicompany feature, you must specify the organization that receives the implicit side of intercompany postings. Enter an organization or click to display the Organization Lookup and select an organization.

Timesheets Tab of Accounting Company Settings

Use the Timesheets tab to set up posting, job costing, benefit accrual, and Payroll interface options for Timesheets.

Contents

Posting Options

Field	Description
Consolidate timesheet postings by Employee and Work Breakdown Structure	Select this check box if you want to consolidate the posting of timesheets. This means that if the same employee charges time to the same project, task, and labor code combination, only one line displays for that employee on the posting log. Timesheet postings cannot be consolidated when cost rate tables are enabled.

Field	Description
Preserve comments when consolidating timesheet postings	Select this check box if you want to preserve the comments for consolidated timesheets. When you select this option, all timesheets with the same employee, project, task, labor code, and comments are consolidated. If a timesheet line has a different comment specified, the timesheet line is not consolidated; each comment is listed individually. Vision supports unlimited text in the **Timesheet Comments** field if you select this check box.

Job Costing

Field	Description
Job Cost Frequency	If you use the Adjust Salaried Job Cost feature, select the frequency that you want to use to adjust job cost amounts for salaried employees. This usually matches your payroll frequency.
Allow job cost rates to be salaries	Select this check box if you want to specify salaried rates and hourly rates in the **Job Cost Rate** field on the Accounting tab of the Employee Info Center. If this option is enabled, a **Type** field displays on the Employee Info Center Accounting tab. On the Accounting tab you can specify whether the rate is a salaried rate or an hourly rate.
Include overtime hours in job cost calculation	This check box applies if you use the Adjust Salaried Job Cost feature. When you select this check box, you enter overtime hours separately from regular hours on timesheets. Overtime hours from timesheets are included in the Adjust Salaried Job Cost calculations.
Maximum Hourly Rate	If you selected the **Allow job cost rates to be salaries** check box, you must enter a maximum hourly rate here. This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employee Info Center. If an hourly job cost rate exceeds the max hourly rate entered here, you receive a warning that the rate may not be appropriate for the job cost type. This field ensures that a salary is not entered with the hourly option.

Benefit Accrual

Field	Description
Accrue benefit hours when payroll is processed	Select this check box if you want benefit accruals to be automatically performed whenever you process a regular payroll. This field is available only if the Payroll application is installed.
Benefit Accrual Frequency	Select one of the following options from the drop-down list to indicate how often you plan to accrue benefit hours: ▪ **Monthly**: This accrues benefit hours once a month. ▪ **Semi-monthly**: This accrues benefit hours twice a month.

Field	Description
	▪ **Biweekly**: This accrues benefit hours every two weeks. ▪ **Weekly**: This accrues benefit hours once a week. Annual benefit accrual hours are prorated based on the selection that you make. For example, if you choose **Monthly**, the annual benefit accrual hours are divided by 12 to determine the number of hours accrued each processing run.
Enable accruals based on hours worked	Select this check box to calculate an employee's benefit hours accrual based on the hours that the employee worked. This enables the **Hours Worked** method option in the Benefit Accruals grid on the Accounting Tab of the Employee Info Center, which allows you to calculate benefit hours based on hours worked. When an employee selects **Hours Worked** as the **Method**, they can also define the calculations for the employee's hours earned per year, hours earned per hours worked, and maximum hours earned per benefit accrual process. When you enable accruals based on hours worked, the **Projects to Exclude from Hours Worked** column is added to the Benefit Accrual Setup grid in **Configuration** » **Accounting** » **Time Analysis**. Use the lookup in this column to select the projects that should be excluded from the hours worked calculation.
Do not accrue if less than defined hours	This option is enabled when the **Enable accruals based on hours worked** check box is selected. Select this check box and enter the minimum number of hours that are required in an accrual period for an employee to be eligible to earn benefit hours. For example, if the firm's accrual frequency is set to **Weekly** and the employee works fewer than 20 hours in the week, the employee would not be eligible for benefit hours.
Exclude overtime hours	This option is enabled when the **Enable accruals based on hours worked** check box is selected. Select this check box to calculate the accrual benefit hours based on the employee's regular working hours, with no overtime included. When this check box is not selected, Vision will calculate the benefit accrual based on all hours worked, regular plus overtime. This includes both Ovt 1 and Ovt 2 entries.

Payroll Interface

The following fields display on this tab only if you have the Payroll Interface installed.

Field	Description
Payroll Interface To	Select the type of payroll interface that you use. The options are: ▪ **ADP** ▪ **Paychex** ▪ **Ceridian Powerpay** The names of the remaining fields in this section change to reflect your selection.

Field	Description
Enable ADP Payroll Interface	If you selected **ADP** in the **Payroll Interface To** field, select this check box to enable all fields and elements that are used to set up ADP processing. The enabled items are: ▪ The **Default Company Code** field on this tab. ▪ The Export Timesheets to ADP dialog box in **Human Resources** » **Payroll** » **Export to Pay Interface**. ▪ The **ADP Company Code** field on the General tab in **Configuration** » **Individual** » **Organization**. ▪ ADP fields on the Accounting tab in **Info Center** » **Employees**.
Enable Paychex Payroll Interface	If you selected **Paychex** in the **Payroll Interface To** field, select this check box to enable all fields and elements that are used to set up Paychex processing. The enabled items are: ▪ The **Default Client Number** field on this tab. ▪ The Export Timesheets to Paychex dialog box in **Human Resources** » **Payroll** » **Export to Pay Interface**. ▪ The **Paychex Client Number** field on the General tab in **Configuration** » **Individual** » **Organization**. ▪ Paychex fields on the Accounting tab in **Info Center** » **Employees**.
Enable Ceridian Interface	If you selected **Ceridian Powerpay** in the **Payroll Interface To** field, select this check box to enable all fields that are used to set up Ceridian processing. The enabled fields are: ▪ The **Default Company Number** field on this tab. ▪ The Export Timesheets to Ceridian dialog box in Human Resources Payroll Export in **Human Resources** » **Payroll** » **Export to Pay Interface**. ▪ The **Ceridian Client Number** field on the General tab in **Configuration** » **Individual** » **Organization**. ▪ Paychex fields on the Accounting tab in **Info Center** » **Employees**.
Default Company Code / Default Client Number / Default Company Number	▪ **ADP**: If you selected **ADP** in the **Payroll Interface To** field, enter the ADP default company code. Vision uses the default company code for each employee who does not have an ADP company code specified in the Employee Info Center and does not have an ADP company code specified for his or her organization in Individual Organization Setup. A firm with just one ADP company code can enter it in the **ADP Default Company Code** field on this tab and leave the **ADP Default Company Code** in the Employee Info Center and Individual Organization Setup blank. Valid default company codes are A through Z, 0 through 9, & (and symbol), or - (dash). You must enter the appropriate length code; ADP's

Field	Description
	code length requirements differ by country. For example, US-based firms typically have a 3-character code, and Canadian firms typically have a 4-character code. ▪ **Paychex**: If you selected **Paychex** in the **Payroll Interface To** field, enter the Paychex client number. Vision uses the default client number for each employee who does not have a Paychex client number specified in the Employee Info Center and does not have a Paychex client number specified for his or her organization in Individual Organization Setup. A firm with just one Paychex client number can enter it in the **Paychex Default Client Number** field on this tab and leave the **Paychex Default Client Number** in the Employee Info Center and Individual Organization Setup blank. ▪ **Ceridian Powerpay**: If you selected **Ceridian Powerpay** in the **Payroll Interface To** field, enter the Ceridian default company number. Vision uses the default company number for each employee who does not have a Ceridian company number specified in the Employee Info Center and does not have a Ceridian company number specified for his or her organization in Individual Organization Setup. A firm with just one Ceridian number can enter it in the **Ceridian Default Company Number** field on this tab and leave the **Ceridian Default Company Number** in the Employee Info Center and Individual Organization Setup blank. Vision looks at the following tabs in the order listed and uses the first company code that it finds: 1. Accounting tab in **Info Center** » **Employees** 2. General tab in **Configuration** » **Organization** » **Individual** 3. Timesheet tab in **Configuration** » **Accounting** » **Company Settings**

Cross Charge Tab of Accounting Company Settings

Use the Cross Charge tab to enable the Labor Cross Charge feature and to specify related settings such as the rate method, and the credit and debit accounts used to transfer revenue and overhead.

To ensure that Cross Charge is set up correctly, Deltek recommends that you run and review the Labor Cross Charge Detail Report after timesheets are posted and before you process labor cross charges.

Contents

Field	Description
Enable Cross Charge Feature	Select this option to enable Vision's Labor Cross Charge feature. When you enable this feature, Vision displays:

Field	Description
	▪ A Cross Charge tab in the Individual Organization Setup form (**Configuration** » **Organization** » **Individual**) that lets you enable or disable cross charging for an organization. When enabled, you also set up multipliers and projects on this tab, which are used when cross charging for an organization. ▪ A **Labor Cross Charge** option on the **Accounting** menu that lets you transfer labor and revenue or overhead charges to the appropriate organization. If you do not select the **Enable Cross Charge Feature** option on this tab, Labor Cross Charge is not enabled, regardless of settings elsewhere in Vision.

Regular Projects

Complete this section for projects with a charge type of **Regular** that share resources.

Field	Description
Create Labor Adjustment	Select this option to transfer labor costs. Select this option only if you transfer labor and revenue back to the employee's organization. When you run the Labor Cross Charge routine, Vision creates a labor adjustment transaction file using the employee's direct labor account as specified in Employee Type Setup and the Labor Credit (Job Cost Variance) account specified on the Timesheets tab of General Accounting Configuration to transfer the amounts. If you transfer the overhead costs associated with this employee to the project's organization, you should not select this option.
Create Journal Entry	Select this option if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge routine, Vision creates a journal entry transaction file with the accounts specified in the following fields on this tab.
Credit Account	Click and select the credit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always credits the employee's organization. The type of account that you enter depends on the type of information being transferred: ▪ Enter a revenue account if you are transferring revenue. ▪ Enter an indirect expense account if you are transferring overhead
Debit Account	Click and select the debit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always debits the employee's organization. The type of account that you enter depends on the type of information being transferred: ▪ Enter a revenue account if you are transferring revenue. ▪ Enter an indirect expense account if you are transferring overhead

Field	Description
Rate Method	This field is enabled when you select the **Create Journal Entry** check box on this tab. The **Rate Method** is the transfer price calculation method. Choose the rate method to use when revenue is transferred back to the employee's organization or employee overhead charges to the project's organization. You can specify either: ▪ **Calculate from Billing Terms** — Select this option to use billing terms to calculate the transfer price. If your firm uses the Effective Dates feature in the Billing module, it can affect this calculation. ▪ **Multiplier** — When you select this option, you must enter the rate by which to transfer the revenue or overhead. This is the rate used on client invoices. Whichever method you specify, you can override it at the organization or project level.
Multiplier	Choose the markup rate to use when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization. ▪ If you select the **Calculate from Billing Terms** option, Vision uses billing terms when revenue or overhead is transferred. ▪ If you select the **Multiplier** option, you must enter the rate by which to transfer the revenue or overhead. This is the markup rate used on client invoices.

Overhead Projects

Complete this section for sharing resources on projects with a **Charge Type** of **Overhead** or **Promotional**.

Field	Description
Create Labor Adjustment	Select this option to transfer labor costs. Select this option only if you are transfer labor and revenue back to the employee's organization. When you run the Labor Cross Charge routine, Vision creates a labor adjustment transaction file with the employee's direct labor account as specified in Employee Types Configuration and the Labor Credit (Job Cost Variance) account specified on the Timesheets tab of General Accounting Configuration to transfer the amounts. If you transfer the overhead costs that are associated with this employee to the project's organization, you should not select this option.
Create Journal Entry	Select this option to transfer more than labor costs. Select this option if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge routine, Vision creates a journal entry transaction entry file and uses the accounts specified in the following fields on this tab.

Field	Description
Credit Account	Click and select the credit account to use when you transfer revenue or overhead between overhead projects with a journal entry. This account always credits the employee's organization. The type of account that you enter depends on the type of information being transferred: ▪ Enter a revenue account if you are transferring revenue. ▪ Enter an indirect expense account if you are transferring overhead.
Debit Account	Click and select the debit account to use when you transfer revenue or overhead between overhead projects with a journal entry. This account always debits the employee's organization. The type of account that you enter depends on the type of information being transferred: ▪ Enter a revenue account if you are transferring revenue. ▪ Enter an indirect expense account if you are transferring overhead.
Multiplier	This field is enabled when you select the **Create journal entry** check box on this tab. Specify the internal transfer price to apply to labor costs to calculate the amount of the journal entry.

Tax Auditing Tab of Accounting Company Settings

Use the Tax Auditing tab to enable the Tax Auditing feature and set up certain tax code defaults.

Contents

Field	Description
Enable Tax Auditing Feature	Select this check box to turn on the Tax Auditing feature. This feature allows you to enter certain input taxes in Vision and also report on taxes from billing invoices and purchase orders. When you select this check box, the following are enabled: ▪ All other fields on this tab ▪ **Inputs** section, **Thresholds** section, **Non-Recoverable Tax** section, **Tax Code to Include in Basis** field, and **Tax Currency** field (if you use the Multicurrency feature) on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes** ▪ **Tax Country Code** and **Tax Registration Number** fields on the General tab in the Client Info Center and the Vendor Info Center ▪ Tax-related fields for expense categories in **Configuration** » **Time & Expense** » **Expense Categories**

Field	Description
	▪ Tax-related fields on AP Voucher, AP Disbursements, Employee Expenses, Cash Disbursements, Cash Receipts, Invoice, and Journal Entry transaction entry forms in **Transaction Center** » **Transaction Entry** ▪ Tax-related information on transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports) The following reports are available in **Reporting** » **Accounting** after you select the **Enable Tax Auditing Feature** check box: ▪ Sales List ▪ Tax Analysis You can include the **Tax-2 Amount** column on the Vouchered Purchase Orders Item report (in **Reporting** » **Purchasing**) when the Tax Auditing feature is turned on.
Tax Country Code	From the drop-down list, select the appropriate country code for the country that is collecting the taxes on the goods and services. The tax country code is used on certain tax reports.
Tax Registration Number	Enter the firm's tax registration number. This number is assigned by each country for the purpose of tax reporting.
Default Tax Country Code	Select the default tax country code that will prefill for new vendors and clients that you add to Vision.

Default Tax Codes Grid

In this grid, enter the default tax codes to use to calculate taxes automatically for:

- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in **Transaction Center** » **Transaction Entry**.
- Expense reports that you enter in Time & Expense.

You can enter as many default tax codes as you need

Field	Description
Default Tax Codes Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Grid Toolbar

Field	Description
Insert	Click this option to add a default tax code in a new blank row in the grid.
Delete	Click a row in the grid, and then click this option to delete the default tax code.

Grid Fields

Field	Description
Sequence	A sequence number prefills automatically in this field when you click **Insert** to add a tax code to the grid. The sequence number determines the order in which the taxes display on the New File dialog box in Transaction Entry. You can change the number in the **Sequence** field. If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. You can proceed to use the same sequence number for multiple tax codes. If you do so, the tax codes will be ordered first by sequence number and then, within the same sequence number, ordered alphabetically or numerically by tax code.
Default Tax Code	From the drop-down list, select a default tax code. Only taxes with an Active status are available in the drop-down list. The drop-down list includes the tax codes that have been set up on the Tax Codes form in **Configuration** » **Accounting** » **Taxes** as input taxes with the **Transaction Entry** and/or **Employee Expenses** check boxes selected in the **Inputs** section of the tab. **The Transaction Center and the Default Tax Codes** The default tax codes that you enter on the Tax Auditing tab prefill on the New File dialog box when you create a new transaction file for the Transaction Center accounts payable vouchers, accounts payable disbursements, cash disbursements, and expense reports. The default tax codes are used to calculate taxes for all the transactions that you enter in the transaction file. On the New File dialog box, you can override the default tax codes—add other tax codes or delete some or all of the tax codes. You can use whatever tax codes are appropriate for the transactions in the specific transaction file.

Field	Description
	For any individual transaction in the transaction file, you can override the taxes that have been automatically calculated with the default tax codes by clicking the amount in the **Total Tax Amount** field on the transaction entry form. This opens the Tax Codes dialog box, where you can add, remove, or change the tax amounts. For accounts payable vouchers and accounts payable disbursements, if a vendor has a default tax code entered for it in the Vendor Info Center, then the vendor's default tax code is used instead of the default tax code that has the first (or lowest) sequence number on the New File dialog box to calculate the taxes for the vendor voucher or disbursement. Example: A vendor's default code entered in the Vendor Info Center is XXX. The default tax codes that are entered on the Tax Auditing tab in Accounting Company Settings are AAA (with sequence 5), BBB (with sequence 30), and CCC (with sequence 45). Tax code XXX from the vendor record will override tax code AAA (with sequence 5, the lowest sequence number) when accounts payable vouchers and disbursements are entered in the Transaction Center for that particular vendor. The tax codes used for the transactions for that vendor are XXX, BBB, and CCC. **Expense Reports in Time & Expense and the Default Tax Codes** The default tax codes that you enter on the Tax Auditing tab are used to calculate taxes automatically when you enter expense reports in Time & Expense. Unlike Transaction Entry, the expense reports do not have a New File dialog box that displays the default tax codes. Instead, taxes are calculated for expense items on expense reports based on the following: ▪ If you enter an expense category for an item on an expense report and the category has a default tax code entered for it in **Configuration** » **Time & Expense** » **Expense Categories**, then the default tax codes from the expense category are used to calculate taxes. If the expense category does not have default tax codes entered for it, then taxes are calculated using the default tax codes that are entered on the Tax Auditing tab in Accounting Company Settings. ▪ If no expense category is entered for an item on an expense report, no taxes are calculated automatically. You can click in the **Total Tax Amount** field in the expense report entry grid to open the Tax Codes dialog box, and manually enter tax codes to calculate the taxes for the item.

Check Boxes

Field	Description
Enable Originating Vendor for Employee Expenses and AP Vouchers	This check box is enabled if you select the **Enable Tax Auditing Feature** check box on this tab. Select this check box if you want the ability to associate an originating vendor, in addition to the actual employee or vendor who is getting paid, with the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements. When this feature is not enabled, only the employee or vender who will receive payment is entered for an expense report, voucher, or disbursement.

Field	Description
	For more information about how this feature works, including the fields that are enabled throughout Vision when you turn on the feature, see the "Originating Vendors" topic.
Require Tax Codes to be used in AP Transactions	This check box is enabled if you select the **Enable Tax Auditing Feature** check box on this tab. Select this check box to require that users enter at least one tax code for each line item of AP vouchers and AP disbursements that they enter in the Transaction Center.
Enable Validation of European Tax Registration Numbers for Clients and Vendors	This check box is enabled if you select the **Enable Tax Auditing** feature check box on this tab. Select the **Enable Validation of European Tax Registration Numbers for Clients and Vendors** check box to add a Validate Tax Registration Number button to the General tab of the Client and Vendor info centers. The **Validate Tax Registration Number** button is enabled when the user enters the client or vendor's tax registration number in the **Tax Reg. #** field in the respective info center. This is the number that is assigned by each country and used for tax reporting. When the user clicks this button, Vision uses an API to validate the client or vendor's tax registration number with the Belgian VAT Desk. If valid, the user can proceed with saving the record. If invalid, Vision displays an error message alerting the user of the issue.

Tax Region Grid

In order for the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms, you must set up tax regions in this grid.

You must also specify a tax region for tax codes in Tax Codes Configuration and enter a tax country for vendors and clients in the Vendor and Client Info Centers.

Field	Description
Tax Region Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.

Field	Description
	Not all options are available on all grids.

Grid Toolbar

Field	Description
Insert	Click this option to add a tax region in a new blank row in the grid.
Delete	Click a row in the grid, and then click this option to delete the tax region. You cannot delete a tax region if a tax code has the tax region assigned to it in **Configuration** » **Accounting** » **Taxes**.
Country	From the drop-down list, select a country code. You cannot enter the same country more than once in the grid; a country can have only one tax region. The drop-down list includes all the countries that have been added to the Country code table in **Configuration** » **General** » **Code Tables**.
Tax Region	Enter the tax region (up to 10 characters) for the country. You can enter the same tax region for multiple countries. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union. After you save a tax region, you cannot change the country or tax region. If you need to modify a tax region, you must delete it, and then re-enter it in the grid.

Gains and Losses Tab of Accounting Company Settings

Use the Gains and Losses tab to set up default general ledger accounts and projects for realized and unrealized gains and losses.

This tab displays only if you use the Multicurrency feature. Companies that conduct business in more than one currency can have financial gains or losses due to changes in currency exchange rates.

You can set up two separate sets of realized and unrealized gains and losses accounts that are used in different areas of Vision. One set is used when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions and when you run the Gains/Losses and Revaluations process. The other set is used when you run the Revenue Generation process.

Contents

Gains, Losses and Revaluations Section — Realized and Unrealized Gain and Loss Fields:

These fields apply when Vision calculates and posts realized and unrealized gains and losses when you do either of the following:

- Process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions.
- Run the Gains/Losses and Revaluation process.

Field	Description
Account	Click in each of the Realized and Unrealized Gain and Loss **Account** fields, and select the account to which you want realized and unrealized gains and losses posted. You can select either balance sheet accounts or income statement accounts. **Multicompany** If you use the Multicompany feature, only those accounts that belong to the active company display in Account Lookup list. **Realized Gains and Losses** Vision calculates and posts realized gains and losses to the corresponding realized gain or loss account when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions. **Unrealized Gains and Losses** Vision calculates and posts unrealized gains and losses to the corresponding unrealized gain or loss account when you run the Gains/Losses and Revaluation process. The Gains/Losses and Revaluation process calculates gains and losses for: ▪ Foreign-currency accounts payable and accounts receivable transactions that are unpaid. ▪ Foreign-denominated general ledger accounts. **Account Hierarchy** If you enter an account in the **Revaluation Gain** » **Account** field, the **Revaluation Loss Account** field, or both fields on the General tab of Chart of Accounts in the Accounts Info Center for foreign-denominated general ledger accounts, then unrealized gains and losses post to those accounts during the Gains/Losses and Revaluation process instead of posting to the unrealized gain and loss account entered in Accounting Company Settings.
Project	Click in each of the Realized and Unrealized Gain and Loss **Project** fields, and select the project (work breakdown structure) to which you want realized and unrealized gain and loss entries posted for the general ledger account that you entered in this row. **Multicompany** If you use the Multicompany feature, only projects that belong to the active company display in the Project Lookup list. **Charge Type** The charge type of the project (regular, overhead, or promotional) must match the account's account type. ▪ Indirect accounts require an overhead or promotional project. ▪ Revenue accounts require a regular project.

Field	Description
	▪ Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project. **Organizations** If you use organizations in Vision, the project that you enter here also determines which organization's financial statement is affected by gains or losses entries for that account. **If You Do Not Maintain Separate Balance Sheets for Organizations** You must enter a project in the **Project** field if both of the following are true: ▪ You do not maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box is not selected on the Organization General Setup form in **Configuration** » **Organization** » **General**) ▪ The account that is entered in the **Account** field on this tab is an income statement account. **If You Maintain Separate Balance Sheets for Organizations** If you maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box is selected on the Organization General Setup form in **Configuration** » **Organization** » **General**): You must enter a project for each organization on the Gains and Losses tab on the Individual Organization Setup form in **Configuration** » **Organization** » **Individual** regardless of the type of account entered on this tab.
Phase	If a project has phases, click in each of the Realized and Unrealized Gain and Loss **Phase** fields, and select the phase to which you want realized and unrealized gain and loss entries posted for the general ledger account that you entered in this row. The information about organizations and separate balance sheets that is included in the **Project** field description above also applies for phases.
Task	If a phase has tasks, click in each of the Realized and Unrealized Gain and Loss **Task** fields, and select the task to which you want realized and unrealized gain and loss entries posted for the general ledger account that you entered in this row. The information about organizations and separate balance sheets that is included in the **Project** field description above also applies for phases.

Unbilled Services Gains and Losses Section – Realized and Unrealized Gains and Loss Fields

These fields apply for realized and unrealized gains and losses for unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

Field	Description
Account	Click in each of the Realized and Unrealized Gain and Loss **Account** fields, and select the account to which you want realized and unrealized gains and losses posted when you run Revenue Generation. You can select either balance sheet accounts or income statement accounts. Vision calculates and posts unrealized gains and losses to the corresponding gain or loss account when you run the Gains/Losses and Revaluation process. If you use the Multicompany feature, only accounts that belong to the active company display in the Account Lookup list.
Project	Click in each of the Realized and Unrealized Gain and Loss **Project** fields, and select the project (work breakdown structure) to which you want realized and unrealized gains and losses posted for the general ledger account that you entered in this row. If you use the Multicompany feature, only projects that belong to the active company display in Project Lookup list. **Charge Type** The charge type of the project (regular, overhead, or promotional) must match the account's account type. ▪ Indirect accounts require an overhead or promotional project. ▪ Revenue accounts require a regular project that has a revenue method N (no revenue recognized). In addition, the billing and project currency must match the currency of the company that is being configured. ▪ Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project. **Organizations** If you use organizations in Vision, the project that you enter here also determines which organization's financial statement is affected by gains or losses entries for that account. **If You Do Not Maintain Separate Balance Sheets for Organizations** You must enter a project in the **Project** field if both of the following are true: ▪ You do not maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box is not selected on the Organization General Setup form in **Configuration Organization General**) ▪ The account that is entered in the **Account** field on this tab is an income statement account. **If You Maintain Separate Balance Sheets for Organizations** If you maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box on the Organization General Setup form in **Configuration Organization General** is selected), you must enter the projects for each organization

Field	Description
	on the Gains and Losses tab on the Individual Organization Setup form in **Configuration Organization Individual** regardless of the type of account entered.
Phase	If a project has phases, click in each of the Realized and Unrealized Gain and Loss **Phase** fields, and select the phase to which you want realized and unrealized gains and losses posted for the general ledger account that you entered in this row.
Task	If a phase has tasks, click in each of the Realized and Unrealized Gain and Loss **Task** fields, and select the task to which you want realized and unrealized gains and losses posted for the general ledger account that you entered in this row.

Transaction Center Approvals Tab of Accounting Company Settings

Use the Transaction Center Approvals tab to enable and enter settings for the Transaction Center approval feature. When this feature is turned on, an approver reviews transaction entry files in the Transaction Center before the files are posted.

On this tab, you also choose the transaction types for which the approval process applies, set up employees as approvers who review, reject, and approve forms within the submitted transaction entry files, and select other posting and editing options.

Contents

Field	Description

Enable transaction center approvals	Select this check box to turn on the Transaction Center approval feature in Vision.
	When you enable this feature, the following occur:
	▪ All the options on this tab are enabled so you can enter settings for the approval feature.
	▪ An **Approval Status** column displays on the Transaction Entry form and Transaction Lists form in **Transaction Center** » **Transaction Entry**.
	▪ A **Submit File** option displays on the toolbar of the Transaction Center entry forms for the transaction types for which the Transaction Center Approvals feature has been turned on.
	▪ The following alerts are available in the Transaction Center folder of Company Alerts Configuration (**Configuration** » **General** » **Company Alerts**):
	  ▪ Transaction Entry File Submitted
	  ▪ Transaction Entry File Approved
	  ▪ Transaction Entry Form Rejected

Field	Description
Enable for all transaction types	This check box is available when you select the **Enable transaction center approvals** check box. Select this check box to turn on the Transaction Center approval feature for all transaction types. When you do this, the **Transaction Type** grid below this check box is unavailable. Clear this check box to individually apply the approval feature to certain transaction types. You select individual transaction types in the **Transaction Types** grid. For the transaction types for which you enable the approval feature, the following apply: ▪ Employees who are designated as Transaction Center approvers see an **Approve** and **Reject** option on the Transaction Center entry form toolbar. ▪ The Transaction Center entry form displays a **Form Status**, **Approved By/Rejected By**, and **Reject Reason** field. ▪ A **Form Status** column displays in the Transaction Entry Form Lookup and on the Transaction List Report. Transaction entry files for transactions types that are excluded from the approval process must also be submitted. However, they do not need to be approved. After they are submitted, their status automatically changes to approved, and the file is immediately available to post.

Transaction Types Grid

When you select the **Enable for all transaction types** check box, this grid remains blank and unavailable. This indicates that all transaction types use the approval feature.

When you do not select the **Enable for all transaction types** check box, the **Transaction Types** grid is available. In this grid, you individually select the transactions types for which you want the approval feature to apply.

Transaction types that are not required to go through the approval process must also be submitted. These transaction files are automatically approved, and if you use alerts, approved alerts are sent instead of submitted alerts.

Field	Description
Transaction Types Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a blank row in the **Transaction Types** grid. Then click in the blank **Transaction Types** cell to select a transaction type for which to apply the approval feature.
Delete	To delete a transaction type from the grid, click a transaction type in the grid to select it, and click this option. This removes the transaction type from the approval process. You can remove a transaction type from the approval process at any time.
Transaction Type	Click this cell in the grid to select a transaction type from the drop-down list for which to apply the approval feature.
Require completed approvals to post transaction files	Select this check box to require all forms within submitted transaction entry files to be approved before the file is posted. Clear this check box if you do not require submitted transaction entry files to be approved before the file is posted. This means that transaction entry files with either a submitted or approved status can be posted.
Allow submitted transaction files to be edited	Select this check box if you want to allow users (including non-system approvers) to modify and resubmit transaction entry files that have a submitted status. Clear this check box if you want to allow users to view but not modify transaction entry files after they are submitted. When this check box is cleared: ▪ Users can modify forms within a submitted transaction entry file only if a reviewer rejects a form. ▪ Approvers who are not system approvers can only approve and reject forms within a submitted transaction entry file; they cannot modify them. ▪ System approvers can modify submitted transaction entry files regardless of whether or not this check box is selected; they are not affected by this check box.

Approvers Grid

This grid is available when you select the Enable transaction center approvals check box. Select employees who can approve submitted transaction entry files.

Field	Description
Approvers Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to open the Employee Lookup and select one or more employees as approvers. If you use the Multicompany feature, Employee Lookup includes employees from all the companies in your enterprise.
Delete	To delete an approver, click anywhere in the approver's row in the grid and click this option.
Name	After you click **Insert** and select approvers, the approver names display in this field.
System Approvals	Select this check box if you want an approver to be allowed to perform any of the following actions for any transaction entry file submitted by any employee at any time: Edit, Resubmit, Approve, or Reject.
Employees To Approve For	Click this cell and click to open the Employees To Approve For dialog box. On the dialog box, you match approvers with the employees whose submitted transaction entry files they will approve. Approvers who are not set up as system approvers must include themselves as employees whose transaction entry files they must approve if they want the ability to approve their own edits.

Employees To Approve For Dialog Box

If you use the Transaction Center Approval feature, use the Employees To Approve For dialog box to select employees whose submitted transaction entry files an approver reviews and approves.

Location

To display the dialog box, complete the following steps:

1. Click **Configuration** » **Accounting** » **Company Settings**.
2. Click the Transaction Center Approval tab.

3. On the Approvers grid toolbar, click **Insert** to select a transaction center approver from Employee Lookup.
4. On the Approvers grid, click the **Employee to Approve For** field to display and click .

Contents

Field	Description
Insert	Click this option to open the Employee Lookup and select one or more employees whose submitted transaction entry files will be reviewed and approved by the approver who is entered in the Approvers grid. Approvers who are not set up as system approvers must include themselves as employees whose transaction entry files they must approve if they want the ability to approve their own edits. If you use the Multicompany feature, Employee Lookup includes employees from all the companies in your enterprise.
Delete	To delete an employee from the Employees To Approve For grid, click anywhere in the employee's row and click this option.
Employee	After you select employees on the Employee Lookup, their employee IDs display in this field.
Name	After you select employees on the Employee Lookup, their names display in this field.
OK	Click this option to close the Employees To Approve For dialog box.
Help	Click this option for information about the dialog box.

Learn More About...

You may find it helpful to review background information about topics such as transaction center approvals, labor cross charge setup, tax regions, and tax auditing.

Transaction Center Approvals

Use the Transaction Center approval feature if you want employees to submit transaction center entry files for approval before the files are posted.

If you use the Multicompany feature, you turn on and set up Transaction Center approvals for each company in your enterprise.

Optionally, you can set up Transaction Center alerts in **Configuration** » **General** » **Company Alerts** that notify:

- Approvers when transaction entry files are submitted and ready to approve.
- Transaction entry file submitters when their files are approved or rejected.

The following process occurs when the Transaction Center approval feature is turned on:

1. After employees enter transactions, they submit the transaction entry file for approval. The toolbar for Transaction Center entry forms displays a **Submit File** option.
2. If you set up alerts for Transaction Center approvals:
   - The appropriate approvers receive an alert to notify them that a transaction entry file has been submitted for their approval.
   - When approvers receive alerts, they can click a link within the alert message to directly open and approve the forms in the transaction entry file. They can enter a rejection reason on a transaction entry form.
3. Approvers review and then reject or approve forms within the submitted transaction entry files. The toolbar for Transaction Center entry forms displays **Approve** and **Reject** options. The Transaction Center entry forms contain **Form Status**, **Approved By/ Rejected By**, and **Reject Reason** fields.
4. If you use alerts, transaction entry file submitters receive an alert to notify them that their files are approved or rejected. They can click a link within the alert message to directly open and modify the Transaction Center entry form that was rejected.
5. Submitters can post approved transaction entry files or revise rejected transaction entry files and submit them again.

When the Transaction Center approval feature is turned on, transaction entry files for transactions types that are excluded from the approval process must also be submitted. However, they do not need to be approved. After they are submitted, their status automatically changes to approved, and the file is immediately available to post.

When you have the Transaction Center approval feature enabled for all transaction types and you do not select the option that allows you to post transactions as they are generated when you process Consultant Accruals, Labor Cross Charges, Intercompany Billing, and Revenue Generation, any transaction entry files that are created are also included in the approval process.

Transaction Date Validation

For companies operating in some countries, transaction dates must fall within the currently active accounting period. You can set Vision up to enforce this requirement, either for the fiscal year or for the fiscal period.

Companies not subject to this requirement may also want to implement transaction date validation as a transaction entry control measure.

Implement Transaction Date Validation

To implement transaction date validation, do one of the following on the General tab of Accounting Company Settings:

- To require that transaction dates be within the currently active fiscal year, select **Require Transaction Dates to be Within the Active Fiscal Year**.
- To require that transaction dates be within the currently active fiscal period, select both **Require Transaction Dates to be Within the Active Fiscal Year** and **Require Transaction Dates to be Within the Active Accounting Period**.

Deltek strongly recommends that you post all open transaction files and payment processing runs before you enable transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change the transaction dates when you open the file in a prior period.

What Happens in Transaction Entry

If you implement transaction date validation for the fiscal year but not for the accounting period, Vision displays an error message for a transaction date outside the current fiscal year, and the transaction cannot be saved unless either the date or the fiscal year is changed. For a date in the current fiscal year but not in the current period, Vision displays a warning message, but the transaction can be saved without changing the date.

If you implement transaction date validation for the accounting period, Vision displays an error message for a transaction date outside the current accounting period, and the transaction cannot be saved unless either the date or the period is changed.

In situations when Vision would normally display today's date as the default date but that date fails the validation, no default date is displayed.

If you do not implement transaction date validation, Vision displays a warning message for a date not in the current accounting period, but the transaction can be saved without changing the date.

Recurring Transactions

If you implement transaction date validation for the fiscal year and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active fiscal year, Vision automatically displays the Change Transaction Dates dialog box. You must change the dates to be in the fiscal year.

Similarly, if you implement transaction date validation for the accounting period and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active period, Vision automatically displays the Change Transaction Dates dialog box, and you must change the dates to be in the period.

Intercompany Transactions

In a multiple company environment, if you do not implement transaction date validation for one company (Company A, for example) but do implement it for another company (Company B), Vision does not apply transaction date validation when you post a transaction from Company A (no date validation) to Company B (date validation implemented).

Scheduled Posting Processes

At the time that you schedule a process that posts transactions, Vision does not verify that the scheduled date is valid for the transactions to be processed. Be sure that you schedule the posting process to occur within the period for which the transaction files were created.

Transaction Dates Not Affected

For some types of transactions, some dates associated with the transactions are not affected by transaction date validation. These exceptions are listed below:

- AP Disbursements: Invoice dates
- AP Vouchers: Invoice date and payment dates

- Employee Expenses: Expense dates
- Invoices: Due dates
- Labor Adjustments: Labor adjustment dates
- Timesheets: All dates
- Units: All dates for unit transactions created by timesheet posting
- Benefit Accruals: Accrual dates
- Adjust Salaried Job Costing: All dates
- History Loading: All dates
- Consolidations: All dates
- Billing Labor Transfer: All dates
- Billing Expense Transfer: All dates

Special Projects for Labor Cross Charge

As part of Labor Cross Charge configuration, you must create one or more projects to use with Labor Cross Charge, and reference them with each organization that uses Labor Cross Charge.

The journal entry and labor adjustment transactions use special projects to direct accounting entries to the organization's General Ledger.

The special project's charge type, specified on the Accounting Tab of the Projects Info Center, must match the type of entry made for the project:

- If the special project is used to move overhead, its charge type must be **Overhead**.
- If the special project is used to move revenue, its charge type must be **Regular**.

Strategies

Firms typically use one of the following strategies to create each special project needed:

- Create a unique project for each organization.
- Create a unique project with multiple phases or tasks, one for each organization.

Naming Special Projects

Use **ZZZ** at the beginning of special project numbers created for Labor Cross Charge. This way, the special projects display at the end of search and lookup lists, separate from the rest of your projects.

For example, the Boston Organization's special project might be numbered **ZZZBOS.00**.

Billing Terms and Labor Cross Charge

If you select **Calculate from** » **Billing Terms** in the **Rate Method** field on the Cross Charge tab of Accounting Company Settings, each project/phase/task's billing terms is used to calculate the journal entry amount to transfer a labor or other amount.

If no billing terms are specified for the project/phase/task, Vision uses the billing terms marked **Use as Project Reporting Default Terms Only** in **Billing** » **Billing Terms**.

Otherwise, Vision uses the global project default billing terms specified in **Configuration** » **Billing** » **Default Terms**.

The **Billing Terms Rate Method**, like the **Multiplier Rate Method**, is a global setting. You can override this setting at the organization or project level.

General Ledger Accounts for Journal Entries

If your firm uses an approach that transfers any amount other than labor cost, you must decide which general ledger accounts to use for journal entries.

You can use existing accounts or create new general ledger accounts in the Accounts Info Center. Labor Cross Charge uses these accounts to process the journal entries that move the additional amounts.

Deltek recommends that you create new accounts for use with Labor Cross Charge. This makes it easier to track cross-charge transactions.

Some firms create one new account for both debit and credit entries. Other firms create two new accounts, one for credit entries and one for debit entries.

- If you use Labor Cross Charge to transfer overhead costs, the new accounts should be indirect expense accounts.
- If you use Labor Cross Charge to transfer Revenue, the new accounts should be revenue accounts.
- If you use Labor Cross Charge to transfer expense and revenue in the form of a consultant expense, the new accounts should be direct expense accounts.

Examples

If you use Labor Cross Charge to transfer expense and revenue in the form of a consultant expense, you might create these two accounts:

- **Account:** 699.10 **Account Name:** Consultant Expense (out)

This account receives the journal entry credit, transferring the consultant expense to the employee's Organization.

- **Account:** 699.20 **Account Name:** Consultant Expense (in)

This account receives the journal entry debit, transferring the consultant expense to the project's Organization.

In this example, you set up special projects with a **Charge Type** of **Regular**.

Firms planning to use Labor Cross Charge to transfer revenue might create these two accounts:

- **Account:** 423.10 **Account Name: Labor Cross Charge Revenue (in)**

This account receives the journal entry credit, transferring revenue to the employee's Organization.

- **Account:** 423.20 **Account Name: Labor Cross Charge Revenue (out)**

This account receives the journal entry debit, transferring revenue from the project's Organization.

In this example, you set up special projects with a **Charge Type** of **Regular**.

Originating Vendors

For line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, you can enter an originating vendor (if appropriate), in addition to the actual employee or vendor who is getting directly paid.

This allows you to identify and track amounts that are directly and indirectly paid to a vendor. An originating vendor is indirectly paid when you pay another actual vendor or employee.

Examples:

- An employee's expense report includes purchases from a number of different vendors, such as a hotel or airline. The employee already paid the hotel and airline vendor on your behalf. Now you are reimbursing the employee for your company's expenses.
- An accounts payable voucher for a credit card vendor includes items purchased from a number of different vendors. You are indirectly paying these different vendors when you pay the credit card vendor.

This feature allows you to:

- See the originating vendors for line items on expense reports, transaction posting logs, and transaction lists for informational purposes.
- Use the Tax Analysis Report to view tax amounts that are paid both directly and indirectly to a vendor.

You turn on the Originating Vendor feature on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.

When you select the **Enable Originating Vendor for Employee Expenses and AP Vouchers** check box on the Tax Auditing tab in Accounting Company Settings:

- An **Originating Vendor** column displays in the following locations in Vision:
  - In **Transaction Center** » **Transaction Entry** in the following locations:
    - In the AP Voucher grid on the AP Vouchers form
    - In the AP Disbursements grid on the AP Disbursements form
    - In the Employee Expenses grid on the Employee Expenses form
  - In **Time & Expense** » **Expense Report**, in the Expense Report grid on the Expense Report form

  Entering a vendor in the **Originating Vendor** column in these grids is optional.
- The following reports display the originating vendor:
  - Tax Analysis Report

- AP Voucher, AP Disbursement, and Expenses Transaction Lists
- AP Voucher, AP Disbursement, and Expenses Posting Logs
- Time & Expense Employee Expense Detailed Report

Tax Regions Overview

Tax regions allow you to configure Vision to include only the appropriate tax codes for a vendor or client in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.

The appropriate tax codes for a vendor or client are based on the vendor or client's tax country and a tax code's region, which is associated with a country.

You must complete the following configuration in order for the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client:

- Set up tax regions on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. You associate a country with a tax region.
- Specify a tax region for a tax code on the Tax Codes tab in **Configuration** » **Taxes**.
- Enter a tax country for vendors and clients on the General tab in the Vendor and Client Info Centers. You enter a separate tax country for each address that you enter for a vendor and client.

A country can have only one tax region. You can use the same tax region for multiple companies. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union.

When no tax country is entered for a vendor or client, all tax codes display in the **Tax Code** drop-down lists in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

When a vendor or client has a tax country that is not associated with any tax region on the Tax Auditing tab in Accounting Company Settings, then only the tax codes that have no region assigned on the Tax Auditing tab will display in the **Tax Code** drop-down list in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

Tax regions do not affect how default tax codes are populated for transactions.

In AP Voucher and AP Disbursement entry, the **Tax Code** field is located on the Tax Codes dialog box that opens when you click the hyperlink in the **Total Tax Amount** field. In Billing Terms the **Tax Code** field is located on the Tax Codes grid on the Misc tab of the Billing Terms form.

AP Voucher and AP Disbursement Example

- The country of Belgium is assigned the **EU** tax region in the Tax Region grid on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.
- There are 10 tax codes that are assigned the **EU** tax region on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes**. The status of all 10 tax codes is Active, and they all have the **Transaction Entry** check box selected in the Inputs section of the Tax Codes tab in Tax Codes Configuration.
- **BE** (Belgium) is the tax country that is entered for vendor Brown and Associates on the General tab in the Vendors Info Center for their Belgium address.

When you enter an AP voucher or AP disbursement in Transaction Entry for Brown and Associates using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Codes** drop-down list on the transaction entry forms.

Invoice Billing Terms Example

- The country of Belgium is assigned the **EU** tax region in the Tax Region grid on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.
- There are 10 tax codes that are assigned the **EU** tax region on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes**. The status of all 10 tax codes is Active, and they all have a check box selected in the Outputs section of the Tax Codes tab in Tax Codes Configuration.
- **BE** (Belgium) is the tax country that is entered for client Sitka Corporation on the General tab in the Clients Info Center for their Belgium address.

When you enter Billing Terms for the Sitka Corporation using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Code** drop-down list on the Misc tab in **Billing** » **Billing Terms**.

Tax Auditing Overview

Use the Tax Auditing feature to enter certain input taxes in Vision and to report on taxes from billing invoices and purchase orders.

When the Tax Auditing feature is turned on, you can enter input taxes for the following:

- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in Time & Expense

The taxes that you enter for purchase orders in Purchasing are also input taxes, but you can enter taxes for purchase orders without turning on the Tax Auditing feature.

Turning on the Tax Auditing feature also allows you to report on taxes that you enter for purchase orders and billing invoices. When the Tax Auditing feature is not turned on, you can enter taxes only for billing invoices (if you have the Billing application installed) and for purchase orders, but not report on them.

Configuration

You set up individual tax codes in **Configuration** » **Accounting** » **Taxes**. You specify that a tax code will be used as an input tax and enter an input account for it (usually a debit account). Tax codes are used when you enter transactions and expense reports to determine the tax calculation for the transaction and expense report items.

On the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**, you turn on the Tax Auditing feature and enter default settings, including default tax codes.

The default tax codes are used to prefill and calculate taxes automatically for:

- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in the Transaction Center
- Expense reports that you enter in Time & Expense

Processing

When you turn on the Tax Auditing feature and use default tax codes, taxes are calculated automatically and entered in the **Total Tax Amount** field on the entry grids for:

- Accounts payable, accounts payable disbursement, cash disbursement, employee expense, and journal entry transactions in the Transaction Center
- Expense reports in Time & Expense
- Purchase orders in Purchasing

You can click the hyperlink in the **Total Tax Amount** field to open the Tax Codes dialog box and add, remove, or change the calculated taxes for any transaction or expense report item.

Reporting

When you turn on the Tax Auditing feature, transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports) now include tax information.

The following reports are available in **Reporting** » **Accounting** after you turn on the Tax Auditing feature:

- Sales List
- Tax Analysis

You can include the **Tax-2 Amount** column on the Vouchered Purchase Orders Item report (in **Reporting** » **Purchasing**) when the Tax Auditing feature is turned on.

Intercompany Billing Setup Overview

If your firm uses the Multicompany feature, you can share employees among companies while you maintain accounting for both labor and expense charges associated with shared work efforts.

You can share and track:

- **Labor Charges** — For example, an employee from one company can charge time to another company's project, phase, or task on his or her timesheet.
- **Expense Charges** — Similarly, the employee can charge travel, meals, and other expenses to another company's project on his or her expense report, or a company could incur a voucher, miscellaneous expense, or some other expense for another company's project.

Intercompany Billing configuration is an enterprise-wide application. You set it up for all companies. See the Concepts section of the help for background information.

Subledger Terms and Taxes

If you use detailed subledgers, you specify the tax codes that apply to intercompany transactions in the Invoice section and Voucher section on the Subledger Terms tab.

Settings on the Tax Codes form (**Configuration** » **Accounting** » **Taxes**) for the tax codes you select in the Invoice section control how Vision applies taxes to intercompany transactions. For each tax code that you use for intercompany transactions, you indicate whether or not it applies to each of these types of transactions:

- Labor transactions

- Expense transactions
- Balance sheet transactions

You can also exempt transactions involving specific non-labor accounts from a tax. For example, if you normally apply a value added tax (VAT) to balance sheet transactions but you do not want to apply the tax to rent transactions between two of your companies, you can set up that tax code so that the tax is not calculated for a transaction that involves the rent accounts. Such an exemption applies to both the cost and any markup for the transaction.

Checklist: Setting Up Intercompany Billing

Use the checklist to set up Intercompany Billing in Vision.

Step	Description
1	Decide on your Intercompany Billing approach.
2	Agree on an internal transfer price.
3	Set up new General Ledger accounts, to be used for journal entries (if you plan to move revenue or overhead).
4	Create an **intercompany suspense account**. When a transaction involves another company, some time will pass between the transaction posting and the point at which you actually run the Intercompany Billing process. To support the need to balance accounts in the meantime, Vision posts to the intercompany suspense account. Running the Intercompany Billing process and posting the transaction entry files created by Intercompany Billing clears this suspense account and allocates amounts to intercompany accounts payable and intercompany accounts receivable accounts, according to setup information you specify. Depending on your configuration settings, you may also create invoices, vouchers, labor adjustments, journal entries, and/or cost transfers.
5	Specify an intercompany organization so that Vision knows how to handle implicit entries.
6	Configure the system settings for Intercompany Billing: Select the option(s) that support your intercompany billing approach: ▪ **Reclass Intercompany Suspense as Receivable/Payable only** ▪ **Create Labor Adjustment to transfer Labor to originating Company** ▪ **Create Journal Entry**. Specify debit and credit account numbers. Select the global rate methods and related settings, such as multipliers, and, if necessary, enter override settings for specific pairs of companies. (You can override these global settings on a project-by-project basis, and you can also override multipliers at the organization level.)

Step	Description
7	If you select the **Create Labor Adjustment to transfer Labor to originating Company** and/or **Create Journal Entry** options for any project types — on the tabs of the Intercompany Billing Setup form in Accounting Configuration — you also need to set up "transfer to" and "transfer from" projects, on the Intercompany Billing tab of Individual Organization Setup.
8	Create one or more special projects for use with Intercompany Billing. The journal entry and labor adjustment transactions use special projects to direct accounting entries to a company's General Ledger. The special project's charge type, specified on the Accounting Tab of the Projects Info Center, must match the type of entry made for the project: ▪ If the special project is used to move overhead, its charge type must be **Overhead**. ▪ If the special project is used to move revenue, its charge type must be **Regular**. Assign each project to a single company; that company is responsible for leading the project even if it does not "own" all the phases and tasks. When labor is posted, the labor cost is charged to this company. You assign projects to companies through your organization structure.

Checklist: Setting Up Detailed Subledgers

Detailed subledgers make it possible to generate intercompany invoices and accounts payable vouchers. Use the checklist to configure Intercompany Billing to use detailed subledgers.

Before you complete this checklist, you must complete the steps listed in Checklist: Setting Up Intercompany Billing.

Step	Description
1	Select the **Enable detailed subledgers for Intercompany Billing** option on the General tab of Accounting System Setup.
2	Confirm that you have available a liability code that is mapped to the Intercompany Accounts Payable account for the active company. ▪ You establish the Intercompany Accounts Payable account on the Accounts tab of Accounting Company Settings. ▪ You map the account on the Liability Codes tab of Accounting Company AP Setup.
3	Confirm that you have available a revenue account that is mapped to the Intercompany Accounts Receivable account for the active company. ▪ You establish the Intercompany Accounts Receivable account on the Accounts tab of Accounting Company Settings. ▪ You map the account on the Invoice Mapping Accounts tab of Accounts Receivable Setup.

Step	Description
4	Specify labor revenue and expense revenue accounts on the Accounts tab of Accounting Company Settings. Vision uses these accounts when you generate intercompany invoice transaction entry files.
5	In the Vendor Info Center, create a special vendor record for each company to facilitate intercompany accounts payable vouchers (the vendor will represent the company that is being paid when generating intercompany accounts payable vouchers). Example: A vendor, COMPANYA, assigned to company A will need to be set up for accounting for company B if an intercompany transaction exists where company A is the originating company. Company B will not be able to pay vendor COMPANYA unless that vendor has been set up for accounting in company B. For more detailed information about setting up special vendors for Intercompany Billing, see Interactive Billing Vendors.
6	Specify the vendor for each company on the Subledger Vendors tab of Intercompany Billing Setup.
7	Create an intercompany invoice project and an intercompany AP voucher project, to facilitate intercompany invoices and accounts payable vouchers.
8	Set up invoice terms between two companies. For each pair of companies that can generate intercompany invoices and accounts payable vouchers, you specify setup options for the transactions they will share. This is where you select the invoice project and the intercompany accounts payable voucher project, as well as the accounts, banks, and liability codes.
9	Select intercompany invoice options, such as invoice dates, numbers, and templates.
10	For tax codes that apply to intercompany billing transactions, specify the types of transactions to which each tax applies on the Tax Codes form.

Fields and Options

Use the Intercompany Billing Setup form to establish settings for regular, overhead, and promotional labor and expenses, and to set up subledgers.

Intercompany Billing Setup Form

Use the Intercompany Billing Setup form to specify the regular, overhead, and promotional labor and expense settings used in tracking intercompany billing transactions.

The Journal Entry Override grid only displays when you select **Create Journal Entry**. Use the grid if you want to override the global intercompany billing rate settings for specific pairs of companies. If you make entries in the Journal Entry Override grid, you can clear the **Create**

Journal Entry check box (to turn off the override temporarily, for example) without losing those entries. They are disabled until you again select **Create Journal Entry**.

Display the Intercompany Billing Setup Form

You display the Intercompany Billing Setup form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Intercompany Billing**.

Regular Labor Tab of Intercompany Billing Setup

Use the Regular Labor tab to specify how to handle regular labor intercompany transactions.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one of the other options on this tab.
Create Labor Adjustment to transfer Labor to originating Company	Select this option to have Vision create a labor adjustment transferring an employee's regular labor cost from the target company to the originating company, when Intercompany Billing is run. The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the employee company. ▪ The debit account specified for the project's company. When you select **Create Journal Entry**, fields in the **Journal Entry Information** grid and the **Journal Entry Override** grid are enabled so you can provide information Vision uses to create the journal entries. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Credit Account	Click and select the account to receive the credit entry when this company is the employee's company (the originating company).
Debit Account	Click and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	If you selected **Create Journal Entry**, select one of the following rate methods for the company: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Billing Terms**— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, Vision uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms. ▪ **Rate Table**— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category**— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.

Field	Description
	▪ **By Labor Code**— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) If you want to use a different rate method for transactions between specific companies, you can specify that method in the **Journal Entry Override** grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Project Info Center.
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
Delete	To delete a row, select the row and click this option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will be billed for the labor. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company. For non-labor charges, this the company that posted the expense.
Rate Method	Select one of the following rate methods for these companies: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Billing Terms**— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, Vision uses the default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms. ▪ **Rate Table**— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category**— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code**— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) You can override this rate method for a specific project on the Intercompany Billing tab of the Project Info Center.

Field	Description
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can override this multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Overhead Labor Tab of Intercompany Billing Setup

Use the Overhead Labor tab to specify how to handle overhead labor intercompany transactions.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	Select this option to move overhead labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one of the other options on this tab.
Create Labor Adjustment to transfer Labor to originating Company	Select this option to have Vision create a labor adjustment transferring an employee's overhead labor cost from the target company to the originating company, when Intercompany Billing is run. The labor adjustment clears out the Intercompany Suspense account and reverses the employee's overhead labor cost. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the employee company.

Field	Description
	▪ The debit account specified for the project's company. When you select **Create Journal Entry**, fields in the **Journal Entry Information** grid and the **Journal Entry Override** grid are enabled so you can provide information Vision uses to create the journal entries. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Credit Account	Click and select the account to receive the credit entry when this company is the employee's company (the originating company).
Debit Account	Click and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	If you selected **Create Journal Entry**, select one of the following rate methods for the company: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Rate Table**— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.

Field	Description
	▪ **By Category**— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code**— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) If you want to use a different rate method for transactions between specific companies, you can specify that method in the **Journal Entry Override** grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Project Info Center.
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
Delete	To delete a row, select the row and click this option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
Rate Method	Select one of the following rate methods for these companies: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Rate Table** — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category** — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code** — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) You can override this rate method for a specific project on the Intercompany Billing tab of the Project Info Center.

Field	Description
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can override this multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Promotional Labor Tab of Intercompany Billing Setup

Use the Promotional Labor tab to specify how to handle promotional labor intercompany transactions.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	Select this option to move promotional labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one other option on this tab.
Create Labor Adjustment to transfer Labor to originating Company	Select this option to have Vision create a labor adjustment transferring an employee's promotional labor cost from the target company to the originating company, when Intercompany Billing is run. The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the employee company.

Field	Description
	▪ The debit account specified for the project's company. When you select **Create Journal Entry**, fields in the **Journal Entry Information** grid and the **Journal Entry Override** grid are enabled so you can provide information Vision uses to create the journal entries. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Credit Account	Click and select the account to receive the credit entry when this company is the employee's company (the originating company).
Debit Account	Click and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	If you selected **Create Journal Entry**, select one of the following rate methods for the company: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Rate Table** — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.

Field	Description
	▪ **By Category** — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code** — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) If you want to use a different rate method for transactions between specific companies, you can specify that method in the **Journal Entry Override** grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Project Info Center.
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center.In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
Delete	To delete a row, select the row and click this option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
Rate Method	Select one of the following rate methods for these companies: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier. ▪ **Rate Table** — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category** — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code** — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) You can override this rate method for a specific project on the Intercompany Billing tab of the Project Info Center.

Field	Description
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can override this multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Regular Expense Tab of Intercompany Billing Setup

Use the Regular Expense tab to set up an approach involving the transfer of regular expense cost and, optionally, the associated revenue, back to the target company, when Intercompany Billing is run for all companies in your enterprise.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	Select this option to move regular expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one of the other options.
Transfer cost to originating Company	Select this option to have Vision transfer the regular expense from the target company to the originating company, when Intercompany Billing is run. The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's regular expense. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following:

Field	Description
	▪ The credit account specified for the company posting the transaction. ▪ The debit account specified for the project's company. When you select **Create Journal Entry**, fields in the **Journal Entry Information** grid and the **Journal Entry Override** grid are enabled so you can provide information Vision uses to create the journal entries. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click and select the account you want Vision to debit when it transfers a regular expense from the target company to the originating company.
Transfer From Credit Account	Click and select the account you want Vision to credit when it transfers a regular expense from the target company to the originating company.
Journal Entry Credit Account	If you selected **Create Journal Entry**, click , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected **Create Journal Entry**, click , and select the account to receive the debit entry when this company is the project's company (the target company).

Field	Description
Rate Method	If you selected **Create Journal Entry**, select one of the following rate methods for the company: ▪ **Multiplier** — Select this option to calculate intercompany charges for regular expenses based on cost and a cost multiplier. ▪ **Billing Terms** — Select this option to calculate intercompany charges for regular expenses based on the project's billing terms. If no billing terms exist for the project, Vision uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms. ▪ **By Account** — Select this option to calculate intercompany charges for regular expenses based on an expense account billing rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category** — Select this option to calculate intercompany charges for regular expenses based on an expense category billing rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Vendor** — Select this option to calculate intercompany charges for regular expenses based on an expense by vendor code billing rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. If you want to use a different rate method for transactions between specific companies, you can specify that method in the **Journal Entry Override** grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Project Info Center.
Rate Table	If you selected **By Account**, **By Category**, or **By Vendor** in **Rate Method**, select the expense account, expense category, or expense by vendor table in this field. Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the

Field	Description
	Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** or one of the rate table methods in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
Delete	To delete a row, select the row and click this option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Rate Method	Select one of the following rate methods for these companies: ▪ **Multiplier** — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.

Field	Description
	▪ **Rate Table**— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Category**— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in **Rate Table**.You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. ▪ **By Labor Code**— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in **Rate Table**. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If Vision is not configured to use labor codes this option is not available.) You can override this rate method for a specific project on the Intercompany Billing tab of the Project Info Center.
Rate Table	If you selected **Rate Table**, **By Category**, or **By Labor Code** in **Rate Method**, select the labor rate, labor category, or labor code table in this field. If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.
Multiplier	Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can override this multiplier for a specific project on the Intercompany Billing tab of the Project Info Center. In addition, if you select **Multiplier** in **Rate Method**, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Overhead Expense Tab of Intercompany Billing Setup

Use the Overhead Expense tab to specify how to handle overhead expense intercompany transactions.

Contents

Field	Description
Reclass Intercompany Suspense as	Select this option to move overhead expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or

Field	Description
Receivable/ Payable only	Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one other option on this tab.
Transfer cost to originating Company	Select this option to have Vision transfer the overhead expense from the target company to the originating company, when Intercompany Billing is run. The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's overhead expense. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the company posting the transaction. ▪ The debit account specified for the project's company. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your

Field	Description
	enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click and select the account you want Vision to debit when it transfers an overhead expense from the target company to the originating company.
Transfer From Credit Account	Click and select the account you want Vision to credit when it transfers an overhead expense from the target company to the originating company.
Journal Entry Credit Account	If you selected **Create Journal Entry**, click and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected **Create Journal Entry**, click and select the account to receive the debit entry when this company is the project's company (the target company).
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
Delete	To delete a row, select the row and click this toolbar option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Multiplier	Enter the override multiplier for these companies. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Promotional Expense Tab of Intercompany Billing Setup

Use the Promotional Expense tab to specify how to handle promotional expense intercompany transactions.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run. ▪ Selecting this option disables the other two options on this tab. ▪ If you leave this option cleared, you must select at least one other option on this tab.
Transfer cost to originating Company	Select this option to have Vision transfer the promotional expense from the target company to the originating company, when Intercompany Billing is run.

Field	Description
	The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's promotional expense. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the company posting the transaction. ▪ The debit account specified for the project's company. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click , and select the account you want Vision to debit when it transfers a promotional expense from the target company to the originating company.
Transfer From Credit Account	Click , and select the account you want Vision to credit when it transfers a promotional expense from the target company to the originating company.

Field	Description
Journal Entry Credit Account	If you selected **Create Journal Entry**, click , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected **Create Journal Entry**, click , and select the account to receive the debit entry when this company is the project's company (the target company).
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
Delete	To delete a row, select the row and click this toolbar option.

Field	Description
Target Company	If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Multiplier	Enter the override multiplier for these companies. Enter **1.00** if you do not want to apply a multiplier. A 0.00 multiplier means that the cost or billing amount will be multiplied by 0. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Project Info Center, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Balance Sheet Other Tab of Intercompany Billing Setup

Use this tab to specify how to handle intercompany balance sheet and/or other charge transactions.

Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	Select this option to transfer assets from one company's balance sheet to another through a reclassification of accounts receivable amounts. This option is disabled when you select the **Create Journal Entry** option.
Create Journal Entry	Select this option if you want Vision to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable **Rate Method** and **Multiplier** fields. Vision posts the journal entry to the following: ▪ The credit account specified for the company posting the transaction. ▪ The debit account specified for the project's company. This option is enabled only if **Reclass Intercompany Suspense as Receivable/Payable** » **only** is not selected.

Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. Vision uses information from different rows to create journal entries between originating and target companies.
Credit Account	If you selected **Create Journal Entry**, click and select the account to receive the credit entry when this company is the originating company.
Debit Account	If you selected **Create Journal Entry**, click and select the account to receive the debit entry when this company is the project's company (target company).
Multiplier	If you selected **Create Journal Entry**, enter the default global multiplier for the company. A 0.00 multiplier means that the cost will be multiplied by 0. If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the **Journal Entry Override** grid. You can also override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this toolbar option to enter a new row of journal entry override information.
Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
Delete	To delete a row, select the row and click this toolbar option.
Target Company	If you want to enter override rate information for a pair of companies, select the company that will be billed for the charges. If you also want to enter override information for this company as the originating company and the company in **Originating Company** as the target company, insert another row in the grid and enter that information.
Originating Company	Select the company that will generate the intercompany billing.
Multiplier	Enter the override multiplier for these companies. A 0.00 multiplier means that the transaction amount will be multiplied by 0. You can override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

Subledger Vendors Tab of Intercompany Billing Setup

Use the Subledger Vendors tab to specify an intercompany billing vendor for each company. Vision uses the vendor to create intercompany vouchers for that company, when Intercompany Billing is run.

This tab displays when the **Enable detailed subledgers for Intercompany Billing** option is selected on the General tab of **Configuration** » **Accounting** » **System Settings**.

Contents

Vendors used to represent each company for detailed subledgers Grid

Field	Description
Vendors used to represent each company for detailed subledgers drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays a row for each company in your enterprise.
Vendor	Click and select the intercompany billing vendor to use when intercompany vouchers are created to pay back this company.
Vendor Name	This column displays the vendor's **Name** from the Vendor Info Center record.
Address	Click and select the vendor address to use on intercompany vouchers for this company.

Subledger Terms Tab of Intercompany Billing Setup

Use the Subledger Terms tab to set up invoice terms between two companies in your enterprise. You must establish invoice terms for each pair of companies in your enterprise in order to maintain the paper trail provided by intercompany invoices and Account Payable vouchers.

This tab displays when the **Enable detailed subledgers for Intercompany Billing** option is selected on the General tab of **Configuration** » **Accounting** » **System Settings**.

Contents

Field	Description
Company Running Intercompany Billing	Select from the drop-down list the company generating the intercompany invoice. If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.

Field	Description
Company Receiving Intercompany Voucher	From the drop-down list, select the company for which the intercompany voucher is generated to pay the corresponding intercompany invoice. If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.

Invoice

Field	Description
Project	Click , and select the intercompany invoice project, phase, and task.
Tax Codes	From the drop-down lists, select the tax codes for the intercompany invoice, if the company is charging tax on intercompany invoices. How Vision determines tax amounts for intercompany invoices depends on how these tax codes are set up on the Tax Codes form, on the types of transactions (labor, expense, or balance sheet), and on the accounts involved in the transactions.
Template	To specify a default invoice template for intercompany billing involving this pair of companies, select the template in this field. Vision uses this invoice template by default when the company in **Company Running Intercompany Billing** generates an invoice for the company in **Company Receiving Intercompany Voucher**. However, you can select a different template in the Intercompany Billing form. If you do not select a default invoice template for the companies and you do not specify an invoice template in Intercompany Billing, Vision uses its default invoice format when you generate an intercompany invoice.
Labor Section	Select the options to include in the labor section of the intercompany invoice: ▪ **Show Date** — displays the date of the original labor transaction. ▪ **Show Multiplier** — displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice. ▪ **Show Comments** — displays the contents of the comment field from the original labor transaction.

Expense Section	Select the options to include in the expense section of the intercompany invoice:
	▪ **Show Date** — displays the date of the original expense transaction.
	▪ **Show Multiplier** — displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice.
	  ▪ You establish the Intercompany Accounts Payable account on the Accounts tab of Accounting Company Settings.
	  ▪ You map the account to the liability code on the Liability Codes tab of Accounting Company AP Setup.

Field	Description
Billing Currency	This field displays the billing currency of the intercompany invoice project specified above in this form.

Voucher

Field	Description
Project	Click each , and select the intercompany voucher project, phase, and task.
Tax Codes	If the **Enable tax auditing feature** option is selected for the company in **Company Receiving Intercompany Voucher**, you can select up to three tax codes to be used for intercompany vouchers for that company. Tax codes are optional, even if tax codes are specified in the **Invoice** group box. If both companies involved are in the same tax jurisdictions, you can specify the same tax codes for each. If they are not, you may prefer to not specify tax codes for intercompany vouchers, and let Vision post all tax expense for those vouchers to a single tax expense account. If the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher, the tax amount is posted to the account you specify in **Tax Expense Account** on the Subledger Terms tab rather than to a debit account associated with a tax code. You can also have different numbers of tax codes for invoices and vouchers. For example, if you specify tax codes A and B for invoices but only tax code A for vouchers, Vision posts the tax expense amount for tax code A to the debit account for that tax code and posts the tax expense for tax code B to the account in **Tax Expense Account**.
Tax Expense Account	Click and select a tax expense account for intercompany vouchers. This account is only used if the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher. In that case, the tax amount is posted to this account rather than to a debit account associated with a tax code. Entries for this account are not posted to the General Ledger. The account must be compatible with the project's **Charge Type**. For example, if the project is an overhead project, the account must be an indirect or overhead account.
Bank	From the drop-down list, select the bank on which the intercompany voucher accounts payable check is to be drawn.
AP Liability	From the drop-down list, select the accounts payable liability code to use for the intercompany voucher. You must select a liability code that is mapped to the Intercompany Accounts Payable account.

Field	Description
Payment Currency	If you use Multicurrency, this field displays the voucher's payment currency. The **Bank's** bank code determines the currency in which the intercompany voucher accounts payable check will be drawn. During bank code setup, you specify an account for which a currency has been specified. This is the payment currency.
Exchange Override Rate	If you use Multicurrency and the **Payment Currency** differs from the **Billing Currency**, you can enter the exchange override rate to be used to exchange amounts from the functional currency of the invoicing company to the payment amount.
Delete setup between these companies (button)	This button displays only if your security role has the **Full access to all Companies** option selected on the Access Rights tab of **Configuration, Security, Roles.** Click this button to delete the current settings for the two companies specified.

Reclass Projects Tab of Intercompany Billing Setup

Use this tab to associate a company with its special project for intercompany billing transactions. The special project ensures that journal entry transaction files created for Intercompany Accounts Payable, Intercompany Accounts Receivable, and Intercompany Suspense are associated with the intended office within a company.

The project's organization should match the company's organization for intercompany postings, as specified on the Organization tab of **Configuration** » **Accounting** » **Company Settings.**

Contents

Projects for Reclassing Intercompany Suspense Grid

Field	Description
Projects for reclassing Intercompany Suspense drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Company	This column displays the name of the originating company. The grid contains a row for each company in your enterprise. Vision uses information

Field	Description
	from different rows to create journal entry transactions between originating and target companies.
Project	Click and select the special project created for this company. The project's organization should match this company's **Organization for intercompany postings,** as specified on the Organization tab of **Configuration** » **Accounting** » **Company Settings.**
Phase	Click and select the special project phase created for this company.
Task	Click and select the special project task created for this company.

Learn More About

If your firm uses intercompany billing, you may find it helpful to review considerations for setting up special projects, voucher projects, vendors, and rate settings for journal entries.

Intercompany Billing Special Projects

As part of Intercompany Billing setup, you must create one or more projects for use with Intercompany Billing, and reference them with each organization that will use Intercompany Billing.

Intercompany Billing's Journal entry and labor adjustment transactions use special projects to direct accounting entries to the organization's General Ledger.

Firms typically use one of these strategies to create each special project needed:

- Create a unique project for each Organization.
- Create a unique project with multiple phases or tasks, one for each Organization.

To create these new Project Info Center records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

Each project record must have:

- An organization that matches the company's Organization for intercompany postings**,** as specified on the Organization tab of **Configuration** » **Accounting** » **Company Settings**.
- The **Available to Accounting users** option selected on the General tab, for each company for which the project will be used in Intercompany Billing.
- A **Status** of Dormant.
- A **Charge Type**, specified on the Accounting tab, matching the type of entry for which the project will be used:
  - If the special project is used to move overhead, its charge type must be Overhead.
  - If the special project is used to move revenue, its charge type must be Regular.

- On the Accounting tab, a **Billing Currency**.

Intercompany Invoice and Voucher Projects

In Intercompany Billing, if you use the detailed subledgers feature, you must assign an intercompany invoice project and an intercompany voucher project for each set of subledger terms that you define.

Accounts payable and accounts receivable transactions use these projects to ensure that, when you post an intercompany invoice, you can charge a project belonging to your company. These projects are used to generate history intercompany invoices and intercompany vouchers to create a paper trail for intercompany transactions.

To create these new Project Info Center records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

In addition, note the following:

- Deltek recommends that you assign each of these projects a status of dormant to ensure that they are not inadvertently charged in other parts of Vision.
- The **Billing Currency that** you specify on the project's Accounting tab determines the currency Vision uses when it creates the intercompany invoice.
- You can preview intercompany invoices for the intercompany invoice project from the Project Review form. From the Preview window, you can also print the invoices or distribute them using email.
- You can also preview, print, and email intercompany invoices for the intercompany invoice project from the Invoice Review form, but only if you specify a client for the intercompany invoice project when you set it up.

Intercompany Billing Vendors

When you use detailed subledgers with Intercompany Billing, you must set up a special vendor record to represent each company.

Vision uses this vendor when accounts payable vouchers are created between companies in **Accounting** » **Intercompany Billing**. The company that runs Intercompany Billing creates and posts the invoices due from other companies and the accounts payable vouchers for other companies simultaneously.

When you create a special vendor in the Vendor Info Center, you can use a descriptive vendor name or a name beginning with zzz, for easier identification in lookup lists. You can create these vendor records from any company when you log into Vision.

You must complete the following information in the Vendor Info Center for the special Intercompany Billing vendors:

- Select the **Available to Accounting users** check box on the General tab for the company that receives an intercompany voucher, because vendors represent other companies.
- Select **Dormant** in the **Status** field on the General tab.
- Specify payment terms in the **Payment Terms** field on the Accounting tab.

If you are using the same vendor for multiple companies, you must set up payments terms for the vendor in each company in Vision. To do this, log into each company separately in Vision, and enter the appropriate payment terms on the Accounting tab of the Vendor Info Center form.

Possible payment terms are:

- **Next** — Select this option to pay intercompany vouchers in the next Accounts Payable Payment Processing run.
- **Hold** — Select this option to put payment for intercompany vouchers on hold until you manually change the payment terms for the voucher in Vendor Review or Accounts Payable Payment Processing.
- **Pay When Paid (PWP)** — This option is **not** useful for intercompany vouchers because there is no client payment that will ever release the voucher.
- **Numeric Value** — Enter a number of days. Intercompany vouchers will be paid in the first Accounts Payable Payment Processing run that occurs after the specified number of days have elapsed from the date that the invoice was generated.

You associate Intercompany Billing vendors with each of your companies on the Subledger Venders tab in **Configuration** » **Accounting** » **Intercompany Billing**.

Intercompany Billing Rate Settings for Journal Entries

When you process intercompany billing, the rate methods and related information that Vision uses to calculate the journal entries for the transactions can come from several sources:

- Intercompany Billing tab of the Project Info Center
- Intercompany Billing Setup form
- Intercompany Billing tab of the Individual Organization Setup form

The remainder of this topic describes, for each type of charge, how Vision determines which rate method and multiplier to use.

Labor Charges

1. Check project-specific labor rate settings on the Intercompany Billing tab in the Project Info Center.

   If labor rate settings exist for the project charged, Vision uses those settings.

2. Check company override settings in the **Journal Entry Override** table on the applicable labor tab of the Intercompany Billing Setup form.

   - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier**, Vision checks for an override multiplier for the corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.

     - If an override multiplier exists for the organization, Vision uses that multiplier.
     - If an override multiplier does not exist for the organization, Vision uses the multiplier from the **Journal Entry Override** table.

- If the table contains a row for the correct target and originating companies, and **Rate Method** contains a method other than **Multiplier**, Vision uses the settings from that row.

3. Check company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.
   - If **Rate Method** contains **Multiplier** on the row for the target company, Vision checks for an override multiplier for the corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
     - If an override multiplier exists for the organization, Vision uses that multiplier.
     - If an override multiplier does not exist for the organization, Vision uses the multiplier from the **Journal Entry Information** table.
   - If **Rate Method** contains a method other than **Multiplier** on the row for the target company, Vision uses the settings from that row.

In cases in which the applicable labor rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the labor charge, Vision uses a 0.0000 billing rate.

In cases in which the applicable regular labor rate method is **Billing Terms** and no billing terms exist for the project, Vision uses the reporting default billing terms in Billing Configuration.

Regular Expense Charges

1. Vision checks project-specific expense rate settings on the Intercompany Billing tab in the Project Info Center.
   - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vision uses the multiplier from the table.
   - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vision uses the multiplier from the Intercompany Billing tab in the Project Info Center.
   - If expense rate settings exist for the project charged, and **Rate Method** contains a method other than one of the rate table methods, Vision uses the settings from the Intercompany Billing tab in the Project Info Center.
2. Vision checks company override settings in the **Journal Entry Override** table on the Regular Expense tab of the Intercompany Billing Setup form.
   - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier** or one of the rate table methods, Vision checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
     - If an override multiplier exists for the organization, Vision uses that multiplier.
     - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, Vision uses the multiplier from the **Journal Entry Override** table.

- If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vision uses the multiplier from the rate table.
- If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vision uses the multiplier from the **Journal Entry Override** table.

- If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Billing Terms**, Vision uses the settings from that row.

3. Vision checks company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.

- If **Rate Method** contains **Multiplier** or one of the rate table methods on the row for the target company, Vision checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
  - If an override multiplier exists for the organization, Vision uses that multiplier.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, Vision uses the multiplier from the **Journal Entry Information** table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, Vision uses the multiplier from the rate table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, Vision uses the multiplier from the **Journal Entry Information** table.
- If **Rate Method** contains **Billing Terms** on the row for the target company, Vision uses the settings from that row.

In cases in which the applicable expense rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the expense charge, Vision uses a 0.0000 billing rate.

In cases in which the applicable regular expense rate method is **Billing Terms** and no billing terms exist for the project, Vision uses the reporting default billing terms in Billing Configuration.

Overhead and Promotional Expense Charges

1. Vision checks project-specific expense rate settings on the Intercompany Billing tab in the Project Info Center.

   If an expense multiplier exists for the project charged, Vision uses that multiplier.

2. Vision checks settings on the Intercompany Billing tab of the Individual Organization Setup form.

   If an override multiplier exists for the corresponding expense transfer type for the project's organization, Vision uses that multiplier.

   If an override multiplier exists for the corresponding transfer type for the project's organization, Vision uses that multiplier.

3. Vision checks company override settings in the **Journal Entry Override** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.

   If the table contains a multiplier for the correct target and originating companies, Vision uses that multiplier.

4. Vision checks company settings in the **Journal Entry Information** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.

   Vision uses the multiplier on the row for the target company.

Balance Sheet/Other Charges

1. Vision checks settings on the Intercompany Billing tab of the Individual Organization Setup form.

   If an override multiplier exists for the corresponding transfer type for the project's organization, Vision uses that multiplier.

2. Vision checks company override settings in the **Journal Entry Override** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.

   If the table contains a multiplier for the correct target and originating companies, Vision uses that multiplier.

3. Vision checks company settings in the **Journal Entry Information** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.

   Vision uses the multiplier on the row for the target company.

Employee Types Setup Overview

Employee types determine the accounts that Vision uses to charge labor to projects, phases, and tasks.

You create or modify employee types in Accounting Configuration. You assign employee types to employees in the Employee Info Center. Each employee must be associated with an employee type because Vision uses the employee type to charge labor to projects.

Vision's standard employee types are Employee, Management, and Principal. You can add more types.

Because you categorize your employees by employee type and have their labor posted to separate accounts, the Account Analysis report shows labor expenses separated by employee type. You can post overhead time by project number rather than employee type, as defined in Time Analysis Setup.

Multicompany

If you use the Multicompany feature, you must set up employee types for each company:

- You create or modify employee types at the enterprise level (for all your companies) on the General tab of Employee Types Configuration.
- On a company-by-company basis, you assign employee types to direct and indirect accounts on the Accounting tab of Employee Types Configuration.
- You assign an employee type to each employee in the Employee Info Center.

Not all companies in your enterprise necessarily have the same employee types selected. To allow for the possibility that Company A may reference an employee type that Company B does not use, you must specify the direct and indirect accounts to be used if Vision processes timesheets or labor adjustments that reference such a foreign employee type. Vision uses the intercompany account number entered in the **Foreign employee type labor posting accounts-Direct** field on the Accounts tab of Accounting Company Settings.

How to...

You can create new employee type records or copy and modify existing ones.

Set Up Employee Types

You can add employee types or modify existing employee type information at any time.

To set up employee types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Employee Types**.
2. On the Employee Types form toolbar, click **Insert** to add a blank row to the grid.
3. Complete the fields on the form.
4. Click **Save**.

Set Up Employee Type Accounts for Multicompany

If your firm uses Multicompany, you need to specify the direct and indirect general ledger accounts for the employee types, for each company in your enterprise.

To set up employee type accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Employee Types**.
2. On the Employee Types form, click the General tab and create or select an employee type.
3. Click the Accounting tab and click **Insert**.
4. In the **Direct Account** field, select the direct labor account to use when employees with this employee type post time to a regular project.
5. In the **Indirect Account** field, select the indirect labor account to use when employees with this employee type post time to an overhead or promotional project
6. Click **Save**.

Delete Employee Types

You can delete employee types in Employee Types Configuration only if no activity is posted to them.

To delete employee types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Employee Types**.
2. On the General tab of the Employee Types form, click a row to select the type that you want to delete.
3. On the grid toolbar, click **Delete**.
4. Click **Save**.

Fields and Options

Use the Employee Types form to create or modify employee type records.

Employee Types Form

Use the Employee Types form to associated employees with employee types. Vision uses the type to direct labor postings.

If you do not use the Multicompany feature, the Employee Types form has no tabs. You complete the configuration settings directly on the Employee Types form. If you use the Multicompany feature, you complete the General tab and Accounting tab.

Display the Employee Types Form

You display the Employee Types form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Employee Types**.

General Tab of Employee Types

Use the General Tab to define employee types and sort order. This tab displays only if you use the Multicompany feature.

Contents

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column,"

Field	Description
	drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Type	Enter a code by which to identify this employee type throughout Vision.
Description	Enter a description for this employee type. This description displays in place of the employee type code in all lookup lists and on reports.
Sort Order	Enter the sort order for this employee type when it displays on invoices. For example, if you choose to sort on employee type and want principals to display before employees, enter 1 as the sort order for principals and 2 as the sort order for employees.

Accounting Tab of Employee Types

Use the Accounting tab to post direct and indirect labor to different accounts by employee type. This tab displays only if you use the Multicompany feature.

Contents

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Type	Click this field and then click to select a code type from the list of codes that you created on the General tab of Employee Types Configuration.
Company	Select the company that uses this employee type. If more than one company will use this employee type, create a separate row for each company.
Direct Account	Select the direct labor account to use when employees with this employee type post time to a regular project. You can enter an account or click in this field and select an account on the Account Lookup.

Field	Description
Indirect Account	Select the indirect labor account to use when employees with this employee type post time to an overhead or promotional project. Enter exceptions in Time Analysis Configuration. You can enter an account or click in this field and select an account on the Account Lookup.

Time Analysis and Benefit Accrual Setup Overview

Use Time Analysis and Benefit Accrual Setup to set up headings for columns on the Time Analysis report, the Time Analysis projects, and benefit accrual data such as codes and carryover limits.

This application is available only if the Billing module is installed.

Time Analysis

The Time Analysis report shows how effectively employee time is used. It presents various comparisons of direct time, indirect time, and total time worked. An analysis of indirect time helps you monitor benefit hours (vacation, sick, holiday, and so on) and control non-billable time. When you make modifications to Time Analysis Configuration, they are automatically reflected on the Time Analysis report.

Use the Time Analysis Setup report to review configuration settings.

Benefit Accruals

After you establish benefit accrual codes, you complete the following tasks:

- Identify the codes that apply to each employee, in the Employee Info Center.
- Identify the codes used in Time Analysis reporting, in Time Analysis Project Setup.
- Enter benefit accrual history for your employees, in Benefit Accrual History Loading.

The Accrued Time Report gives you the most up-to-date information about your benefit hour plans. You can use this report to review how much time each employee has earned and taken during the current benefit year. You can also review information about each employee's benefit hour balances.

Multicompany

If you use the Multicompany feature, you set up Time Analysis projects and Benefit Accrual data for each company. To switch companies, click **Utilities** » **Change Company** and select the next company for which you want to set up overhead allocation. The name of the active company display at the top of each tab. You can use the same benefit accrual code for different companies in your enterprise.

Checklist: Configure and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests in **Time & Expense** » **Absence Requests** or from their timesheet in **Time & Expense**. Approvers approve absence requests in **Time & Expense** » **Absence Requests**.

Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location in Vision
1	The Accounting and Time modules must be activated.	**Configuration** » **Module Activation**
2	Benefit accrual codes must be set up and configured for the type of absences—such as vacation, sick, or personal leave—that you want to go through the approval process.	**Configuration** » **Accounting** » **Time Analysis**
3	If you use organizations in Vision and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
4	Create an approval workflow for absence requests.	**Configuration** » **Workflow** » **Approval Workflows** ▪ When you create an approval workflow, select **Absence Requests** in the **Application** field on the General tab. ▪ On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.

Step	Description	Location in Vision
		▪ You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.
5	For the appropriate benefit accrual codes: ▪ Enable approvals for absence requests. ▪ Assign an approval workflow for absence requests.	**Configuration** » **Accounting** » **Time Analysis** In the grid on the Benefit Accrual Setup tab: ▪ Select the **Use Approval Workflow for Absence Requests** check box for a company/benefit accrual code. ▪ In the **Absence Requests Approval Workflow** field, select the approval workflow to use. When you save these settings: ▪ The next time a user clicks **Submit** on the Request Absence dialog box in **Time & Expense** » **Timesheets**, the approval process starts for the absence request. ▪ A Progress tab displays on the Absence Requests form.

How to...

You set up headings and projects for time analysis. You set up benefit accrual codes for sick leave, personal leave, and vacation time.

Set Up Time Analysis Headings

You need to specify the column headings for each user-defined column on the Time Analysis report.

To set up headings for the Time Analysis report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Time Analysis**.
2. On the Time Analysis and Benefit Accrual form, click the Time Analysis Headings tab.
3. To add a new heading, position the row selector on the row above where you want to add the new heading, and then click **Insert**.
4. Complete the fields in the blank row for the new heading.
5. Click **Save**.

To print a Time Analysis Setup report, click **Print**.

Set Up Time Analysis Projects

You specify the projects to include on the Time Analysis report. You can enter individual projects or you can specify ranges of projects.

Prerequisites: You need to set up Time Analysis headings before you set up projects.

To set up Time Analysis projects, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Time Analysis**.
2. On the Time Analysis and Benefit Accrual form, click the Time Analysis Setup tab.
3. Perform one of the following actions:

Option	Description
To add a new project or range of projects	Position the row selector on the row above where you want to add the new project, and click **Insert**. A blank row is inserted in the grid.
To add a new project (or range of projects) that is similar to an existing project, copy the existing project and then modify it.	Position the row selector on the row you want to copy, and click **Copy**.
To delete a project (or range of projects)	Position the row selector on the row that you want to delete, and click **Delete**.

4. Complete the fields on this tab.
5. Click **Save**.

To print a Time Analysis Setup report, click **Print**.

Set Up Benefit Accrual Codes

To set up your firm's benefit hour plans, you establish a firm-wide pool of accrual codes, each of which represents a plan such as vacation, sick, or personal leave.

There is no limit to the number of benefit accrual codes that you can define for your firm. You can add accrual codes at any time. You can also modify most data in Benefit Accrual Configuration at any time.

To set up benefit accrual codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Time Analysis**.
2. On the Time Analysis and Benefit Accrual form, click the Benefit Accrual Setup tab.
3. To add a new code, position the row selector on the row above where you want to add the new code on the grid, and click **Insert**.

4. Complete the fields in the blank row for benefit accrual code that you add.
5. Click **Save**.

Delete Benefit Accrual Codes

You can delete an accrual code only if the code has not been applied to any employees. This is generally when you first set up benefit accruals in Vision.

To delete benefit accrual codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Time Analysis**.
2. On the Time Analysis and Benefits Accrual Setup form, click the Benefit Accrual Setup tab.
3. In the grid, click the row for the benefit accrual code that you want to delete.
4. On the toolbar, click **Delete**.
5. Click **Save**.

Fields and Options

Use the Time Analysis and Benefit Accrual form to set up time analysis headings and projects and establish or modify benefit accrual codes.

Time Analysis and Benefit Accrual Form

Use the Time Analysis and Benefit Accrual form to establish headings and projects for the Time Analysis report and to set up benefit accrual codes.

Display the Time Analysis and Benefit Accrual Form

You display the Time Analysis and Benefit Accrual form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Time Analysis**.

Time Analysis Headings Tab of Time Analysis and Benefit Accrual Setup

Use the Time Analysis Headings tab to specify the column headings for each user-defined column on the Time Analysis Report.

Contents

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:

Field	Description
	▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	To enter a new heading, click this option to add a blank row.
Delete	To delete a heading in the grid, click anywhere in the heading's row to select it, and click this option. You can delete a heading only if they have not been used.
Report Column	Indicate the report column number for which to enter a heading. You can specify as many report columns as you like, but you can only include 10 columns on any single Time Analysis report. Columns display at the top of the Time Analysis report in the order that you specify on the Time Analysis tab of Employee Reporting.
Label	Enter a descriptive label for this column. For example, you may set up a column for Vac or Sick Lv. Deltek recommends that you keep the column headings short. Otherwise, you may find that columns overlap on the report.
Benefit	Select this option if this column represents an employee benefit. For example, you select this option for Vacation or Sick Leave columns, but you not select it for a column such as Civic Duty. Benefit hours are excluded from two of the ratios on the Time Analysis report. These two ratios indicate employee chargeability that are based on the hours actually worked. The exclusion of lets employees charge certain time that does not affect their chargeability ratio.

Time Analysis Setup Tab of Time Analysis and Benefit Accrual Setup

Use the Time Analysis Setup tab to indicate which projects are included on the Time Analysis report.

Contents

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:

Field	Description
	▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	To enter a project to include on the Time Analysis report, click this option to add a blank row to the grid.
Copy	You can copy an existing project on the Time Analysis report to create a new one project to include on the report. In the grid, select the row of the project that you want to copy, and click . A new row is added below the row that you copied. The account, report column, and accrual code populate from the row that you copied, and you enter the appropriate company, starting project, and ending project in the new row.
Delete	To delete projects, click anywhere in the project's row to select it and then click this option.
Company	If you use the Multicompany feature, select the company to which you want to apply the benefit accrual information.
Start Project	Enter the first project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report. If you want to specify only one project, enter that project number in both the **Start Project** and **End Project** fields. You cannot overlap Time Analysis ranges if a **Report Column** field is specified for the range.
End Project	Enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report. If you want to specify only one project, enter that project number in both the **Start Project** and **End Project** fields. You cannot overlap Time Analysis ranges if a **Report Column** field is specified for the range.
Account	Enter the account number to use to debit all time posted to the specified project (or range of projects) if you want to debit time to an account other than the one set up in Employee Types Configuration.

Field	Description
	You can enter an account or click and select an account on the Account Lookup. If you enter an account in this field, it overrides all accounts set up in Employee Types Configuration when you post time to the associated projects. If you enter an account in this field, you must use one of the following: ▪ An indirect account with all overhead and promotional projects ▪ A direct or reimbursable account with all regular projects
Report Column	Enter the report column on the Time Analysis report in which you want to include the amounts posted to this project (or range of projects). For example, you may have amounts for project 0000002.00, Vacation, appear in the **Vac** column of the Time Analysis report. You define report column headings in Time Analysis Headings Configuration. Only overhead and promotional projects can be assigned to the report column headings on the Time Analysis report. Any indirect project not assigned to a report column prints in the **Other** column on the report.
Accrual Code	Identify the benefit accrual code to which this project or range of projects is associated. Time posted to this project or range of projects is considered time taken against the accrual plan. You set up accrual codes on the Benefit Accrual tab of the Time Analysis and Benefit Accrual form.

Benefit Accrual Setup Tab of Time Analysis and Benefit Accrual Setup

Use the Benefit Accrual Setup tab to enter information about your firm's benefit hour plans. You establish a firm-wide pool of accrual codes, each of which represents a plan such as vacation, sick, or personal leave.

Contents

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by

Field	Description
	that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	To enter a new benefit accrual code, click this option to add a blank row to the grid.
Delete	To delete a benefit accrual code in the grid, click the benefit accrual code's row to select it and click this option. You can delete a benefit accrual code only if it has not been used.
Company	If you use Multicompany, select the company to which you want to apply the benefit accrual information.
Code	Enter the accrual code. A dash (-), underscore (_), and period (.) count as a character. Vision comes with two standard accrual codes set up: **Vacation** and **Sick Leave**. If you use the Multicompany feature, you can use the same code for different companies in your enterprise.
Description	Enter a name for the accrual code.
Maximum	Enter the maximum number of benefit hours that any individual employee can have at any given time. For example, if you enter 200 in this field for the vacation accrual code, an employee can never carry a balance of more than 200 hours of vacation time. After an employee reaches this maximum, Vision no longer accrues hours for this benefit plan for this employee.
Pre-Accrue Hours	Select this option if you want to pre-accrue annual benefit hours when you open a new benefit accrual year. Vision locates the hours per year for each employee who receives this benefit in Employee Info Center (Accounting Tab in the Benefit Accruals grid) and applies the full amount at the beginning of the benefit year. Benefit years are system-wide and cannot be defined on an employee-by-employee basis.
Print on Check	Select this option if you want to print accrual information on the paycheck stub. If you do not select this option, Vision does not print this information on the paycheck stub (this is the default). This option is only available if the Payroll application is installed.
Limit Hours Carried Over to a New Accrual Year	Select this check box if you want to limit the number of benefit hours that can be carried over into a new accrual year. For example, if your firm allows employees to carry over only 80 hours of sick time and at the end of the accrual year the employee has 90 hours, Vision deducts 10 hours and begins the employee at 80 hours for the year.

Field	Description
	Benefit years are system-wide and cannot be defined on an employee-by-employee basis.
Carry over Limit	This field is required if you selected the **Limit hours carried over to a new accrual year** check box on this tab. Enter the maximum number of hours for this accrual that can be carried over into a new accrual year.
Show on Timesheet	Select this check box if you want employees to be able to view the benefit hours on their timesheet. For each benefit hours selected, Vision displays the description, starting balance, current year earned, current year taken, and current balance. To view this information from the timesheet, select **Benefit Hours** from the **Show** menu.
Default Schedule	If your company set up accrual schedules, those schedules display in the drop-down list. Select the appropriate schedule.
Check Hours Entered Against Earned	For each accrual code (sick or vacation, for example) listed on the Benefit Accrual Setup tab, this feature checks and validates whether or not the hours entered on a timesheet exceed the employee's actual available hours. Choose one of the following options from the **Check Hours Entered Against Earned** drop-down list: ▪ **None**: When employees save and submit timesheets, benefit hours are not checked. ▪ **Warning**: When employees save and submit timesheets that contain benefit hours in excess of the current number available, they receive a warning about the discrepancy, but they can still save and submit the timesheets. ▪ **Error**: When employees save and submit timesheets that contain benefit hours in excess of the current number available, they receive an error message, and they cannot save or submit the timesheets.
Use Approval Workflow for Absence Requests	For each benefit accrual code in the grid, select this check box if you want to use an approval process for employee absence requests that are based on the benefit accrual code. You can select this check box only if you have created an approval workflow for absence requests in **Configuration** » **Workflow** » **Approvals Workflow**. If you clear this check box after it was selected and there are absence request approvals in progress, you will receive a message informing you that the in-progress absence request approvals will be canceled if you clear the check box.
Absence Requests Approval Workflow	After you select the **Use Approval Workflow for Absence Requests** check box, click in this field, and from the drop-down list, select the approval workflow to use for absence requests for the benefit accrual code. You create an approval workflow for absence requests in **Configuration** » **Workflow** » **Approval Workflows**. Only approval workflows for absence requests that have an Active

Field	Description
	status display in the drop-down list. You can use the same or different absence request approval workflows for each of your benefit accrual codes. If you change the approval workflow and there are absence request approvals in progress, you will receive a message informing you that the in-progress absence request approvals will be restarted using the new approval workflow that you enter.
Projects to Exclude from Hours Worked	This option is enabled when the **Enable accruals based on hours worked** check box is selected on the Timesheets Tab of Accounting Company Settings (**Configuration** » **Accounting**). Use the lookup for this option to select the projects that should not be included in the hours worked calculation. For example, the employee may not earn sick time while taking vacation time, or vacation time while taking short term disability leave, so you can select the projects that are associated with vacation time or short term disability leave. The time charged to the projects selected are excluded from the accrual calculation.

Accrual Schedule Setup Overview

Use an accrual schedule to specify the number of hours that an employee earns, based on months and years of service, for vacation and sick time.

For example, you can set up an accrual schedule for earned vacation hours. You enter the accrual hours earned per year for different time ranges on different lines of the accrual schedule. For example, employees may earn more hours of vacation the second year than the first year.

You can set up as many accrual schedules as you need.

After you create a schedule, it is available for selection on the Benefit Accrual Setup tab of the Time Analysis and Benefit Accruals form (**Configuration** » **Accounting** » **Time Analysis**). Schedules are also available for selection in the Benefit Accruals grid on the Accounting tab of the Employee Info Center.

Vision calculates the number of accrual hours for an employee based on an accrual schedule and the employee's hire date only if the **Use Schedule** check box is selected for an accrual schedule that is entered for the employee in the **Benefit Accruals** grid on the Accounting tab in the Employee Info Center.

If you use the Multicompany feature, you must set up an accrual schedule for each company. To do this, click **Utilities** » **Change Company** and select the next company for which you want to set up benefit accruals. The name of the active company displays at the top of the form. You can use the same accrual schedule ID for different companies in your enterprise.

How to...

You can set up new accrual schedules or modify existing ones.

Set Up Accrual Schedules

You can set up as many accrual schedules as your company needs. You can add schedules at any time.

To set up accrual schedules, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accrual Schedule**.
2. On the toolbar on the Accrual Schedule Setup form, click **New** and then perform one of the following actions:
   - To add a new schedule, click **New Schedule**.
   - To add a new schedule that is similar to an existing schedule, click **Select Schedule to Copy**.
   - To add a new schedule based on the schedule that currently displays, click **Copy Current Schedule**.
   -
3. In the **Schedule ID** field, enter a unique identifier for the accrual schedule.
4. Complete the fields on the form.
5. Click **Save**.

To print a list of the accrual schedules, click **Print**.

Modify Accrual Schedules

You can view or modify an existing accrual schedule at any time.

To modify accrual schedules, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accrual Schedule**.
2. On the Accrual Schedule Setup form, click in the **Search** field and select a schedule on the Schedule Lookup.
3. Modify the fields on the form.
4. Click **Save**.

To print a list of the accrual schedules, click **Print**.

Fields and Options

Use the Accrual Schedule Setup form to create or modify accrual schedules.

Accrual Schedule Setup Form

Use the Accrual Schedule Setup form when the allowed hours change over time, based on a preset schedule.

Location

You display the Accrual Schedule form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accrual Schedule**.

Contents

Field	Description
Schedule ID	Enter an identifier for the accrual schedule. Each identifier must be unique and can be numbers or uppercase letters or any combination of numbers, letters, and punctuation. It is best to determine a method for how you assign IDs and then stick to it. You cannot directly modify the **Schedule ID** field after the schedule is created. If you use the Multicompany feature, you can use the same accrual schedule IDs for different companies in your enterprise. Deltek recommends the following guidelines: ▪ All IDs are the same length. ▪ If you use a decimal point in the ID, always have the same number of digits to the left of the decimal. ▪ If all IDs do not have the same number of digits, they should all include a punctuation mark (such as a period or a hyphen), and always have the same number of digits to the left of the punctuation mark IDs are sorted as if they were alphabetized words. For example, if you have the following IDs: 1, 2, 11, 50, 100, they are sorted as: 1, 100, 11, 2, 50 on reports.
Description	Enter a title or description for the schedule, which can be used to retrieve or copy the schedule.
Calculate Based on Hours Worked	This option is enabled when the **Enable accruals based on hours worked** check box is selected on the Timesheets Tab of Accounting Company Settings (**Configuration** » **Accounting**). Select this check box to turn on the ability to calculate benefit accrual based on hours worked. When you select this check box, the **Hours Earned Per Hour Worked** and **Max Hours Earned Per Accrual Process** columns are enabled on the Accrual Schedules grid. Use these fields to record the number of hours that the employee can earn for each hour worked and the maximum number of hours earned based on the hours worked for an individual accrual process within the accrual schedule.

Accrual Schedules Grid

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	To add a new accrual schedule, click this option to add a blank row to the grid.
Copy	You can copy an existing accrual schedule to create a new one. Select the row of the accrual schedule that you want to copy and click this option. A new row that contains the copied information is added below the row that you copied. Modify the information in the new row.
Delete	To delete an accrual schedule, click the schedule's row to select it and then click this option.
Start Month	Enter the starting month of the time range that this row represents. Month number one is the first month completed after the **Hire Date** (on the General tab of Employee Info Center). For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then: ▪ The first line represents the first year, so the **Start Month** would be **0**. ▪ The second line represents the second through fifth years, so the **Start Month** would be **12**.
End Month	Enter the ending months of the time range that this row represents. Month number one is the first month completed after the **Hire Date** (on the General tab of Employee Info Center). For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then: ▪ The first line represents the first year, so the **End Month** would be **11**. ▪ The second line represents the second through fifth years, so the **End Month** would be **59**.

Field	Description
Hours Earned Per Year	Enter the number of hours per year that the employee will earn for the specified timeframe.
Hours Earned Per Hour Worked	This field is enabled when the **Calculate Based on Hours Worked** check box is selected. Use this field to record the number of hours the employee will earn for each hour worked. This amount applies to all employees who have this accrual schedule associated with an accrual code defined on the Accounting tab in the Employee Info Center. This amount cannot be changed in the Employee Info Center. For example, if your firm's policy defines an employee earn 1 hour of sick time for every 30 hours worked, enter 0.0333.
Max Hours Earned Per Accrual Process	This field is enabled when the **Calculate Based on Hours Worked** check box is selected. Use this field to define the maximum number of hours to be earned within an accrual run during the schedule. This maximum amount applies to all employees who have the accrual schedule associated with the accrual code defined on the Accounting tab in the Employee Info Center. This amount cannot be changed in the Employee Info Center. For example, a firm did not allow an employee to accrue more benefit hours than an expected workweek, so the maximum hours entered was the expected accrual. Or, a firm did not allow an employee to accrue extra vacation time when they worked additional hours during a timesheet period, so they entered a maximum amount of earned hours allowed.

Learn More About...

You can review an example for setting up vacation time accruals.

Accrual Schedule Example

If you are new to Vision, you may find it helpful to review an example of accrual schedule setup.

In this example, employees earn 5 vacation days in their first year, 10 days in their second through fifth years, and 15 days for the remainder of their employment.

Your accrual schedule is set up as follows:

Line	Start Month	End Month	Hours Per Year
Line 1	0	11	40
Line 2	12	59	80
Line 3	60	9999	120

The first line represents the first year, so the Start Month/End Month is 0 to 12. The 5 days of vacation equal 40 hours per year.

The second line represents the second through fifth years, so the Start Month/End Month is 13 to 60. The 10 days of vacation equal 80 hours per year.

The third line represents the years after the fifth year, so the Start Month/End Month is 61 to 9999. The 15 days of vacation equal 120 hours per year.

To determine which line the employee falls into, Vision calculates the number of months between the employee's hire date (**Hire Date** field on the General tab of Employee Info Center) and today's date.

For example, if an employee's hire date January 3, 2012 and today is June 8, 2012, the employee has worked for the company for five months and therefore falls into the Line 1 category. Or, if an employee's hire date is January 3, 2007 and today is June 8, 2012, the employee has worked for the company for 65 months and therefore falls into the Line 3 category.

Tax Code Configuration Overview

Use Tax Code Configuration to set up the tax codes that are used to calculate taxes in various places throughout Vision.

The Tax Code Setup feature is available only if the Billing application is installed.

Taxes can be applied to:

- Invoices entered in Billing
- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in Time & Expense
- Purchase orders entered in Purchasing

In Tax Code Configuration you enter:

- How the tax is calculated
- Whether the tax is active or inactive
- Whether the tax can be used as an output tax, input tax, or both
- Limits for overriding tax code rates during transaction entry in the Transaction Center
- The non-recoverable tax percentage
- Which intercompany billing transactions the tax applies to, if you use Multicompany and the Intercompany Billing feature

You can modify tax code data at any time. To change the tax code ID, you must use the Key Conversions utility.

If you use the Multicompany feature, you must set up tax codes for each company.

How to...

You can create or modify tax codes.

Set Up Tax Codes

There is no limit to the number of tax codes you can have defined for your firm. You can add tax codes or modify existing tax code information at any time.

To set up tax codes, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Accounting** » **Taxes**.
2. On the toolbar of the Tax Codes form, click **New** and perform one of the following actions:
   - To add a new code, click **New Tax Code**.
   - To add a new code that is similar to an existing code, click **Select Tax Code to Copy**.
   - To add a new code based on the code currently displayed, click **Copy Current Tax Code**.
3. In the **Code** field, enter the code by which the tax is identified.
4. Complete the fields on this form.
5. Click **Save**.

To print a Tax Codes List, click **Print**.

Modify Tax Codes

You can modify existing tax code information at any time.

To modify tax codes, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Accounting** » **Taxes**.
2. On the Tax Codes form, click in the **Search** field and select a code on the Tax Code Lookup.
3. Modify the fields on the form.
4. Click **Save**.

To print a Tax Codes List, click **Print**.

Delete Tax Codes

You can delete tax codes in Tax Codes Setup only if no activity was posted to the code during the current fiscal year.

To delete tax codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Taxes**.
2. On the Tax Codes form, click beside the **Search** field to select the tax code that you want to delete.

3. On the toolbar, click **Delete**.
4. Click **Yes** in response to the confirmation prompt.
5. Click **Save**.

Fields and Options

Use the Tax Codes Configuration form to create or modify tax codes, including those specific to intercompany billing.

Tax Codes Configuration Form

Use the Tax Codes Configuration form to enter or modify tax codes. If you use Intercompany Billing, you can also specify settings related to taxes and intercompany transactions.

Display the Tax Codes Configuration Form

You display the Tax Codes Configuration form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Tax Codes**.

Tax Codes Tab of Tax Codes Configuration

Use the Tax Codes tab to set up tax codes that are used for calculating taxes throughout Vision.

This tab contains different content based on whether or not you select the **Enable Tax Auditing Feature** check box on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. When you enable the Tax Auditing feature, this tab contains the following additional items: **Inputs** section, **Thresholds** section, **Non-Recoverable Tax** section, **Tax Code to Include in Basis** field, and **Tax Currency** field (if you use the Multicurrency feature).

Fields

Field	Description
Code	Enter a code by which to identify this tax. The tax code displays in the drop-down list in tax code fields throughout Vision.
Description	Enter a description for this tax code.
Rate	Enter the rate at which to apply this tax. For example, if the rate is 5%, enter 5 in this field (not .05).
Tax Code to Include in Basis	This field displays only if you enabled the Tax Auditing feature. This field applies for compound taxes. For compound taxes, two or more taxes are calculated, and some of the taxes are generated on other taxes. Compound

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>taxes are calculated on a "basis" amount that is the sum of the original amount being taxed plus the tax amount calculated for another applied tax. For example, in Canada, a product could have a federal tax and a provincial tax. The provincial tax is calculated after the federal tax is calculated. The provincial tax is applied to the product price plus the federal tax amount that was calculated for the product price.

From the drop-down list, select the tax to include in the basis amount for this tax code. It is the tax that will be taxed. The compound taxes are calculated automatically only when all of the taxes involved in a compound tax are entered for a transaction.

To see examples of compound taxes and which tax you enter in the Tax Code to Include in Basis field, see the "Compound Tax Examples" topic.

Vision does not support compound taxes when the tax code to include in the basis creates a circular reference. This will lead to unexpected results. Example:

▪ Tax Code 1 = 5% and includes tax code 3 in its basis calculation
▪ Tax Code 2 = 6% and includes tax code 1 in its basis calculation
▪ Tax Code 3 = 4% and includes tax code 2 in its basis calculation
▪ All three tax codes are used for a $100 net amount transaction.</td></tr>
<tr><td>Status</td><td>From the drop-down list, select one of the following:

▪ Active — The tax code will be available for calculating taxes throughout Vision.
▪ Inactive — The tax code will not be available for calculating taxes in Vision. This status allows you to prevent users from selecting tax codes that you no longer want them to use. You can change a tax code's status to Inactive only if the tax code is not specified as a default tax code in the any of the various locations throughout Vision. If it is entered somewhere as a default tax code, you receive an error message. Check the following locations and remove the tax code from the default tax code field to allow a tax code to be changed to Inactive:

<table>
<tr><th>Vision Path</th><th>Field/Grid</th></tr>
<tr><td>Configuration » Accounting » Company Settings » Tax Auditing tab</td><td>Default Tax Codes grid</td></tr>
<tr><td>Configuration » Time & Expense » Expense Categories » Expense Report Categories form</td><td>Default Tax Codes grid</td></tr>
<tr><td>Configuration » Purchasing & Inventory » Company Settings » Ship To tab » Ship - To grid</td><td>Tax Code and Tax-2 Code fields</td></tr>
<tr><td>Configuration » Billing » Default Terms » Misc tab</td><td>Tax Codes Default Tax Codes grid</td></tr>
</table>
</td></tr>
</table>

Field	Description
	<table><tr><th>Vision Path</th><th>Field/Grid</th></tr><tr><td>**Billing** » **Billing Terms** » **Misc tab**</td><td>**Tax Codes** grid</td></tr><tr><td>**Configuration** » **Accounting** » **Intercompany Billing** » **Subledger Terms tab**</td><td>**Tax Codes**</td></tr><tr><td>**Configuration** » **Accounting** » **Taxes** » **Tax Codes tab**</td><td>**Tax to Include in Basis** field</td></tr><tr><td>**Info Center** » **Vendors** » **Accounting tab**</td><td>**Default Tax Code** field</td></tr></table> Vision does not check in-process or open transaction files when you change a tax code's status. Any open or in-process transaction that has a tax code with a status of active that has been changed to inactive is treated as an active tax code, and it will be posted.

Thresholds Section

This section displays only if you enabled the Tax Auditing feature.

Field	Description
Low Rate and High Rate	Enter the lowest and highest tax rate to limit what users can enter when they override the default tax rates in **Transaction Center** » **Transaction Entry**. The taxes entered in Transaction Entry are used to calculate tax amounts for AP vouchers, AP disbursements, employee expenses, cash receipts, cash disbursements, invoices, and journal entries.

Fields

Field	Description
Tax Currency	This field displays only if you use the Multicurrency feature and you enabled the Tax Auditing feature. From the drop-down field, select the currency that applies for this tax code. The tax currencies that are included in the drop-down list include all the currencies that are enabled for the active company. This allows you to run reports, including the Tax Analysis report, in the currency of the tax code. Even if the tax currency is the same as the functional currency, you must enter the currency in order to run tax reports in a single currency.
Tax Region	From the drop-down list, select a tax region for the tax code. The drop-down list includes the tax regions that you set up on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. Specifying a tax region allows the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms. The appropriate tax codes are based on the vendor and client's tax country (entered in the Vendor and Client Info Centers) and a tax code's region, which is associated with a country.

Outputs Section

This section is not enabled if you make entries in the **Non-Recoverable Tax** section on this tab.

The **Outputs** section applies if you will use a tax code for an output tax. Select the specific invoice charges for which the tax code applies. The tax code is then included in the drop-down list for tax fields in those entry areas.

When the Tax Auditing feature is not turned on, the tax codes that you set up as output taxes in this section can be applied only to invoices created in Billing.

When the Tax Auditing feature is turned on, the tax codes that you set up as output taxes can be applied to Billing invoices as well as to invoices and cash receipts that you enter in Transaction Entry. For a tax code to be available for invoice entry or cash receipt entry in Transaction Entry, you can set it up as an output only tax (it has at least one of the check boxes selected in the Outputs section), or you can set it up as both an input and output tax (it has at least one of the check boxes selected in the Outputs section and at least one of the check boxes selected in the Inputs section—the **Transaction Entry** check box, in this case).

If none of the Billing or Intercompany Billing check boxes are selected in the Outputs section, and none are selected in the **Tax Applies To** section on the Intercompany Billing tab on the Tax Codes form (if you use the Multicompany and Intercompany Billing features), you will not be able to select the tax code in the following applications:

- Billing Terms, Interactive Billing, and Batch Billing in Billing
- Default Terms in Billing Configuration
- Cash Receipts in Transaction Entry
- Invoices in Transaction Entry

Field	Description
Labor Billing	Select this check box if the tax applies to billing labor charges.
Consultant Billing	Select this check box if the tax applies to billing consultant charges.
Expense Billing	Select this check box if the tax applies to billing expense charges.
Fee Billing	Select this check box if the tax applies to billing fee charges.
Unit Billing	Select this check box if the tax applies to billing unit charges.
Add-on Billing	Select this check box if the tax applies to billing add-on charges.

Field	Description
Account	This field is enabled only if you select a check box in the Outputs section. Click **Search**, and from the Account lookup select a general ledger account (typically a credit account) for this tax code. The name of the account displays below the **Account** field.

Field	Description
	You must enter an account in this field if any of the check boxes are selected in the Outputs section or in the **Tax Applies To** group on the Intercompany Billing tab on the Tax Codes form (if you use the Multicompany and Intercompany Billing features). This account is used when this tax code is applied to the specific part of a Billing invoices that is associated with the check box that you selected in the Output section. If you enter a revenue account, your project revenue is higher after you post the invoice. If you enter a liability account, Vision excludes the sales tax amount from project billings or revenue figures. When you enter a liability account, the typical general ledger entry following the invoice posting would be a cash disbursement that debits the Sales Tax Payable account (the account that you enter in this field).

Fields

Field	Description
Available for Purchasing	This check box displays to the right of the Outputs section only if you have the Purchasing application installed and you do not have the Tax Auditing feature enabled. Select this check box to make the tax code available for the Purchasing application. If you clear the **Available for Purchasing** check box after you have selected it, and there is a tax code entered in the **Tax Code** and/or **Tax-2 Code** fields in the Ship-To grid on the Ship tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**, you will receive an error. You will not be able to clear the **Available for Purchasing** check box until you remove the tax codes entered on the Ship tab. When the Tax Auditing feature is enabled, the **Available for Purchasing** check box displays in the Inputs section on this tab, rather than displaying to the right of the Outputs section.

Inputs Section

This section displays only if you enabled the Tax Auditing feature.

This section applies if you want a tax code to be used for an input tax. Select the areas in Vision for which the tax code applies. The tax code is then included in the drop-down list for the tax fields in those entry areas.

Input taxes are applied to accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, and journal entries in the Transaction Center and to expense reports in Time & Expense.

For a tax code to be available for cash receipts and invoices in the Transaction Center, you must set it up as both an input and output tax (with the **Transaction Entry** check box selected in the Inputs section) or set it up as an output only tax code.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Available for Purchasing</td><td>This check box displays only if you have the Purchasing application installed.

Select this check box to make the tax code available for the Purchasing application. When you select this check box, the Transaction Entry check box is automatically selected. This allows the tax feature to work correctly when you create vouchers from purchase orders in Accounts Payable. The Transaction Entry check box must be selected when the Available for Purchasing check box is selected.

If you clear the Available for Purchasing check box after you have selected it, and there is a tax code entered in the Tax Code and/or Tax-2 Code fields in the Ship-To grid on the Ship tab in Configuration » Purchasing & Inventory » Company Settings, you will receive an error. You must remove the tax codes that are entered on the Ship tab before you can clear the Available for Purchasing check box.

When the Tax Auditing feature is not enabled, the Available for Purchasing check box displays to the right of the Outputs section instead of in the Inputs section.</td></tr>
<tr><td>Transaction Entry</td><td>Select this check box to make this tax code available for AP disbursements, AP vouchers, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in Transaction Center » Transaction Entry.

For a tax code to be available for cash receipts and invoices in the Transaction Center, you must set it up as both an input and output tax (with the Transaction Entry check box selected in the Inputs section) or set it up as an output only tax code.

If you clear the Transaction Entry check box after you have selected it, and there is a tax code entered in any of the default tax code fields in various places in Vision, you will receive an error. You must remove the default tax codes in these locations before you can clear the Transaction Center check box. The default tax codes are entered in the following locations:

<table>
<tr><th>Vision Path</th><th>Field/Grid</th></tr>
<tr><td>Info Center » Vendors » Accounting tab</td><td>Default Tax Code field</td></tr>
<tr><td>Configuration » Accounting » Company Settings » Tax Auditing tab</td><td>Default Tax CodesConfiguration » Accounting » Company Settings » Tax Auditing tab grid</td></tr>
<tr><td>Configuration » Time & Expense » Expense Categories » Expense Report Categories form</td><td>Default Tax Codes grid</td></tr>
<tr><td>Configuration » Purchasing & Inventory » Company Settings » Ship To tab » Ship - To grid</td><td>Tax Code and Tax-2 Code fields</td></tr>
<tr><td>Configuration » Billing » Default Terms » Misc tab</td><td>Tax Codes grid</td></tr>
<tr><td>Billing » Billing Terms » Misc tab</td><td>Tax Codes grid</td></tr>
</table>
</td></tr>
</table>

Field	Description
	<table><tr><th>Vision Path</th><th>Field/Grid</th></tr><tr><td>**Configuration** » **Accounting** » **Intercompany Billing** » **Subledger Terms tab**</td><td>**Tax Codes**</td></tr><tr><td>**Configuration** » **Accounting** » **Taxes** » **Tax Codes tab**</td><td>**Tax to Include in Basis** field</td></tr><tr><td>**Info Center** » **Vendors** » **Accounting tab**</td><td>**Default Tax Code** field</td></tr></table>
Employee Expenses	Select this check box to make this tax code available for expense reports in **Time & Expense**. If you clear the **Employee Expenses** check box after you have selected it, and there are tax codes entered in the Default Tax Code grid on the Expense Report Categories form in **Configuration** » **Time & Expense** » **Expense Categories**, you will receive an error. You must remove the tax codes that are entered on the Expense Report Categories form before you can clear the **Employee Expense** check box.

Field	Description
Account	This field is enabled only if you select one of the check boxes in the Inputs section. Click **Search**, and from the Account lookup select a general ledger account (typically a debit account) for this tax code. The name of the account displays below the **Account** field. You must enter an account in this field if any of the check boxes in the Outputs section are selected. If the input account is missing for any tax code that requires it, you will not be able to post transactions. This account is used when this tax code is applied for the type of entries that are associated with the check boxes—**Available for Purchasing**, **Transaction Entry**, and **Employee Expenses**—that you selected in this section.

Non-Recoverable Tax Section

This section displays only if you enable the Tax Auditing feature on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.

This section applies if you need to account for both the recoverable and the non-recoverable portions of a tax (such as for the Canadian HST tax) or if you need to use a reverse charge tax.

Non-Recoverable Taxes

Non-recoverable taxes can be applied for AP vouchers, AP disbursements, cash disbursements, journal entries, and employee expenses in the Transaction Center and for expense reports in Time & Expense. These transactions can have more than one non-recoverable tax code applied.

A non-recoverable tax applies for input only taxes (tax codes that have no check boxes selected in the Outputs section). If you select a check box in the Outputs section or a **Tax Applies To** check box on the Intercompany Billing tab on the Tax Codes form, the Non-Recoverable Tax section is not enabled. Non-recoverable tax codes also do not apply for cash receipts, and you cannot enter them as a default tax code in a project's billing terms.

Non-recoverable taxes are calculated for a transaction and applied to the general ledger accounts when you post a transaction. The tax amounts are not displayed on the entry form in Vision. You have the option to display both recoverable and non-recoverable tax amounts on the Tax Analysis report.

For more information, see the "Non-Recoverable Tax Examples" topic.

Reverse Charge Taxes

Reverse charge taxes apply for only AP voucher and AP disbursement transactions. These taxes are commonly used in the European Union Value Added Tax system.

Field	Description
Rate	If this tax code has a non-recoverable tax portion, enter the non-recoverable rate for this tax. For example, if the rate is 8%, enter 8 (not .08). The percentage that you enter is applied to the net amount of a transaction center expense when the tax code is applied. Example: A tax code has a rate of 13% and a non-recoverable rate of 8%. The tax calculation would be 13% of the net amount of the transaction center expense. The non-recoverable tax calculation would be 8% of the net amount of the same transaction center expense. For more detailed examples, see the "Non-Recoverable Tax Examples" topic. If this tax code is for a reverse charge tax and you selected the **Reverse Charge Tax** check box, the **Rate** field is not enabled. It prefills with the rate that you entered in the **Rate** field at the top of the Tax Codes tab.
Reverse Charge Tax	This check box is enabled only when you select the **Transaction Entry** check box in the Inputs section of this tab and no other check boxes in the Inputs section and the Outputs section. Select this check box if the tax code is a reverse charge tax, such as for the European Union Value Added Tax system. With a reverse charge tax, the buyer of a good or service is responsible for recording a VAT transaction. When you select this check box: ▪ The tax rate for the reverse charge tax is the tax rate that you enter in the **Rate** field at the top of the Tax Codes tab. It prefills in the **Rate** field in the Non-Recoverable Tax section. ▪ Only AP voucher and AP disbursement transactions are affected by this tax code. If these type of transactions have the reverse tax code applied to them, the following general ledger information applies when the transactions are posted:

Field	Description
	▪ The accounts payable liability will not include the reverse charge tax amount. ▪ The tax input account that is entered in the **Account** field in the Inputs section on this tab is not debited. ▪ If you enter a credit account in the Non-Recoverable Tax section, it is used for the reverse charge amount. If it is blank (or not filled in) the tax code's input account will receive a credit entry equal to the reverse charge amount. ▪ If you enter a debit account in the Non-Recoverable Tax section, it is used to offset the credit reverse charge amount. If it is blank (or not filled in) the expense account entered for the transaction will be debited for the reverse charge amount. Do not set up a reverse charge tax as a default tax. If you do, the tax code will also be applied for cash disbursement and employee expense transaction.
Debit	Enter the debit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax. If this is a reverse charge tax and you do not enter a debit account in this field, the account that is entered in the transaction will be used for the reverse charge tax. **Account** Click in this field to open the Account lookup, and select the account number for the debit. **Project** Click in this field to open the Project lookup, and select the project number for the debit. **Phase** Click in this field to open the Phase lookup, and enter the phase for the debit. **Task** Click in this field to open the Task lookup, and enter the task for the debit.
Credit	Enter the credit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax. **Account** Click in this field to open the Account lookup, and select the account number for the credit. If this is a reverse charge tax and you do not enter a credit account in this field, the account that is entered in the **Account** field in the Inputs section on this tab will be used for the reverse charge tax. **Project**

Field	Description
	Click in this field to open the Project lookup, and enter the project number for the credit. **Phase** Click in this field to open the Phase lookup, and enter the phase for the credit. **Task** Click in this field to open the Task lookup, and enter the task for the credit.

Intercompany Billing Tab of Tax Codes Configuration

Use the Intercompany Billing tab to apply tax codes to intercompany transaction areas.

Contents

Tax Applies To Check Boxes

Field	Description
Labor Transactions	Select this check box if the tax applies to labor transactions.
Expense Transactions	Select this check box if the tax applies to expenses transactions.
Balance Sheet Transactions	Select this check box if the tax applies to fee balance sheet transactions.

Accounts to Exclude from Tax Calculation Grid

Use this grid to define transactions associated with specific accounts that should not have tax applied. You can directly enter an account number or account name, or you can select an account from the account lookup list.

Field	Description
Accounts to Exclude from Tax Calculation Drop-down on the grid toolbar	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group

Field	Description
	by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this grid toolbar option to insert a new row in the grid and add another account.
Account	After you click **Insert** on the grid toolbar, click to open the Account Lookup and select an account.
Description	The description of the account displays in this field.

Fields

Field	Description
Intercompany Billing Accounts Receivable Account	Click to open the Account Lookup and select an account.

Tax Reporting Tab of Tax Codes Configuration

Use this tab to enter information for tax codes that are used in XML tax reports.

Contents

VAT Reporting Grid

The information that you enter on this tab is used to calculate taxes for XML files that you generate in **Accounting** » **Tax File Generation**, such as the VAT Declaration XML.

For Belgian taxes, you specify the gridnumbers that are associated with a tax code. This enables the base amount, tax amount, and non-recoverable tax amount to be calculated correctly in the VAT Declaration XML file.

For example, some tax codes need only the base amount in a single gridnumber and the tax amount in a single gridnumber. You would enter these two gridnumbers into the respective columns of one row. If a tax code needs the base amount entered into gridnumbers 81 and 86 and you must also enter their tax amount into gridnumbers 55 and 59, you would enter two rows in the VAT Reporting grid.

VAT Reporting Grid Toolbar

Field	Description
VAT Reporting Drop-Down	▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display.
Insert	Click this toolbar option to insert a new row in the grid and add VAT gridnumber information. In each row, you enter the base amount, tax amount, or non-recoverable amount that goes into a gridnumber.
Delete	Select a row in the grid to delete. Then click this toolbar option to delete the row.

VAT Reporting Grid Fields

If you need to enter 0 as the gridnumber for the base amount, tax amount, or non-recoverable tax amount, enter **999** in the **Base Amount**, **Tax Amount**, or **Non-Recoverable Tax Amount** field in the grid. Vision interprets 999 as 0 for the XML tax reports.

Field	Description
Base Amount	Enter the gridnumber code for the base amount.
Tax Amount	Enter the gridnumber code for the tax amount.
Non-Recoverable Tax Amount	Enter the gridnumber code for the non-recoverable tax amount.

Learn More About...

You may find it helpful to review information about tax regions, or examples of compound taxes and non-recoverable taxes.

Tax Regions Overview

Tax regions allow you to configure Vision to include only the appropriate tax codes for a vendor or client in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.

The appropriate tax codes for a vendor or client are based on the vendor or client's tax country and a tax code's region, which is associated with a country.

You must complete the following configuration in order for the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client:

- Set up tax regions on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. You associate a country with a tax region.
- Specify a tax region for a tax code on the Tax Codes tab in **Configuration** » **Taxes**.
- Enter a tax country for vendors and clients on the General tab in the Vendor and Client Info Centers. You enter a separate tax country for each address that you enter for a vendor and client.

A country can have only one tax region. You can use the same tax region for multiple companies. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union.

When no tax country is entered for a vendor or client, all tax codes display in the **Tax Code** drop-down lists in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

When a vendor or client has a tax country that is not associated with any tax region on the Tax Auditing tab in Accounting Company Settings, then only the tax codes that have no region assigned on the Tax Auditing tab will display in the **Tax Code** drop-down list in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

Tax regions do not affect how default tax codes are populated for transactions.

In AP Voucher and AP Disbursement entry, the **Tax Code** field is located on the Tax Codes dialog box that opens when you click the hyperlink in the **Total Tax Amount** field. In Billing Terms the **Tax Code** field is located on the Tax Codes grid on the Misc tab of the Billing Terms form.

AP Voucher and AP Disbursement Example

- The country of Belgium is assigned the **EU** tax region in the Tax Region grid on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.
- There are 10 tax codes that are assigned the **EU** tax region on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes**. The status of all 10 tax codes is Active, and they all have the **Transaction Entry** check box selected in the Inputs section of the Tax Codes tab in Tax Codes Configuration.
- **BE** (Belgium) is the tax country that is entered for vendor Brown and Associates on the General tab in the Vendors Info Center for their Belgium address.

When you enter an AP voucher or AP disbursement in Transaction Entry for Brown and Associates using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Codes** drop-down list on the transaction entry forms.

Invoice Billing Terms Example

- The country of Belgium is assigned the **EU** tax region in the Tax Region grid on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.
- There are 10 tax codes that are assigned the **EU** tax region on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes**. The status of all 10 tax codes is Active, and they all have a check box selected in the Outputs section of the Tax Codes tab in Tax Codes Configuration.
- **BE** (Belgium) is the tax country that is entered for client Sitka Corporation on the General tab in the Clients Info Center for their Belgium address.

When you enter Billing Terms for the Sitka Corporation using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Code** drop-down list on the Misc tab in **Billing** » **Billing Terms**.

Compound Tax Examples

Compound tax examples help you understand the compound tax calculation and how to enter tax codes for them in Vision.

The following are examples of compound taxes and the entry that you make in the **Tax Code to Include in Basis** field on the Tax Codes tab in **Configuration** » **Accounting** » **Taxes**.

Compound Tax with Two Taxes

- Tax Code A has a tax rate of 10%.
- Tax Code B has a tax rate of 5% and includes Tax Code A in its basis calculation. (Enter **Tax Code A** in the **Tax Code to Include in Basis** field for Tax Code B.)
- Cost of the item being taxed (net amount of the transaction) = $1,000
- Both Tax Code A and Tax Code B are entered for the $1,000 net amount transaction.

The taxes are calculated as follows:

Tax	Calculation	Amount
Tax Code A (10% tax rate)	1,000 * .10	$100
Tax Code B (5% tax rate)	((1,000 + 100) * .05)	$55
Total Taxes Calculated	100 + 55	$155

Compound Tax with Three Taxes

- Tax Code 1 has a tax rate of 5%.
- Tax Code 2 has a tax rate of 6% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 2.)
- Tax Code 3 has a tax rate of 4% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 3.
- Cost of the item being taxed (net amount of the transaction) = $100.
- All three tax codes are entered for the $100 net amount transaction.

Tax	Calculation	Amount
Tax Code 1 (5% tax rate)	100 * .05	$5.00
Tax Code 2 (6% tax rate)	((100 + 5) * .06)	$6.30
Tax Code 3 (4% tax rate)	((100 + 5) * .04)	$4.20
Total Taxes Calculated	5 + 6.30 + 4.20	$15.50

Non-Recoverable Tax Examples

You may find it helpful to review examples that illustrate how non-recoverable taxes are calculated in Vision.

Example

Both scenario A and B below use the following configuration settings and data entry:

Tax Code A is set up in Tax Codes Configuration with these settings:

- Tax rate is 13%
- Non-recoverable tax percentage is 8%

You enter $1,000 as the net amount for an Accounts Payable voucher in the Transaction Center.

Scenario A:

Accounts are entered in the **Non Recoverable Debit Tax Account** and **Non Recoverable Credit Tax** fields. Project (work breakdown structure) information is entered in the project fields in the Non-Recoverable Tax section on the Tax Codes tab in Tax Codes Configuration.

Results

The non-recoverable amount is not included in the net tax amount. The gross amount of the voucher is $1,130, the tax amount is $130, and the net amount is $1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		$1,130
Project Expense	$1,000	
Debit Account entered for Tax Code A	$130	
Non-Recoverable Debit Tax Account	$80	
Non-Recoverable Credit Tax Account		$80
	$1,210	$1,210

The recoverable tax amount = $50 (130-80).

The non-recoverable amount = $80 (1,000*.08).

Scenario B:

The **Non Recoverable Debit Tax Account**, **Non Recoverable Credit Tax Account**, and project (work breakdown structure) fields are blank in the Non-Recoverable Tax section on the Tax Codes tab in Tax Codes Configuration.

Results

The non-recoverable tax amount is included in the net tax amount because this is what is posted to the project. The gross amount of the voucher is $1,130, the tax amount is $130, and the net amount is $1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		$1,130
Project Expense	$1,000	
Debit Account entered for Tax Code A	$130	
Project Expense	$80	
Debit Account entered for Tax Code A		$80
	$1,210	$1,210

The net tax receivable is $50 (130-80). Two transactions hit the billable project.

Bank Codes Setup Overview

Bank codes represent the bank accounts that you use when you enter cash-related transactions (cash receipts, cash disbursements, accounts payable payments, and so on) in Vision.

Bank codes direct the implicit posting of any cash-related transaction. This means that Vision automatically uses the default general ledger account that you enter for a bank (such as 101 — Checking) during data entry for cash-related transactions. Bank codes eliminate the need to manually enter the general ledger account during data entry processing.

In Banks Configuration, you can also set up the following information for your bank accounts:

- Bank entries for miscellaneous fees and bank charges
- Settings for the import file when importing bank transactions into Vision
- Direct Deposit and NACHA (National Automated Clearing House Association) electronic funds transfer information
- Export to Text file format information, including user-defined and SEPA (Single Euro Payments Area) file formatting
- Wire transfer fee information

If you use the Organization Reporting feature, your firm has multiple organizations, and each organization has one or more accounts at one or more banks, you can set up a bank code for each account, at each bank, for each organization. You can use the same account for each organization bank code. If you maintain separate balance sheets for your organizations, Vision displays the account totals for each.

The Bank Code List shows all the bank codes that are entered in the Vision database and their configuration information. Use this list to verify the information entered through Banks Configuration.

After you enter and save bank code information, you cannot modify the bank code itself. To modify a bank code, use the Bank Code Conversion utility.

If you use the Multicompany feature, you must set up bank codes and electronic funds transfers for each company in your enterprise.

If you use the Multicurrency feature, bank codes determine payment currencies for a number of transactions. When you set up a bank code, you must select an account for which you have specified a currency in the Chart of Accounts Info Center.

How to...

In addition to bank codes and bank entries, you set up direct deposits and EFTs in Bank Codes Configuration.

Set Up Bank Codes

You can add new bank codes at any time. There is no limit to the number of bank codes that you can define for your firm.

Initially, you must add at least one bank code before you enter cash receipts, cash disbursements, or accounts payable disbursements.

To set up bank codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, click the Bank Codes tab.
3. On the toolbar, click **New** and select one of the following actions:
   - To add a new code, click **New Bank Code**.
   - To add a new code based on the code that is currently displayed, click **Copy Current Bank Code**.
   - To add a new code that is similar to an existing code, click **Select Bank Code to Copy**.
4. Complete the fields on the Bank Codes tab.

   If you select **User Defined** in the **Export to Text** » **Format** field on this tab, enter file format information on the User Defined File Fomat tab.
5. If you process payroll or employee expense payments as direct deposits or you pay accounts payable vendors with electronic funds transfers (EFTs), set up the electronic funds transfer information on the NACHA File Format tab.
6. Click **Save**.

Set Up Bank Entries

You can add new bank entries, such as miscellaneous charges and bank fees, at any time.

By default, Interest Revenue and Bank Fees displays as bank entries. You can add two more entries that are specific to your firm.

To set up bank entries, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, click the Bank Reconciliation tab.
3. If needed, in the **Type** column, enter two more bank entries that your firm will use.
4. Click to select an account, project, phase, and task for each bank entry.

Cash disbursement and/or cash receipts created for bank entries use the values selected for these fields.

5. In the **Transaction** column, click the drop-down arrow to set the type of transaction (cash receipt or cash disbursement) for the bank entry.
6. Click **Save**.

Set Up Direct Deposit and NACHA Electronic Funds Transfer Information

To use electronic funds transfers (EFTs) for processing direct deposit payments for payroll and employee expenses and for accounts payable EFT payments to vendors, you must set up the EFT information for the banks from which these payments will be made.

You can enter EFT information when you create a new bank code or add the information for an existing bank code at any time.

To set up EFT information for a bank, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, add a new bank code or open an existing bank code.
3. Open the NACHA File Format tab, and complete the fields on the tab.
4. Click **Save**.

Set Up Export to Text Formats

If you want to create .txt or .xml files for payments that are made in Accounts Payable and Employee Expense Payment Processing, you need to select the format for the export-to-text files.

You set up an export-to-text file format for each bank account (bank code) from which these type of payments are made. You can select the export-to-text format when you create a new bank code or at any time for an existing bank code.

To set up the export-to-text file format for a bank code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, add a new bank code or open an existing bank code.
3. On the Bank Codes tab, complete the fields for your bank account if you are setting up a new bank code.
4. From the drop-down list in the **Export to Text Format** field, select **Check**, **SEPA**, or **User Defined**.
5. If you selected **User Defined** in the **Export to Text Format** field, click the User Defined File Format tab on the Bank Codes form and complete the fields on the tab.
6. If you selected **SEPA** in the **Export to Text Format** field, click the SEPA File Format tab on the Bank Codes form and complete the fields on the tab.
7. Click **Save**.

Modify Bank Codes

You can modify most bank code data at any time.

To modify bank codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, click in the **Search** field, and select a bank code on the Bank Code Lookup dialog box.
3. On the Bank Codes form, modify information entered on the tabs as needed.
4. Click **Save**.

Delete Bank Codes

You can delete a bank code only if no activity has been posted to it in any year.

To delete a bank code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, click beside the **Search** field to open the Bank Codes lookup, and select the bank code that you want to delete.
3. On the Bank Codes form toolbar, click **Delete Bank Code** to delete the bank code.
4. Click **Save**.

Fields and Options

Use the Bank Codes form and related dialog boxes to set up bank codes, direct deposits, and more.

Bank Codes Form

Use the Bank Codes form to set up bank codes, electronic funds transfers, and formats for export-to-text files.

Display the Bank Codes Form

You display the Bank Codes form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.

Bank Codes Tab of Bank Codes

Use the Bank Codes tab to set up the bank codes for your firm.

Contents

Field	Description
Code	Enter a bank code for this bank account. These codes allow you to identify a bank account (for example, FirstNatl could be used as the code for your checking account at the First National Bank). Do not use punctuation such as /, -, or ; or spaces when you enter a code. If you use punctuation, errors occur when you process data.
Currency	After you enter an account in the **Account** field on this tab, this field displays the currency code entered for the account in **Info Center** » **Chart of Accounts** » **Accounts**. This is the currency in which the bank account is denominated.
Description	Enter a description for the bank code. Descriptions must be unique for each bank code.
Account	Enter the general ledger account number associated with this bank code. Enter an account or click and select an account on the Account Lookup. This account receives the implicit posting when the bank code is specified in data entry. The account that you enter here must be a balance sheet account. Deltek recommends that you have a different general ledger account number associated with each bank code, regardless of whether or not you use the Organization application.
Organization	If you use Organization reporting, specify the organization to use when transactions are posted to this bank code. Enter an organization or click and select an organization on the Organization Lookup.
Export to Text Format	Click and select the file format to use for creating export-to-text files when you process accounts payable or employee expense payments. These files contain payment information to be processed by a third party software application. The .txt or .xml files are created when you use the Export to Text feature on the Payment Printing and Numbering form in Accounts Payable Payment Processing and Employee Expense Payment Processing. The file format options are: ▪ **Check** — A predetermined file format is provided for the .txt file. It is commonly used to create a text file for a third party to print your checks. ▪ **SEPA** — This is the Single Euro Payments Area (SEPA) .xml file format that is commonly used in European countries. When you select this option, the SEPA File Format tab on the Bank Codes form is

Field	Description
	enabled. Enter additional information for the SEPA file format on this tab. This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes: After the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code ▪ **User Defined** — You set up the specific format that your bank requires on the User Defined File Format tab in Banks Configuration. This format is commonly used to create a .txt file with payment information to import into your banking software to process payments electronically. You can use this option for the electronic funds transfer (EFT) requirements of many international banks, including the BACS (Bankers Automated Clearing System) payments that are used in the United Kingdom.

Wire Transfer Fee Debit

Field	Description
Account	Enter or select the account number to use for a wire transfer.
Project	Enter or select the project name to use for a wire transfer.
Phase	If phases exist, enter or select the appropriate phase.
Task	If tasks exist, enter or select the appropriate task.
Enable In-Process Account	Select this check box to enable the In-Process Account feature, which allows you to delay posting payments to the general ledger until the payments have cleared this account. This helps you determine the amount of cash that has not yet cleared your bank from the payments that you process in Vision. When this feature is enabled, the in-process account is credited instead of the account that is entered for the bank in the **Account** field on this tab when the following transactions are posted: ▪ Accounts payable payments ▪ Accounts payable disbursements ▪ Cash disbursements ▪ Employee expense report payments ▪ Payroll payments For payments that are made with the in-process account: On the Payments tab in **Accounting** » **Bank Reconciliation**, a **Process Cleared Items** option is enabled on

Field	Description
	the payments grid toolbar when you select the **Cleared** check box for the payment. This option opens the Post Cleared Items dialog box in which you post the cleared items. A journal entry is created that debits the in-process account and credits the balance sheet account that is entered in the **Account** field for a bank.
In-Process Account	Enter the account to use for in-process payments, or click to select an account on the Account lookup. Amounts in this account have not yet cleared the bank and will not post to the balance sheet until after they are cleared on the Payments tab in **Accounting** » **Bank Reconciliation**. The in-process account must be available to the same company as the bank code's assigned organization, and the currency of the account must also be the same as that of the bank code.

Export to Text Check Option

The **Check** option for the Export to Text feature produces a text file that has a fixed format that you cannot change.

When you select the **Check** option in the **Export to Text** field on the Bank Codes tab of Banks Configuration, the text files that are created in Accounts Payable and Employee Expense Payment Processing are formatted as follows:

- Lines start with a character that defines the detail of that line.
- Double quotation marks are used as delimiters or text qualifiers between fields in a line.
- Lines that begin with C contain the following check information: "C""Check No""Check Date""""Check Amount""Payee name""Payee Address1""Payee Address2""Payee Address3""Payee Address4""City""ST""ZIP""COUNTRY""Vendor ID""AccountID"
- Lines that begin with E contain the following Electronic Funds Transfer (EFT) information: "E""BankID""Account""Account Type""EFT Amount"
- Lines that begin with D contain the following voucher details for the check stubs: "D""Invoice Date""""Invoice Number""""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"
- Lines that begin with T contain the following totals for the check stub: "T""InvAmtTotal""DiscountTotal""NetTotal"
- Voided checks have the word "Void" as the amount.

Example

The following lines are from a text file that uses the **Check** format, and it contains two checks:

"C""Check No""Check Date""""Check Amount""Payee name""Payee Address1""Payee Address2""Payee Address3""Payee Address4""City""ST""ZIP""COUNTRY""Vendor ID""AccountID"

"E""BankID""Account""Account Type""EFT Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"T""InvAmtTotal""DiscountTotal""NetTotal"

"C""Check No""Check Date""Check Amount""Payee name""Payee Address1""Payee Address2""Payee Address3""City""ST""ZIP""Vendor ID""AccountID"

"E""BankID""Account""Account Type""EFT Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"T""InvAmtTotal""DiscountTotal""NetTotal"

Bank Reconciliation Tab of Bank Codes

Use the Bank Reconciliation tab to set up miscellaneous charges for your firm and to indicate if electronic payment runs will be summarized.

Contents

Field	Description
Summarize Electronic Payments Runs in Bank Reconciliation	If you want all individual payments in an electronic payments run for the bank summarized as a single transaction on the Payments tab of the Bank Statement Reconciliation form—so you can mark them cleared as a group—select this check box. If you want all individual payments in an electronic payments run to display individually on the Payments tab of the Bank Statement Reconciliation form—so you can mark them as cleared individually—do not select this check box. Most firms, to facilitate the statement reconciliation process, select or clear this check box based on how the bank shows electronic payments on the statement. You can only select this option if no existing electronic payment runs for the bank have a mix of cleared and uncleared payments. In other words, the

Field	Description
	payments in each electronic payment run must be either all cleared or all selected.
Bank Entries Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Type	By default, this column displays **Interest Revenue** and **Bank Fees**, but you can change or add entries to reflect miscellaneous charges in your organization. You can define up to four bank entry types for every bank.
Account	Click to access the Account lookup and select an account. The account is used for the explicit side of the bank transaction. For example, you can define the expense account for Bank Fees for this bank entry transaction type.
Project	Click to access the Project lookup and select a project.
Phase	Click to access the Phase lookup and select a phase.
Task	Click to access the Task lookup and select a task.
Transaction	Click the drop-down arrow to select **Cash Receipt** or **Cash Disbursement** for user-defined charges. By default, Bank Fees use Cash Disbursement transaction type and Interest Revenue use Cash Receipt transaction type.

Import Tab of Bank Codes

Use this tab to enable the ability to import bank statements directly into bank statement reconciliation, allow the automatic matching of bank and Vision records, and make it possible to match any remaining records manually.

This tab allows you define the format for the bank file you will be importing as well as define the matching rules.

Contents

Field	Description
Import	Select this check box to enable bank statement imports in Bank Reconciliation and enable the fields that are used to configure how Vision identifies the data on the file being imported.

File Format

Field	Description
Field Delimiter	From the drop-down list, select the character to use as a separator between the values (fields) in the files that you will import into Vision. Options are: ▪ **{Tab}** ▪ **@** ▪ **#** ▪ **$** ▪ **^** ▪ **|** ▪ **;** (semi colon) ▪ **,** (comma)
Text Qualifier	From the drop-down list, select the character that you are using as a text qualifier in the files to import into Vision. Options are: ▪ **{None}** — No text qualifier ▪ **"** — Double quotation mark ▪ **'** — Single quotation mark You can use a text qualifier in addition to delimiters in a file that you import. Text qualifiers are placed at the beginning and end of a value (field), inside the delimiters. Text qualifiers indicate that the content between them is part of one value (field). For example, if you use comma delimiters, a text qualifier (other than a comma) helps to distinguish commas that are used as delimiters and commas that are used within the value. **Example:** You use comma delimiters and you use a single quotation mark as the text qualifier. A row of data in the file is as follows: 'John Bartlett', 'Marriott International, Inc', '10/20/2014', '$1,000.00'

Field	Description
	Using text delimiters ensures that the commas in Marriott International, Inc and in $1,000.00 are not interpreted as delimiters. These commas are part of the company name and the monetary amount.
Decimal Symbol	Enter the symbol that you use for decimals in import files.

Date Handling

Field	Description
Order	Select the order in which you want the month (M), day (D), and year (Y) to appear in dates. Options are: **DMY**, **DYM**, **MDY**, **MYD**, **YDM**, and **YMD**.
Delimiter	Enter the character that you want to use as the separate between month, day, and year. Examples are **/** or **-**.
Leading Zeros	Select this check box if you want leading zeros used for one-digit months or days (for example, use 01 instead of 1 for January).
Four Digit Year	Select this check box if you want all four digits of the year included for years (for example, use 2014 instead of 14).

Import Values

Field	Description
Define Receipt/ Payment	Use this field to define how Vision differentiates which bank records are receipt (deposit) records and which records are payment records. Click the drop-down list to select one of the following options: ▪ **Recipient greater than zero** — Select this option if there is not another indicator on the file to define a receipt (deposit) or a payment. Select this option so that Vision can identify a deposit as a transaction amount greater than zero. Amounts equal to and less than zero will be payment amounts. ▪ **Recipient less than zero** — Select this option if there is not another indicator on the file to define a deposit or a payment. Select this option so that Vision can identify a receipt (deposit) as a transaction amount less than zero. Amounts equal to or greater than zero will be payment amounts. ▪ **Type Mapping** — Select this option to define the mapping that the bank uses to identify each record as either a receipt or a payment. Selecting this option enables the **Type Mapping** option on the Import Values grid toolbar. Click the **Type Mapping** option to display the Bank Transaction Type Matching dialog box, where you can configure the different transaction types. ▪ **Separate Columns** — Select this option if the deposits and payments are identified under different columns in the file to be imported.

Import Values Grid Toolbar

Field	Description
Import Values Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Type Mapping	This option is enabled when you select the **Type Mapping** option from the **Define Receipt/Payment** drop-down list. Click this option to display the Bank Transaction Type Matching dialog box, where you configure how Vision identifies whether the bank transaction are payment records or receipt records.
Down, Up, and Move Included Items Up	Use the these options to re-order a selected field to match the order in your import file. Click **Move Included Items Up** to move all selected fields to the top of the list.

Import Values Grid Columns

Field	Description
Include	This column displays a check box for each row on the grid. Select the check box for each field that you include in the import file.
Field Name	This column displays the fields that you can import from the file. The predefined fields are: ▪ **Date** — This field refers to the actual date on which the transaction occurred. This date is used by Vision as a reference when matching the transaction to a posted record. ▪ **Reference Number** — This field refers to the bank assigned reference number associated with the transaction. For checks, the reference number might be the check number. ▪ **Payee/Description** — This field refers to the description of a deposit transaction or the payee of a payment transaction. The user-defined fields can be used if there is more than one description on the import file.

Field	Description
	▪ **Type** — This field is applicable when you select **Type Mapping** from the drop-down list for the **Define Receipt/Payment** option. This field uses the type mapping configuration that is entered on the Bank Transaction Type Matching dialog box as a reference when transactions are processed during import. ▪ **Amount** — This field refers to the transaction amount. ▪ **Receipt Amount** —This field refers to the deposit amount on the receipt. This field is only available if you select **Separate Columns** from the drop-down list for the **Define Receipt/Payment** option. ▪ **Payment Amount** — This field refers to the payment amount in the receipt. This field is only available if you select **Separate Columns** from the drop-down list for the **Define Receipt/Payment** option. ▪ **User-defined fields** — The five possible user-defined fields are **UserDefined1**, **UserDefined2**, **UserDefined3**, **UserDefined4**, and **UserDefined5**. You can configure the user-defined fields to reference other fields on the import file that are not available on the list of pre-defined fields on the grid. User-defined fields are optional. Use them to provide information that would be helpful with the manual matching process, such as an additional description field on a payment.
Label	Enter the label for any user-defined field that you include in the import file. You cannot enter labels for the predefined fields. If you have Vision databases set up in multiple languages, you can log in to each language and enter the appropriate label for each language.
Data Type	This field displays the data type for a field, which indicates the type of characters used for the data: ▪ **Varchar** — The field can contain both letters and numbers. ▪ **Datetime** — The field contains a date. ▪ **Decimal** — The field contains numeric amounts.

Matching

Field	Description
Automatically Clear Matched Transactions	Select this option to automatically clear any transactions associated with a matching bank imported record. Vision matches the record on the import tab and updates the clear check box on the Receipts and Payments tab on **Accounting** » **Bank Reconciliation**. If you do not select this option, Vision matches the bank record with the posted Vision record according to the matching rules. However, it allows for review and an additional step to clear the matched transaction on the receipt and payment tabs as part of the bank reconciliation process.

Field	Description
Advanced Matching Rules	Click this button to display the Advanced Matching Rules dialog box. Use the dialog box to modify what matching rule Vision will follow for a transaction. The available matching rules are based on either amount and reference number or amount and transaction date.
Matching Suggestions	Click this button to display the Matching Suggestions dialog box. Vision uses the values entered on the dialog box to define a filtered list of suggested records when manually matching transactions in Bank Reconciliation. When manually matching transactions, Bank Reconciliation provides a list of all unmatched transactions and a list of suggested transactions.

NACHA File Format Tab of Bank Codes

Use the NACHA File Format tab to enter file format information if you use the ACH network to make electronic funds transfer (EFT) payments through your bank.

The file format information that you enter on this tab is used to create a file for your bank when you process:

- Payroll direct deposits
- Employee expense direct deposits
- Accounts payable EFT payments to vendors

The formatting that you enter on this tab does not apply to Export to Text files that are created in Accounts Payable and Employee Expenses Payment Processing.

The NACHA File Format tab displays in Banks Configuration only if you have the Accounting, Expense, or Payroll application installed.

Contents

Field	Description
Immediate Origin Number	Enter your company identification number that you receive from the bank that is associated with this bank code. This number contains the routing number of the ACH Operator or sending point. The 10-character field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit (bTTTTAAAAC). This field may also be mutually defined between the originating depository financial institution (ODFI) and originator. For example, the ODFI may ask its originator to put its tax identification number in this field; however, the field must contain the routing number of the sending point when the file is delivered to the ACH operator. The bank to which the file is submitted and from which the direct deposit payments is withdrawn, tells the firm (originator) what they expect to find in this field. Usually this is the routing number of the firm's bank.

Field	Description
Immediate Origin Name	Enter your company name.
Immediate Destination Number	Enter the identification number of the bank to which the direct deposit file will be sent. This is the identification number of the bank that is associated with this bank code.
Immediate Destination Name	Enter the name of the bank to which the direct deposit file will be sent. This is the name of the bank associated with this bank code.
Company Name	Enter the name of your company as you want it to display on statements.
Company ID	The Company ID is an alphanumeric code that is used to identify the originator (the firm that submits the file). Enter your nine-digit IRS Employee Identification Number (EIN). Or, enter a number based on the Data Universal Numbering System (DUNS) or a user-assigned value. When you enter a DUNS or user-assigned number, you must modify the qualifier in the **Identification Code Designator (ICD)** field on this form. The bank to which the file is submitted and from which the direct deposit payments are withdrawn, instructs you on the number to enter in this field. In most cases, it is your company's EIN.
Routing Number	Enter the eight-digit routing transit number that is assigned to your company by the bank that is associated with this bank code. If this routing number has nine digits, enter the first eight digits only. Vision calculates the ninth digit.
Payroll Entry Description	Enter a description for the employee payroll direct deposit entry.
Payroll File Name	Enter the file name for the direct deposit file, such as DIRDEP.TXT.
Expense Entry Description	Enter a description for the employee expense payments direct deposit entry.
Expense File Name	Enter the path and filename for the employee expense payments direct deposit file. The default for this field is a file named DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your Vision administrator.
AP Payment Entry Description	Enter a description or purpose for the Accounts Payable EFT payment entry.

Field	Description
AP Payment File Name	Enter the path and file name for the Accounts Payable EFT payment file. The default for this field is a file named DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your Vision administrator.
File Format	From the drop-down list, select one of the following options that determine the accounting entries to include in each direct deposit processing run: ▪ **Credits Only** — Only the credit entries (the individual employee entries) are included. ▪ **Credits and Debit** — The credit entries and the debit entry to the company account for the total amount are included.
Account Number	Enter the bank account number of the bank from which payment for the total amount of the direct deposit will be made. This is the bank account number that is associated with this bank code. This option is enabled only when you select **Credits and Debit** in the **File Format** field on this tab.
Account Type	Click in this field to select the account type for the account that is entered in the **Account Number** field. This is the account type of the account associated with this bank code. Options are **Checking** or **Savings**. This field is enabled only when you select **Credits and Debit** in the **File Format** field on this tab.
Separate Batches for Credits and Debit	Select this check box if you want to place the debit entry to the company account in a separate batch from the credit entries. If you do not select this check box, the debit entry to the company account is placed at the end of the batch that contains the credit entries. This option is enabled only when you select **Credits and Debit** in the **File Format** field on this tab.
Identification Code Designator (ICD)	Select an item from the drop-down list or enter your own character that will be used to qualify the entry in the **Company ID** field. The ICD value is placed in byte 41 of the company batch header record and in byte 45 of the company batch control record, each of which precedes the Company ID value in the respective record. The options are: ▪ 1 IRS Employer Identification Number (EIN) ▪ 3 Data Universal Numbering Systems (DUNS) ▪ 9 User Assigned Number
Include ICD in Immediate Origin Number	Select this check box if you want the bank's Identification Code Designer (ICD) number that is entered in the **Identification Code Designator (ICD)** field on this tab to be placed in position 14 of record type "1" (line 1) in the generated ACH file.

Field	Description
File Header Byte 4 Character	Enter a value in this field to be placed in byte 4 of the file header record. This is the first character in the space reserved for the value entered in the **Immediate Destination Number** field.
File Padding	Select this check box to add dummy records (all 9s) after the file control record in the direct deposit processing file. This forces the total record count to be a multiple of 10 (if it is not a multiple of 10 at the end of processing).

User Defined File Format Tab of Bank Codes

The file format information that you enter on the User Defined File Format tab is used to create a text (.txt) file that contains payment information that is processed by a third-party software application.

On this tab you match (map) Vision fields and information with your bank's text file requirements. You can set up user-defined file formats for electronic funds transfer (EFT) requirements of many international banks, including BACS (Bankers Automated Clearing System) files used in the United Kingdom. The text files are created in Vision when you select the Export to Text option for:

- Accounts payable payments
- Employee expense payments

This tab is available only if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab.

Contents

Field	Description
File Type	Click in this field to select the file type for the file format. The options are: ▪ **CSV** — Comma Separated Values. Commas are used as delimiters between fields in a line. When you select the **CSV** file type, the **Length**, **Start**, **Pad Character**, and **Justify** columns are not enabled in the **Employee** and **Vendor** grids on this tab. Select this option to create text files for other international banking systems, such as the United Kingdom BACS payments. ▪ **Fixed Length** — A data file that contains records with no structured relationships. You define the length of each field. There are no delimiters. For example, with this file type, you would define a starting position and length of each field within the file. When you select the fixed length type, all the columns in the **Employee** and **Vendor** grids on this tab are enabled.

Field	Description
Text Qualifier	From the drop-down list, select a text qualifier to use in addition to comma delimiters in a text file. Text qualifiers are placed at the beginning and end of a field to help distinguish the comma delimiters that are used to separate fields from the commas that are used within text fields. Comma delimiters are placed outside the text qualifier. This is an example of a text file line with a single quotation mark as the text qualifier: 'A','Advanced Mechanical Technologies, Inc.', 'Electrical Engineering', '06/15/2009' Text qualifiers can be used for CSV and fixed length file types.

Decimal Places	Select the decimal places to use in the export-to-text file. The options are:
	▪ **Default** — This uses the number of decimal places that are assigned in **Configuration** » **General** » **Currencies** for each currency code in the .txt file.
	▪ **Numbers** — 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. The number that you select determines the number of decimal places. Decimals are trimmed from the right or padded to the right with zeros as needed. For example, if you select 3 decimal places, the following changes occur for these values:
	  ▪ 10.9956 becomes 10.995
	  ▪ 10.99 becomes 10.990

Sort by Payment Currency	If you use the Multicurrency feature, select this option to sort payments in the export-to-text file by the payment currency of the cash transaction.
Subtotal by Payment Currency	After you select the **Sort by Payment Currency** option, select this option to include a totals record layout (Trailer 1 line type) after the last payment record and before the terminal record layout (Trailer 2 line type) in the export-to-text file.
Line Type	Select a line type from the drop-down list. You must define each line in a text file. First, you select the type of line in the **Line Type** field. Then, in the Employee grid and the Vendor grid, you define each piece of information to include in that line type. The Employee grid applies for employee expense payments, and the Vendor grid applies for accounts payable vendor payments. One line is created for each header and trailer line. For detail and settlement or contra lines, the number of lines in the output file is equal to the total number of payments processed. For example, if you have 30 payments in a process run, there are 30 detail lines and 30 settlement or contra lines in the file. Some files may require only the payment detail, which means that you define only the fields for the detail line type. Other files may require header and trailer information in addition to the detail line. In this case, you must define the fields for each line type.

Pad Blocks

Field	Description
Pad Last Block	Select this check box to fill (pad) blank spaces at the end of a text file. This does not fill blank spaces at the end of each field within the file. When you select this check box, the fields in the **Pad Block** section of this tab are enabled.
Pad Character	Enter the characters with which to fill (pad) the blank spaces at the end of the text file layout. This does not pad the blank spaces at the end of individual fields that make up the file.
Pad Lines in Multiple of	If your bank requires that the text file contain multiples of a specific number of lines, enter that number in this field. Vision automatically adds more pad lines to match the number of lines required.
Hard Returns	Select this check box if you want the file layout to include a carriage return (line feed) when the number of characters in a line is limited to a certain total number of characters.
Date Format	Click beside this field to open the Format Date/Time dialog box. Enter the date and time settings to use in the file layout. You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.
ClieOp	Select this check box if a bank uses the ClieOps format. Most often, this format is used for payments made to recipients in the Netherlands in Euros, or where multiple types of currency need to be supported for a single bank.

File Creation Date

Field	Description
Use File Creation Number	If your file format requires a file creation number, select this check box. You must select this option to enable the **Last File Creation Number** field and the **Reset File Number Each** field on this tab.
Last File Creation Number	Enter the starting creation number for this bank. This number is incremented by one each time an export file is processed through a payment run for an Accounts Payable or Employee Expense payment for this bank. You can modify this number at any time. When you modify the number, if you enter a previously used number, it does not recreate the text file that originally used that number. If you want to include the file creation number in the text file, you must define the location of this field. To do this, select **File Creation Number** in the **Data Mapping** field in the appropriate **Employee** or **Vendor** grid on this tab. This field is enabled when you select the **Use File Creation Number** check box.

Field	Description
Reset Last File Number Each	From the drop-down list in this field, select **Day**, **Month**, **Year**, or **None**. This determines the time period in which the file creation number for export-to-text files is reset to start again. A file creation number is assigned automatically to each export-to-text file. The number affects the value of the file identifier if you select **File Identifier** in the **Data Mapping** field in the Employee and Vendor grid. The file identifier is the file creation date plus the file creation number.
Last File Creation Date	This field displays the date on which the last export-to-text file was created.

Employee Grid

After you select a line type in the **Line Type** field, use the Employee grid rows to enter each piece of information for that line type that your bank requires for an employee expense payment.

Field	Description
Employee Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a row to the grid.
Top Up Down Bottom	Use these options to move rows in the grid. Select a row (click anywhere in the row), and then click one of the toolbar options to move a row in the grid. The order of the rows in the grid determines the order of the fields in the text files for both CSV and fixed length file types.
Delete	To delete a row in the grid, select the row and click this option.
Field Number	Enter a number to identify this field. Both CSV and fixed length types use the field number to identify fields that are used in calculations. When you select **Calculation** in the **Data Mapping** column of this grid, you must enter a field number in the **Field No** column.

Field	Description
Length	Enter the number of characters that your bank requires for this field. This field is enabled only if you select **Fixed Length** in the **File Type** field.
Start	Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. Vision will calculate the end position based on the starting position and the length. This field is enabled only if you select **Fixed Length** in the **File Type** field.
Description	Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.
Data Mapping	Click in this field to enable the drop-down list, and from the list, select the type of information for the field that you enter in the row. The options are: ▪ **Constant** — Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field could be used for bank account information. ▪ **Employee Database Field** — Select this option if you want this field to contain a field from the Vision Employee Info Center. For example, this field could be used for the employee's bank information. ▪ **Check Database Field** — Select this option if you want this field to contain information from the Vision payment. For example, use this field to include the payment amount. ▪ **Calculation** — Select this option if you want this field to be calculated. You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, or batch number. ▪ **File Creation Number** — Select this option if you want this field to contain the file creation number that is entered on this tab. ▪ **File Creation Date** — This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is system generated at the time the export-to-text file is created. When you select **File Creation Date**, the **Mapping Value** and **Calculation** columns in the grid are disabled. ▪ **File Identifier** — This is the combination of the file creation date plus the file creation number. ▪ **Payment Currency** — This item is available if you use the Multicurrency feature. It is available for all the Detail lines. ▪ **Bank Currency** — This item is available if you use the Multicurrency feature. It is available for all the Detail lines. When you select **Bank Currency**, the **Mapping Value** and **Calculation** columns in the grid are disabled.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>

Account ID Sum — This is the sum of the account IDs.
Account Sum — This is the sum of the payments in the file. If Subtotal by Payment Currency is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.
Record Sum — This is the number of payments in the file.
Record Counter — Select this option if you want this field to contain a record count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a Record Counter field for each line type (header, detail, trailer, and so on).

</td></tr>
<tr><td>Mapping Value</td><td>Based on the type of information that you selected in the Data Mapping field, enter the specific contents of the field in the Mapping Value field.
<table>
<tr><th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr>
<tr><td>Constant</td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr>
<tr><td>Employee Database Field</td><td>From the drop-down list, select an Employee Info Center field. This list does not include fields from the Direct Deposit grid on the Accounting tab in the Employee Info Center. If you need to include direct deposit fields in your .txt file, you must create custom fields on an Employee Info Center custom tab for the direct deposit information. These custom fields will then be available in the Employee Database Field drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs and fields for the Employee Info Center in Configuration » General » User Defined Components.</td></tr>
<tr><td>Check Database Field</td><td>From the drop-down list, select a payment field.</td></tr>
<tr><td>Calculation</td><td>This field is not enabled. You enter the calculation information in the Calculation field of this grid.</td></tr>
<tr><td>File Creation Number</td><td>This field is not enabled. The file creation number is retrieved from the Last File Creation Number field on this tab.</td></tr>
</table>
</td></tr>
<tr><td>Calculation</td><td>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number. Click the Calculation field and then to open the</td></tr>
</table>

Field	Description
	Calculation Details dialog box. In the dialog box, enter the information for the calculation in this field. This field is enabled only if you select **Calculation** in the **Data Mapping** field.
Pad Character	Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified. For example, if a field contains the Vision **Vendor Name** and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character. When you leave this field blank, Vision pads with spaces. This field is enabled only when you select **Fixed Length** in the **File Type** field.
Justify	Select the justification for the contents of the field: **Left** or **Right**. This field is enabled only when you select **Fixed Length** in the **File Type** field.

Vendor Grid

After you select a line type in the **Line Type** field, use the Vendor grid rows to enter each piece of information for that line type that your bank requires for a vendor payment.

Field	Description
Vendor Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a row to the grid.
Top Up Down Bottom	Use these options to move rows in the grid. Select a row (click anywhere in the row), and then click one of the toolbar options to move a row in the grid. The order of the rows in the grid determines the order of the fields in the text files for both CSV and fixed length file types.

Field	Description
Delete	To delete a row in the grid, select the row and click this option.
Field Number	Enter a number to identify this field. Both CSV and fixed length file types use the field number to identify fields that are used in calculations. When you select **Calculation** in the **Data Mapping** column of this grid, you must enter a field number in the **Field No** column.
Length	Enter the number of characters that your bank requires for this field. This field is enabled only if you select **Fixed Length** in the **File Type** field.
Start	Enter the number of the starting position of this field in the text file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. Vision will calculate the end position based on the starting position and the length. This field is enabled only if you select **Fixed Length** in the **File Type** field.
Description	Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.
Data Mapping	Click in this field to enable the drop-down list, and from the list, select the type of information that is contained in the field that is entered in the row. The options are: ▪ **Constant** — Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field might be used for bank account information. ▪ **Vendor Database Field** — Select this option if you want this field to contain a field from the Vision Employee Info Center. For example, this field might be used for the vendor's bank information. ▪ **Check Database Field** — Select this option if you want this field to contain information from the Vision payment. For example, use this field to include the payment amount. ▪ **Calculation** — Select this option if you want this field to be calculated. ▪ **File Creation Number** — Select this option if you want this field to contain the file creation number that is entered on this tab. ▪ **File Creation Date** — This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is system generated at the time the export-to-text file is created. When you select **File Creation Date**, the **Mapping Value** and **Calculation** columns in the grid are disabled. ▪ **File Identifier** — This is the combination of the file creation date plus the file creation number.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>

Payment Currency — This item is available if you use the Multicurrency feature. It is available for all the Detail lines.
Bank Currency — This item is available if you use the Multicurrency feature. It is available for all the Detail lines. When you select Bank Currency, the Mapping Value and Calculation columns in the grid are disabled.
Account ID Sum — This is the sum of the account IDs.
Account Sum — This is the sum of the payments in the file. If Subtotal by Payment Currency is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.
Record Count — This is the number of payments in the file.
Record Counter — Select this option if you want this field to contain a record count number for the record in the text file. Each record in the text file will have a number value that is one greater than the previous record in the text file. You can include a Record Counter field for each line type (header, detail, trailer, and so on).

</td></tr>
<tr><td>Mapping Value</td><td>Based on the type of information that you selected in the Data Mapping field, enter the specific contents of the text file field in the Mapping Value field.
<table>
<tr><th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr>
<tr><td>Constant</td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr>
<tr><td>VendorDatabase Field</td><td>From the drop-down list, select a Vendor Info Center field.</td></tr>
<tr><td>Check Database Field</td><td>From the drop-down list, select a payment field.</td></tr>
<tr><td>Calculation</td><td>This field is not enabled. You enter the calculation information in the Calculation field of this grid.</td></tr>
<tr><td>File Creation Number</td><td>This field is not enabled. The file creation number is retrieved from the Last File Creation Number field on this tab.</td></tr>
</table>
</td></tr>
<tr><td>Calculation</td><td>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number.

Click the Calculation field and then click the to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation in this field.</td></tr>
</table>

Field	Description
	This field is enabled only if you select **Calculation** in the **Data Mapping** field.
Pad Character	Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified. For example, if a field contains the Vision **Vendor Name** and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character. When you leave this field blank, Vision pads with spaces. This field is enabled only when you select **Fixed Length** in the **File Type** field.
Justify	Select the justification for the contents of the field: **Left** or **Right**. This field is enabled only when you select **Fixed Length** in the **File Type** field.

SEPA File Format Tab of Bank Codes

Use this tab to enter information for the SEPA file format if you selected **SEPA** in the **Export to Text Format** field on the Bank Codes tab of the Bank Codes form.

The SEPA file format is a Single Euro Payments Area .xml file format that is commonly used in European countries. This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes: After the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code.

Contents

Field	Description
Address Line 1	This prefills with your company's address from the General tab in **Configuration** » **General** » **Company Settings**. You can change it as needed.
Address Line 2	This prefills with your company's address from the General tab in **Configuration** » **General** » **Company Settings**. You can change it as needed.
Country	This prefills with your company's country from the General tab in **Configuration** » **General** » **Company Settings**. You can change it as needed.
IBAN	Enter the international bank account number (maximum 34 characters) for your company. The bank uses this to identify the company that is distributing the payments.
BIC	Enter the bank identification code (either 8 or 11 characters) for your company. The bank uses this to identify the company that is distributing the payments.
SEPA XML Format	From the drop-down list in this field, select the file format to use for SEPA XML files. Options are:

Field	Description
	▪ pain.001.001.03 ▪ pain.001.002.03

Format Date and Time Dialog Box for Bank Codes

On the Format Date/Time dialog box, specify how you want the date and time to display in the text file for a bank code.

You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. On the Bank Codes form, open the User Defined File Format tab.
   This tab is enabled only if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab of the Bank Codes form.
3. Click beside the **Date Format** field.

Contents

Field	Description
Type	Click in this field, and select the date type from the list. The options (with examples in parenthesis) are: ▪ **Short date** (8/21/2015) ▪ **Medium date** (August 21, 2015) ▪ **Long date** (Thursday, August 21, 2015) ▪ **Short date and time** (8/21/2015 04:11:44) ▪ **Time** (04:11:44) After you select a date type, to further modify it, select or clear the check boxes in the **Date options** section in this dialog box. For example, clear the **Display day** check box to remove the display of the day from the date.
Sample	This field displays an example of how the date and time display based on your selection in the **Type** field and the options that you choose in the **Date options** and **Time options** sections.

Date Options Section

After you select the date type, use this section to define how the date displays. This section is fully enabled when you select **Short date**, **Medium date**, **Long date**, or **Short date and time** in the **Type** field on this dialog box. When you select **Time** in the **Type** field, only the **Display four digit year** and **Display leading zeros** check boxes are enabled in this section.

Field	Description
Use separator from regional settings	Select this check box to use the separator that is entered for the regional settings in Microsoft Windows as the separator between the day, month, and year in the date.
Date Separator	From the drop-down list, select the character to use as a separator between the day, month, and year in the date. This field is enabled only if you do not select the **Use separator from regional settings** check box.
Date order	From the drop-down list, select the order of the month, day, and year in the date. When you make a selection in this field, the date that is displayed in the **Sample** field changes accordingly.
Display day	Select this check box if you want the day included in the date. Clear the check box if you want to omit the day from the date.
Display month	Select this check box if you want the month included in the date. Clear the check box if you want to omit the month from the date.
Display year	Select this check box if you want the year included in the date. Clear the check box if you want to omit the year from the date.
Display four digit year	Select this check box if you want the year displayed with four digits. Clear this check box if you want the year displayed with two digits.
Display leading zeros	Select this check box if you want leading zeros displayed in dates. For example, the month of August displays as 08 instead of 8. Clear this check box if you do not want leading zeros displayed in dates.

Time Options Section

Use this section to determine how the time (hours, minutes, and seconds) is formatted. This section is enabled only when you select **Short date and time** or **Time** in the **Type** field.

Field	Description
Use separator from regional settings	Select this check box to use the separator that is entered for the regional settings in Microsoft Windows as the separator between the day, moth, and year in the time.
Time Separator	From the drop-down list, select the character to use as a separator between the time components (hour, minutes, and seconds).
24-hour clock	Select this check box if you want the displayed time to be based on 24 hours, numbered from 0 to 23.

Field	Description
Display AM/PM	Select this check box if you want the labels AM and PM included with the time.

Calculation Details Dialog Box

You can use calculations to produce control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number for text files that are created for payments.

On the Calculation Details dialog box, enter the line type and field number that you want to sum or count in a text file.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Banks**.
2. Click the User Defined File Format tab of the Bank Codes form.
   This tab is enabled only if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab of the Bank Codes form.
3. In the **Data Mapping** field on the **Employee** or **Vendor** grid, select **Calculation**.
4. In the **Employee** or **Vendor** grid, click in the **Calculation** field, and then click in the field.

Contents

Field	Description
Sum	Select this option to add together the values of a specific field in each record in a text file to provide a total in a text file. For example, you could sum the payment amounts to get a total monetary amount for the payment run.
Count	Select this option to count fields to provide a total count in a text file.
Line Type	From the drop-down list, select the line type of the field in the text file that you want to sum or count.
Field No	From the drop-down list, select the field number of the field that you want to sum or count. The field numbers that display in the list are based on the line type that you enter in the **Line Type** field in this dialog box.

Learn More About...

You may want to review guidelines for setting up direct deposit and NACHA electronic funds transfers and for using the Export to Text feature with bank codes.

Direct Deposit and NACHA Electronic Funds Transfer

In Vision, you can create files to make direct deposit payments for payroll and employee expenses and electronic funds transfer (EFT) payments to accounts payable vendors through the NACHA electronic payment network.

NACHA (National Automated Clearing House Association), now called the Electronic Payments Association, oversees the Automated Clearing House (ACH) Network in the United States.

You set up the NACHA file format information that your bank requires on the NACHA File Format tab in Banks Configuration.

The EFT information that you enter on the NACHA File Format tab is used when you process the following in Vision:

- Payroll direct deposits
- Employee Expenses direct deposits
- Accounts Payable EFT payments to vendors

If you use the Multicompany feature, you must set up bank codes and EFT information for each company in your enterprise.

Vision also provides another option to create files that contain payment information. For accounts payable and employee expenses payments, you can use the Export to Text option to create text files that contain payment information that is processed by a third-party software application.

Export to Text

Use the Export to Text feature in Vision Accounts Payable and Employee Expenses to create a .txt or .xml file that contains payment information, which is processed by a third-party software application.

You can use this feature if:

- Another company generates your vendor or employee expense payments with the accounts payable, employee expense, and check information that you provide in a .txt or an .xml file.
- You want to import payment information into banking software. This supports the electronic funds transfer requirements of many international banks.

The files that are created with the Export to Text feature are used for Vision accounts payable and employee expense payments. They are not used for Vision payroll and employee expense direct deposit or Accounts Payable EFT processing. These payment types use the NACHA file format, which you set up on the NACHA File Format tab in Banks Configuration.

You configure the Export to Text feature in **Configuration** » **Accounting** » **Banks**. In the **Export to Text Format** field on the Bank Codes tab, you select the format type to use for the files that are generated during the export-to-text process for a bank. If you select a user-defined or SEPA format type, you enter additional information for those format types on the User Defined File Format tab or the SEPA tab of the Bank Codes form.

The SEPA (Single Euro Payments Area) format is commonly used in European countries. This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA

format for other service level codes: After the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code.

If you use the Multicompany feature, you must set up Export to Text file information for bank codes for each company in your enterprise.

System Accounts Payable Configuration Overview

In System AP Configuration, you establish the accounts payable settings that apply system-wide, for all companies in your enterprise.

You establish the following:

- Voucher options, such as whether a voucher number is required during data entry, warning messages for duplicate invoices, display of leading zeros in voucher numbers, payee, and use of expense codes for Accounts Payable data entry.
- Vendor types, which you use to identify and group vendors so you can then associate liability codes with vendor types to automate transaction postings for vouchers. You can sort and select vendors by type on reports. You can select vendors by type in Accounts Payable Payment Processing. To close out (consolidate) vendor type data into one vendor type, use the Vendor Code Key Conversions utility. You can either consolidate data between two existing vendor types, or you can set up a new vendor type in which to close out vendor types no longer in use.
- Expense code setup, an optional feature that can make accounts payable voucher and accounts payable disbursement entry more efficient by prefilling the expense account based on the vendor and project you enter.

In addition to system-wide accounts payable options, there are other company-wide accounts payable options that you need to set up for each of your companies.

How to...

You set up system AP accounts, vendor types, and expense codes in Configuration.

Set Up System Accounts Payable

You need to configure voucher settings that apply system-wide for all your companies.

To specify system AP settings, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System AP**.
2. On the System AP Configuration form, click the Accounts Payable tab.
3. Complete the fields on this tab.
4. Click **Save**.

Set Up System AP Vendor Types

You set up vendor types that are used system-wide for all companies in your enterprise.

You can add vendor types, or modify the description or liability code for a vendor type, at any time. You can delete a vendor type only if no activity has been posted to it in the current fiscal year.

To set up vendor types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **System AP**.
2. On the System AP Configuration form, click the Vendor Types tab.
3. Complete the fields on the tab.
4. Click **Save**.

You set up liability codes for vendor types on the Vendor Types tab in **Configuration** » **Accounting** » **Company AP**.

Set Up AP System Expense Codes

If you select the **Enable expense codes** check box on the Accounts Payable tab of the System AP Configuration form, you set up expense codes on the Expense Codes tab.

When you use expense codes, the appropriate general ledger expense account prefills during AP voucher and AP disbursement entry based on the vendor and project you enter. This can help make your data entry more accurate and efficient.

To set up expense codes, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Accounting** » **System AP**.
2. On the System AP Configuration form, click the Expense Codes tab.
3. On the grid toolbar, click **Insert**.
4. Complete the fields in the grid.
5. Click **Save**.

Delete System AP Expense Codes

You can delete an expense code only if it is not referenced in an expense code override table, in the Vendor Info Center as a default expense code, or in any open AP voucher or AP disbursement.

To delete an expense code, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Accounting** » **System AP**.
2. On the System AP Configuration form, click the Expense Codes tab.
3. On the grid, click the row of the expense code that you want to delete.

4. On the grid toolbar, click **Delete**.
5. Click **Save**.

Fields and Options

Use the System Accounts Payable Configuration form to specify system-wide AP settings.

System AP Configuration Form

Use the System AP Configuration form to create or modify AP vendor types and expense codes.

Display the System AP Configuration Form

You display the System AP Configuration form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **System AP**.

Accounts Payable Tab of System AP Configuration

Use the Accounts Payable tab to enter system-level Accounts Payable settings related to vouchers and to enable expense codes.

Contents

Field	Description
Require entry of voucher numbers	When you select this option, users who enter accounts payable vouchers in Transaction Entry are required to enter the voucher number manually. If you select this option and you use the Multicompany feature, you must enter starting and ending voucher numbers on the Accounts Payable tab in **Configuration** » **Accounting** » **Company AP** for each company. If you do not select this option, Vision automatically assigns the voucher number at the time of posting the accounts payable voucher. You also have the option to turn on and configure automatic numbering of vouchers (and payments and reference numbers for other transaction types) on the Transaction Auto Numbering tab in **Configuration** » **Accounting** » **System Settings**. If you have multiple companies, you can turn on automatic numbering by company.
Display warning message for duplicate invoices for a Vendor in AP transaction entry	Select this option to have a warning message display in each of these areas of Vision when a user enters a duplicate invoice number there (even if the duplicate's invoice date is different): ▪ **Accounting** » **Accounts Payable** » **Create Voucher from PO** ▪ **Transaction Center** » **Transaction Entry** » **AP Voucher**

Field	Description
	▪ **Transaction Center** » **Transaction Entry** » **AP Disbursement**
Display voucher number leading zeros	Clear this check box if you do not want leading zeros in a voucher number to display in certain dialog boxes and reports. This may make them easier to read.
Enable expense codes	Select this check box if you want to use accounts payable expense codes in Accounts Payable Voucher Transaction Entry and Accounts Payable Disbursement Transaction Entry. Accounts payable expense codes eliminate the need to know whether or not an expense is billable to the client at the time of accounts payable voucher or accounts payable disbursement entry. The general ledger expense account prefills during data entry based on the default expense code set up for a vendor, a project's charge type (regular, overhead, or promotional), and whether or not a project's expenses are designated as billable. When you select the **Enable expense codes** check box, the following items are enabled throughout Vision: ▪ An Expense Codes tab in the System AP Configuration form. If you use the Vision Multicompany feature, an Expense Codes Accounting tab also displays. ▪ A **Default Expense Code** field on the Accounting tab of the Vendor Info Center. ▪ A **Bill by Default** section that includes **Consultants** » **Other Expenses** » **Override Table** fields on the Accounting tab of the Project Info Center. ▪ An **Expense Code Override** menu item in **Configuration** » **Accounting**. ▪ An **Expense Code** field in the Accounts Payable Vouchers form and Accounts Payable Disbursements form in **Transaction Center** » **Transaction Entry**.
Require expense code in transaction entry for	If you selected the **Enable expense codes** check box on this tab, select from the drop-down list the expense code requirements for accounts payable voucher and accounts payable disbursement entry in the Transaction Center. Options are: ▪ **Not Required** — You can complete accounts payable voucher and accounts payable disbursement entry without expense codes. If a vendor has a default expense code, it prefills for vouchers and disbursements, but users can delete any prefilled expense code and leave the **Expense Code** field blank. ▪ **Regular Projects** — You are required to enter expense codes only for projects with a regular charge type.

Field	Description
	▪ **All Projects** — You are required to enter expense codes for projects with all charge types (regular, overhead, and promotional). Charge type is entered on the Accounting tab of the Project Info Center.
Payment Payee	Use this option to specify the Vendor Info Center field whose data you want to populate the **Payee** field in **Accounting** » **Accounts Payable** » **Payment Processing** and the **Recipients Name** field in **Accounting** » **Accounts Payable** » **Form 1099 Processing**. The options are: ▪ **Name of Vendor** (from the Name field in Vendor Info Center) ▪ **Address 1 of Vendor's Address** (from the **Address 1** field in Vendor Info Center)
Project level to check when determining the paid status of invoices	In Vision, you must enter receipts against the correct project, phase, or task level. Otherwise, the invoice is not marked as paid. Use this option to specify the WBS level at which you define an invoice as fully paid.

Vendor Types Tab of System AP Configuration

Use the Vendor Types tab to set up vendor types. Vendor types enable you to identify and group vendors so they can be associated with liability codes to automate transaction postings for your vouchers.

You set up liability codes for vendor types in Company AP Configuration.

Contents

Field	Description
Type	Enter a code by which to identify this vendor type throughout Vision.
Description	Enter a description for this vendor type. This description appears in place of the vendor type code in all lookups and on reports.
Retain Paid Vouchers	Select this option if you want to retain vouchers with a zero balance until the project has been closed.

Expense Codes Tab of System AP Configuration

If you select the **Enable expense codes** check box on the Accounts Payable tab, use the Expense Codes tab to set up expense codes

If you use the Multicompany feature, after you set up expense codes on the Expense Codes tab, you must associate the expense codes with each of your companies on the Expense Codes Accounting tab.

With multiple companies, only the **Expense Code**, **Description**, and **Expense Code Type** fields display on the Expense Codes tab. The **Reimbursable Account**, **Direct Account**, **Overhead Account**, **Promotional Account**, **Bill by Default**, and **Account Editable** fields display on the Expense Code Accounting tab so that you can set them up appropriately for each company.

Contents

Field	Description
Expense Code	Enter a code by which to identify this expense code throughout Vision.
Description	Enter a description for this expense code. For ease of use, the description should match the description of the general ledger accounts entered for this expense code.
Reimbursable Account	Click in this field and on the Account Lookup dialog box, select the reimbursable general ledger account to associate with this expense code. Only the range of reimbursable accounts as defined on the Accounts tab in **Configuration**, **Accounting**, **System Settings** is included in the lookup list. This account is required if you do not select the **Account Editable** check box in this grid. The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Project Info Center: ▪ The **Charge Type** is **Regular**. ▪ The **Bill by Default** setting is **Yes**.
Direct Account	Click in this field and on the Account Lookup dialog box, select the direct general ledger account to associate with this expense code. Only the range of direct accounts as defined on the Accounts tab in **Configuration** » **Accounting** » **System Settings** is included in the lookup list. This account is required if you do not select the **Account Editable** check box in this grid. The direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Project Info Center. ▪ The **Charge Type** is **Regular**. ▪ The **Bill by Default** setting is **No**.
Overhead Account	Click in this field, and from the Account Lookup dialog box, select the overhead general ledger account to associate with this expense code. This account is required if you do not select the **Account Editable** check box in this grid.

Field	Description
	The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.
Promotional Account	Click in this field, and from the Account Lookup dialog box, select the promotional general ledger account to associate with this expense code. This account is required if you do not select the **Account Editable** check box in this grid. The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.
Bill by Default	When a project has a regular charge type, the bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry. The **Bill by Default** field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Project Info Center. By default, the **Bill by Default** check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client). Because there are two types of expense codes — consultants and other — there is a **Consultants** and **Other Expenses** field in the **Bill by Default** section on the Accounting tab of the Project Info Center. The default setting for both of these is **Expense Code**. This means Vision looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project. If you plan to use the **Expense Code** feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects. If you plan to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select **Yes** or **No** for the **Consultants** and **Other Expenses** fields in the **Bill by Default** section of the Project Info Center for each project.
Account Editable	Select this check box if you want to allow users to change the expense account that prefills per a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.

Field	Description
Expense Code Type	Click in this field to select **Consultant** or **Other**. You set up separate expense codes for consultant expenses and other (non-consultant) expenses. For example, consultant expenses might be part of the fee (not billable), but other expenses might be billable to the client. Assigning **Consultant** or **Other** to each expense code lets Vision know which bill by default value to use from the Project Info Center. On the Accounting tab of the Project Info Center in the **Bill by Default** section, you determine whether or not consultant type and other type expense codes are billable for the project. Expense code types are intended to correspond with the consultant and non-consultant expense account ranges defined on the Accounts tab in **Configuration** » **Accounting** » **System Settings**, but it is not required.

Expense Codes Accounting Tab of System AP Configuration

If you use accounts payable expense codes and you use the Vision Multicompany feature, you need to associate expense codes with each of your companies on the Expense Codes Accounting tab.

Contents

Field	Description
Expense Code	From the drop-down list, select an expense code. (You set up Expense codes on the Expense Codes tab.)
Company	From the drop-down list, select a company.
Reimbursable Account	Click in this field, and from the Account Lookup dialog box, select the reimbursable general ledger account to associate with this expense code. Only the range of reimbursable accounts as defined on the Accounts tab in **Configuration** » **Accounting** » **System Settings** is included in the lookup list. This account is required if you do not select the **Account Editable** check box in this grid. The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Project Info Center. ▪ The **Charge Type** is **Regular**. ▪ The **Bill by Default** setting is **Yes**.
Direct Account	Click in this field and on the Account Lookup select the direct general ledger account to associate with this expense code. Only the range of direct

Field	Description
	accounts as defined on the Accounts tab in **Configuration** » **Accounting** » **System Settings** is included in the lookup list. This account is required if you do not select the **Account Editable** check box in this grid. This direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement, when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Project Info Center. ▪ The **Charge Type** is **Regular**. ▪ The **Bill by Default** setting is **No**.
Overhead Account	Click in this field and on the Account Lookup select the overhead general ledger account to associate with this expense code. This account is required if you do not select the **Account Editable** check box in this grid. The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.
Promotional Account	Click in this field and on the Account Lookup select the promotional general ledger account to associate with this expense code. This account is required if you do not select the **Account Editable** check box in this grid. The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.
Bill by Default	When a project's charge type is regular, the Bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry. The **Bill by Default** field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Project Info Center. By default, the **Bill by Default** check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client). Because there are two types of expense codes — consultants and other — there is a **Consultants** and **Other Expenses** field in the **Bill by Default** section on the Accounting tab of the Project Info Center. The default setting for both of these is **Expense Code**. This means Vision looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project.

Field	Description
	If you are going to use the **Expense Code** feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects. If you are going to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select **Yes** or **No** for the **Consultants** and **Other Expenses** fields in the **Bill by Default** section of the Project Info Center for each project.
Account Editable	Select this check box if you want to allow users to change the expense account that prefills per a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.

Learn More About...

You may want to set up expense codes to make AP-related tasks easier.

Accounts Payable Expense Codes

Accounts Payable expense codes allow for easier, more accurate data entry. They eliminate the need to know whether an expense is billable (reimbursable) or not billable (direct) to a client at the time of AP voucher or AP disbursement entry.

The general ledger expense account prefills during data entry based on the vendor and project that you enter for a voucher or disbursement. Accounts payable expense codes are optional.

Configuration Settings

Enter configuration information in the following locations:

- **Configuration** » **Accounting** » **System AP** — On the Accounts Payable tab, complete the two settings to turn on the expense code feature.
- **Configuration** » **Accounting** » **System AP** — On the Expense Codes tab, set up expense codes and their general ledger expense accounts. If you use the Multicompany feature, enter setup information on both the Expense Codes tab and Expense Codes Accounting tab.
- **Info Center** » **Vendors** — On the Accounting tab, enter a default expense code that prefills when you enter an AP voucher or AP disbursement for the vendor.
- **Info Center** » **Projects** — In the **Bill by Default** section of the Accounting tab, designate whether or not consultant type and other type expenses codes are billable by default when applied to a project on an AP voucher or AP disbursement. Enter an expense code override table, as needed.
- **Configuration** » **Accounting** » **Expense Code Override** — Enter override tables if you need them. These are exception tables in which you assign bill by default settings to specific expense codes, which override the bill by default setting that applies to all the expense codes for a project. You enter an override table for a project on the Accounting tab in the Project Info Center.

Processing

When you use accounts payable expense codes, a vendor's default expense code from the Vendor Info Center prefills when you enter an AP voucher or AP disbursement.

- An expense code does not prefill for a voucher or disbursement if a default expense code was not entered for the vendor in the Vendor Info Center.
- When an expense code does not prefill, you can manually enter one for the voucher or disbursement. If you do not require expense codes (setting is in System AP Configuration), you can leave the expense code field blank and manually enter the general ledger expense account.

If you use the Multicompany feature, the default expense code is retrieved from vendor's accounting record that is associated with the project's company, not the active company.

Because an expense code has a reimbursable, direct, overhead, and promotional expense account associated with it, to determine which one prefills for the voucher or disbursement, Vision looks at the following settings after you enter a project for the voucher or disbursement.

- A project's **Charge Type** (**Regular**, **Overhead**, or **Promotional**) on the Accounting tab of the Project Info Center.
- A project's **Bill by Default** settings on the Accounting tab of the Project Info Center.

When you enter a project for an AP voucher or AP disbursement, the general ledger expense account is determined as follows.

Expense Account from the Expense Code Used	When.....
Overhead account	The project entered for the voucher or disbursement has an overhead charge type.
Promotional account	The project entered for the voucher or disbursement has a promotional charge type.
Reimbursable account	The project entered for the voucher or disbursement has: ▪ A regular charge type. ▪ Expenses that are billed by default.
Direct account	The project entered for the voucher or disbursement has: ▪ A regular charge type. ▪ Expenses that are not billed by default.

Company Accounts Payable Configuration Overview

Use Accounts Payable Company Settings to set up the accounts payable company-wide features, including default payment terms, liability codes, vendor types, and discount codes.

Liability Codes

If you use organizations and maintain separate balance sheets for your organizations, you should set up a liability code for each organization. However, if you want the voucher posting to follow the project's organization, you do not have to enter a liability code for each organization. Instead, leave the **Organization** field in Company AP Liability Code Setup blank, and the liability follows the project's organization.

Liability codes are associated with the vendor type by default; however, you can override the default liability code in Accounts Payable Voucher Transaction Entry.

To close out (consolidate) liability code data into one liability code, use the Liability Code Key Conversions utility. You can either consolidate data between two existing liability codes, or you can set up a new liability code in which to close out liability codes no longer in use.

Discount Codes

You can specify the discount codes for all the vouchers for a project/phase/task using AP Company Discount Codes. Vision uses discount codes during processing to determine the account, project, and task to which to post any discounted dollars when the voucher is paid. If you want a vendor to use discount terms, you must specify the discount code on the Accounting tab in the Vendor Info Center.

You also set up discount terms for each vendor on the Accounting tab in the Vendor Info Center. These terms include a discount percentage and discount period in which the discount applies. During Automatic Payment Processing or Manual Select Payment Processing, Vision automatically applies the discount percentage to the payment amount if the discount period is between the payment date and invoice date (specified on the Payment Processing form).

Closing Out Discount Codes

To close out (consolidate) discount code data into one discount code, use the Discount Code Key Conversions utility. You can either consolidate data between two existing discount codes, or you can set up a new discount code in which to close out discount codes no longer in use.

System Settings

In addition to these company-wide accounts payable options, you must set up other accounts payable options at the system level.

Multicompany

If you use the Multicompany feature, you must set up accounts payable for each company. To do this, from the Vision Navigation menu, click **Utilities** » **Change Company**, and select the next company for which you want to set up this information. The name of the active company displays at the top of the Accounting Company Settings form.

Checklist: Configure and Enable Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

You upload and approve AP invoices that you receive from vendors in **Accounting** » **AP Invoice Approvals**.

Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location in Vision
1	The Accounting module must be activated.	**Configuration** » **Module Activation**
2	You must have Microsoft SQL Server FILESTREAM enabled for use with Vision's Transaction Document Management feature. FILESTREAM is required for uploading Accounts Payable vendor invoices into Vision, and it affects access to configuration settings for AP invoice approvals.	See the *Deltek Vision Advanced Technical Installation Guide* for instructions on configuring FILESTREAM.
3	If you use organizations in Vision and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	1. Create approval roles for all your organizations in **Configuration** » **Organization** » **General**. 2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: ▪ **Configuration** » **Organization** » **General** — Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup. ▪ **Configuration** » **Organization** » **Individual** — Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.
4	Create an approval workflow for accounts payable invoices.	**Configuration** » **Workflow** » **Approval Workflows** When you create an approval workflow, select **AP Invoice Approvals** in the **Application** field on the General tab.

Step	Description	Location in Vision
		Microsoft SQL Server FILESTREAM must be enabled before you can create an approval workflow for the AP Invoice Approvals application. On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step. You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.
5	Enable approvals for accounts payable invoices, and assign an approval workflow for it.	**Configuration** » **Accounting** » **Company AP** In the AP Invoice Approvals section of the Accounts Payable tab, select the **Enable AP Invoice Approvals** check box. In the **Approval Workflow** field, select the approval workflow to use. This section displays only if you have Microsoft SQL Server FILESTREAM enabled for use with Vision's Transaction Document Management feature. When you save these settings, the next time a user clicks **Submit** on the toolbar of the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**, the approval process starts for an AP invoice. A Progress tab displays on the AP Invoice Approvals form.

How to...

In addition to establishing company-wide AP settings, you can set up AP liability codes, vendor types, and discount codes.

Display Custom Check Templates as Options in the Template Field

You can create custom templates for accounts payable checks with Microsoft SQL Server Reporting Services report writing tools. Contact the Vision Custom Programming Group or Deltek Customer Care for more information.

The custom templates display as options in the **Template** field on the Accounts Payable tab of the Company AP Configuration form or the General tab of the Accounting Company Settings form.

To set custom templates to display as options in the Template field, complete the following steps:

1. Follow the correct naming convention for each custom template file:
   - Canada: CheckAPDefault_CAD_*UniqueTemplateName*_Custom.rdl
   - United Kingdom: CheckAPDefault_UK_*UniqueTemplateName*_Custom.rdl
   - United States: CheckAPDefault_*UniqueTemplateName*_Custom.rdl

2. Store the custom template file in the Vision \Reports\Custom\Check folder on your application server. The default location is C:\Program Files\Deltek\Vision\Reports\Custom\Check. The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<*XXXXX*>\Check).
3. To use subreports for custom templates, copy the following subreports from the \Deltek\Vision\Reports\Check folder on your Vision application server to the \Deltek\Vision\Reports\Custom folder on your application server.
   - InvoiceDetails.rdl
   - EFT_AP.rdl

You can modify the subreports in the Custom folder, but you must not rename them. If you rename them, when you print checks with a custom check template, the subreports will not be found.

Load Custom Checks on the Vision Report Server

You need to load custom checks on the Vision report server so that they will be available in Employee Expenses or Accounts Payable.

To load custom checks and their subreports on your Vision report server, complete the following steps:

1. From the Vision Navigation menu, click **Utilities** » **Report Administration**.
2. In the **Location of reports on application server** field on the Load Reports tab, enter the location of the custom check templates on your application server.
   The default location is C:\Program Files\Deltek\Vision\Reports\Custom.
3. In the **Report Type** field, click **Custom**.
4. In the **Report Name** field, enter the specific custom check template file name.
5. Click the **Load Report Files** button.
6. Repeat these steps for additional custom check templates.
   After you load a custom check template, only the main custom check template file displays in the Loaded Reports grid. The grid hides the subreports.

Set Up Company Accounts Payable

You define company-wide information to be used by Vision when vouchers are processed and paid.

To set up Company Accounts Payable, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company AP**.
2. On the Company AP Configuration form, click the Accounts Payable tab.
3. Complete the fields on this tab.
4. Click **Save**.

To print the Accounts Payable Configuration report, which lists the settings that you entered here, click **Print** on the toolbar.

Set Up Company AP Liability Codes

Use the company AP liability codes to define the implicit posting of the vouchers to an account number and to an organization (if applicable).

You can divide your accounts payable liability among separate accounts on the general ledger by defining and using multiple liability codes. There is no limit to the number of liability codes you can define for your firm. Initially, you must add at least one liability code before you enter vouchers. However, liability codes can be added at any time.

To set up liability codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company AP**.
2. On the Company AP Configuration form, click the Liability Codes tab.
3. Perform one of the following actions:

Option	Description
To add a new code	Position the row selector on the row above where you want to add the new code, click **Insert**, and complete the new row.
To add a new code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

   You can delete a liability code only if there has been no activity posted to it in the current fiscal year. For example, when you first set up and add liability codes to the database, you can use Liability Code Setup to delete codes that have no activity posted to them.
4. Complete the fields on this tab.
5. Click **Save**.

To print the Liability Code report, which lists the settings that you entered here, click **Print**.

Set Up Company AP Vendor Types

You assign default liability codes to vendor types in Company AP Configuration.

Prerequisites: Before you assign default liability codes to vendor types, you must create the liability codes and vendor types.

To assign default liability codes to vendor types, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company AP**.

2. In the Company AP Configuration form, click the Vendor Types tab.
3. Perform one of the following actions:

Option	Description
To assign a new type	Position the row selector on the row above where you want to assign the new type, click **Insert**, and complete the new row.
To assign a new type that has the same liability code, copy an existing type and then modify it.	Position the row selector on the row you want to copy, click **Copy** and modify the liability code.

4. Click **Save**.

To print the Vendor Type report, which lists the settings that you entered here, click **Print**.

Set Up Company AP Discount Codes

There is no limit to the number of discount codes you can have defined for your firm. You can add discount codes, or modify discount setup data, at any time.

You can delete a discount code only if there has been no activity posted to it in the current fiscal year.

To set up discount codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company AP**.
2. On the Company AP Configuration form, click the Discount Codes tab.
3. Perform one of the following actions:

Option	Description
To add a new code	Position the row selector on the row above where you want to add the new code, click **Insert**, and complete the new row.
To add a new code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

4. Complete the fields on the tab.
5. Click **Save**.

To print the Discount Codes report, which lists the settings that you entered here, click **Print**.

Fields and Options

Use the Company AP Configuration form to establish AP settings on a company-by-company basis.

Company AP Configuration Form

Use the Company AP Configuration form to specify how Vision process Accounts Payable at the company level.

If you use the Multicompany feature, you must set up these company-wide settings for each company. To navigate to another company, click **Utilities** » **Change Company** on the Vision Navigation menu. The name of the active company displays at the top of the Company AP Configuration form.

Display the Company AP Configuration Form

You display the Company AP Configuration form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company AP**.

Accounts Payable Tab of Company AP Configuration

Use this tab to specify how Vision processes accounts payable vouchers and enable AP Invoice Approvals.

Contents

Field	Description
Default Payment Terms	This field indicates how Vision calculates the number of days from the invoice date until the date of payment. Vision populates the payment terms and date fields in new Vendor Info Center records and in transaction data entry with this calculated value. You can modify the prefilled payment terms in the Vendor Info Center and Transaction Center. Enter the payment terms that you want to use as the default value. **The options are:** ▪ Enter the number of days in which vouchers are typically paid after the invoice date. The vouchers are included in the payment run on or after the number of days specified. This number must be between 0 and 1,000 days. For example, to pay a voucher after 30 days, enter **30** in the **Number of Days** field. For a voucher with the invoice date 06/30/15, the payment date is 07/30/15, which is 30 days after the invoice date. ▪ **Next** — Select this option from the drop-down list to schedule all vouchers with a payment date of **Next**. Vouchers are included in the next payment

Field	Description
	run. For example, if you enter a voucher on 6/30/09 and the next Automatic AP Payment Processing run is performed on 7/15/09, the voucher is included in the run. ▪ **Hold** — Select this option from the drop-down list if you do not want a payment date assigned to vouchers. The vouchers are on hold until you manually switch the payment terms from **Hold** to one of the other three options. ▪ **PWP** — Select this option from the drop-down list for all vouchers to be scheduled with a payment date of PWP (pay when paid). The vouchers are in the payment run immediately following payment in full to your firm of the invoice that included the voucher.
Start Voucher	This field displays if you use the Multicompany feature and you selected the **Require entry of voucher numbers** check box on the Accounts Payable tab in **Configuration** » **Accounting** » **System AP**. Enter a starting voucher number for the active company that you have open if you want users to manually enter voucher numbers, but you want to prevent the same voucher number from being used across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers that you specify in **Configuration** » **Accounting** » **Company AP**. You can use the **Require entry of voucher numbers** feature and nevertheless enter alphanumeric voucher numbers for vouchers that are created in **Transaction** » **Transaction Entry** and in **Accounting** » **Accounts Payable** » **Create Voucher from PO**. Alphanumeric voucher numbers are susceptible to duplication across companies.
End Voucher	This field displays if you use the Multicompany feature and you selected **Require entry of voucher numbers** on the Accounts Payable tab in **Configuration Accounting System AP**. Enter an ending voucher number if you want users in the current company to manually enter voucher numbers, but you want to prevent the same voucher number from being used across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers that you specify in **Configuration** » **Accounting** » **Company AP**. You can use the **Require entry of voucher numbers** feature and nevertheless enter alphanumeric voucher numbers for vouchers created in **Transaction** » **Transaction Entry** and in **Accounting** » **Accounts Payable** » **Create Voucher from PO**. Alphanumeric voucher numbers are susceptible to duplication across companies.

Payments Section

Use the fields in the **Payments** section to determine the layout, formatting, and contents for accounts payable checks.

Accounts payable payments are generated in **Accounting** » **Accounts Payable** » **Payment Processing**.

Field	Description
Format	Select the country whose check format most closely matches the accounts payable format that you use. The country that you choose in this field and the template that you choose in the **Template** field on this tab determine how your accounts payable checks print. The settings that you enter in the **Format** and **Template** fields must be suited to the check stock that you use. The options are: ▪ **Canada** — When you select this format, you can use the **Payment Face Date** field and the **Print date format indicator on payment face** check box on this tab to choose the payment date format and determine whether or not the date format indicator prints on the check face. ▪ **United Kingdom** — This format is designed for use with A4-sized paper. ▪ **United States**
Print date format indicator on payment face	This check box applies to Canadian checks and is enabled when you select **Canada** in the **Format** field. Select this check box if your check stock does not have the required date format indicator preprinted on the check stock. Vision then prints the format indicator on the check face according to the settings that you enter in the **Date order** and **Display four digit year** fields in the Format Date/Time dialog box. This dialog box displays when you click in the **Payment Face Date** field on this tab.
Template	Select the template to use for your accounts payable payments: ▪ **Deltek two-part** — The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock. ▪ **Deltek three-part** — The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock. ▪ **Deltek check on bottom** — The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select **United Kingdom** in the **Format** field on this tab. This template is formatted to fit A4-sized paper. ▪ **<Custom template>** — If you create custom templates for accounts payable payments, they are included in this drop-down list with their actual file names. The setting that you choose in this field and the country that you choose in the **Format** field on this tab determine how your accounts payable payments print. For all of the templates: ▪ The payment date prints on each check stub. ▪ The vendor's address prints on the check stub based on the address format that is selected for the vendor's country in the Country code table in **Configuration** » **General** » **Code Tables**.

Field	Description
	▪ The payee (vendor) address includes the country if the vendor's country is different than your company's country. ▪ User-defined field tables are available so that you can easily add them if you customize the payment templates with Microsoft SQL Server Reporting Services.
Vouchers on Stub	Enter the number of paid vouchers to print on the check stub. The check stub provides a list of paid items. ▪ If you selected the **Deltek two-part** or **Deltek check on bottom** template, the maximum number of vouchers that you can enter for the stub is 30. ▪ If you selected the **Deltek three-part template**, the maximum number of vouchers that you can enter for the stub is 15. If a payment contains more than the number of vouchers allowed for a stub (30 or 15 depending on which template you selected), multiple checks that add up to the full payment amount are generated. The first check is printed for the first 30 or 15 vouchers. Additional checks are printed for each additional set of 30 or 15 vouchers. If you prefer to have one check print when a payment contains more than the number of vouchers allowed for a stub, select the **If more than # vouchers** in the **Remittance Advice** field on this tab.
Remittance Advice	A remittance advice prints a list of paid vouchers on a separate form when you pay vendors by check. Select one of the following remittance advice options: ▪ **Never Print** — Vision never prints a remittance advice, and voucher information is always printed on the check stub. ▪ **Always Print** — Vision always prints a remittance advice for your vendors, and voucher information is NOT printed on the check stub. The check stub displays "See Remittance Advice" to direct the reader to the remittance advice for voucher information. ▪ **If more than # vouchers** — This option displays with the number of vouchers that you entered in the **Vouchers on Stub** field. For example, if you entered **30** in the **Vouchers on Stub** field, this option is labeled **If more than 30 vouchers**. Select this option if you want the following to happen when one payment includes more vouchers than the number of vouchers that you entered in the **Vouchers on Stubs** field: ▪ One check will be generated for the total amount of all vouchers. ▪ "See Remittance Advice" is printed on the check stub. The stub does not list paid vouchers.

Field	Description
	▪ The remittance advice lists all the paid vouchers. When you select the **If more than # vouchers** option, if the number of vouchers for a payment is less than the number that you entered in the **Vouchers on Stubs** field, Vision prints all voucher information on the check stub.
Currency	Click in this field to open the Format Currency dialog box, and enter currency format information to apply to the check face and stub. This applies for any selected check format and template, including custom templates.
Payment Face Date	Click in this field to open the Format Date/Time dialog box, and enter date format information for the date that prints on the check face. This applies for any selected check format and template, including custom templates. **Check stub date format:** ▪ For the **Deltek two-part** and **Deltek three-part** check templates, the date on the check stub uses the Short Date format that is currently specified in your Regional and Language settings. ▪ For the **Deltek check on bottom** check template, the settings that you enter in the **Payment Face Date** field apply to the date on the check stub. **Voucher details date format:** The date for voucher details on the check stub uses the Short Date format that is currently specified in your workstation's Regional and Language settings.

Approvals Section

This section displays only if you enabled Microsoft SQL Server FILESTREAM for use with Vision's Transaction Document Management feature. FILESTREAM is required for uploading accounts payable vendor invoices into Vision. See the *Deltek Vision Advanced Technical Installation Guide* for instructions on configuring FILESTREAM.

Field	Description
Use Approval Workflow for AP Invoice Approvals	Select this check box if you want accounts payable vendor invoices to go through a review and approval process. After you select this check box: ▪ Enter an approval workflow to use in the **Approval Workflow** field. ▪ The AP Invoice Approval application displays on the Accounting menu in the Vision Navigation pane. Use this application to upload AP vendor invoices into Vision, submit them for approval, approve or reject them, and then create an AP voucher from the AP invoice or create a voucher from a purchase order for an AP invoice. If you clear this check box after it was selected and there are AP invoice approvals in progress:

Field	Description
	▪ You will receive a message informing you that the in-progress AP invoice approvals will be canceled if you clear the check box. ▪ For any in-progress approvals, a row is added on the Approval History dialog box. The row displays a comment in the **Comment** field to indicate that the approval workflow was disabled. (You access this dialog box by clicking the **History** button on the Progress tab on the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**.) If you select this check box to re-enable approvals after you have used approvals and then disabled them: When you reselect the check box again, any in-progress approvals will have a row added on the Approval History dialog box. The row displays a comment in the **Comment** field to indicate that the approval workflow is now enabled. (You access this dialog box by clicking the **History** button on the Progress tab on the AP Invoice Approvals form in **Accounting** » **AP Invoice Approvals**.)
Approval Workflow	If you selected the **Use Approval Workflow for AP Invoice Approvals** check box, select the approval workflow to use for approving AP invoices from the drop-down list in this field. You set up approval workflows in **Configuration** » **Workflow** » **Approval Workflows**. Only approval workflows that are set up for the AP Invoice Approvals application that have an Active status display in the drop-down list in this field. If you change the approval workflow and there are AP invoice approvals in progress: ▪ You will receive a message informing you that the in-progress AP invoice approvals will be restarted using the new approval workflow that you enter. ▪ For any in-progress approvals, a row is added on the Approval History dialog box. The row displays a comment in the **Comment** field to indicate that the approval workflow was restarted. (You access this dialog box by clicking the **History** button on the Progress tab on the AP Invoice Approvals form in **Configuration** » **Workflow** » **Approval Workflows**.)

Liability Codes Tab of Company AP Configuration

Use the Liability Codes tab to define the implicit posting of the vouchers to an account number and to an organization (if applicable).

Contents

Field	Description
Code	Enter a code to identify this liability code, using up to 10 characters of free text. For example, you can define your Accounts Payable consultant account as Consult.

Field	Description
Description	Enter a description for the liability code. The description is used in place of the code on accounts payable reports. If you use Organization Reporting, you can include the name of the organization in the description.
Account	Enter the account or click and select an account on the Account lookup. The account that you specify will receive the implicit posting when you use this liability code in transaction entry/posting routines.
Account Description	When you enter the account, Vision automatically enters the name of the account in this field.
Organization	If you are using the Organization application and you are maintaining separate Balance Sheets, specify the organization code to which vouchers using this liability code will post. You can enter an organization in this field or click and select an organization on the Organization Lookup. You can post the accounts payable credit to the same organization as the debit (in other words, the organization to which the project belongs). If you want to do this, leave **Organization** blank. If you use a liability code that defines an organization when entering a voucher, the debit and credit may post to separate organizations. If this situation occurs, a tolerance appears if you are maintaining separate balance sheets. However, a consolidated balance sheet should not show a tolerance. To avoid the possibility of a tolerance, enter your vouchers in batches according to the organization of the debit. If you cannot enter your vouchers in batches according to the organization of the debit, you should enter the vouchers using a liability code that does not define an organization. In this situation, the debit and credit amounts get posted to the organization associated with the project of the debit.

Vendor Types Tab of Company AP Configuration

Use the Vendor Types tab to assign default liability codes to vendor types.

Contents

Field	Description
Type	Select the vendor type to which you want to assign the liability code.
Liability Code	Select the liability code to use when posting transactions to this vendor type. Liability codes are created on the Liability Codes tab. If you use separate liability codes, it is useful to attach a liability code to the appropriate vendor type. Then, the transaction entry supplies the liability code automatically for each vendor. For example, assume you have the following liability codes defined: Consult, Trade, Employee, and Other. You may want to set up the following vendor types: C - Consultant, T – Trade, E – Employee, and O – Other.

Discount Codes Tab of Company Accounts Payable Configuration

Use the Discount Codes tab to set up discount codes and their general ledger accounts for Accounts Payable vouchers for a project/phase/task.

On the Accounting tab in the Vendor Info Center, you select a discount code for a vendor and set up discount terms (discount percentage and the number of days in which it applies).

Contents

Field	Description
Code	Enter a code to identify this discount code, using up to 10 characters of free text. For example, you can define the normal discount offered by your firm as Standard.
Description	Enter a description for the discount code. The description is used in place of the code on Accounts Payable reports. If you are using the Organization application, you may want to include the name of the organization.
Project	Enter the project that will receive the discounted credit amount when posting payments in Accounts Payable Payment Processing. When you reference an income statement account, you must specify a project number. This project is usually an overhead project.
Phase	Enter the phase (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.
Task	Enter the task (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.
Account	Enter the account to which Vision will credit the discount amount. You can only enter a balance sheet, indirect expense, or other revenue and expense account in this field. Also, note that the account you enter in this field cannot be specified as an automatic posting account on the Accounts tab in **Configuration** » **Accounting** » **System Settings**. You may want to create an indirect account (700.00-799.99 in the standard Chart of Accounts) in which to track discount amounts, such as 793.00 - Discounts Taken.
Apply Taxes	If you want the discount applied to taxes included on a voucher, select this check box. With this check box selected, if a vendor has a discount code and a tax code set up in the Vendor Info Center, when you post a check for a voucher with taxes applied, the discount is also applied to the tax amount (if the payment falls within the discount period).

Learn More About...

You may find it helpful to review related information about approval workflows.

Approval Workflows Overview

Approval workflows allow you to set up an approval process for records that you enter in certain Vision applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

Configuration

You create and configure approval workflows for each type of record or application in **Configuration** » **Workflow** » **Approval Workflows**. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in Vision, you can specify approver roles at the organization level. In **Configuration** » **Organization** » **General**, you create approval roles for all your organizations. In **Configuration** » **Organization** » **General** or **Configuration** » **Organization** » **Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the General tab for Purchasing applications.
- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Inventory tab for Inventory item requests.
- **Configuration** » **Accounting** » **Company AP** on the Accounts Payable tab for accounts payable vendor invoices.
- **Configuration** » **Accounting** » **Time Analysis** on the Benefit Accrual Setup tab for absence requests.
- **Configuration** » **Time & Expense** » **Company Expense** on the Setup tab for expense reports.
- **Configuration** » **Accounting** » **Company Settings** on the General tab for General Ledger budgets.

Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms — on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

Expense Code Override Table Overview

Expense code override tables are exception tables that let you assign bill by default settings for specific expense codes for a project.

The exception table settings override the bill by default settings that:

- Apply to all expense codes for a project.
- Are located in the **Consultants** field and **Other Expenses** field on the Accounting tab in the Project Info Center.

For example, most other expenses might be billable to a client with the exception of meals. In this scenario, on the Accounting tab in the Project Info Center, select **Yes** in the **Other Expenses** field in the **Bill by Default** section. Enter the expense code for meals in an expense override table and do not select its **Bill by Default** check box (leave it cleared) in the table.

You can associate an override table with a project at the lowest chargeable level.

After you set up an expense code override table, it becomes available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Project Info Center.

If you use Multicompany, you must set up expense code override tables for each company in your enterprise.

How to...

You can create a new expense code override table or copy and modify an existing one.

Set Up Expense Code Override Tables

You set up expense code override tables in Accounting Configuration.

To set up an expense code override table, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Expense Code Override**.
2. On the Expense Code Override Tables form, click **New** and then click **New Expense Code Override Tables**.
3. In the **Table Number** field, specify a number.
4. In the **Table Name** field, enter a description.
5. Complete the fields on the form.
6. Click **Save**.

Copy an Expense Code Override Table

You can copy an existing table and use it as the basis for a new table.

To copy an expense code override table, complete the following steps:

1. On the Expense Code Override Table form, open the expense code override table that you want to copy.
2. On the toolbar, click **New** and then click **Copy Current Expense Code Override Tables**.
3. In the **Table Number** field, specify a new number.
4. In the **Table Name** field, enter a new description.
5. Click **Save**.

Delete an Expense Code Override Table

You can delete expense code override tables.

To delete an expense code override table, complete the following steps:

1. On the Expense Code Override Table form, open the expense code override table that you want to delete.
2. On the toolbar, click **Delete Expense Code Override Tables**.
3. Click **Yes** when you receive the message asking whether you are sure that you want to delete the override table.

Fields and Options

Use the Expense Code Override Tables form to establish or modify the override tables.

Expense Code Override Tables Form

Use the Expense Code Override Tables form to create exception tables that let you assign bill by default settings for specific expense codes for a project.

After you set up an override table, it becomes available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Project Info Center.

Display the Expense Code Override Tables Form

You display the form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Expense Code Override**.

Toolbar of the Expense Code Override Tables Form

Use options on the toolbar to create, modify, or delete expense code override tables.

Contents

Field	Description
Save	Click this option to save your entries and modifications.
New	After you click this option, select one of the following options: ▪ Click **New Expense Code Override Tables** to create a new expense code override table.

Field	Description
	▪ Click **Copy Current Expense Code Override Table** to copy the expense code override table that is currently selected to create a new expense code override table. ▪ Click **Select Expense Code Override Table to Copy** to open the Expense Code Override Table Lookup dialog box to select a table to copy to create a new table.
Delete	Click this option to delete the selected expense code override table.

Contents of the Expense Code Override Tables Form

Enter the table number and a descriptive name and specify the override details.

Contents

Field	Description
Table Number	Enter a code by which to identify this expense code override table.
Table Name	Enter a description for this expense code override table. You may want the name of a table to match a client, group of clients, or a specific project for which it will be used.

Expense Override Grid

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a entry into the expense override table.
Delete	Click this option to delete the expense code item that you selected in the grid.

Field	Description
Expense Code	From the drop-down list, select an expense code.
Description	The description of the expense code that you selected displays in this field.
Bill by Default	Select this check box if you want to use the reimbursable account from the expense code configuration. Leave this check box cleared if you want to use the direct account from the expense code configuration.

Learn More About...

Vision uses a hierarchy for determining whether or not a project's expenses are billable.

Bill by Default Hierarchy for AP Expense Codes

For projects that have a regular charge type, Vision determines whether or not the project's expenses are billable by looking at the bill by default setting.

Vision checks the following locations in the order that they are listed:

1. **Expense code override table** — If a project has an expense code override table entered in the **Bill by Default** section on the Accounting tab in the Project Info Center, Vision uses the bill by default setting on the project's expense code override table. Override tables are set up in **Configuration** » **Accounting** » **Expense Code Override**.
2. **Project** — If no expense code override table is found for the project or an expense code is not listed on an override table for a project, Vision looks at the bill by default settings for the project in the **Consultants** and **Other Expenses** fields in the **Bill by Default** section on the Accounting tab in the Project Info Center. If the vendor's default expense code that automatically populates for the accounts payable voucher or accounts payable disbursement is a consultant expense code type, Vision looks at the **Consultants** field for the bill by default setting. If the expense code that automatically populates for the accounts payable voucher or accounts payable disbursement is an Other expense code type, Vision looks at the **Other Expenses** field for the bill by default setting.
3. **Expense code** — If a project's bill by default setting in the Project Info Center is **Expense Code**, Vision looks at the bill by default setting for the expense code in **Configuration** » **Accounting** » **System AP**.

Accounts Receivable Configuration Overview

Use Accounts Receivable Configuration to specify headings for columns on the AR Ledger report and to set up mapping accounts for invoices and accounts receivable.

Accounts Receivable Configuration is available only if the Billing application is installed.

Checklist: Setting Up Retainage

To use the retainage feature you must first enable the feature, then enter additional accounting data that Vision uses to make postings during the Billing process, or that you use to manually record retainage amounts in your general ledger as retainage amounts are received from clients.

Step	Description	Location
1	Enable the retainage feature.	**Configuration** » **Accounting** » **General** » **General tab**
2	Set up retainage accounts.	**Info Center** » **Accounts** » **Chart of Accounts**
3	Map your retainage accounts.	**Configuration** » **Accounting** » **Accounts Receivable**
4	Set up retainage terms for a project.	**Billing** » **Billing Terms** » **Misc tab**
5	Review the Invoice Transaction List. Reviewing transaction information prior to posting significantly reduces the chances of posting inaccurate data.	**Transaction Center** » **Transaction Lists** » **Invoices**
6	Post the invoice file created.	**Transaction Center** » **Transaction Posting** » **Invoices**

How to...

When you configure AR, you set up ledger headings and set up accounts to support invoice mapping and accounts receivable mapping.

Set Up Ledger Headings

You specify the column headings for each user-definable column on the Accounts Receivable Ledger Report.

If a ledger heading is in use, you cannot delete it.

To set up ledger headings, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** **Accounting** » **Accounts Receivable**.
2. On the Accounts Receivable Configuration form, click the Ledger Headings tab.
3. Complete one of the following actions:

Option	Description
To add a new heading	Position the row selector on the row above where you want to add the new heading, click **Insert**, and complete the new row.

Option	Description
To add a new heading that is similar to an existing heading, copy the existing heading and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

4. Complete the fields on this tab.
5. Click **Save**.

To print the Accounts Receivable Configuration report, click **Print**

Set Up Invoice Mapping Accounts

You need to set up accounts to support invoice mapping.

To set up invoice mapping accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accounts Receivable**.
2. On the Accounts Receivable Configuration form, click the Invoice Mapping Accounts tab.
3. Complete one of the following actions:

Option	Description
To add a new account	Position the row selector on the row above where you want to add the new account, click **Insert**, and complete the new row.
To add a new account that is similar to an existing account, copy the existing account and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

4. Complete the fields on this tab.
5. Click **Save**.

To print the Accounts Receivable Configuration report, click **Print.**

Set Up Accounts Receivable Mapping Accounts

You need to set up accounts to support accounts receivable mapping.

To set up accounts receivable mapping accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accounts Receivable**.
2. On the Accounts Receivable Configuration form, click the AR Mapping Accounts tab.
3. Complete one of the following actions:

Option	Description
To add a new account	Position the row selector on the row above where you want to add the new account, click **Insert**, and complete the new row.
To add a new account that is similar to an existing account, copy the existing account and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

4. Complete the fields on this tab.
5. Click **Save**.

To print the Accounts Receivable Configuration report, click **Print**.

Fields and Options

Use the Accounts Receivable Configuration form to set up AR-related accounts.

Accounts Receivable Configuration Form

Use the Accounts Receivable Configuration form to specify ledger headings, invoice mapping accounts, and AR mapping accounts.

Display the Accounts Receivable Configuration Form

You display the Accounts Receivable Configuration form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Accounts Receivable**.

Ledger Headings Tab of Accounts Receivable Configuration

Use the Ledger Headings tab to specify the column headings for each user-definable column on the Accounts Receivable Ledger Report. You can specify up to eight different column headings.

Contents

Field	Description
Report Column	Enter the report column number for which to enter a heading.
Heading	Enter a descriptive label for this column such as Fees, Labor, or Interest.

Invoice Mapping Accounts Tab of Accounts Receivable Configuration

Use the Invoice Mapping Accounts tab to define the implicit posting of invoices to the appropriate accounts receivable accounts and map revenue account postings to report columns on the Office Earnings report and Accounts Receivable Ledger.

Contents

Field	Description
Company	Select the company for which to set up the invoice mapping accounts.
Invoice Account	Enter the account to map or click and select an account on the Account lookup. The account can be a balance sheet account or a revenue account.
AR Account	Enter the accounts receivable account to be debited when invoices are posted to this revenue account. You can enter an account or click and select an account on the Account lookup. If you do not enter an account number, Vision uses the account entered in the **Accts Receivable** field on the Accounts tab in **Configuration** » **Accounting** » **Company Settings**.
Retainage Account	Enter the deferred retainage account to use for retainage posting. You can enter an account or click to select an account on the Account lookup. This is a temporary holding account for accruing retainage amounts for a project. When you bill retainage for a project, the amount is moved from this account to the Accounts Receivable account entered on the Accounts tab in **Configuration** » **Accounting** » **Company Settings**. If retainage is not enabled (on the General tab in **Configuration** » **Accounting** » **System Settings**), this field does not display.
Revenue Category	If you use revenue categories to track multiple unbilled accounts, a **Revenue Category** column displays in this grid.

Field	Description
	Enter a revenue category for each billed revenue account. These accounts are used in the Revenue Generation calculation and the invoice posting of unbilled amounts. Records for retainers and taxes do not require a revenue category because they most likely do not post to a revenue account. If you modify the revenue category for these accounts after you run Revenue Generation, unexpected results can occur. When you use revenue categories, we recommend that the entries you make in the **Revenue Category** field and the **Project Column** in this grid match each other. For example, if you have revenue categories for labor, consultants, and expenses, you should define project columns for only labor, consultants, and expenses. If you have other project columns (such as **Add-on** or **Units**) that do not have a corresponding revenue code, the unbilled revenue amount on the Office Earnings and Project Summary reports will be incorrect.
AR Column	Enter the column on the Accounts Receivable Ledger to which postings to this revenue account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the **Other** column of the Accounts Receivable Ledger. The AR Column number and the Project Column number do not correspond to one another. You can modify a column number at any time. Modifications are reflected the next time you generate the report.
Project Column	Enter the column on the Office Earnings report to which postings to this revenue account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the **Other Billed** column of the Office Earnings report. The **AR Column** number and the **Project Column** number do not correspond to one another. You can modify a column number at any time. Modifications are reflected the next time you generate the report.

AR Mapping Accounts Tab of Accounts Receivable Configuration

Use the AR Mapping Accounts tab to map your accounts receivable accounts that are entered for cash receipts to columns on the Accounts Receivable Ledger.

Contents

Field	Description
Company	Select the company for which you want to set up the mapping accounts.
AR Account	Enter the accounts receivable account or click in this field to select an account on the Account lookup. The account that you enter must be a Balance Sheet account.

Field	Description
AR Column	Enter the column on the Accounts Receivable Ledger to which postings to this accounts receivable account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the **Other** column of the Accounts Receivable Ledger.

Learn More About...

Review guidelines for invoice mapping and accounts receivable mapping.

Invoice Mapping Accounts Setup

Invoice mapping defines the implicit posting of invoices to the appropriate accounts receivable accounts.

Invoice mapping also maps your revenue account postings (entered through Invoice Transaction Entry or from Interactive Billing) to report columns on the Office Earnings report and/or Accounts Receivable Ledger.

How Vision Matches Accounts

Vision matches the revenue account (for invoices specified in Invoice Transaction Entry) and/or Posting Account (for units, specified in Unit Transaction Entry) to an entry in this list.

If it finds a match, Vision directs the accounts receivable posting to the correct account and also places the amount in the appropriate column on the Office Earnings report and Accounts Receivable Ledger.

If it finds no match, Vision uses the accounts receivable account specified on the Accounting tab of **Configuration** » **Accounting** » **General** and places the amount in the **Other** column of the Accounts Receivable Ledger and/or the **Other Billed** column of the Office Earnings report.

Accounts Receivable Mapping Accounts Setup

You use Accounts Receivable Mapping Accounts Setup to map your accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.

By default, cash receipts are listed as a total on the Accounts Receivable Ledger. To split the receipts across the columns of this report, complete the information on this form. It is important to map your accounts receivable accounts if you have multiple accounts receivable accounts and the same account is mapped to different accounts receivable columns in Invoice Mapping Accounts Setup. Because you can split revenue accounts into different columns, you must specify default columns for the accounts receivable accounts in your Chart of Accounts.

Overhead Allocation Configuration Overview

Before your firm uses the Overhead Allocation feature, you must enter and define certain company-wide information that all projects use.

Overhead Allocation Configuration enables you to control how overhead expenses are allocated. Overhead expenses are all items charged to an indirect expense account (700.00 - 799.99).

If you allocate overhead on a company-wide basis when organizations are established in your database, you treat the entire company as one organization. For example, you choose assignment or proration as the allocation method; you choose labor or revenue as the allocation base, and you set up an overhead variance project number (if using the assignment method) to store any difference between actual and applied overhead.

If you use the Multicompany feature, you must set up overhead allocation for each company. To do this, click **Utilities** » **Change Company**, and select the next company for which you want to set up overhead allocation. The name of the active company displays at the top of each tab.

Checklist: Setting Up Overhead Allocation

If you are new to Vision, review the overall steps for setting up Overhead Allocation before you proceed.

The following checklist describes the process required to set up your system to allocate overhead to your projects.

Step	Description
1	Ensure that all overhead projects are set up.
2	Ensure that all promotional projects are set up.
3	Enter historical overhead amounts for your projects, if needed.
4	Set up the system overhead structure for your firm.
5	Set up any additional account number(s) that contain expenses to include in the overhead allocation base.

How to...

You set up the system overhead structure and then create accounts for overhead allocation.

Set Up System Overhead Structure

You set up the structure that controls how overhead expenses are allocated to your regular projects.

To set up thesystem overhead structure, complete the following steps:

1. On the Vision Navigation menu, click **Configuration** » **Accounting** » **Overhead Allocation.**
2. On the Overhead Allocation Configuration form, click the General tab.
3. Complete the fields on this tab.
4. Click **Save**.

Set Up Overhead Allocation Accounts

You define the account numbers that contain additional expenses that you may want to include in the overhead allocation base (the denominator part of the overhead calculation). This is typically associated with the Proration method.

For example, if you want to include temporary contract labor or CADD expense, in addition to labor in the allocation base, you would add the general ledger accounts for these types of expenses on this company.

Generally, you would do this if your company contracts out a good deal of work.

To set upoverhead allocation accounts, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Overhead Allocation**.
2. On the Overhead Allocation Configuration form, click the Accounts tab.
3. Complete the fields on this tab.
4. Click **Save**.

Fields and Options

Use the Overhead Allocation form to set up the structure and accounts for overhead allocation.

Overhead Allocation Configuration Form

Use the Overhead Allocation Configuration form to set up the overhead structure and specify overhead allocation accounts.

Display the Overhead Allocation Configuration Form

You display the Overhead Allocation Configuration form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Overhead Allocation**.

General Tab of Overhead Allocation Configuration

Use the General tab to control how overhead expenses are allocated to your regular projects.

Contents

Field	Description
Scope	The procedure that you select tells Vision whether or not to allocate overhead as well as how to allocate the expenses. Select one of the following:

Field	Description
	▪ **Company-wide** — Overhead Allocation distributes one pool of overhead to regular projects and tasks to which direct labor or revenue has been charged during the accounting year. ▪ **Organization** — Overhead Allocation distributes separate pools of overhead from non-operating organizations to operating organizations. Vision then distributes overhead to projects and tasks to which direct labor or revenue has been changed during the accounting period. If you select this method, no other information is required for overhead allocation. However, the **Basis** field can be used by Key Financial Metrics to calculate actual overhead rate and **Overhead Rate** can be used for burden calculations. Setup is done for each individual organization. ▪ **None** — Vision does not allocate overhead. If you select this option, no other information is required. The remaining fields, except **Overhead Rate**, are disabled. You can, however, use **Overhead Rate** for burden calculations. You would usually not allocate overhead if your firm job costs using billing rates. It is rare for a firm to select this method. You would not allocate overhead if your firm job-costs using billing rates or does gross margin reporting (comparing revenue to direct labor, direct expenses, and reimbursable expenses). Deltek recommends that you allocate overhead to analyze project performance.
Method	This field is required if the scope is **Company-wide**. The method you select determines how Vision allocates expenses. Overhead is the sum of a firm's indirect expenses, such as vacation pay, sick time, rent, utilities, office supplies, and administration. Normally, you distribute company-wide overhead costs to all regular projects so that each project absorbs a share of the expenses. Select one of the following: ▪ **Assign** — Vision allocates overhead on a year-to-date basis to regular projects based on a specified percentage of each project's direct labor or revenue, not on the firm's actual overhead costs. Because you select the specified percentage, this method generates a consistent overhead number. However, the number is not a true overhead number. ▪ **Prorata** (proration) — Vision allocates on a year-to-date basis to regular projects based on a percentage of the firm's actual year-to-date indirect expenses to each regular project. This method generates a true overhead number but will fluctuate.
Basis	Select one of the following settings: ▪ **Direct Labor** — This indicates that you want to base your overhead allocation on your direct labor, including regular hours and overtime hours. For every dollar of direct labor, a certain percentage of overhead should be assigned. Therefore, more labor-intensive projects receive more overhead. ▪ **Revenue** — This indicates that you want to base your overhead allocation on your revenue. For every dollar of revenue, a certain percentage of overhead should be assigned. Therefore, projects generating more revenue receive more overhead.

Field	Description
Overhead Rate	Enter the default overhead rate to use when assigning overhead. When Vision allocates overhead, it uses this rate for all projects/tasks that do not have a rate defined in Project Info Center. This rate is only used if you are assigning overhead. This overhead rate is also used to calculate burdened rates on all job-to-date labor on project reports that use burdened rates. You do not need to enter decimal points or percent signs. For example, enter 165 for 165%. The overhead rate helps to determine the amount of overhead a project will receive by calculating the amount for every dollar of direct labor and revenue ($1.00 * 165% = 1.65 of overhead). You cannot enter a negative number.
Variance Project	Specify the regular project to which Vision will assign all unallocated overhead. To maintain reconciliation between project costs and general ledger costs, you must define this Overhead Variance Project. This project stores the difference between the total year-to-date overhead assigned to projects (via the assignment method) and the actual total indirect expenses incurred. Use the Overhead Allocation report to gauge the variance and whether the rate should be adjusted. You must enter an overhead variance project when using the Assign method (not for Proration).
Variance Phase	If the variance project has phases, specify the phase to which Vision will assign all unallocated overhead.
Variance Task	If the variance project has tasks, specify the task to which Vision will assign all unallocated overhead.

Accounts Tab of Overhead Allocation Configuration

Use the Accounts tab to define the account numbers that contain expenses to include in the overhead allocation base (the denominator part of the overhead calculation).

Contents

Field	Description
Account	Enter the expense accounts for which you want to include in the allocation base. You can add direct and/or reimbursable expenses within the base. Suggested accounts to add to the base include any expense that is often an alternative to the base, for example, computer expense for Direct Labor allocation. This field applies to the following: **Base** / **Apply** **Direct Labor** / Yes **Revenue** / No

Field	Description
	<table><tr><th>Base</th><th>Apply</th></tr><tr><td>Total Labor</td><td>Yes (only if allocating by organization with the distribute to operating organizations option selected)</td></tr><tr><td>Total Cost</td><td>Yes</td></tr></table>
Description	Enter a description for the account.

Learn More About...

You set up overhead and promotional projects as part of overhead allocation configuration.

Overhead Projects

In Vision you charge all indirect labor costs and indirect expenses to overhead projects. Vision then distributes these overhead costs to all regular projects, according to the allocation method you have chosen.

Vision provides you with the following default overhead projects, which you can change during installation:

Project	Description
1.00	General Overhead
2.00	Vacation
3.00	Sick Leave
4.00	Holiday

Use the Project Info Center to set up additional overhead projects or to change the default overhead projects. You may also assign tasks to overhead projects.

When you close out the last period of a fiscal year, Vision automatically sets to zero the job-to-date amounts for all overhead projects, so that overhead projects can track expenses for the new year. As a result, overhead is always calculated year-to-date. Promotional projects are not zeroed out at the start of a new year.

Promotional Projects

A promotional project is a type of overhead project. It is used to collect project related costs prior to award of the contract, such as during the contract proposal process. Vision distributes costs charged to promotional projects among all regular projects in the same way that it distributes other overhead costs.

If necessary, you can transfer some or all of a promotional project's costs to a regular project number. To do this, transfer the costs using labor adjustments and journal entries.

In the Accounting module, the sum of all the expenses charged to overhead and promotional projects equals the sum of all the expenses charged to indirect expense accounts in the general ledger.

Vision does not set to zero job-to-date amounts for promotional projects at the start of a new fiscal year. Job-to-date amounts on overhead projects are set to zero.

Indirect expenses in your General Ledger are calculated by adding overhead project expenses and promotional project expenses.

User-Defined Revenue Setup Overview

Revenue methods are used to calculate revenue when you run Revenue Generation. Vision includes standard revenue methods. You can also set up new revenue methods.

If you select the **Enable option to update BTD for journal entries to revenue** option on the General tab of Accounting System Settings, users system-wide can make journal entries which also increase the job-to-date billed amount used by Revenue Generation in calculating project revenue.

Your company might select this billed-to-date option if both of the following apply:

- You have projects using Revenue Method B, W, or any user-defined method that includes **JTD Billings** in its formula.
- You are adjusting the project's revenue by posting a journal entry that references that project and a revenue account, for example, when recording miscellaneous revenue.

How to...

After you enable revenue generation, you can create or modify user-defined revenue methods. You can also review the Revenue Method List to make sure that you have the revenue methods in place that your firm needs.

Enable Revenue Generation

When you enable Revenue Generation, Vision recognizes project revenue when Revenue Generation is run. If Revenue Generation is not enabled, Vision recognizes project revenue when invoices are posted.

If you use the Multicompany feature, you enable and set up Revenue Generation options individually for each company in your enterprise. For each company, you evaluate Vision's revenue methods, upset limits, revenue groups, and revenue categories features to determine whether or not and how to set them up most suitably for that company. You run Revenue Generation separately for each company in your enterprise.

To enable Revenue Generation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the Revenue tab, select the **Enable Revenue Generation Feature** check box.
3. To enable the Revenue Groups and the Overall Revenue Calculation feature, select the **Enable additional revenue calculations at Project and group levels** check box.

4. To track only one unbilled services account and one uninvoiced revenue account, enter those accounts in the fields above the **Enable Revenue Generation Feature** check box.
5. To use the Revenue Categories feature to track multiple unbilled services and uninvoiced revenue accounts, select the **Enable tracking for this many revenue categories** check box, and then select the number of unbilled accounts to track.
6. If you choose to track multiple unbilled services and uninvoiced revenue accounts, enter the unbilled services and uninvoiced revenue accounts for each revenue category in the fields below the **Enable tracking for this many revenue categories** check box.
7. If **Enable entry of fee by billing category** is selected on the Fees tab of the Billing Setup form (**Configuration** » **Accounting** » **Company Settings**), enter in **Fee Invoice Billed**, for each revenue category, the revenue account to which you want Vision to post fee billed revenue for that revenue category

There are other Revenue Generation configuration steps that you must complete after you enable Revenue Generation in Accounting Company Settings. Deltek recommends that you not make journal entries to any **Revenue** or **Unbilled Services** account after Revenue Generation is enabled. When you run Revenue Generation, Vision excludes projects whose revenue method is N.

Create a User-Defined Revenue Method

When you create a user-defined revenue method, you select the fields and operators for the method.

If you use the Multicompany feature, the user-defined revenue methods that you set up here are available to all companies in your enterprise.

To create a user-defined revenue method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **User Defined Revenue**.
2. On the User Defined Revenue form, click **Insert** on the User Defined Methods grid toolbar.
3. On the Revenue Methods dialog box, enter a **Code** and a **Description** for the new revenue method.
4. Select fields and operators to construct the revenue method formula.

   Select each field and operator in the order that you want it to appear in the new formula. You can use up to 30 fields and operators for each revenue method.
5. Click **Save** and then click **Close**.

Modify a User-Defined Revenue Method

You can modify a user-defined revenue method's description or formula.

To modify a user-defined revenue method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **User Defined Revenue**.

2. In the User Defined Methods grid of the User Defined Revenue form, click anywhere in the row of the method that you want to modify.
3. Click **Edit**.
4. On the Revenue Methods dialog box, modify the revenue method's description and the fields and operators that make up the custom formula.
   - To remove the last item from the **Custom Formula** box, click **<<Remove**.
   - To add a field or operator to the **Custom Formula** box, click a field in the **Fields** box and then click **Add>>**, or click an **Operators** button to the left of the **Custom Formula** box.
5. Click **Save**, then **Close**.

Specify a Project's Revenue Method

For any regular project, you can specify a revenue method.

To specify a project's revenue method (to be used with the Revenue Generation feature), complete the following steps:

1. From the Vision Navigation menu, click **Info Center** » **Project**.
2. On the Projects form, click and select the project on the Project Lookup.

   Revenue Generation can be used only with projects whose **Charge Type** is **Regular**. If a project has phases or tasks, Vision asks you to specify a revenue method for each phase and task. If you do not want Vision to recognize revenue for a project/phase/task, specify method **N**.
3. Click the Budget & Revenue tab.
4. If you track only one unbilled services and one uninvoiced revenue account for Revenue Generation, select a revenue method from the drop-down list in the **Revenue Method**.

   This list contains the standard revenue methods and any user-defined methods that you create.

   When Revenue Generation is enabled and you are tracking one unbilled account, Vision assumes that revenue equals billings by entering revenue method **B** in the **Revenue Method** field on the Budget & Revenue tab of the Projects Info Center for all projects whose **Charge Type** is **Regular**. You must specify otherwise for each project whose revenue method should not be method **B**.
5. If you use revenue categories to track multiple unbilled services and uninvoiced revenue accounts, use the drop-down lists in the fields in the **Revenue Categories** section to select the user-defined revenue method for each revenue category.
6. Click **Save**.

Delete a User-Defined Revenue Method

When you delete a user-defined revenue method, Vision first determines whether or not that method is assigned to any projects. If it is, Vision prompts you to specify another method for each of those projects before it lets you proceed with the deletion.

To delete a user-defined revenue method, complete the following steps:

1. From the Vision Navigation menu, select **Configuration** » **Accounting** » **User Defined Revenue**.
2. In the User Defined Methods grid on the User Defined Revenue form, click in the row of the revenue method to delete.
3. Click **Delete** to delete the user-defined revenue method.
4. In response to the confirmation prompt, click **Yes.**

   Vision removes the user-defined revenue method from the User Defined Methods grid.

Print the Revenue Method List

Review this report to make sure that your Vision database has the revenue methods and calculations that you need.

This report shows all of the standard methods and all of the user-defined methods that are entered in **Configuration** » **Accounting** » **User Defined Revenue.**

To print the Revenue Method List report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **User Defined Revenue**.
2. On the toolbar of the User Defined Revenue form, click **Print**.

   The Revenue Method List report displays on the screen. You can check the revenue method, description, and calculation formula.
3. On the preview screen, click **Print**.

Fields and Options

On the User Defined Revenue form you review standard methods and existing user-defined methods. Use the Revenue Methods dialog box to create new user-defined revenue methods.

User Defined Revenue Form

On the User Defined Revenue form, you can view standard revenue methods that are provided by Vision or create user-defined revenue methods.

Display the User Defined Revenue Form

You display the form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **User Defined Revenue**.

Toolbar of the User Defined Revenue Form

Use toolbar options to print the Revenue Method List or display help.

Contents

Field	Description
Print	Click this option to print the Revenue Method List.
Help	Click this option to display the online help.

Contents of the User Defined Revenue Form

Use the grids to see the standard methods and set up user-defined methods.

Standard Methods Grid

This grid displays the six standard revenue methods provided by Vision if you set up Revenue Generation to track one unbilled account. You cannot delete standard revenue methods from Vision.

Field	Description
Standard Methods Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Code	This field displays the code for a standard revenue method. This field displays **N — No revenue recognition** if you set up Revenue Generation to track multiple unbilled accounts using revenue categories.

Field	Description
Description	This field displays the description for a standard revenue method.

User Defined Methods Grid

Use this grid to establish or modify user-defined revenue methods.

Field	Description
Edit	To modify a user-defined revenue method that you already created, select it in the User Defined Methods grid and click **Edit**. Use the Revenue Methods dialog box to edit the revenue method formula.
Insert	Click this option to display the Revenue Methods dialog box, on which you create new user-defined revenue methods.
Delete	To delete a user-defined revenue method, click anywhere in its row in the User Defined Methods grid, and click this option. You can delete user-define revenue methods if they are not currently used for any project.
Code	This field displays the code for each user-defined revenue method.
Description	This field displays the description for each user-defined revenue method.
Category	This column displays in the grid only if Revenue Generation is set up to track multiple unbilled accounts using revenue categories. It displays the revenue category assigned to the revenue method.
User Defined Formula Group Box	This field displays the formula for the revenue method that you select in the User Defined Methods grid. To select a revenue method in the grid, click anywhere in its row. Click **Review** to open the complete formula in the Text Viewer dialog box.

Revenue Methods Dialog Box

Use the Revenue Methods dialog box to create a user-defined revenue method.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, select **Configuration** » **Accounting** » **User Defined Revenue**.
2. On the User Defined Revenue form, click **Edit** or **Insert**.

Contents

Field	Description
Code	Enter a unique code for the revenue method.
Description	Enter a description for the revenue method.
Category	This column displays in the grid if Revenue Generation is set up to track multiple unbilled accounts using revenue categories. Enter a revenue category for the revenue method. After you associate a revenue method with a project, you cannot change the revenue category for a revenue method.
Fields	Click the item you want to add to the revenue formula and then click **Add>>**. Select each field and operator in the order in which you want it to appear in the new formula. For each revenue method, you can use up to 30 fields. If you use Multicurrency, an asterisk (*) beside a field indicates that any condition that results in a transaction with a zero cost amount can cause unexpected results when Revenue Generation translates from billing currency to functional currency to project currency. This revenue method is not recommended for Multicurrency situations that may have a zero cost transaction.
Operators	Click the appropriate **Operator** button to connect the previous field you selected to the next field you select to create the revenue formula. Select each field and operator in the order you want it to appear in the new formula. For each revenue method, you can use up to 30 operators.
Add>>	After you select a field in the **Fields** box, click this button to add the field to the user-defined revenue formula. The field displays in the **Custom Formula** box.
<<Remove	Click this button to remove the last item listed in the **Custom Formula** box.
Save	Click this button to save your changes to fields in this form.
Cancel	When editing a custom formula, click this button to remove what you added to the formula.
Close	Click this button to close the form after responding to the prompt **Do you want to save your changes?**
Help	Click this button to view the help topic on how to create a user-defined revenue method.
Custom Formula Box	This area displays the formula for the revenue method as you build it using the items in the **Fields** box and the **Operator** buttons.

Field	Description
	Select an item from the **Fields** box, click **Add>>**, and then click an **Operator** button to connect the next piece of the formula. Select each field and operator in the order you want it to appear in the new formula. For each revenue method, you can use up to 30 fields and operators.

Learn More About...

You may find it helpful to see examples of user-defined revenue methods, learn about standard revenue methods, and review the fields and operators available for creating revenue methods.

Examples of User-Defined Revenue Methods When You Use Revenue Categories

When you set up Revenue Generation to track multiple unbilled accounts using revenue categories, you must create a user-defined revenue method for each revenue category that you set up in Accounting Company Settings.

Below are some examples of user-defined formulas that could replace the standard revenue method W or M when you track multiple unbilled accounts.

Standard Revenue Method	Equivalent User-Defined Revenue Methods When Using Revenue Categories
Revenue Method W **JTD Revenue = JTD Billings + WIP @ Billing**	Projects that previously used revenue method W could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories: ▪ A labor revenue method of JTD Labor Billings + Unbilled Labor @ Billing Rates. ▪ A consultant revenue method of JTD Consultant Billings + Unbilled Consultants @ Billing Rates. ▪ A Reimb revenue method of JTD Reimb Billings + Unbilled Expenses @ Billing Rates.
Revenue Method M **JTD Revenue = (JTD Direct Labor x Multiplier) + JTD Reimbursable Expenses**	Projects that previously used revenue method M could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories: ▪ A labor revenue method of JTD Direct Labor @ Cost times a Multiplier. ▪ A consultant revenue method of JTD Reimb Consultant @ Cost. ▪ A Reimb revenue method of JTD Reimb Other @ Cost.

Revenue Methods

Revenue methods are formulas used for calculating revenue when you run Revenue Generation. After you consider a project's contract type and other factors, you specify a revenue method in the Project Info Center that accurately recognizes each project's revenue.

You specify a revenue method for each project whose **Charge Type** is **Regular**.

- When you set up Revenue Generation to track one unbilled account, you can choose from the six standard revenue methods. If none of these are appropriate for a project's billing or contract terms, you can create your own user-defined revenue methods.
- When you set up Revenue Generation to track multiple unbilled accounts with revenue categories, you must create a user-defined revenue method for each revenue category that you set up in Accounting Company Settings.

If you use the Multicompany feature, user-defined revenue methods that you set up here are used by all companies in your enterprise.

User-defined Revenue Methods

After you create a user-defined revenue method, the next time you open a project's Accounting tab in the Projects Info Center, the new revenue method appears in either the **Revenue Type** drop-down list (if you track one unbilled account) or in the drop-down lists for the revenue category fields in the **Revenue Method** section (if you track multiple unbilled accounts).

You can delete any user-defined revenue method as long as it is not currently referenced in any project info center record.

Standard Revenue Methods

Vision provides standard revenue methods

None of the standard revenue methods uses the operators **Subject to Max**, **Greater of**, or **Lesser of**. To use any of these operators in recognizing revenue for a project, you must specify a user-defined revenue method for the project.

Revenue Method B

Revenue Method **B** sets job-to-date revenue equal to job-to-date billings.

When Revenue Generation is not enabled in **Configuration** » **Accounting** » **General**, the **Revenue Type** on the Accounting tab of the Project Info Center defaults to B for projects whose **Charge Type** is **Regular**. In these situations, the billing procedure generates the revenue. Each time invoices are posted, Vision debits Accounts Receivable and credits Revenue.

When you enable Revenue Generation, you can leave the **Revenue Type** as the default (Method B) for projects/phases/tasks whose revenue equals billings, that is, projects/phases/tasks which are billed monthly and whose invoices are posted in the accounting period when their expenses are incurred.

If you assign method B to a project whose revenue is not equal to billings, Revenue Generation makes adjusting entries to Unbilled Services and Unbilled Revenue for the difference between billings and revenue, which forces revenue to equal billings. If you do not want Revenue

Generation to adjust a project's revenue so that it equals Job-to-Date Billings, you can specify a different revenue method for the project.

Revenue Generation can only be used with projects whose **Charge Type** is **Regular**. It cannot be used with **Overhead** or **Promotional** projects. If the project has phases or tasks, Vision asks you to assign a revenue method to each phase and task.

Example

When Revenue Generation is enabled, Vision enters Revenue Method B in **Revenue Method** field on the Budget & Revenue tab of the Project Info Center for all projects whose charge type is regular.

When you post an invoice for a project with revenue method B, but do not run Revenue Generation, Vision reclassifies amounts on the Balance Sheet, but does not recognize revenue. It debits the appropriate Accounts Receivable account(s) on the Balance Sheet and credits the revenue account(s) specified on the invoice. The net effect on the Income Statement is zero.

These transactions appear on the General Ledger Account Analysis, with the label **Invoice Postings**:

	Debit	Credit
Accounts Receivable (111.00)	100.00	
Billed Revenue (401.00)		100.00
Unbilled Revenue (402.00)	100.00	
Unbilled Services (121.00)		100.00

To recognize revenue while using revenue method **B**, you must run Revenue Generation.

After running Revenue Generation and posting the RevGen journal entry and invoice data entry files, print the General Ledger Account Analysis again. You will see these journal entries:

	Debit	Credit
Unbilled Services Receivable (121.00)	100.00	
Unbilled Revenue (402.00)		100.00

Vision increases the project's current, year-to-date, and job-to-date billings by the total amount on the invoice.

Revenue Method M

Revenue Method **M** 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.

Job-to-Date Revenue = (Job-to-Date Direct Labor x Multiplier) + Job-to-Date Reimbursable Expenses

Percentage of construction cost contracts base revenue recognition on an estimate of progress made, often linked to the completion of phases. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M). Method P generates the most accurate

revenue figures, but only if the project's percent complete data is updated regularly. If your firm does not have time to update percent completes, consider Method M, which uses estimated multipliers. Although it provides less exact revenue amounts, it involves less maintenance.

If a project is using Method M, the multiplier is specified in **Multiplier/Amount** on the Accounting tab of the Project Info Center. The multiplier is a job-specific ratio based on estimates of Total Labor Revenue divided by Total Labor Cost:

Multiplier = (Estimated) Total Labor Revenue / (Estimated) Total Labor Cost

A breakeven multiplier for a project whose budgeted overhead rate is 175% would be **1.75** for overhead plus **1.00** for Labor, to equal **2.75**. To arrive at the multiplier, add the profit margin percent to this amount.

Vision does not calculate the multiplier. Deltek recommends that a manager determine the multiplier to be entered, and evaluate it periodically for accuracy.

Revenue Method N

A project with Revenue Method **N** is unaffected when you enable or disable Revenue Generation because Revenue Generation processing ignores **N** projects.

Job-to-Date Revenue = Unchanged

Revenue method **N** is suitable for projects in any of the following situations:

- You want to accrue revenue manually for the project.
- You do not want to earn revenue for the project.
- The project, for whatever reason, does not accrue revenue accurately with any standard or user-defined revenue method.
- The project is set up as a special project for use with Vision's Labor Cross Charge feature.

When you post an invoice for a project whose revenue method is N, Vision makes the following entries to reclassify revenue:

1. The appropriate Accounts Receivable account(s) are debited, and the Billed Revenue account(s) are credited.
2. The Unbilled Services account is credited and the Unbilled Revenue account is debited with the total invoice amount of billings to revenue accounts.

   For example:

	Debit	Credit
Invoice Postings: Accounts Receivable (111.00) Billed Revenue (401.00)	100.00	100.00
Revenue Reclassification: Unbilled Services (121.00)	100.00	100.00

	Debit	Credit
Unbilled Revenue (402.00)		

The net effect of these entries on the Income Statement is zero.

3. It increases the project's current, year-to-date, and job-to-date billings by the total amount of invoices to revenue accounts on the invoice. Because Unbilled Revenue offsets Accounts Receivable, revenue is zero.

Revenue Method P

Revenue Method **P** recognizes job-to-date earned revenue as a percent complete @ billing of the fee, plus job-to-date reimbursable expenses.

Job-to-Date Revenue = (Percent Complete*Fee) + Job-to-Date Reimbursable Expenses

To specify an overriding percent complete, use **Update %** on the Revenue Generation toolbar or enter it on the Budget & Revenue tab of the project record.

Revenue Method P is typically used for lump sum contracts. Some firms also use Method P on projects using time-based contracts with an upset limit.

Revenue recognition is based on an estimate of progress made, often linked to the completion of phases of a project. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M).

Method P generates the most accurate revenue figures, provided that the project's percent complete data is updated regularly. If your firm does not have the staff resources to maintain current percent completes, consider assigning Method M, which uses estimated percent completes. It generates less exact revenue amounts but involves less maintenance.

The hierarchy for determining the percent complete to use for Revenue Method P is:

1. The **Overall Percents Complete** on the Budget & Revenue tab in the Project Info Center; if none is specified, Vision uses the sum of **Labor Percents Complete** and **Expense Percents Complete**.
2. The calculated percent complete in the Billing budget in the Project Budget Worksheet.

Vision calculates revenue as Overall Percent Complete times Compensation, plus job-to-date reimbursable expenses at Cost. You specify both **Compensation** and **Overall Percent Complete** on the Budget & Revenue tab of the Project Info Center.

The Job-to-Date Reimbursable Expenses portion of the equation is retrieved from the project's expense postings, not from its billing terms.

If you use method P, determine whether the percent complete you use is a weighted average of the percentage of in-house and consultant labor. Otherwise Vision may recognize revenue ahead of expenses, which causes financial performance to appear better than it actually is.

Revenue Method R

Revenue Method **R** calculates the job-to-date earned revenue as the total cash received, excluding value added tax (VAT) receipts.

Job-to-Date Revenue = Job-to-Date Receipts, excluding value added tax receipts

This is the only standard revenue method that is cash-based rather than accrual-based. It is appropriate for high-risk projects/tasks/phases that are speculative or whose revenue or payment for services is uncertain.

If a project's Revenue Method is **R**, Vision calculates the job-to-date earned revenue as the total of cash receipts posted to the project.

Revenue Method W

For Revenue Method **W**, Vision recognizes revenue as job-to-date billings plus work-in-progress at billing rates.

Job-to-Date Revenue = Job-to-Date Billings + Work-in-Progress @ Billing

Method **W** allows you to recognize revenue based on both billed amounts (Job-to-Date Billings) and on labor and expense amounts not yet billed, calculated at billing rates (Work-in-Progress @Billing).

These are the entries Vision makes for a project using Method W:

Entry	Debit	Credit
Invoice Postings: Accounts Receivable (111.00) Billed Revenue (401.00)		
Unbilled Services (121.00) Unbilled Revenue (402.00)	100.00	100.00

Fields and Operators Used in Revenue Method Definitions

All revenue method definitions, whether standard or user-defined, consist of fields and operators.

Operators

Operator	Description
+	This operator inserts an addition sign in a revenue method formula. Vision adds together the two values that border this operator.
-	This operator inserts a subtraction sign in a revenue method formula. Vision takes the difference between the two values that border this operator.
*	This operator inserts a multiplication sign in a revenue method formula. Vision multiplies together the two values that border this operator.

Operator	Description
\	This operator inserts a division sign in a revenue method formula. Vision divides the two values that border this operator.
()	This operator inserts left and right parentheses in a revenue method formula. For the values that are between the left and right parentheses, Vision calculates an amount and then uses it in the rest of the definition.
Subject to Max	This operator is available only for user-defined revenue method formulas. It sets a maximum on the value preceding it in a formula by accruing revenue up to the project's total fee, as specified in **Compensation** on the Accounting tab of the Projects Info Center. If a project's **Compensation** is zero, or not specified, this operator has no effect on revenue calculations for that project. Vision applies Subject to Max to the entire section of formula preceding it, regardless of parentheses. These equations each calculate the same amount: **JTD Billings + JTD Direct Expenses @ Cost [Subject to Max]** **(JTD Billings + JTD Direct Expenses @ Cost) [Subject to Max]** In this example, to apply the Subject to Max operator to direct expenses only, build the formula this way: **JTD Direct Expenses @ Cost [Subject to Max] + JTD Billings** **Compensation** is the only revenue field designed to work with this operator.
Greater of...	Use this operator to create a formula taking the greater of the two values calculated by the method formulas bordering it. You specify the two methods. 1. Click **Greater of...** 2. On the Greater of Two Methods dialog box, click in the **First Method** field. 3. From the drop-down list that contains the six standard revenue methods and all user-defined methods, select the method that you want. 4. Click in the **Second Method** field and select the other method. 5. Click **OK**. The dialog box closes, and the formula that you defined displays in the User Defined Formula column, with the two methods separated by brackets [].

Operator	Description
Lesser of...	Use this operator to create a formula taking the lesser of the two values calculated by the method formulas bordering it. You specify the two methods. 1. Click **Lesser of...** 2. On the Lesser of Two Methods dialog box, select a method from the drop-down list in the **First Method** field. 3. From the drop-down list in the **Second Method** field, select the other method. 4. Click **OK**. The dialog box closes, and the formula that you defined displays in the User Defined Formula column.

Revenue Method Fields

Field	Report and Location
Cur Billings	This is the total billings for the project for the current period. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Billings	This is the total billings for the project year-to-date. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Billings	This is the total billings for the project job-to-date. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Add-on Billings	This is the total add-on billings for the project for the current period. Add-ons billings are amounts posted to revenue accounts that have **Add-on** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Add-on Billings	This is the total add-on billings for the project year-to-date. Add-ons billings are amounts posted to revenue accounts that have **Add-on** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.

Field	Report and Location
JTD Add-on Billings	This is the total add-on billings for the project job-to-date. Add-ons billings are amounts posted to revenue accounts that have **Add-on** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Fee Billings	This is the total fee billings for the project for the current period. Fee billings are amounts posted to revenue accounts that have **Fees** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Fee Billings	This is the total fee billings for the project year-to-date. Fee billings are amounts posted to revenue accounts that have **Fees** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Fee Billings	This is the total fee billings for the project job-to-date. Fee billings are amounts posted to revenue accounts that have **Fees** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Cons Billings	This is the total consultant billings for the project for the current period. Consultant billings are amounts posted to revenue accounts that have **Consult** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.

Field	Report and Location
YTD Cons Billings	This is the total consultant billings for the project year-to-date. Consultant billings are amounts posted to revenue accounts that have **Consult** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Cons Billings	This is the total consultant billings for the project job-to-date. Consultant billings are amounts posted to revenue accounts that have **Consult** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Labor Billings	This is the total labor billings for the project for the current period. Labor billings are amounts posted to revenue accounts that have **Labor** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Labor Billings	This is the total labor billings for the project year-to-date. Labor billings are amounts posted to revenue accounts that have **Labor** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Labor Billings	This is the total labor billings for the project job-to-date. Labor billings are amounts posted to revenue accounts that have **Labor** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.

Field	Report and Location
Cur Reimb Billings	This is the total reimbursable billings for the project for the current period. Reimbursable billings are amounts posted to revenue accounts that have **Reimb** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Reimb Billings	This is the total reimbursable billings for the project year-to-date. Reimbursable billings are amounts posted to revenue accounts that have **Reimb** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Reimb Billings	This is the total reimbursable billings for the project job-to-date. Reimbursable billings are amounts posted to revenue accounts that have **Reimb** entered in the **Project** column on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable**. This setting controls the column in which the revenue amount is included on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Other Billings	This is the total billings for the project in the current period that are not associated with a project column on the Office Earnings report. This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable** are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the Other Billed column on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Other Billings	This is the total billings for the project year-to-date that are not associated with a project column on the Office Earnings report. This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings

Field	Report and Location
	report) on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable** are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the Other Billed column on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Other Billings	This is the total billings for the project job-to-date that are not associated with a project column on the Office Earnings report. This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) on the Invoice Mapping Accounts tab in **Configuration** » **Accounting** » **Accounts Receivable** are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the Other Billed column on the Office Earnings report. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Cur Unit Billings	This is the total unit billings for the project for the current period. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
YTD Unit Billings	This is the total unit billings for the project year-to-date. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
JTD Unit Billings	This is the total unit billings for the project job-to-date. Billing amounts include any journal entries made to revenue accounts when **Enable option to update BTD for journal entries to revenue** is selected.
Retainage	This is the total accounts receivable retainage balance for the project.
Cur Interest Received	This is the interest received for the project for the current period. This is interest posted from cash receipts, not invoices. This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.
YTD Interest Received	This is the year-to-date interest received for the project. This is interest posted from cash receipts, not invoices.

Field	Report and Location
	This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.
JTD Interest Received	This is the job-to-date interest received for the project. This is interest posted from cash receipts, not invoices. This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.
Cur Receipts	This is the total receipts, excluding value added tax amounts received, for the project for the current period.
YTD Receipts	This is the total year-to-date receipts, excluding value added tax amounts received, for the project.
JTD Receipts	This is the total job-to-date receipts, excluding value added tax amounts received, for the project.
Prior Year JTD Revenue	This is the total amount of revenue recognized for the project job-to-date as of the prior year.
Prior Pd JTD Revenue	This is the total amount of revenue recognized for the project job-to-date as of the prior period.
YTD Revenue	This is the total amount of revenue recognized for the project year-to-date.
JTD Revenue	This is the total amount of revenue recognized for the project job-to-date.
Cur Direct Exp @ Cost	This is the direct expense amounts at cost rates charged to the project for the current period.
YTD Direct Exp @ Cost	This is the direct expense amounts at cost rates charged to the project year-to-date.
JTD Direct Exp @ Cost	This is the direct expense amounts at cost rates charged to the project job-to-date.
Cur Direct Exp @ Billing	This is the direct expense amounts at billing rates charged to the project for the current period.
YTD Direct Exp @ Billing	This is the direct expense amounts at billing rates charged to the project for the current, year-to-date, or job-to-date period.
JTD Direct Exp @ Billing	This is the direct expense amounts at billing rates charged to the project job-to-date.
Cur Reimb Exp @ Cost	This is the reimbursable expense amounts at cost rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
YTD Reimb Exp @ Cost	This is the reimbursable expense amounts at cost rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.

Field	Report and Location
JTD Reimb Exp @ Cost	This is the reimbursable expense amounts at cost rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
Cur Reimb Exp @ Billing	This is the reimbursable expense amounts at billing rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
YTD Reimb Exp @ Billing	This is the reimbursable expense amounts at billing rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
JTD Reimb Exp @ Billing	This is the reimbursable expense amounts at billing rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
Cur Direct Cons @ Cost	This is the direct consultant amounts at cost rates charged to the project for the current period.
YTD Direct Cons @ Cost	This is the direct consultant amounts at cost rates charged to the project year-to-date.
JTD Direct Cons @ Cost	This is the direct consultant amounts at cost rates charged to the project job-to-date.
Cur Direct Cons @ Billing	This is the direct consultant amounts at billing rates charged to the project for the current period.
YTD Direct Cons @ Billing	This is the direct consultant amounts at billing rates charged to the project year-to-date.
JTD Direct Cons @ Billing	This is the direct consultant amounts at billing rates charged to the project job-to-date.
Cur Direct Other @ Cost	This is the direct other amounts at cost rates charged to the project for the current period.
YTD Direct Other @ Cost	This is the direct other amounts at cost rates charged to the project year-to-date.
JTD Direct Other @ Cost	This is the direct other amounts at cost rates charged to the project job-to-date.
Cur Direct Other @ Billing	This is the direct other amounts at billing rates charged to the project for the current period.
YTD Direct Other @ Billing	This is the direct other amounts at billing rates charged to the project year-to-date.
JTD Direct Other @ Billing	This is the direct other amounts at billing rates charged to the project job-to-date.
Cur Direct Unit @ Cost	This is the direct unit amounts at cost rates charged to the project for the current period.
YTD Direct Unit @ Cost	This is the direct unit amounts at cost rates charged to the project year-to-date.

Field	Report and Location
JTD Direct Unit @ Cost	This is the direct unit amounts at cost rates charged to the project job-to-date.
Cur Direct Unit @ Billing	This is the direct unit amounts at billing rates charged to the project for the current period.
YTD Direct Unit @ Billing	This is the direct unit amounts at billing rates charged to the project year-to-date.
JTD Direct Unit @ Billing	This is the direct unit amounts at billing rates charged to the project job-to-date.
Cur Reimb Unit @ Cost	This is the reimbursable unit amounts at cost rates charged to the project for the current period.
YTD Reimb Unit @ Cost	This is the reimbursable unit amounts at cost rates charged to the project year-to-date.
JTD Reimb Unit @ Cost	This is the reimbursable unit amounts at cost rates charged to the project job-to-date.
Cur Reimb Unit @ Billing	This is the reimbursable unit amounts at billing rates charged to the project for the current period.
YTD Reimb Unit @ Billing	This is the reimbursable unit amounts at billing rates charged to the project year-to-date.
JTD Reimb Unit @ Billing	This is the reimbursable unit amounts at billing rates charged to the project job-to-date.
Cur Reimb Cons @ Cost	This is the reimbursable consultant amounts at cost rates charged to the project for the current period.
YTD Reimb Cons @ Cost	This is the reimbursable consultant amounts at cost rates charged to the project year-to-date.
JTD Reimb Cons @ Cost	This is the reimbursable consultant amounts at cost rates charged to the project job-to-date.
Cur Reimb Cons @ Billing	This is the reimbursable consultant amounts at billing rates charged to the project for the current period.
YTD Reimb Cons @ Billing	This is the reimbursable consultant amounts at billing rates charged to the project year-to-date.
JTD Reimb Cons @ Billing	This is the reimbursable consultant amounts at billing rates charged to the project job-to-date.
Cur Reimb Other @ Cost	This is the reimbursable other amounts at cost rates charged to the project for the current period.
YTD Reimb Other @ Cost	This is the reimbursable other amounts at cost rates charged to the project year-to-date.
JTD Reimb Other @ Cost	This is the reimbursable other amounts at cost rates charged to the project job-to-date.
Cur Reimb Other @ Billing	This is the reimbursable other amounts at billing rates charged to the project for the current period.

Field	Report and Location
YTD Reimb Other @ Billing	This is the reimbursable other amounts at billing rates charged to the project year-to-date.
JTD Reimb Other @ Billing	This is the reimbursable other amounts at billing rates charged to the project job-to-date.
Cur Direct Labor @ Cost	This is the labor amounts at cost rates charged to the project for the current period.
YTD Direct Labor @ Cost	This is the labor amounts at cost rates charged to the project year-to-date.
JTD Direct Labor @ Cost	This is the labor amounts at cost rates charged to the project job-to-date.
Cur Direct Labor @ Billing	This is the labor amounts at billing rates charged to the project for the current period.
YTD Direct Labor @ Billing	This is the labor amounts at billing rates charged to the project year-to-date.
JTD Direct Labor @ Billing	This is the labor amounts at billing rates charged to the project job-to-date.
Cur Total Spent @Cost	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at cost rates.
YTD Total Spent @Cost	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at cost rates.
JTD Total Spent @Cost	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at cost rates.
Cur Total Spent Hours	This is the total hours spent for the project's direct labor for the current period.
YTD Total Spent Hours	This is the total hours spent for the project's direct labor year-to-date.
JTD Total Spent Hours	This is the total hours spent for the project's direct labor job-to-date.
Cur Total Spent @Billing	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at billing rates.
YTD Total Spent @Billing	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at billing rates.
JTD Total Spent @Billing	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at billing rates.
Budgeted Labor @ Cost	This is the labor, from the cost rate budget for the project.
Budgeted Labor @ Billing	This is the labor, from the billing rate budget for the project.

Field	Report and Location
Budgeted Directs @ Cost	This is the direct expenses, from the cost rate budget for the project.
Budgeted Directs @ Billing	This is the direct expenses, from the billing rate budget for the project.
Budgeted Reimb @ Cost	This is the reimbursable expenses, from the cost rate budget for the project.
Budgeted Reimb @ Billing	This is the reimbursable expenses, from the billing rate budget for the project.
Budgeted Direct Cons @ Cost	This is the direct consultant expenses, from the cost rate budget for the project.
Budgeted Direct Other @ Cost	This is the direct other expenses, from the cost rate budget for the project.
Budgeted Direct Cons @ Billing	This is the direct consultant expenses, from the billing rate budget for the project.
Budgeted Direct Other @Billing	This is the direct other expenses, from the billing rate budget for the project.
Budgeted Reimb Cons @ Cost	This is the reimbursable consultant expenses, from the cost rate budget for the project.
Budgeted Reimb Other @ Cost	This is the reimbursable other expenses, from the cost rate budget for the project.
Budgeted Reimb Cons @ Billing	This is the reimbursable consultant expenses, from the billing rate budget for the project.
Budgeted Reimb Other @ Billing	This is the reimbursable other expenses, from the billing rate budget for the project.
Labor ETC Amount	This is the labor estimate-to-complete amounts, as entered on the Project Budget Worksheet.
Labor ETC Hours	This is the labor estimate-to-complete hours, as entered on the Project Budget Worksheet.
Direct Exp ETC Amount	This is the estimate-to-complete amounts for direct expense accounts, as entered on the Project Budget Worksheet.
Reimb Exp ETC Amount	This is the estimate-to-complete amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.
Labor EAC Amount	This is the labor estimate-at-completion amounts, as entered on the Project Budget Worksheet.
Labor EAC Hours	This is the labor estimate-at-completion hours, as entered on the Project Budget Worksheet.
Direct Exp EAC Amount	This is the estimate-at-completion amounts for direct expense accounts, as entered on the Project Budget Worksheet.
Reimb Exp EAC Amount	This is the estimate-at-completion amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.

Field	Report and Location
Work-in-progress @Cost	This is the monetary value of the project's unbilled work-in-progress at cost rates.
WIP @Cost (incl. Held)	This is the monetary value of the project's unbilled work-in-progress, including held time, at cost rates.
Work-in-progress @ Billing	This is the monetary value of the project's unbilled work-in-progress at billing rates. If the effective dates feature is enabled in the Billing module, it can affect the value in this field.
WIP @Billing (incl. Held)	This is the monetary value of the project's unbilled work-in-progress, including held time, at billing rates. If the effective dates feature is enabled in the Billing module, it can affect the value in this field.
WIP @Billing (incl. Add-ons)	This is the monetary value of the project's unbilled work-in-progress, including add-ons, at billing rates. If the effective dates feature is enabled in the Billing module, it can affect the value in this field.
WIP @Billing (incl. Held and Add-ons)	This is the monetary value of the project's unbilled work-in-progress, including held time and add-ons, at billing rates. If the effective dates feature is enabled in the Billing module, it can affect the value in this field.
JTD Write-offs @Cost	This is the sum of all billing transactions for the project with a status of W (to be written off) or **X** (previously written off), at cost rates.
JTD Write-offs @Billing	This is the sum of all billing transactions for the project with a status of W (to be written off) or **X** (previously written off), at billing rates.
Percent Complete	This is the overall percent complete at billing rates, if **Enable reporting at billing rates** is selected in **Configuration** » **Accounting** » **General**; otherwise at cost rates.
Percent Complete @ Cost	This is the overall percent complete at cost rates, even if **Billing** is selected in **Report at** on the General tab of the Options screen for the Project Summary Report.
Percent Complete (Lab/OH/Dir)	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables. This amount is at billing rates, if **Enable reporting at billing rates** is selected in **Configuration** » **Accounting** » **General**; otherwise at cost rates.
Percent Complete (Lab/OH/Dir) @ Cost	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables. This amount is at cost rates even if **Billing** is selected in **Report at** on the General tab of the Options screen for the Project Summary Report.
Labor Percent Complete	This is the labor percent complete at billing rates, if **Enable reporting at billing rates** is selected in **Configuration** » **Accounting** » **General**; otherwise at cost rates.
Labor Percent Complete @ Cost	This is the labor percent complete. This percentage is based on cost rates even if **Billing** is selected in **Report at** on the General tab of the Options screen for the Project Summary Report.

Field	Report and Location
Expense Percent Complete	This is the percent complete for all expenses, both direct and indirect. This amount is at billing rates, if **Enable reporting at billing rates** is selected in **Configuration** » **Accounting** » **General**; otherwise at cost rates.
Expense Percent Complete @ Cost	This is the percent complete for all expenses. This percentage is based on cost rates even if **Billing** is selected in **Report at** on the General tab of the Options screen for the Project Summary Report.
Expense Percent Complete (Dir)	This is the percent complete for direct expenses only. This amount is at billing rates, if **Enable reporting at billing rates** is selected in **Configuration** » **Accounting** » **General**; otherwise at cost rates.
Expense Percent Complete (Dir) @ Cost	This is the percent complete for direct expenses only. This percentage is based on cost rates even if **Billing** is selected in **Report at** on the General tab of the Options screen for the Project Summary Report.
Planned Labor @Cost	This is the **Labor Cost** on the Analysis tab in **Planning** » **Project Planning**.
Planned Labor @Billing	This is the **Labor Billing** on the Analysis tab in **Planning** » **Project Planning**.
Planned Direct @Cost	This is the sum of **Direct Consultants** and **Other Direct Expenses** at cost, on the Analysis tab in **Planning** » **Project Planning**.
Planned Reimb @Cost	This is the sum of Reimbursable Consultants and Other Reimbursable Expenses at cost, from the Analysis tab in **Planning** » **Project Planning**.
Planned Reimb @Bill	This is the sum of **Reimbursable Consultants** and **Other Reimbursable Expenses** at billing, on the Analysis tab in **Planning** » **Project Planning**.
Planned Direct Cons @Cost	This is the **Direct Consultants** at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned Direct Exp @Cost	This is the **Direct Expenses** at cost, from the Analysis tab in **Planning** » **Project Planning**.
Planned Reimb Cons @Cost	This is the **Reimbursable Consultants** at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned Reimb Exp @Cost	This is the **Other Reimbursable Expenses** at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned Reimb Cons @Billing	This is the **Reimbursable Consultants** at billing from the Analysis tab in**Planning** » **Project Planning**.
Planned Reimb Exp @Billing	This is the **Other Reimbursable Expenses** at billing from the Analysis tab in **Planning** » **Project Planning**.
Baseline Labor @Cost	This is the baseline labor at cost from the Summary tab in **Planning** » **Project Planning**.
Baseline Exp @Cost	The baseline Expenses at cost from the Summary tab in **Planning** » **Project Planning**.

Field	Report and Location
Baseline Cons @Cost	This is the baseline Consultants at cost from the Summary tab in **Planning** » **Project Planning**.
Baseline Labor @Billing	This is the baseline Labor at billing from the Summary tab in **Planning** » **Project Planning**.
Baseline Exp @Billing	This is the baseline Expenses at billing from the Summary tab in **Planning** » **Project Planning**.
Baseline Cons @Billing	This is the baseline Consultants at billing from the Summary tab in **Planning** » **Project Planning**.
Planned ETC @Cost	This is the total ETC at cost from the Summary tab in **Planning** » **Project Planning**.
Planned Labor ETC @Cost	This is the Labor ETC amount at cost from the Summary tab in **Planning** » **Project Planning**.
Planned Labor ETC Hours	This is the Labor ETC hours from the Summary tab in **Planning** » **Project Planning**.
Planned Expense ETC @Cost	This is the Expenses ETC at cost from the Summary tab in **Planning** » **Project Planning**.
Planned Consultant ETC @Cost	This is the Consultants ETC at cost from the Summary tab in **Planning** » **Project Planning**.
Planned Pct Compl @Cost	This is the Overall % Complete at cost from the Analysis tab in **Planning Project Planning**.
Planned Labor Pct Compl @Cost	This is the % Complete Labor at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned Expense Pct Compl @Cost	This is the % Complete Expenses at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned Consultant Pct Compl @Cost	This is the % Complete Consultants at cost from the Analysis tab in **Planning** » **Project Planning**.
Planned ETC @Billing	This is the total ETC at billing from the Summary tab in **Planning** » **Project Planning**.
Planned Labor ETC @Billing	This is the Labor ETC at billing from the Summary tab in **Planning** » **Project Planning**.
Planned Expense ETC @Billing	This is the Expenses ETC at billing from the Summary tab in **Planning** » **Project Planning**.
Planned Consultant ETC @Billing	This is the Consultants ETC at cost from the Summary tab in **Planning** » **Project Planning**.
Planned Pct Compl @Billing	This is the **Overall % Complete** at billing from the Analysis tab in **Planning** » **Project Planning**.
Planned Labor Pct Compl @Billing	This is the **% Complete Labor** at billing from the Analysis tab in **Planning** » **Project Planning**.
Planned Expense Pct Compl @Billing	This is the **% Complete Expenses** at billing from the Analysis tab in **Planning** » **Project Planning**.

Field	Report and Location
Planned Consultant Pct Compl @Billing	This is the **% Complete Consultants** at billing from the Analysis tab in **Planning** » **Project Planning**.
Unbilled Expenses @ Cost	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. Units are included as part of unbilled expenses.
Unbilled Expenses @ Cost (incl. Held)	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. It also includes reimbursable expenses with a billing **Hold** status at cost rates. Units are included as part of unbilled expenses.
Unbilled Consultants @ Cost	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates.
Unbilled Consultants @ Cost (incl. Held)	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates. It also includes consultant expenses with a billing **Hold** status at cost rates.
Unbilled Units @ Cost	This is the monetary value of work-in-progress for a project's unit expenses at cost rates.
Unbilled Units @ Cost (incl. Held)	This is the monetary value of work-in-progress for a project's unit expenses at cost rates. It also includes unit expenses with a billing **Hold** status at cost rates.
Unbilled Expenses @ Billing	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Expenses @ Billing (incl. Held)	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing **Hold** status at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Expenses @ Billing (incl. Add-ons)	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes any add-on multipliers applied to expenses at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Expenses @ Billing (incl. Held and Add-ons)	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing **Hold** status and any add-on multipliers, both at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Consultants @ Billing	This is the monetary value of work in progress for a project's consultant expenses at billing rates.

Field	Report and Location
	If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Consultants @ Billing (incl. Held)	This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing **Hold** status at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Consultants @ Billing (incl. Add-ons)	This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes add-on multipliers at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Consultants @ Billing (incl. Held and Add-ons)	This is the monetary value of work-in-progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing **Hold** status and add-on multipliers, both at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
Unbilled Units @ Billing	This is the monetary value of work in progress for a project's unit expenses at billing rates.
Unbilled Units @ Billing (incl. Held)	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing **Hold** status at billing rates.
Unbilled Units @ Billing (incl. Add-ons)	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes add-on multipliers at billing rates.
Unbilled Units @ Billing (incl. Held and Add-ons)	This is the monetary value of work-in-progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing **Hold** status and add-on multipliers, both at billing rates.
Compensation	This is the project's **Compensation**, as specified on the Budget & Revenue tab of the Project Info Center.
Reimb Allowance	This is the project's **Reimb Allowance**, specified on the Budget & Revenue tab of the Project Info Center.
Direct Consultant	This is the project's **Direct Consultant**, specified on the Budget & Revenue tab of the Project Info Center.
Contract Compensation	This is the project's **Contract Compensation**, specified on the Contract Management tab of the Project Info Center.
Contract Reimb Allowance	This is the project's **Contract Reimb Allowance**, specified on the Contract Management tab of the Project Info Center.
Contract Direct Consultant	This is the project's **Contract Direct Consultant**, specified on the Contract Management tab of the Project Info Center.

Field	Report and Location
Budgeted Overhead Rate	This is the project's **Budgted OH Rate**, specified on the Budget & Revenue tab of the Project Info Center.
Project Specific Amount	This is the project's **Multiplier or Amount**, specified on the Budget & Revenue tab of the Project Info Center.
Method Specific Amount	When you select this field for a revenue method formula, Vision prompts you to enter a value, which becomes a constant in the formula.
User-defined numeric field(s)	This is the value entered in any user-defined field in the Projects Info Center for the project, where the field's **Data Type** is **Numeric,** as specified in the Fields grid of **Configuration** » **General** » **User Defined Tabs**.

Labor Code Setup Overview

Use labor codes to classify the types of work that your staff performs. Labor codes are a key element in project control operations.

In Vision, all labor costing and budgets are based on labor codes. These labor codes classify work for a project or task in categories or levels that you define. Examples are department and phase (level of progress, service, or staff level). Labor codes are entered on timesheets to identify each hour of labor.

You can establish a labor code structure that is configured for your firm. No labor codes are shipped as part of Vision.

Before you can set up individual labor codes, you must specify the labor code structure in **Utilities** » **Key Formats** » **Labor Codes**. You determine the number of labor code levels, the names of each level, the delimiters between levels, and the number of positions within each level.

Use the Labor Code Rate tables to assign billing rates based on the labor code to which the employee posted time. Labor Code Rate tables are the only billing tables that let you capture multiple billing rates for the same person on the same job.

Labor Codes Examples

Labor codes are structured by levels. Vision can be configured with a labor code structure of up to five levels. Most firms need one, two, or three levels.

Some typical labor code levels are:

- **Departments**, such as Architectural and Environmental. This is usually a one-digit level.
- **Phases**, such as Pre-Design and Survey. This is usually a one-digit level.
- **Services**, such as Marketing Studies and Field Survey. This is usually a two-digit level.
- **Staff Level**, such as Principal, Non-Technical, Senior Engineer, Engineer. This is usually a one-digit level.
- **Non-billable labor code**. Some firms designate a level to distinguish billable from non-billable labor. This would only be necessary if you bill for time and materials contracts and typically do not bill for most of your labor. You can always choose not to bill labor during the Interactive Billing cycle. This is usually a one-digit level.

A labor code is an abbreviation used to refer to the labor that takes place. The code can include letters or numbers. For example, you can assign A as the labor code for Architecture and S as the labor code for Survey. If you have a long list of items to code, you can assign numbers. For example, 63 could represent Model Construction and 58 could represent Hydrogeological Survey.

The following table provides two examples of a three-level labor code structure, with a total character length of five.

Labor Code Section	Labor Code Label	Number of Digits in Code	Labor Code Example 1	Labor Code Example 2
1	Department	1	A Architectural	E Environmental
2	Staff	2	01 Principal	04 Technical
3	Service	2	63 Model Construction	58 Hydrogeologic Survey
Full Labor Code		5	A0163 Architectural/ Principal/Model Construction	E0458 Environmental/ Technical/ Hydrogeologic Survey

How to...

You can add a new labor code or copy and modify an existing one.

Set Up Labor Codes

You can add new labor codes to a labor code level or modify labor code descriptions. You can set up five labor code levels.

Prerequisites: Before you set up labor codes, you must use the Labor Code Key Formats utility to specify labor code structure.

To set up labor codes, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Labor Codes**.
2. On the Labor Codes form, select the level at which you want to add or modify a labor code.
3. Complete one of the following actions in the labor code grid:

Option	Description
To add a new labor code	Position the row selector on the row above where you want to add the new code, click **Insert**, and complete the new row.

Option	Description
To add a new labor code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click **Copy**.

4. Modify and complete the fields on the form.
5. Optional. To print the labor code list, click **Print**.
6. Click **Save**.

Fields and Options

Use the Labor Codes form to add or modify labor codes.

Labor Codes Form of Accounting Configuration

Use the Labor Codes form to add new labor codes or modify labor code labels.

Display the Labor Codes Form of Accounting Configuration

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Labor Codes**.

Toolbar of the Labor Codes Form of Accounting Configuration

Use toolbar options to save your work or print the Labor Code List.

Contents

Field	Description
Save	Click this option to save the labor codes you're creating or modifying.
Print	Click this option to print the Labor Code List.
Help	Click this option to display online help.

Contents of the Labor Codes Form of Accounting Configuration

Select the labor code level and then add or modify labor codes.

Field	Description
Level	From the drop-down list, select the level of the labor code that you want to add or modify. After you select a level, all the labor codes for that level display in the grid below the **Level** field. (Labor codes are structured by levels. You set up the labor code structure in Labor Code Key Format.)
Drop-down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this grid option to add a new labor code.
Copy	To copy an existing labor code to create a new labor code, click anywhere in the row of the labor code that you want to copy and click this option. A new row is inserted in the grid with the label of the labor code that you copied. Enter the information for the new labor code.
Delete	To delete a labor code, click anywhere in the row of the labor code that you want to delete, and click this option. The labor code is removed from the grid and the Vision database. You cannot delete a labor code that has a transaction posted to it.
Code	Enter the valid code for this labor code level. Codes can be alphanumeric. Typically, firms alternate letters and numbers between levels to better distinguish labor code levels.
Label	Enter a descriptive label for each valid code. The label can be displayed on project reports and on invoices.

Cash Flow Statement Setup Overview

The Cash Flow Statement reports cash flows on a cash basis, and focuses on liquidity. The net cash flow from one period to the next on the report should equal the change in cash between the two balance sheets that cover the same period.

Many of the items on the Cash Flow Statement also display on the income statement or the balance sheet. In the Cash Flow Statement, they are arranged to highlight the cash generated during the period and to show how it relates to reported earnings.

If you use the Multicompany feature, you set up the Cash Flow Statement by company.

Fields and Options

Use the Cash Flow Statement Setup form to configure the Cash Flow Statement.

Cash Flow Statement Setup Form

Use the Cash Flow Statement Setup form to define section headings and map accounts to each section.

Display the Cash Flow Statement Setup Form

You display the Cash Flow Statement Setup form in Accounting Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Cash Flow Statement**.

Cash Flow Statement Headings Tab of Cash Flow Statement Setup

Use the Cash Flow Statement Headings tab to define the section headings for each company's Cash Flow Statement. This Vision report is the same as the Statement of Cash Flows (GAAP). It reports inflows and outflows of cash during an accounting period.

Contents

Field	Description
Total Heading	Enter the text of the label that displays on the Total line for each grouping.
Drop-down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new grid row at the selected location.
Copy	Click this option to add a copy of the selected grid row at the end of the grid.
Delete	Click this option to delete the selected grid row.
Report Column	Enter a number indicating the order of appearance on the report of the section heading defined on this grid row.
Heading	Enter the text of the label to appear on the report for this section heading. Your entry here populates the **Report Column** field on the Cash Statement Setup tab of this form.
Subtotal	Select this option to have the Cash Flow Statement report display a subtotal for this section.
Subtotal Label	Enter the text of the label to appear on the report for the subtotal defined on this grid row. Your entry here populates the **Label** field on the Cash Statement setup tab of this form for this company.

Cash Flow Statement Setup Tab of Cash Flow Statement Setup

Use the Cash Flow Statement Setup tab to define subsection headings and map the accounts associated with each subsection. These accounts determine the amount that displays for each line item on the Cash Flow Statement.

Contents

Field	Description
Drop-down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Test Setup	Click this button to test the Cash Flow Statement Setup. When you click the button, Vision displays a message that identifies any accounts missing from the setup and asks you to check them. The Cash Flow Statement's total cash flow ties to the corresponding balance sheet's current period cash balance only if each general ledger account is associated with a line item in Cash Flow Statement Setup. The account can be a System Account, in a range defined on the Account grid, or an individual row in the Account grid.
Insert	Click this option to insert a new grid row at the selected location.
Copy	Click this option to add a copy of the selected grid row at the end of the grid.
Delete	Click this option to delete the selected grid row.
Company	From the drop-down list, select the company whose data is defined on this row.
Label	Enter the text in this field that will be associated with each heading.
Report Column	Select columns from the drop-down list.
Sort Seq	Enter a number to indicate the label's order of appearance under its **Report Column** on the report.
System Account	If the label applies to a group of accounts already defined in Vision, you can select an option here rather than specifying an individual account or account range. The available options are: ▪ **Net Income** — This is the sum of amounts in all Income Statement accounts. This amount should equal Total Profit on the corresponding Income Statement, and should also equal the current period's Retained Earnings on the corresponding Balance Sheet. ▪ **Accounts Payable** — This is the sum of amounts in all liability code accounts. ▪ **Accounts Receivable** — This is the sum of amounts in all accounts mapped to accounts receivable.

Account Grid

Field	Description
Drop-down arrow	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a copy of the selected grid row at the end of the Account grid.
Delete	Click this option to delete the selected grid row.
Start Account	Click and select the starting account in the range of accounts to associate with a subsection and line item label on the report.
End Account	Click and select the ending account number in the range of accounts to associate with a subsection and line item label on the report.

Credit Card Configuration Overview

You turn on and configure the Credit Card feature in Accounting Configuration.

Before you can turn on the Credit Card feature, you must turn on the **Allow entry of company paid items** feature on the Setup tab in **Configuration --> Time & Expense --> Company Expense**. Then you can turn on the Credit Card feature on the General tab in **Configuration** » **Accounting** » **Company Settings**.

If you have multiple companies in Vision, you enable the Company-Paid and Credit Card features for each appropriate company in your enterprise.

In Credit Card Configuration (**Configuration** » **Accounting** » **Credit Cards**), you set up information for each of your company's primary credit cards. For each primary credit card, you set up secondary credit cards and the employee who are authorized to use them.

If you will be importing credit card charges from your credit card company into Vision for a primary credit card, you specify the settings for the import file—its contents and formatting—on the Import tab in Credit Card Configuration.

How to...

Enable the Credit Card feature and then set up the credit card accounts.

Set Up the Credit Card Feature

You enable the feature on the Accounting Company Settings form, then set up credit card accounts on the Credit Cards form.

Prerequisites: Before you can turn on the Credit Card feature, you must select the **Allow entry of company paid items** check box on the Setup tab in **Configuration** » **Time & Expense** » **Company Expense**.

To turn on and set up the Credit Card feature, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. On the General tab of the Accounting Company Settings form, select the **Enable use of Credit Cards** check box.
3. Click **Save** and close Accounting Company Settings.
4. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Credit Cards**.
5. On the toolbar of the Credit Cards form, click **New** » **New Primary Credit Card**.
6. On the General tab, set up and enter basic information for a primary credit card that your company uses.
7. In the Secondary Credit Cards grid on the General tab, add one or more secondary credit cards that are associated with the primary credit card.

   For each secondary credit card, you enter the employee or employees who are authorized to use it.
8. If you will be importing credit card charges into Vision, open the Import tab and enter settings for the import file.

   You enter formatting information for the file and select which fields to include in the file and their order within the file.
9. Click **Save**.
10. Repeat steps 4–9 in Credit Card Configuration to set up each primary credit card that your company uses.

Click the ellipsis icon in the **Expense Report Users** field (in the Secondary Credit Cards grid) to display the Employees Assigned to Credit Card dialog box. Use the dialog box to select the employees who are allowed to pay for company expenses with each credit card.

Fields and Options

Use the Credit Cards form to set up credit card accounts. Then use the Employees Assigned to Credit Card dialog box to select the employees who are authorized to pay for company expenses with each credit card.

Credit Cards Form

Use this form to set up the primary credit cards that your company uses.

For each primary credit card, you enter secondary credit cards. For each secondary credit card, you specify the employees who are authorized to pay for company-paid expenses using that secondary credit card. You can set up an unlimited number of primary credit cards.

Display the Credit Cards Form

You display the Credit Cards form in Credit Card Configuration.

To display the form, complete the following steps:

From the Vision Navigation menu, click **Configuration** » **Accounting** » **Credit Cards**.

Toolbar of the Credit Cards Form

Use this toolbar to complete actions on the Credit Cards form.

Contents

Field	Description
Save	Click this option to save the information that you entered on the form.
New	To set up a new credit card, click this option, and then select one of the following options from the shortcut menu: ▪ **New Primary Credit Card** — Click this option to set up a new primary credit card for your company. ▪ **Copy Current Credit Card Primary Code** — Click this option to copy the data from the credit card record that you have open on the Credit Cards form to create a new credit card record. ▪ **Select Credit Card Primary Code to Copy** — Click this option to open the Credit Card lookup, select a credit card record that already exists, and copy its information to create a new credit card record.
Delete Credit Card	Click this option to delete the current credit card record that you have open on the Credit Cards form. You can delete only the credit cards that do not have any transactions applied to them. If transactions are associated with a primary credit card that you want to delete, change the status of the primary credit card to **Dormant**.
Print	Click this option to view or print the Credit Card Configuration report. This report lists all the primary credit cards that you have set up in Vision, their associated secondary credit cards, and the configuration settings that you specified for each of them.
Help	Click this option to open the online help system.

General Tab of the Credit Cards Form

Use this tab to enter and view basic information for a primary credit card.

Contents

Fields

Field	Description
Primary Code	This field is enabled only after you click **New** on the Credit Cards form toolbar and then select one of the options in the shortcut menu. Enter a code to identify this primary credit card. After you save the setup information for a new credit card, the **Primary Code** field becomes a display-only field. If you would like to change the primary code, you must set up a new credit card and change the status of the existing credit card to **Dormant**. You could also delete the existing credit card if it has not yet been associated with any transactions in Vision. When you import credit card transactions from your credit card company into Vision, the import is based on the primary credit card, which is comprised of transactions that are associated with each secondary credit card that is set up for a primary credit card. Within Vision, the transactions for the secondary credit cards are filtered and made available on expense reports for the appropriate employees who are associated with the secondary credit cards. In Credit Card Reconciliation, you reconcile statements based on the primary credit card. **Multiple Companies** If you have multiple companies, the primary code must be unique across different companies.
Primary Description	Enter a description for the primary credit card.
Import credit card charges	Select this option if you are importing credit card charges.
Use to separate import into secondary credit cards	From the drop-down list, select the field to use in import files that your credit card company uses on statements to identify a secondary credit card account. This field must be included in the import (text) file that contains the credit card statement charges to import into Vision. In the import file, this field identifies the secondary credit card that is associated with a charge. Options in the list are: **CardholderName**, **SecondaryAccountNumber**, and any user-defined field that you set up on the Import tab of the Credit Cards form. You can use **CardholderName** if your bank masks the account number in exported files. Other fields that are related to this field:

Field	Description
	▪ **Import Value** field in the Secondary Credit Cards grid on this tab — In this field you enter the value for the field that you selected in the **Use to separate import into secondary credit cards** field. This value identifies each secondary credit card for a credit card. ▪ **Include** check box in the grid on the Import tab of the Credit Cards form — You must select the **Include** check box for the field that you select in the **Use to separate import into secondary credit cards** field so that the field is included in the statement information that you import from your credit card company. **Examples:** If you select **CardholderName** in the **Use to separate import into secondary credit cards** field, you enter the name of the secondary card holder (for example, William Apple) in the **Import Value** field in the grid on the General tab. You must enter the name exactly as it will appear in the file downloaded from your credit card company. You select the **Include** check box for the **CardholderName** field on the Import tab. When the credit card charges are imported from the bank using the import utility in Credit Card Reconciliation, each record that has William Apple in the **CardHolderName** field will be associated with the secondary credit card that defined William Apple as the import value. If you select **SecondaryAccountNumber** in this field, you enter the secondary account number for the secondary credit card in the **Import Value** field in the grid on the General tab. You select the **Include** check box for the **SecondaryAccountNumber** field on the Import tab. The account number should be entered exactly as it will appear in the text file downloaded from your credit card company so Vision can match to the appropriate secondary credit card.
Map to expense report description	From the drop-down list, select the field that was imported from the credit card statement and will be displayed and posted in the expense report. Options in the list are: **{None}**, **MerchantDescription**, and any user-defined field that you set up on the Import tab on the Credit Cards form.
Company Paid	Select this option when the primary credit card is paid by the company. When selected, all credit card charges associated on an expense report for this credit card will be company paid.
Employee Paid	Select this option when the company-issued primary credit card is paid by the employee. When selected, all credit card charges associated on an expense report for this credit card will not be company paid. They will instead flow through to Employee Payment Processing for the employee to be reimbursed. If there are unposted expense reports associated with the credit card, you cannot change it from Company Paid to Employee Paid (or vice versa).
Status	From the drop-down list, select the status of the primary credit card. Options are:

Field	Description
	▪ **Active** — Select this option if you want the credit card to be available for employees to use in Vision. ▪ **Dormant** — Select this option if you no longer want employees to use the credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transaction.
Currency	This field applies if you use multiple currencies in Vision. From the drop-down list, select the currency for the credit card. This is the currency in which you pay the credit card company. The credit card reconciliation will be in the currency of the credit card. If the credit card is employee paid, the credit currency is based on the currency of the imported transaction. The payment currency, however, is based on the functional currency of the employee set on the Currency Tab on the General Company Settings form.

Secondary Credit Card Grid

Use this grid to enter the secondary credit cards that are associated with the primary credit card. You associate the secondary credit cards with the employees who are authorized to use them. You must enter at least one secondary credit card for each primary credit card.

After you import primary credit card statement information into Vision from your credit card company, the secondary credit card transactions display on the Expense Report form in Time & Expense. Employees can select the appropriate credit card transaction to add to their expense report. Only the credit card transactions that are applied to the secondary account that an employee is authorized to use displays on the Expense Report form for an employee.

Secondary Credit Card Grid Toolbar

Field	Description
Secondary Credit Cards Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a new row in the grid and add a new secondary credit card for the primary credit card.

Field	Description
Copy	Select a row in the grid that you want to copy to create a new secondary credit card record. Then click **Copy**. The information from the selected row is copied to a new row below it.
Delete	To remove a secondary credit card from the primary credit card, select a secondary credit card in the grid to delete. Then click this option to delete the row from the grid. If transactions are associated with a secondary credit card, you will not be able to delete it. Instead, change the status of the secondary credit card to **Dormant**.

Secondary Credit Card Grid Fields

Field	Description
Code	Enter a code to identify this secondary credit card. You must enter a unique code for each secondary credit card that you enter for a primary credit card.
Description	Enter a description for the secondary credit card.
Status	From the drop-down list, select a status for the secondary credit card. Options are: ▪ **Active** — Select this option if you want the secondary credit card to be available for employees to use in Vision. ▪ **Dormant** — Select this option if you no longer want employees to use the secondary credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transactions. For example, you would change the status to **Dormant** when an employee no longer works at your company.
Company Paid Credit Account	Click this field to display the **Find** icon. Click the icon to open the Account Lookup dialog box, and select a general ledger credit account for the secondary credit card. This account is commonly a liability or an indirect expense account. You could enter a liability account in this field when one of the following applies: ▪ As soon as an expense is entered, you consider it to be a liability to the credit card company. ▪ You use multiple currencies and employees have a secondary credit card in a currency other than their employee's functional currency. Entering a liability account for the secondary credit card will allow you to define the account as foreign denominated so that Vision can revalue the balance in the account as part of the gain and loss processing. You could enter an indirect expense account in this field if you consider the expense report postings as a net zero impact on the income statement and you do not expense the expense report transactions until the credit card statement is entered as a voucher. The company paid credit account is used in the following ways:

Field	Description
	▪ **For Expense Report**s — The company paid credit account is used in the expense report posting when a record is defined as company paid, and it has a credit card associated with it. Typically, the expense report debits the project expense that is defined on the expense report. For company paid items that specify a credit card, the company paid account is credited. For any record that is associated with a credit card, the company paid account will override the default company paid account that is defined in **Configuration** » **Time & Expense** » **Company Expense** and the company paid account defined in the **Configuration** » **Time & Expense** » **Expense Categories**. ▪ **For AP Disbursements** —The company paid credit account is used in an AP Disbursement transaction when the payment method is defined as Credit Card. Typically, the AP disbursement debits the expense defined in the AP disbursement, and it credits the company paid credit account when the payment method is Credit Card. When you enter a transaction to pay the credit card company (for example, through an AP Voucher), you must specify the company paid account that is defined in the secondary credit card. The only entries to this account would be the expense report postings, AP disbursement postings, and the payment to the credit card company
Project	Enter the project for the company paid credit account. If the company paid credit account for the secondary credit card is an overhead account, the project defines the organization. If the company paid credit account for the credit card is a balance sheet account, the project defines the organization if you have separate balance sheets or have multiple companies.
Phase	Enter the phase for the company paid credit account.
Task	Enter the task for the company paid credit account.
Available to AP	Select this check box if you want this secondary credit card to be available for data entry in AP Disbursements in the Transaction Center. When this check box is not selected, the credit card will be available only for Expense Report transactions.
Expense Report Users	Click in this field to display the **Ellipsis** icon that opens the Employee Assigned to Credit Card dialog box. On this dialog box, select one or more employees who are authorized to use this secondary credit card to pay for company expenses. Entering an employee in this field allows the employee to select the credit card transactions that they paid with the secondary credit card when they enter expense reports in Time & Expense. These transactions are loaded into Time & Expense when you import credit card statement information from your credit card company into Vision in the Credit Card Reconciliation application. One scenario in which you would enter multiple employees for one secondary credit card is when an employee who pays for company expenses with a company-issued credit card has an administrative assistant or other staff members enter expense report in Vision for them.

Field	Description
	If you have multiple companies in Vision, you can select an employee from any of the companies in this field, even if the company to which the employee belongs does not have the Credit Card feature enabled. After you select employees in the Employee Assigned to Credit Card dialog box, the **Expense Report Users** field displays the name of the one employee you selected, or it displays **<records selected>** if you selected multiple employees.
Import Value	Based on what you select in the **Use to separate import into secondary credit cards** field on this tab, enter the value to use to identify the transactions for this secondary credit card when you import the transactions for a primary credit card into Vision (in **Accounting** » **Credit Cards** » **Credit Card Reconciliation**). ▪ If you selected **CardholderName** in the **Use to separate import into secondary credit cards** field, enter the name of the employee who is authorized to use this secondary credit card. ▪ If you selected **SecondaryAccountNumber** in the **Use to separate import into secondary credit cards** field, enter the secondary credit card code in this field. When you import charges from a credit card statement into Vision, you are importing the charges from all the secondary credit cards that make up a primary credit card. The value that you enter in the **Import Value** field must exactly match the value in the credit card file that is being imported into Vision.

Import Tab of the Credit Cards Form

Use this tab to define the contents (fields) and formatting for an import (text) file that is used to import charges from a credit card statement into Vision.

You import charges from a credit card statement into Vision in **Accounting** » **Credit Cards** » **Credit Card Reconciliation**.

Contents

Fields

Field	Description
Field Delimiter	From the drop-down list, select the character to use as a separator between the values (fields) in the credit card statement files that you will be importing into Vision. Options are: ▪ **{Tab}** ▪ **@** ▪ **#** ▪ **$**

Field	Description
	▪ ^ ▪ | ▪ ; (semi colon) ▪ , (comma)
Text Qualifier	From the drop-down list, select the character that you are using as a text qualifier in the credit card statement files to import into Vision. Options are: ▪ **{None}** — No text qualifier ▪ **"** — Double quotation mark ▪ **'** — Single quotation mark A text qualifier may be used in addition to delimiters in a file that you are importing. Text qualifiers are placed at the beginning and end of a value (field) inside the delimiters. Text qualifiers indicate that the content between them is part of one value (field). For example, if you use comma delimiters, a text qualifier (other than a comma) helps to distinguish commas that are used as delimiters and commas used within the value. **Example:** You use comma delimiters and a single quotation mark as the text qualifier. A row of data in the file is: 'John Bartlett', 'Marriott International, Inc', '10/20/2014', '$1,000.00' Using text delimiters ensures that the commas in Marriott International**,** Inc and in $1**,**000.00 are not interpreted as a delimiter. These commas are part of the company name and the monetary amount.
Decimal Symbol	Enter the symbol that you use for decimals in import files.

Date Handling Section

Field	Description
Order	Select the order in which you want the month, day, and year to appear in dates. Options are: **DMY**, **DYM**, **MDY**, **MYD**, **YDM**, and **YMD**. D=day, M=month, and Y=year
Delimiter	Enter the character that you want to use as the separate between month, day, and year. Examples are **/** or **-**.
Leading Zeros	Select this check box if you want leading zeros used for one-digit months or days (for example, use 01 instead of 1 for January).
Four Digit Year	Select this check box if you want all four digits of the year included for years (for example, use 2014 instead of 14).

Select Fields You Want to Import Grid

Each row in this grid is prefilled with one of the possible credit card statement fields (values) that you can include in an import file. Select the credit card statement fields to include in your import files to import into Vision when you import credit card data for this primary credit card. The fields and their order must match the structure of the contents of the files you are importing.

Select Fields You Want to Import Grid — Toolbar

Field	Description
Select Field You Want to Import Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Bottom, Down, Up, Top, and Move Included Items Up	Use the these icons to re-order a selected field to match the order in your import file. Click **Move Included Items Up** to move all selected fields to the top of the list.

Select Fields You Want to Import Grid — Fields

Field	Description
Include	Select this check box for each field that you include in the import file. You must select this check box for the following fields: ▪ The field that you entered in the **Use to separate import into secondary credit card** field on the General tab of the Credit Cards form. ▪ **Amount** (This is required if you do not use multiple currencies; it is optional if you use multiple currencies.) ▪ **PaymentAmount** if you use multiple currencies in Vision ▪ **MerchantDescription** ▪ **Date**
Field Name	This displays the credit card statement field that you can import into Vision. The predefined fields are:

Field	Description
	▪ **SecondaryAccountNumber** — This field identifies a secondary credit card that is associated with a primary credit card. If you selected **SecondaryAccountNumber** in the **Use to separate import into secondary credit cards** field on the General tab of Credit Card Configuration, you must include this field in the import file. You enter the account number for a secondary credit card in the **Import Value** field in the grid on the General tab. If you did not select **SecondaryAccountNumber** in the **Use to separate import into secondary credit cards** field, you can still include the **SecondaryAccountNumber** in the import file, but you do not define the account number in the **Import Value** field in Credit Card Configuration because it is not the field that identifies the secondary credit account in Vision. ▪ **CardholderName** — This field identifies a secondary credit card that is associated with a primary credit card. If you selected **CardholderName** in the **Use to separate import into secondary credit cards** field on the General tab of Credit Card Configuration, you must include this field in the import file. You enter the credit card holder name for a secondary credit card in the **Import Value** field in the grid on the General tab. If you did not select **CardholderName** in the **Use to separate import into secondary credit cards** field, you can still include the **CardholderName** in the import file, but you do not define the credit holder name in Credit Card Configuration because it is not the field that identifies the secondary credit account in Vision. You can use **CardholderName** if your bank masks the account number in export files. ▪ **Date** — This is the actual date on which the transaction occurred. It is not the date that the transaction was applied to the credit card. This date is used as the transaction date when a charge is added to an expense report in Vision. ▪ **MerchantDescription** — This is the merchant or description for a charge from a credit card statement. You could set up this field as a concatenation of several credit card fields from the bank such as merchant, merchant description, merchant address, and so on. You need to do this prior to importing into Vision, either through the website from which you export your credit card statement or through manipulating the text file before you import. The field displays on the Charges tab in Credit Card Reconciliation to help you identify the charge when you reconcile the credit card statement. It displays in the Credit Card pane on the Expense Report form in Time & Expense to help employees identify a charge when they enter expense reports. ▪ **Amount** — This is the transaction amount. If you use multiple currencies in Vision, this amount is in the currency of the transaction, which is not necessarily the currency of the credit card.

Field	Description
	▪ **TransactionID** — This number is defined by the credit card company and is unique to each transaction on each statement. Although this is not a required field for importing, the benefit of including it is that it allows you to tie AP disbursements with imported charges and manually tie expense report charges to imported credit card changes if employees enter and post expense report charges without a transaction ID **before** the charges are imported into Vision. The ideal workflow is to add imported charges to an expense report **after** the charges from a statement have been imported into Vision. In this scenario, the imported and posted charges are tied together automatically. The other benefit of including the transaction ID when importing is that it allows Vision to check for duplicate entries in Credit Card Reconciliation. ▪ **AmountCurrency** — This is the currency for the transaction amount. Deltek recommends that you use this if you use multiple currencies in Vision. ▪ **PaymentAmount** — This is the amount in the credit card currency. This field is required if use multiple currencies in Vision. When you use multiple currencies, it is recommended that you import the **Amount** field, which is the transaction amount (currency of the receipt), the **AmountCurrency** field, which is the transaction currency (currency code), and the **PaymentAmount** field (amount paid by the credit card). When all of these values are imported, Vision will use all these values when charges are added to an expense report. Vision will calculate the exchange rate based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a hotel bill, the transaction currency would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP. ▪ **User-defined fields** — The five possible user-defined fields are **UserDefined1**, **UserDefined2**, **UserDefined3**, **UserDefined4**, **UserDefined5**. User-defined fields are optional. They can help employees identify charges when they enter expense reports. These fields display in the Credit Card Transactions pane on the Expense Report form and optionally in the credit card reconciliation and credit card review. However, the user-defined information will not be associated with the posted expense report. For example, if a credit card company tracks the address of the transaction, this additional information could be imported and available to employees when they enter their expense reports. You normally need only one identifier for the secondary credit card, either the **SecondaryAccountNumber** or the **CardholderName**.

Field	Description
Label	Enter the label for any user-defined field that you include in the import file. You cannot enter labels for the predefined fields. If you have Vision databases set up in multiple languages, you can log into each language and enter the appropriate label for each language.
Display in Review/ Reconciliation	Select this check box for each user-defined field that you want to display in credit review or credit reconciliation. User-defined fields always display for the user in the Expense Report. Select this option if you also want to display the values in credit card review and credit card reconciliation.
Data Type	This field displays the data type for a field, which indicates the type of characters used for the data: ▪ **Varchar** — The field can contain both letters and numbers. ▪ **Datetime** — The field contains a date. ▪ **Decimal** — The field contains numeric amounts.

Employees Assigned to Credit Card Dialog Box

Use this dialog box to select the employees who are authorized as secondary credit card holders for a primary credit card. They are allowed to pay for company expenses with the credit card.

Location

To display the Employees Assigned to the Credit Card dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Credit Cards**.
2. On the General tab of the Credit Cards form, click the **Ellipsis** icon in the **Expense Report Users** field in the Secondary Credit Cards grid.

Contents

Employees Grid Toolbar

Field	Description
Insert	Click this option to open the Employee lookup and select an employee to assign to the secondary credit card.
Delete	If an employee is not authorized to use the secondary credit card, select the employee in the grid to delete. Then click this option to delete the row from the grid.

Employees Grid Fields and Buttons

After you click **Insert** and select an employee on the Employee lookup, the employee displays in the grid.

Field	Description
Employee	This field displays the selected employee's ID.
Name	This field displays the selected employee's name.

Field	Description
OK	Click this button to save the entries that you made on the dialog box and return to the General tab of the Credit Cards form.
Help	Click this button for more information about this dialog box.

Learn More About...

If you are new to using the Credit Card feature, review basics about how it works and points to consider if you are importing charges or using multiple currencies.

Credit Card Feature Overview

Use the Credit Card feature to reconcile the credit card charges from your credit card company with the expenses entered in Vision that were paid with the company-issued credit cards.

After you enable and configure the Credit Card feature:

- The employees who are responsible for reconciling credit card statements create the statements in Vision and import the credit card charges from a credit card company into them.
- On expense reports, employees (the cardholders) can add a charge that they made with a company-issued credit card by selecting the charge from a list of imported charges on the Expense Report form. Only the charges that they made are included in the list.
- You can set up alerts to notify employees that imported credit card charges that apply to them are ready to add to an expense report.
- When you enter an AP disbursement, you can specify that the vendor invoice was paid with a credit card rather than a check or electronic payment.
- The employees who are responsible for reconciling credit card statements: clear the imported charges that have a matching posted expense report or AP disbursement transaction in Vision; identify and follow up on missing credit card charges; and when all charges are reconciled, they close the statement.

Configuration

You enable the Credit Card feature by company, for the appropriate companies in your enterprise. You turn on the Company Paid feature for timesheets on the Setup tab in **Configuration --> Time & Expense --> Company Expense**. Then you turn on the Credit Card feature on the General tab in **Configuration » Accounting » Company Settings**.

You set up primary credit cards, and the associated secondary credit cards that are issued to employees, in **Configuration** » **Accounting** » **Credit Cards**. You also enter content and formatting information for the credit card charges import file.

You can display user-defined fields in credit card reconciliation and credit card review. On the Import tab in **Configuration** » **Accounting** » **Credit Cards**, select the **Display in Review/ Reconciliation** check box for the user-defined field that you want to show.

Alerts

The following alerts in the Expense folder in **Configuration** » **General** » **Company Alerts** can be set up to notify employee about the imported charges:

- **New Credit Card Transactions Available** — This alert notifies the appropriate employees when a new credit card charge that they made has been imported into Vision, and it is ready to add to an expense report.
- **Past Due Credit Card Transactions** — This alert is sent to employees and, optionally, their supervisors after a certain number of days has passed without the imported expense being posted on an expense report.

Credit Card Reconciliation

In **Accounting** » **Credit Cards** » **Credit Card Reconciliation**:

- You create credit card statements and import charges from your credit card company into the statement.

  You can create a credit card statement in Vision before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges into Vision on an ongoing, regular basis throughout the month as your credit card company posts the charges and makes the information available to you through their website. This allows employees to add imported charges to their expense reports in a timelier manner.

  You import charges for a primary credit card, which includes the charges for all the associated secondary credit cards.
- The imported credit card charges are matched automatically with the credit card charges that are posted on employee expense reports and AP disbursements.
- The charges that have a matching imported charge and posted Vision expense report or AP disbursement charge can be cleared automatically by Vision, or you can clear them manually.
- You identify the credit card charges that have not yet been entered in Vision, and when all charges are reconciled and cleared, you close the statement.
- If you use cash-basis accounting, you can create a cash-basis journal entry for all the cleared company-paid charges on a statement that is completely reconciled

Processing Credit Card Expenses in Vision

You record expenses that are paid with company-issued credit cards in the following places in Vision:

- On an expense report in **Time & Expense** » **Expense Report** — If you import credit card charges into Vision for a credit card, the charges made by an employee that have been imported into Vision display in a list on the Expense Report form. Employees add the

imported charges from the list to an expense report. After an imported charge is added to an expense report, it displays on the Charges tab in Credit Card Reconciliation. If you do not import credit card charges into Vision, employees enter expenses that they pay with company-issued credit cards as they normally would on an expense report by specifying that the expense is company paid and which credit card it is associated with.

- As an AP disbursement in **Transaction Center** » **Transaction Entry** — You enter an AP disbursement and specify that it was paid with a company-issued credit card (rather than a check or electronic payment). After the disbursement is posted, it displays on the Charges tab in Credit Card Reconciliation.

Credit Card Review

In **Accounting** » **Credit Cards** » **Credit Card Review** you can enter criteria to search for and view credit card charges that were imported into Vision from your credit card company and charges that were entered on expense reports and as AP disbursements.

Using the Credit Card Reconciliation Application Without Using the Import Feature

It is possible to use the Credit Card feature without importing credit card charges into Vision. In this scenario, the posted expense report and AP disbursement credit card transactions display automatically in the Credit Card Reconciliation application. You manually compare and reconcile these with your paper credit card statement.

You choose whether or not to import charges on a credit card by credit card basis.

Credit Card Feature and Multicurrency

This information applies if you use multiple currencies and the Credit Card feature in Vision.

When you use the Credit Card feature, you specify the currency for a credit card in **Configuration** » **Accounting** » **Credit Cards**. This is the currency of the credit card statement and likely the currency in which you pay the credit card company.

If you import charges from a credit card statement into Vision, you are required to import the charge payment (amount in credit card currency). In addition, you can import the transaction amount and transaction currency. If you only import the payment amount, Vision assumes the transaction amount and currency match the payment amount during the credit card import. The transaction amount and payment amount will be available to the expense report user on an expense report.

If you import charges from a credit card statement into Vision, the credit card reconciliation that you perform in **Accounting** » **Credit Cards** » **Credit Card Reconciliation** is based on the credit card's currency.

Gains and Losses that Are Associated with a Credit Card

When a credit card's currency is the same as a company's functional currency, there are no gains or losses associated with the credit card as a result of exchange rate differences.

When a credit card's currency is different from a company's functional currency, gains or losses are possible due to exchange rate differences between the time that an expense report (company paid) is posted and the voucher is paid to the credit card company. An example of this scenario is when an employee in a satellite office (that is not defined as a separate company within Vision)

has a company-issued credit card in a local currency that is different than the company's functional currency.

Vision provides the necessary information for you to create a journal entry to account for gains and losses due to fluctuating exchange rates. Compare the following amounts in Vision to determine the difference to the gains or losses account for the journal entry:

- The Summary tab on the Credit Card Statement Reconciliation form (**Accounting** » **Credit Cards** » **Credit Card Reconciliation**) displays the functional currency amount of the original expense report and AP disbursement transactions that are tied to the active credit card statement.
- The AP Payment Processing Posting Log (**Transaction Center** » **Posting Logs**) that contains the payment to the credit card company displays the functional currency amount paid to the credit card company.

Foreign Denominated Accounts

If the company-paid credit account for a credit card will hold a balance from month to month and you want to revalue the balance, you can designate the account as foreign denominated on the General tab of the Account Info Center. Vision includes foreign denominated accounts during gain and loss processing to calculate any unrealized gain or loss. If you clear the amount in the company-paid credit account each month, it is not necessary to make it foreign denominated.

Primary and Secondary Credit Cards

When you use the Credit Card feature in Vision, you set up primary credit cards that your company uses in Credit Card Configuration.

Your company is responsible for paying the account balances for the primary credit cards.

For each primary credit card, you set up secondary credit card for each employee (cardholder) who is authorized to use the company-issued credit card to pay for company expenses. Your company (the primary account holder) is responsible for paying the balance of the charges made by employees who use the secondary credit cards.

When you import charges from credit card statements into Vision, you are importing charge records from primary credit cards. Every credit card charge that is imported into Vision must be associated with a secondary credit card account. Each credit card transaction that is entered through Expense Reports (in Time & Expense) and AP Disbursements (in Transaction Entry) must be associated with a secondary account. In Expense Report employees see only the imported charges that are associated with their secondary account.

The credit card reconciliation is done for primary credit cards, which includes all the associated secondary accounts. In Credit Card Reconciliation, you can filter charges by secondary account for easy review.

Import Credit Card Charges Process Overview

When you use the Credit Card feature, you can import credit card charges from your credit card company into Vision using the Vision Credit Card Reconciliation application.

First, you must download the credit card charges from your credit card company's web site. The credit card data must be in a text file format, such as a .txt or .csv file, before you can import it

into Vision. The import file must contain the data, delimiters, and other formatting that you specify for a credit card on the Import tab in Vision **Configuration** » **Accounting** » **Credit Cards**.

You create a credit card statement in Vision in **Accounting** » **Credit Cards** » **Credit Card Reconciliation** in which to import the credit card charges. You can create a credit card statement in Vision before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges into Vision on an ongoing basis throughout the month as your credit card company posts the charges and makes the information available to you through their web site. This allows employees to add imported charges to their expense reports in a timelier manner.

After you create a credit card statement in Vision, you import charges into it using the **Import** » **Import Charges** option on the toolbar of the Credit Card Statement Reconciliation form. You can import credit card charges each day, week, month, or as needed.

The import is for the entire primary credit card, which includes the charges for all the secondary credit cards that are associated with a primary credit card. Employees are assigned to secondary credit card accounts.

After you import credit card charges, they display in the following locations in Vision for processing:

- **Accounting** » **Credit Cards** » **Credit Card Reconciliation** » **Charges tab**

  Both the imported charges from your credit card company and the posted credit card charges that were entered through employee expense reports and AP disbursements display on this tab. If you selected the **Display in Review/Reconciliation** option for user-defined fields in Credit Cards configuration, the user-defined fields also show as columns on this tab. You clear a charge on this tab if it has a matching imported and posted Vision charge.

- **Time & Expense** » **Expense Report**

  From the Credit Card pane on the Expense Report form, employees select imported, company-paid charges to add to an expense report. Only the charges from the secondary credit cards that are assigned to an employee display in the pane. An employee will not see the charges made by other employees.

Multiple Currencies

When you use multiple currencies in Vision, it is recommended that you import the **Amount** field, which is the transaction amount (currency of the receipt), the **AmountCurrency** field, which is the transaction currency (currency code), and the **PaymentAmount** field (amount paid by the credit card).

When all of these values are imported, Vision will use all these values when charges are added to an expense report. The exchange rate will calculate based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a hotel bill, the transaction currency would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP.

If you only import the payment amount, Vision assumes that the transaction currency matches the payment currency.

Example of a Text File for Importing Credit Card Charges

You import charges from credit card statements into Vision from a text file, such as a .txt or .csv file.

This shows you an example of the settings that you could enter on the Import tab in Configuration **Configuration** » **Accounting** » **Credit Cards** and the contents of the text file that must match the settings.

Settings that You Selected on the Import Tab in Credit Card Configuration

Field on the Tab	Entry
Field Delimiter	#
Text Qualifier	'
Decimal Symbol	.
Date Handling Order	MDY
Date Handling Delimiter	/
Leading Zeros	Check box is not selected.
Four Digit Years	Check box is selected.

Fields that You Selected to Include in the Text File and Their Order

In the Select Fields You Want to Import grid on the Import tab, you select which fields to import. You also use the up and down arrows in the grid toolbar to move the fields in the grid to put them in the order in which you want them in the text file.

Include Check Box	Field Name
Selected	CardholderName
Selected	Date
Selected	MerchantDescription
Selected	Amount
Selected	TransactionID

Contents of the Text (Import) File that Match the Settings You Entered on the Import Tab

One credit card charge is defined in each row in the text file:

Cheryl Jones#3/30/2014#Staples#75.00#8165447

William Apple#4/15/2014#YellowCab#35.00#8432111

William Apple#4/17/2014#Hyatt Regency NYC#795.00#9125473

Patricia Picard#4/23/2014#Jakes#200.00#8421544

James Bartlett#4/24/2014#McMennemins#150.00#2184621

Patricia Picard#4/24/2014#Delta#435.00#9542844

James Bartlett#4/25/2014#Marriott#450.00#7584177

James Bartlett#4/25/2014#Enterprise Rentals#325.00#6485422

Payroll Setup Overview

Before your firm uses the Payroll application, you must establish company-wide options, such as the frequency of payroll runs, and set up the withholding codes to associate with employee labor. You also establish security settings for payroll, based on security roles.

Payroll Withholding Setup

On the Payroll Withholding Setup form, you establish a company-wide set of withholdings. You then associate employees with withholding codes on the Payroll tab of the Employee Info Center. You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your payroll payments, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**). To have FICA, Federal, State, and local withholdings computed automatically, set the method for these withholdings to **System** in both Payroll Withholding Setup and from the Payroll tab of the Employee Info Center for each employee.

How Enabling Pay Rate Tables Affects Payroll Processing

You can override default pay rates using pay rate tables, if your firm selected the **Enable pay rate tables** option in Accounting System Settings. If your firm enables pay rate tables, you cannot modify hourly employees' pay hours for a Regular payroll on the Employee Review tab of the Payroll Processing form. However, you can still edit hours for hourly employees in Adjustments payroll or edit hours for salaried employees in either Regular or Adjustments payroll. Hours are not associated with Bonus payroll.

Payroll Contribution Setup

In Payroll Contribution Setup, you establish a company-wide set of contribution codes. You then associate employees with contribution codes on the Payroll tab of the Employee Info Center. These payroll employer contributions can track expenses associated with an employee.

User-Defined Tax Locale Setup

Vision comes with a set of standard state, federal, and local tax locales. Your firm may need a locale that is not in this standard list. To add a tax locale, use User-Defined Tax Locales Setup.

Multicompany

If your firm uses the Multicompany feature, you establish a different set of payroll setup options and payroll withholding codes per company. To use payroll when the Multicompany module is installed, you must first activate the payroll application from Module activation. You must then enable the payroll module for each individual company that you want to have access to the module from the General Company Settings form.

If your firm has installed the Multicompany module, you still establish user-defined tax locales on an enterprise-wide basis. You cannot establish user-defined tax locales by company.

Checklist: Setting Up Payroll

To configure Payroll, you set up user access to the application and establish both company-wide and employee-specific settings.

Step	Description	Location
1	Order payroll check stock and W2 Forms for Vision.	
2	Activate the Payroll application. When the Multicompany module is installed, you first activate the Payroll application in Module activation. You then enable the Payroll module for each individual company in Company Settings.	**Configuration** » **Module Activation** **Configuration** » **General** » **Company Settings**
3	Set up Payroll security.	**Configuration** » **Security** » **Roles**
4	Add payroll-related accounts to the Chart of Accounts, if necessary. The Vision Standard Chart of Accounts includes several default payroll accounts, such as the Payroll Checking Account (104.00) and the Salaries Payable Account (231.00).	**Info Center** » **Accounts** » **Chart of Accounts**
5	Set up general company-wide payroll settings such as payroll frequency, Salaries Payable account, and whether to enable date ranges or multiple pay rates. If you want to post payroll based on Organization, establish payroll settings in Organization General Setup and Individual Organization Setup. If you use Multicompany, you establish a different set of payroll setup options per company.	**Configuration** » **Payroll** » **General**
6	Set up firm-wide user-defined tax locales, if your firm needs them. If you use Multicompany, you establish user-defined tax locales on an enterprise-wide basis.	**Configuration** » **Payroll** » **User-Defined Tax Locale**
7	Set up company-wide withholding codes such as Federal FICA, or State. If you use Multicompany, you establish a different set of payroll withholding codes per company.	**Configuration** » **Payroll** » **Withholding Codes**
8	Set up company-wide contribution codes, such as 401K matching. If you use Multicompany, establish contribution codes for each company.	**Configuration** » **Payroll** » **Contribution Codes**

Step	Description	Location
9	Optional. Set up company-wide benefit accrual codes such as Sick or Vac. If you decide to accrue benefits, you can process benefit accruals independent of payroll, or with payroll. If benefit accrual hours are configured and tracked, you can select **Print on Check** from the Benefit Accrual Setup tab to print hours earned and taken on employee paychecks.	**Configuration** » **Accounting** » **Time Analysis**
10	Specify general employee benefit accrual information.	**Info Center** » **Employees** » **Accounting** » **Benefit Accruals grid**
11	Specify employee payroll rate and type information.	**Info Center** » **Employees** » **Payroll tab**
12	Enter withholding codes for your employees.	**Info Center** » **Employees** » **Payroll tab** » **Withholding grid**
13	Enter contribution codes for your employees.	**Info Center** » **Employees** » **Payroll tab** » **Employer Contribution grid**
14	Enter tax locale information for your employees.	**Info Center** » **Employees** » **Payroll tab** » **State/Local/Tax Jurisdictions grid**
15	Enter direct deposit information for your employees.	**Info Center** » **Employees** » **Accounting tab** » **Direct Deposit grid**
16	Import employee wage and withholding history for the current W2 year, if payroll-related transactions for the current W-2 year have occurred before you installed the Payroll application. This step is not necessary if you install the Payroll application at the beginning of the new W-2 year.	**Utilities** » **History Loading** » **Payroll**

General Payroll Setup Overview

In General Payroll Setup, you establish the basics such as the W-2 year and payroll frequency, and set defaults for FICA and Other Pay.

How to...

You activate Payroll and specify related security and general configuration settings in General Payroll Setup.

This is the start of your concept.

Activate the Payroll Application

Before your firm begins to use Vision Payroll, you must activate the application.

If your firm uses the Multicompany feature, you activate Payroll one time and then you enable Payroll for each company.

To activate the payroll application, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Module Activation**.
2. In the **Client Number** field, enter the Deltek-supplied client number.
3. In the **Password** field for Payroll, enter the Deltek-supplied system level password.
4. If you need to activate additional applications, enter the corresponding passwords in the appropriate **Password** fields.
5. Click **OK**.

   Vision installs the applications.
6. Log off Vision and log back in, for your changes to take effect.
7. From the Vision Navigation menu, click **Configuration** » **General** » **Company Settings**.
8. Select the **Enable Payroll Module** option.
9. Click **Save**.

Specify Security Rights for a Payroll Administrator

Vision security is based on roles, or groups of users categorized by how they use Vision. Your System Administrator must configure your role with at least the rights explained in the following procedure to allow you to administer and process payroll.

Depending on what other functions you perform at your firm, your role may need security access to other Vision tabs, fields, or features.

The following instructions are intended as a guideline to create a payroll administrator role called PAYROLL that includes access rights required to administer and process payroll. If the individuals at your firm who run payroll also perform other Vision functions, you may want to modify an existing role, or create a broader role that includes the settings explained in this topic.

To create a PAYROLL role with the minimal security access, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Security** » **Roles**.
2. Click **New** » **New Role** to open a blank role record.
3. In the **Role** field on the General tab, enter **PAYROLL**.
4. Enable the following items:
   - Info Centers: Employees, Projects, Accounts
   - Transaction Center: Transaction Posting
   - Accounting: Void Payment, Cost/Pay Rate Tables (if you use pay rate tables)

- Human Resources: Benefit Hours, Payroll: Payroll Processing, Direct Deposit, Form W-2 Processing
- Time & Expense: Timesheet
- Reporting: Payroll
- Utilities: Open New Benefit Year, Open New W-2 Quarter, History Loading: Payroll
- Configuration: Payroll: General, Withholding Codes, Contribution Codes, User-Defined Tax Locales

5. Click the Record Access tab and select the following settings:
   - In the **Access** field, select **Modify Only** for **Employees** and for **Projects**.
   - In the **Chart of Accounts** field, select **Read Only**.
6. Click the Accounting tab and select the following options:

Option	Description
Include paychecks on register and bank rec	If the role has been granted access to **Bank Reconciliation** (**Accounting** » **Bank Reconciliation**) and the Payment Register (**Reporting** » **Accounting**) on the General tab of Roles Security, select this option to make payroll processing-related entries available to this role. To access the Payment Register report, **Payment Register** must be selected for the role in the Accounting reports and the **Reports for this Role** area must be selected on the Access Rights tab. Selecting this option also allows users who belong to this role to void payroll payments. For users who belong to a role with this security setting, **Payroll Payments** displays as an option for the **Payment Type** field on the Void Payment Processing form.
Allow payroll processing in prior W2 quarter	Select this option to allow the Payroll Administrator to change the W2 quarter and year from the Payroll Processing form for the current payroll run, if it is a bonus or adjustments run. Deltek recommends that you leave this setting cleared. If your Payroll Administrator needs to make an adjustment in a prior W2 quarter, you can turn this feature on, and then turn it off again when the Administrator is finished.
Full Access	In the **Labor Cost/Rates Amounts** field, select this option if your firm intends to use pay rate tables.

7. Click the Access Rights tab and specify the following settings:
   a) In the **Functional Area** field, select **Reports**
   b) In the **Reports** field, select **Payroll**.
   c) In the **Available Reports** area, select all reports and click the **Add** button.
   d) In the **Functional Area** field, click **Application** » **Tabs**.
   e) In the **Application** field, select **Employees**.
   f) Select **Accounting** and **Payroll** and click **Add**.
   g) In the **Application** field, select **Projects**.

h) Select **Accounting** and click the **Add** button.

8. Click **Save**.

After you create the PAYROLL role, you associate the users who will administer and process payroll with this role.

Set Up General Company-wide Payroll Settings

Establish company-wide settings for your Payroll.

If your firm uses Multicompany, you establish these settings for each company.

To establish general company-wide payroll settings, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **General**.
2. On the General tab of the Payroll Setup form, specify the W-2 Year, the Payroll frequency, bank accounts, and other basic information.
3. Optional. On the Checks tab of the Payroll Setup form, select **Print Social Security number on paychecks** if you want to print employees' Social Security numbers on their paychecks.
4. In the **Account** field on the FICA tab, specify the account that is debited during payroll processing for your company's portion of FICA expenses.
5. Optional. Use the **Post FICA to AP Voucher** option to specify that you want to post the employer's portion of the FICA contribution as a journal entry.
6. Optional. Click the Other Pay Setup tab to specify Other Pay accounts and settings.
7. Click **Save**.

Set Up Custom Templates

You can create custom templates for payroll with Microsoft SQL Server® Reporting Services report writing tools. Contact the Vision Custom Programming Group or Support for more information.

If you add custom check templates for payroll, then their actual file names display in the **Check Template** drop-down list on the Checks tab in **Configuration** » **Payroll** » **General**.

To have Vision recognize that these names are check templates for inclusion in the drop-down list, complete the following steps:

1. Store check template files in the Vision \Reports\Custom\Check folder.

   The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom \<XXXXX>\Check).
2. Use the following naming convention for the check template file:
   - CheckPY_UniqueName_Custom.rdl
   - EarningsHourly_Three.rdl

3. Because a check template utilizes multiple sub-reports, when you create and copy a custom check report into the Vision \Reports\Custom\Check folder, you must also copy the following sub-report files into the same Check folder:
   - EarningsHourly_Three.rdl
   - EarningsHourly_Two.rdl
   - WithholdingDetails_Three.rdl
   - WithholdingDetails_Two.rdl
   - DirectDepositDetails_Three.rdl
   - DirectDepositDetails_Two.rdl
   - BenefitDetails_Three.rdl
   - BenefitDetails_Two.rdl

   You can modify these sub-reports if necessary, but you must **not** rename them. When the custom template is used to print a payroll check, the system looks for these sub-reports in the Check folder.
4. To load the main custom check report and its sub-reports to the report server, click **Utilities** » **Report Administration** and complete the required information on the Load Reports tab.

   Be sure to select **Custom** in the **Type** field.

   The Loaded Reports grid shows only the main custom report because the grid is set to hide the sub-reports.

Fields and Options

Use the Payroll Setup form and related dialog boxes to specify general Payroll configuration settings.

Payroll Setup Form

On the Payroll Setup form you enter general information about how your company uses the Payroll application, establish FICA account information, set up other pay accounts, and add user-defined tax locales to use if Vision's standard tax locales do not meet your needs.

Display the Payroll Setup Form

You display the Payroll Setup form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Payroll** then select a tab.

Toolbar of Payroll Setup Form

Use the toolbar options to save general payroll setup options.

Contents

Field	Description
Save	Click this option to save the setup options.
Help	Click this option to display the Help system.

General Tab of Payroll Setup

Use the General tab to enter general information about how your company uses the Payroll application, such as how often you process payroll, and the expense accounts to post to when payroll runs.

Contents

Field	Description
Current W-2 Year	The current W-2 year displays. The current W-2 year is associated with the transactions generated during payroll processing. Vision uses this year to verify that your payroll processing falls within the current W-2 year. Vision updates this field when you open a new W-2 quarter in Utilities. If your security role is configured with the security option to **Allow payroll processing in prior W2 quarter**, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.
Current W-2 Quarter	The current W-2 quarter displays. Vision uses the current W-2 quarter to verify that your payroll processing falls within the current quarter. Vision updates this field when you open a new W-2 quarter in Utilities. If your security role is configured with the security option to **Allow payroll processing in prior W2 quarter**, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.
Payroll Frequency	Enter the frequency for your company's payroll processing: ▪ **Weekly** — A new payroll period begins each week, on the same day of the week. There are 52 pay periods per year. ▪ **Biweekly** — A new payroll period begins every two weeks, on the same day of the week. There are 26 pay periods per year. ▪ **Semi-monthly** — Each month has two payroll periods, generally beginning on the first and the sixteenth. There are 24 pay periods per year. ▪ **Monthly** — The payroll period generally runs from the first day of the month to the last day of the month. There are 12 pay periods per year. Payroll uses the frequency entered here to calculate the amount of federal and state tax to withhold from employees' pay, as well as the overtime and secondary overtime pay rates for salaried employees.

Field	Description
Bank Code	Enter the bank code to credit if you are posting net payroll directly to bank, or if you want to associate a bank code with a Salaries Payable account. You must enter a bank code if the **Post net payroll directly to bank** option is selected. If no bank code is specified, Vision does not store detail for the payroll payments. Vision records one payment for the total payroll in Bank Statement Reconciliation.
Post net payroll directly to bank	Select this option to post the credit amount for net payroll to the account associated with the specified bank code. If Vision is configured for organizations, Vision also associates payroll amounts with the organization specified for the bank code in Bank Codes configuration. ▪ If you do not select this option, Vision posts the credit for net payroll to the asset account or payroll liability account defined in the **Salaries Payable Account** field. ▪ If you select this option and your firm enabled cash-basis reporting in Accounting Configuration, Vision makes cash-basis postings to your General Ledger. You must specify a bank code in the **Bank Code** field if you select this option.
Salaries Payable Account	If you are not posting net payroll directly to a bank, enter the account that you want Vision to credit when you process payroll. Vision credits the account entered here for the amount of the net payroll (gross payroll minus withholdings). For example, enter account 231.00, the default Salaries Payable account set up in the Vision Standard Chart of Accounts, or enter a cash account. If you enter the number of your main checking account in the **Salaries Payable Account** field, Vision lists the net payroll as a disbursement on the Cash Journal. Deltek does not recommend this method. This option is disabled if you select **Post net payroll directly to bank**.
Bonus Cost	Enter the account that is debited during payroll processing for your bonus payroll expenses. For example, enter account 703.00 - the Job Cost Variance account in the Vision Standard Chart of Accounts. If you enter an indirect expense account, such as account 703.00, the following fields are required: ▪ **Project** — Enter the project name or number of the project charged for your company's bonus cost expenses, or click and select a project on the lookup. ▪ **Phase** — If phases exist, enter or select the appropriate phase. ▪ **Task** — If tasks exist, enter or select the appropriate task.
Direct deposit for bonus/ adjustments	Select this option to use Direct Deposit processing to direct deposit payroll bonuses and adjustments to the appropriate employee accounts.

Field	Description
Allow changes to payroll history	Select this option to allow changes to payroll history. If you select this option, Vision displays the Employee Payroll History form (**Utilities** » **History Loading** » **Payroll**). On this form you can enter year-to-date withheld amounts and wages for each employee, prior to the date you will begin tracking this information in Vision. Deltek recommends that after you enter the history data required to bring your records up-to-date in Vision, and before you begin using Vision Payroll, you clear this option, to hide the Employee History Loading form and prevent the accidental alteration of data.
Enable date ranges for regular hours and overtime hours	Select this option to process payroll by including hours from all posted time transactions that fall within a range specified on the General tab of the Payroll Processing form, rather than including all time transactions posted at the time of the payroll run.
Allow Project's tax locale to be overridden on timesheet	Select this option to allow the project locale entered on an employee's timesheet to override the locale established on the Payroll tab of the Employee Info Center, for employees whose **Locale Method** is set to **Follow project locale** in the Employee Info Center.

Checks Tab of Payroll Setup

Use the Checks tab to select a check template: Deltek two-part, Deltek three-part, or custom. You can also select the information that will display on the checks.

Your firm's address and phone number display automatically on payroll check stubs when you preview payroll checks, print the checks, and email remittances when employees are paid by electronic funds transfers (EFT). This allows financial institutions to see the payer's address and phone number when check stubs are presented as documentation of wages. The address and phone number are retrieved from the **Employer's address** section on the Form W-2 Processing form in **Human Resources** » **Payroll** » **Form W-2 Processing**.

Contents

Field	Description
Check Template	You can select a check template from this drop-down list. ▪ Deltek two-part ▪ Deltek three-part ▪ Custom templates If you select the three-part check template, be sure to have check stock for the three-part style with the check face on the top. Use this option to print duplicate check stubs. Check templates make it possible to do the following:

Field	Description
	▪ Print pay rates for hourly employees. ▪ Print the regular and overtime timesheet period start and end dates. ▪ Enable user-defined field tables available so you can easily add them when customizing the check template in SQL Reporting Services. ▪ Apply the international address printing rules. ▪ Enable the employee's address include the country if it is different than the company's country. ▪ Print the check date on the check stubs.
Print Social Security number on paychecks	Select this option to display Social Security numbers on checks.
Print pay rates for hourly employees	Select this field to display the detailed rate per hour listings on the check stub of an hourly employee's paycheck. The check stub itemizes each unique rate with a detail line for regular and overtime pay. This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.
Print timesheet period date ranges	Select this field to print the regular and overtime date ranges on the pay stub. These ranges are identified in the **Timesheet Period to Include** group box fields on the General tab of Payroll Processing. This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.
Currency	In this field you can select and display the preferred currency format. These settings apply to the check face and stub. The option is available for any selected format and template, including customs. To change the currency format, click the button in this field to open the Format Currency dialog box.
Check Face Date	If you want to change the format of the date, click the button in this field to open the Format Date and Time dialog box. The dates on the stub use the short date format assigned in your Regional and Language Options.

FICA Tab of Payroll Setup

Use the FICA tab to enter FICA account information.

Contents

Field	Description
FICA	Enter the account that is debited during payroll processing for your company's portion of the FICA expenses. For example, enter account 721.00 - the employer's FICA account in the standard chart of accounts. If you enter an indirect expense account, such as account 721.00, the following fields are required: ▪ **Project** — Enter the project name or number of the project charged for your company's portion of FICA expenses or click and select the project. ▪ **Phase** — If phases exist, enter or select the appropriate phase. ▪ **Task** — If tasks exist, enter or select the appropriate task. If your company distributes taxes by organization, you specify this account for each organization on the General tab of the Individual Organization Setup form.
Post FICA to AP Voucher	Select this option to post the employer's portion of FICA contribution as a journal entry. When you select this option, you must specify the following information, which Vision uses when generating the accounts payable voucher: ▪ **Vendors** — Select the vendor number to use on the accounts payable voucher. Enter the number or click and select a vendor from the Vendor lookup. ▪ **AP Liability** — Select the accounts payable liability code from the drop-down list. This determines the account that Vision uses for the voucher posting. ▪ **Bank Code** — Select the bank code to use for the posting from the drop-down list. ▪ **Address** — Select the vendor address to use on the accounts payable voucher. When this option is selected, an accounts payable voucher is generated each time a payroll run is posted. The automatically generated accounts payable voucher file is named as follows (FICA - [Accounting Period]- [Sequence Number]. For example, the file name could be FICA-2014-12. The automatically generated accounts payable voucher file contains the following information: ▪ Vendor, AP Liability, Bank Code, Address, as entered on this tab ▪ Invoice number, as entered in the Employer's Identification Number field on the Form-W2 Processing form

Field	Description
	▪ The payroll date of the payroll processing run ▪ The payment date of the payroll processing run ▪ The voucher date, which is the same as the payroll date of the payroll processing run

Other Pay Setup Tab of Payroll Setup

Use the Other Pay Setup tab of to create other pay categories and assign them to one specific account for all employees, or to different accounts, associated with different employee types.

For each Other Pay category that you establish here, you can associate unique account numbers by employee type in the Employee Type grid.

Associating employee types with an other pay category allows you to create just one other pay category and differentiate the account by employee type. Associating employee types with other pay categories may also make it easier to report on and track the pay amounts for **Other Pay** categories.

Contents

Field	Description
Label	Enter the label to use for this other pay account, such as **Bonus** or **Commission payments**. The other pay accounts that you establish here display on the Payroll tab of the Employee Info Center, and in the Hours & Pay grid on the Employee Review tab of Payroll Processing.
Account	Enter the account that is debited during payroll processing for your other pay expenses. For example, enter account 703.00 - the Job Cost Variance account in the Vision Standard Chart of Accounts. Use this field for regular payroll, bonus payroll, and adjustments.
Project	Enter the project name or number of the project charged for your company's other pay cost expenses, or click and select a project on the lookup.
Phase	If phases exist, enter or select the appropriate phase.
Task	If tasks exist, enter or select the appropriate task.
Type	This field displays the employee type as established on the Employee Types form (**Configuration** » **Accounting** » **Employee Types**).
Description	This field displays the description of the employee type, as entered in the Employee Types form.
Other Pay Account (1-5)	Select the account (or accounts) to associate with the selected employee type. For each other pay category established at the top of this form, you can

Field	Description
	associate a different other pay account number per employee type. This account will then be debited during payroll processing for other pay expenses associated with the corresponding employee type. For employees with the corresponding employee type, this account overrides the one selected in the **Account** field at the top of this form. You may want to enter unique accounts per employee type to make it easier to report on and track the pay amounts for **Other Pay** categories. For example, after associating other pay accounts to employee types you can then run an Account Analysis report and analyze the transaction detail and total of the other pay accounts. Having other pay accounts broken down by employee type makes it easier to track other pay than it would be if each other pay account was the same for all employees.

Format Date and Time Dialog Box

Use the Format Date and Time dialog box to select the format of the date and time on the check face.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **General**.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Check Face Date** field.

Contents

Field	Description
Type	From this drop-down list you can select one of the following options: ▪ **Short Date** — By default, this option displays the month, day, and year with the month expressed as a number. The month, day, and year are separated by the date separator in the **Date Options** group box (10/29/2014, for example) or your regional settings. The order of the elements of the date is determined by the **Date Order** field (month/day/year or day/month/year, for example). ▪ **Medium Date** — By default, this option displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the **Date Order** field (October 29, 2014, for example). The separators between the elements are always controlled by your regional settings. ▪ **Long Date** — By default, this option displays the day of the week spelled out first, then the other date elements in the order of the **Date Order** field using the separators in the user's regional settings (Monday, October 29th, 2014, for example).

Field	Description
	▪ **Short Date and Time** — This option displays the Short Date plus a space and the time (10/28/2014 11:30:21, for example). ▪ **Time** — This option displays the time only.
Sample	This option displays a sample of the options selected on this dialog box.

Date Options

Field	Description
Use separator from regional settings	If you select this option, Vision uses the separator for the Short Date specified in your regional settings. If you clear this option, Vision uses the date separator that you select in the **Date Separator** field.
Date Separator	This option controls the characters used for the separator in a short date when the **Use separator from regional settings** option is not selected. The drop-down list has values for a forward slash (/), period (.), and a dash (-). You can enter any characters.
Date Order	This option controls the order of the elements in the date. Select one of the following settings: ▪ Month Day Year ▪ Day Month Year ▪ Year Month Day
Display Day	Select this option to display the day as a number.
Display Month	Select this option to display the month of the date. For short dates, this displays as a number; otherwise, the month is spelled out.
Display Year	Select this option to display the year of the date.
Display Four Digit Year	Select this option to display the year with four digits rather than two.
Display Leading Zeros	Select this option to display the leading zero for the day and month (if the month is expressed as a number).

TIme Options

Field	Description
Use separator from regional settings	If you select this option, Vision uses the separator for the **Time** specified in your regional settings. If you clear this option, Vision uses the time separator that you select in the **Time Separator** field.

Field	Description
Time Separator	This field controls the character used between the hours, minutes, and seconds when the **Use separator from regional settings** option is not selected.
24-Hour Clock	When you select this option, the time displays as a 24-hour clock rather than the 12-hour clock (1:00 PM displays as 13:00).
Display AM/PM	This option controls whether or not characters are displayed for AM and PM. When you select this option, Vision uses AM and PM symbols from your regional settings.

Format Currency Dialog Box

Use the Format Currency dialog box to select the preferred currency format. These settings apply to the check face and stub.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **General**.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Currency** field.

Contents

Field	Description
Type	From this drop-down list you can select one of the following options: ▪ **Percent** — Percent fields always have the percent symbol following the number. This option is only visible for normal number fields. ▪ **Number** — This option is visible for normal number fields. ▪ **Currency** — This option is visible for currency fields.
Sample	This group box displays a sample of the positive number, negative number, and zero formats. The number 123,456,789.00 is used for the positive and negative numbers. The currency symbol displays, if applicable. However, if you select this dialog box from the Report Options Layout tab, then fields that are not a currency type do not have a currency symbol.

Field	Description
Use symbol from regional settings	When you select this option, Vision uses the decimal symbol specified in your regional settings. If you clear this option, Vision uses the decimal symbol that you select in the **Decimal symbol** field.
Decimal symbol	You can specify a period, a comma, or another character. For example, if you select a period, then one thousand displays as 1000.00.

Field	Description
Use Default Number of Decimal Places	When you select this option, Vision uses the number of decimal places for that field. The currency's default number of decimal places is determined in **Configuration** » **General** » **Currency**. For normal numbers, the default is the number of decimals that are displayed for that field by default on the report. This option enables you to make general changes to the number and currency fields on the Report Options Layout tab without needing to change the decimal places for all numbers. For example, you may want to change the decimal symbol used for all fields, but may want a different number of decimals displayed for an hours field versus a rate field.
Decimal Places	Decimal place options are the numbers 0 through 9. The number selected controls how many decimal places are displayed for the number. For example, if you selected 2, then one thousand would be displayed as 1000.00. Some fields do not use the decimal settings that you select because the number of decimal places is hard-coded into the report. Examples of these fields include: ▪ **Hours** — Most hour fields have two decimal places. ▪ **Rates** — Most rate fields have four decimal places. ▪ **Places where decimals are not appropriate** — Some fields do not have any decimal places because only whole numbers are appropriate values in those fields.

Field	Description
Use symbol from regional settings	When you select this option, Vision uses the digit grouping symbol from your regional settings. If you clear this option, Vision uses the digit grouping symbol that you select in the **Digit grouping symbol** field.
Digit grouping symbol	The decimal symbol options are a period and a comma, but you can enter any character. This field controls the character used to separate groups. For example, if you select a comma, then one thousand displays as 1,000.
Digit Grouping	From this drop-down list you can select how the numbers are grouped. The digit grouping options are: ▪ **123,456,789** — The number is always grouped by three digits. ▪ **12,34,56,789** — The last grouping has three digits, but all others have two. ▪ **123456789** — There is no digit grouping.

Field	Description
Negative Number	Negative number options in this drop-down list are: ▪ **Parentheses** — The number is surrounded by parentheses (1,000, for example).

Field	Description
	▪ **Sign on Front** — The negative sign displays before the number (-1,000, for example). ▪ **Sign on Back** — The negative sign displays after the number (1,000-, for example).
Zero Number	Zero number options in this drop-down list are: ▪ **0** — Zero values are represented by a 0. ▪ **-** — Zero values are represented by a dash. If you select this option, then it should be centered on the report so that it is not confused with a negative sign. ▪ **Do not display** — Zero values are represented by a blank.
Display	Use this option to specify whether the currency symbol or currency code displays.
Location	Use this option to specify where the currency symbol displays in relation to the number.

Learn More About...

If you are new to Vision Payroll, you may find it helpful to review conceptual material related to Payroll setup.

All Transactions or Only Those in a Date Range

You can include all posted time transactions in a Payroll run or include only those timesheet transactions that fall within a date range that you specify.

If you need to switch to a different method after you begin processing payroll, Deltek recommends that you wait until the end of a payroll processing period to make the switch.

Method	Description
Include All Posted Time Transactions in a Payroll Run	When you run payroll, Vision includes posted timesheets since the last payroll was run. To use this method be sure that the following option is **not** selected on the Payroll Setup form: **Enable date ranges for regular hours and overtime hours**. To exclude posted hours from a payroll run when using this method of timesheet selection, you must modify the pay hours during payroll processing.
Include Posted Time Transactions Within a Specified Date Range	When you run payroll, Vision compares posted time transaction dates to a date range you specify on the General tab of the Payroll Processing form, and includes only those transactions within the date range. To use this method your company must select **Enable date ranges for regular hours and overtime hours** from Payroll Setup.

Method	Description
	You may want to use this method in the following situations: ▪ You want the flexibility of having a timesheet posting cycle separate from your pay cycle. Since you specify the date range, you can have posted timesheets that are not included in the payroll run. ▪ Your company processes payroll for regular hours and overtime hours on a separate cycle. This method allows you to specify a separate range of dates for your regular and overtime payrolls, and run both simultaneously. To adjust hours for payroll with the **Enable date ranges for regular hours and overtime hours** option selected, you must post an adjustment timesheet. You cannot overwrite hours from the payroll processing form if this feature is enabled.

Three Ways to Post Payroll

You need to establish the accounts that Vision will credit and debit when you process payroll.

There are three ways to establish the accounts where payroll posts:

- Post net payroll directly to a bank.
- Post payroll to a cash account.
- Post payroll to a liability account.

If your company uses the Vision Organization Reporting feature, in addition to these three options, you can also configure Vision to post and track payroll by individual Organization.

Post Net Payroll Directly to a Bank

For this method, Vision posts the credit amount for net payroll to the asset account associated with the specified bank code. If you use organizations, Vision also associates payroll amount with the organization specified for the bank code in Bank Codes Configuration.

To use this method, you select **Post net payroll directly to bank** on the Payroll Setup form and enter a bank code in the **Bank Code** field. If this option is selected and your firm enabled cash-basis reporting, Vision makes cash-basis postings to your general ledger.

Post Payroll to a Cash Account

For this method, Vision posts salaries payable directly to a cash account (for example, 101.00).

To use this method, you clear the **Post net payroll directly to bank** option and enter the cash account in the **Salaries Payable** field on the Payroll Setup form. You enter the bank code associated with the cash account in the **Bank Code** field. Entering the bank code causes Vision to record each individual posted payroll payment in Bank Statement Reconciliation.

Post Payroll to a Liability Account

For this method, Vision posts salaries payable to a salaries payable account (for example, 231.00). To use this method, you clear the **Post net payroll directly to bank** option and enter the

liability account in the **Salaries Payable** field on the Payroll Setup form. If you use this method you have the following options for the **Bank Code** field:

- **Do Not Reference a Bank Code** — If you leave the **Bank Code** field blank, Vision records a payment in Bank Statement Reconciliation at the time you enter the cash disbursement. One payment is listed for the total payroll.
- **Reference a Bank Code** — If you enter a bank code in the **Bank Code** field, each individual payment displays in Bank Statement Reconciliation as a payroll payment. If you use this method, use a journal entry to debit the liability and credit cash to avoid having the cash disbursement cause a double entry for the payments in Bank Statement Reconciliation.

Payroll Withholding Setup Overview

In Payroll Withholding Setup you establish parameters for your company's payroll withholdings, including 401(k) and 125/Cafeteria plans.

On the Payroll Withholding Setup form, you establish a set of withholdings. You then associate employees with withholding codes on the Withholdings grid of the Payroll tab, in the Employee Info Center.

Vision includes tax tables that include withholding information for federal, FICA, all state taxes and several local taxes. Deltek updates this information regularly, typically mid-year and at year-end. Vision calculates withholdings according to tax law for these types of withholdings, if you set the method to **System** on a company-wide basis, as well as for each individual employee. You set the company-wide method for all of these types of withholdings to **System** in Payroll Withholding Setup, in Configuration. For each employee, you set the method to **System** for each code in the Employee Info Center.

Vision also includes withholdings for health plans, retirement plans, charities, and other miscellaneous deductions. Vision breaks these withholdings into the following categories:

- **401K and 125/Cafeteria Plans** — These withholdings differ from other withholdings because contributions to these plans are usually not included in taxable wages. The Payroll application does not apply federal or most state and local taxes to contributions into these plans. The 125/Cafeteria plan is not subject to FICA withholdings.
- **All Other Withholdings** — All other withholdings are made according to your company's specifications. Vision gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

Vision gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

Important Information about Withholdings

- You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your paychecks, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**).
- The sequence number (the value in the **Seq** field on the Payroll Withholding Setup form or dialog box) determines the order Vision uses to calculate taxes when the withholding is

added to the Additional Deductions from Wages grid of another withholding. If the calculation of one withholding is dependant on another, it is important that the withholding to be calculated first have a lower sequence number. For example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal.

- To meet the requirement that both the amount of an employee's traditional pre-tax elective contribution and the amount of the Roth 401(k) contribution be added together to determine when or if the yearly contribution limit is met, Vision includes a **Link to calculate Overall Limit** field on the Payroll Withholding Setup dialog box. This field lets you link any two withholding codes for which amounts will be added together when determining if the employee has reached the overall limit.

Multicompany

If your firm uses Multicompany, you can use the same withholding code across multiple companies.

How to...

Learn how to add, copy, or delete withholding codes or specify user-defined rules for related calculations.

Add a Withholding Code

After you add a withholding code in Payroll Withholding Setup, the code is available in the Employee Info Center.

To add a withholding code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.
2. On the grid toolbar of the Payroll Withholding Setup form, click **Insert**.
3. In the **Code** field on the Payroll Withholding Setup dialog box, enter a unique code for the withholding.
4. Enter a description and a credit account for the withholding, then enter any other information that applies to the withholding.
5. Click **OK**.

Copy a Withholding Code

You can copy and modify an existing withholding code to use as the basis for a new one.

To copy a withholding code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the withholding code that you want to copy and click **Copy**.

   Vision adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.

You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Withholding Setup dialog box.

4. Click **OK**.

Create User-Defined Rules for Calculating Wages by Withholding

For any withholding, you can define how wages are calculated and how additional withholdings affect taxable wages.

To create user-defined rules, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, click **Insert**.
3. In the **Seq** field on the Payroll Withholding Setup dialog box, enter a sequence number for this withholding.

   The sequence number determines the order that Vision uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.
4. In the **Code** field, enter a unique code for this withholding.
5. Select or clear options that determine whether amounts, such as 401(k) contributions, are deducted from gross wages before the withholding amount is calculated.
6. Add or edit information in the remaining fields on the dialog box and click **OK**.
7. On the Payroll Withholding Setup form, click **Save**.

Delete a Withholding Code

You can delete a withholding code only if there has never been any activity posted to the withholding code and the code is not referenced in any employee record in the Employee Info Center.

To delete a withholding code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the code and click **Delete**.

   Vision displays the following prompt:

   Are you sure you want to delete withholding code *[code number]*?
3. Click **Yes** to delete the code.

Fields and Options

Use the Payroll Withholding Setup form and related dialog box to work with withholding codes.

Payroll Withholding Setup Form

Use the Payroll Withholding Setup form to create or delete company-wide payroll withholdings.

The Payroll Withholding Setup form is in grid format. To add new withholdings, you click **Insert** on the grid toolbar to open the Payroll Withholding Setup dialog box. On this dialog box you enter information specific to each withholding. On the dialog box you can also customize how one withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing withholding. To edit an existing withholding, select the row and click **Edit** to open the Payroll Withholding Setup dialog box.

Display the Payroll Withholding Setup Form

You display the form in Payroll Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.

Toolbar of the Payroll Withholding Setup Form

Use toolbar options to save your setup or display help.

Contents

Field	Description
Save	Click this option to save the company-wide withholding code information.
Help	Click this option to view online Help specific to payroll withholding setup.

Contents of the Payroll Withholding Setup Form

Create or modify withholding setup on this form.

Contents

Field	Description
Edit	Click this option to open the Payroll Withholding Setup dialog box and edit the details for a withholding.
Insert	Click this option to add a withholding to the Withholdings grid.
Copy	Click this option to copy a withholding from one row on the Withholdings grid to a new row on the grid.
Delete	Click this option to delete a withholding from the Withholdings grid.

Field	Description
Seq	Enter a sequence number to determine the order Vision uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding. If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).
Code	Enter the withholding code. This code displays on the printed check and in the Employee Info Center. In addition to alphanumeric characters, Vision accepts dashes, underscores, and periods in this field. If your firm uses the Multicompany feature, payroll withholding codes must be unique across all companies in your enterprise.
Description	Enter a name for the withholding.
Credit Account	Enter the expense or liability (or asset) account number to credit for amounts withheld, or click and select the account on the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you post payroll, Vision credits the account entered in this field. If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.
Type	Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.
Method	Select the method that Vision should use to calculate the withholding: ▪ **Amount** — Vision withholds the amount specified in the **Amount/percent** field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way. ▪ **Percentage** — Vision withholds the percentage specified in the **Amount/percent** field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the **Percentage** in the Withholding grid on the Payroll tab of the Employee Info Center. ▪ **System** — Vision withholds the amount specified in the tax table. Select this option for any code type for which Vision has a corresponding tax table (for example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.

Field	Description
	▪ **None** — Vision does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis. You can override this option for an employee in the Withholding grid on the Payroll tab of the Employee Info Center. If you select an option other than **System**, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.
Locale	Select the locale tax table for calculating this withholding. If you select **Federal** in the **Type** field, Vision automatically selects the FE table for this field. You cannot edit this entry. If your locale is not listed, this means Vision does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the **Locale** field. To enter the amount or percentage to withhold from the employee's pay, set the **Type** field to **Local**, set the **Method** field to **Amount**, **Percentage**, or **None**, and enter the amount or percent to withhold in the **Amount/percent** field. This field displays only if you set the **Type** field to **State** or **Local**. Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vision.
Amount/ percent	If you selected **Amount** or **Percentage** in the **Method** field, enter the amount or percentage for calculating the withholding. When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employee Info Center form, you can override the company-wide method for calculating a withholding by specifying an amount or percentage for the employee.
Wage base	The preceding employee wage limit which this withholding is not applied. If your method is set to **System**, you cannot edit this field. The wage base, if any, is established in the Vision tax table. For example, for the FICA-OASDI code, the Vision tax table includes the federal wage base. If you override this wage base for the FICA-OASDI code, by selecting a method other than **System**, remember you must update this field every year based on federal tax changes. For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches $20,000, Vision no longer withholds the percentage or amount specified. If the year-to-date gross pay is $19,000 before the current payroll run, and the current gross is $2,000, Vision applies the withholding to the first $1,000 only.
Overall limit	Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employee Info Center form.

Field	Description
Default for new employees	Select this option to set up this withholding for all new employees that will be entered in the Employee Info Center going forward. You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employee Info Center form. If you select this option, you can still suppress (make inactive) or delete the withholding for an employee from the Withholding grid.
Inactivate	Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages. You can also inactivate a withholding on a per-employee basis from the **Active** field on the Employee Info Center's Withholding grid. Be aware that the setting in the Employee Info Center overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select **Active** for the withholding from an employee's Employee Info Center record, the withholding is active.
Exclude 401(k)	This field displays if you select **401(k)**, **125/Cafeteria**, or **Other** in the **Type** field or if you select a withholding type that uses a tax table (**State**, **Federal**, **FICA-HI**, **FICA-OASDI**, or **Local**), and enter a **Method** other than **System**. If you select this option, Vision considers wages minus 401(k) deductions as gross pay subject to withholding for this code. Do not select this option if you want Vision to consider wages including 401(k) deductions as gross pay subject to withholding for this code. If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).
Exclude cafeteria	This field displays if you select **401(k)**, **125/Cafeteria**, or **Other** in the **Type** field or if you select a withholding type that uses a tax table (**State**, **Federal**, **FICA-HI**, **FICA-OASDI**, or **Local**), and enter a **Method** other than **System**. If you select this option, Vision considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. Do not select this option if you want Vision to consider wages including 125/Cafeteria deductions as gross pay subject to withholding for this code. If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).
Reset limit	This option displays if you select **401(k)**, **125/Cafeteria**, or **Other** for the withholding type. Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year. If you do not select this option, Vision continues to withhold the amount or percentage until the specified limit is reached.

Field	Description
Default to zero for bonus	Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
Print	Select this option to print accrual information on the paycheck stub. If you do not select this option, Vision does not print this information on the paycheck. You can override this company-wide setting for individual employees by selecting the appropriate option in the **Print on Check** field on the Withholding grid on the Payroll tab of the Employee Info Center form.
W-2 Box	Select the box where you want this withholding to print on the W-2 form. Select **None** if you do not want to print the withholding. For codes of type **Federal**, **FICA-HI**, and **FICA-OASDI**, you cannot edit this field. For codes of type **State** or **Local**, the default for this field is the **State** or **Local** field on the W-2 form. You can edit this field if you want the withholding to print in a different box. For codes of Type **401K**, **Cafeteria**, or **Other**, you select the box where the withholding prints, for example, **Box 14-Other**.
Project	Enter the project to associate with the expense credit account or click and select a project. This field displays only if you entered an expense account in the **Credit Account** field. If this field displays, Vision requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).
Phase	Enter the phase to associate with the expense credit account or click and select a phase.
Task	Enter the phase to associate with the expense credit account or click and select a task.

Payroll Withholding Setup Dialog Box

Use the Payroll Withholding Setup dialog box to establish a set of company-wide withholding codes, such as FICA, to be used when processing employee payroll.

You can also link withholdings for Vision to add together when determining if the employee has reached the overall limit.

If your firm uses the Multicompany feature, you define payroll withholding codes for each company.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Withholding Codes**.
2. Click **Insert**.

Contents

Field	Description
Seq	Enter a sequence number to determine the order Vision uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding. If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).
Code	Enter the withholding code. This code displays on the printed check and in the Employee Info Center. In addition to alphanumeric characters, Vision accepts dashes, underscores, and periods in this field. If your firm uses the Multicompany feature, payroll withholding codes must be unique across all companies in your enterprise.
Description	Enter a name for the withholding.
Credit account	Enter the expense or liability (or asset) account number to credit for amounts withheld, or click and select the account on the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you post payroll, Vision credits the account entered in this field. If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.
Project	Enter the project to associate with the expense credit account or click and select a project. This field displays only if you entered an expense account in the **Credit Account** field. If this field displays, Vision requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).
Phase	Enter the phase to associate with the expense credit account or click and select a phase.
Task	Enter the phase to associate with the expense credit account or click and select a task.

Field	Description
Type	Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.
Box to include on W-2	Select the box where you want this withholding to print on the W-2 form. Select **None** if you do not want to print the withholding. For codes of type **Federal**, **FICA-HI**, and **FICA-OASDI**, you cannot edit this field. For codes of type **State** or **Local**, the default for this field is the **State** or **Local** field on the W-2 form. You can edit this field if you want the withholding to print in a different box. For codes of Type **401K**, **Cafeteria**, or **Other**, you select the box where the withholding prints, for example, **Box 14-Other**.
Method	Select the method that Vision should use to calculate the withholding. Options are: ▪ **Amount** — Vision withholds the amount specified in the **Amount/percent** field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way. ▪ **Percentage** — Vision withholds the percentage specified in the **Amount/percent** field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the **Percentage** in the Withholding grid on the Payroll tab of the Employee Info Center. ▪ **System** — Vision withholds the amount specified in the tax table. Select this option for any code type for which Vision has a corresponding tax table (or example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end. ▪ **None** — Vision does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis. You can override this option for an employee in the Withholding grid on the Payroll tab of the Employee Info Center. If you select an option other than **System**, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.
Locale	Select the locale tax table for calculating this withholding. If you select **Federal** from the **Type** field, Vision automatically selects the FE table for this field. You cannot edit this entry. If your locale is not listed, this means Vision does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can

Field	Description
	create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the **Locale** field. To enter the amount or percentage to withhold from the employee's pay, set the **Type** field to **Local**, set the **Method** field to **Amount**, **Percentage**, or **None**, and enter the amount or percent to withhold in the **Amount/percent** field. This field displays only if you set the **Type** field to **State** or **Local**. Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vision.
Amount/ percent	If you selected **Amount** or **Percentage** from the **Method** field, enter the amount or percentage for calculating the withholding. When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employee Info Center form, you can override the company-wide method for calculating a withholding by specifying an amount or percentage for the employee.
Wage base	The preceding employee wage limit which this withholding is not applied. If your method is set to **System**, you cannot edit this field. The wage base, if any, is established in the Vision tax table. For example, for the FICA-OASDI code, the Vision tax table includes the federal wage base. If you override this wage base for the FICA-OASDI code, by selecting a method other than **System**, remember you must update this field every year based on federal tax changes. For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches $20,000, Vision no longer withholds the percentage or amount specified. If the year-to-date gross pay is $19,000 before the current payroll run, and the current gross is $2,000, Vision applies the withholding to the first $1,000 only.
Overall limit	Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employee Info Center form.
Link to calculate Overall Limit	Use this option to select one other withholding code whose amount you want Vision to add together with the amount of the current withholding when determining if the employee has reached the overall limit. For example, you can link a 401(k) withholding with a Roth 401(k) withholding. When you select a withholding code in this field, Vision automatically enters the current withholding code in the **Link to calculate Overall Limit** field of the withholding code you selected. Vision also automatically updates the amount in the **Overall limit** field any time the amount is changed in either of the linked withholding code records. For example, if you link the 401(k) and the Roth 401(k) codes and you update the 401(k) **Overall limit** field from 10,000 to 11,000, Vision automatically changes the Roth 401(k) **Overall limit** to 11,000.

Field	Description
	Only two withholding codes can be linked at any one time. Vision does not allow you to link to a withholding code that is already linked to a separate withholding code (which would mean three withholding codes linked together). A 401(k) or 403(b) plan may permit an employee to designate some or all of his or her elective contributions under the plan as designated Roth contributions. A designated Roth account is a separate account under a 401(k) or 403(b) plan to which designated Roth contributions are made, and for which separate accounting of contributions, gains, and losses is maintained. Designated Roth contributions are treated the same as pre-tax elective contributions for most purposes. For example: ▪ They are subject to an annual individual elective contribution limit (aggregate of all designated Roth contributions and traditional, pre-tax contributions) ▪ They are included when determining the maximum employee and employer annual contributions
Default withholding for new employees	Select this option to set up this withholding for all new employees that will be entered in the Employee Info Center going forward. You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employee Info Center form. If you select this option, you can still suppress or delete the withholding for an employee from the Withholding grid.
Inactivate when processing payroll	Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages. You can also inactivate a withholding on a per-employee basis from the **Active** field on the Employee Info Center's Withholding grid. Be aware that the setting in the Employee Info Center overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select **Active** for the withholding from an employee's Employee Info Center record, the withholding is active.
Exclude 401(k) amounts	If you select this option, Vision considers wages minus 401(k) deductions as gross pay subject to withholding for this code. 401(k) amounts are also excluded from the wage base (if you enter one). Do not select this option if you want Vision to consider wages including 401(k) deductions as gross pay subject to withholding for this code. This field displays if you select **401(k)**, **125/Cafeteria**, or **Other** in the **Type** field or if you select a withholding type that uses a tax table (**State**, **Federal**, **FICA-HI**, **FICA-OASDI**, or **Local**), and enter a **Method** other than **System**.
Exclude cafeteria plan amounts	If you select this option, Vision considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. 125/Cafeteria amounts are also excluded from the wage base (if you enter one). Do not select this option if you want Vision to consider wages including 125/Cafeteria deductions as gross pay subject to withholding for this code.

Field	Description
	This field displays if you select **401(k)**, **125/Cafeteria**, or **Other** in the **Type** field or if you select a withholding type that uses a tax table (**State**, **Federal**, **FICA-HI**, **FICA-OASDI**, or **Local**), and enter a **Method** other than **System**.
Reset limit at time of W-2 initialization	Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year. If you do not select this option, Vision continues to withhold the amount or percentage until the specified limit is reached. This option displays if you select **401(k)**, **125/Cafeteria**, or **Other** for the withholding type.
Default withholding amount to zero for bonus payroll	Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
Print on paycheck	Select this option to print accrual information on the paycheck stub. If you do not select this option, Vision does not print this information on the paycheck. You can override this company-wide setting for individual employees by selecting the appropriate option in the **Print on Check** field on the Withholding grid on the Payroll tab of the Employee Info Center form.
Deduct before calculating withholding	Select any Other Pay option that you want to deduct from gross wages before calculating the current withholding. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as selectable options.

Additional Deductions from Wages Grid

Use this grid to define rules for excluding amounts from withholding calculation, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts. Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current withholding.

Field	Description
Withholding Code	Specify the code for the withholding.
Description	The description for the code that you select displays in this field.
OK	Click this option to save your changes.
Cancel	Click this option to close the dialog box without saving changes.

Field	Description
Help	Click this option to view help.

Learn More About...

You may want to learn background information on withholding types and additional deduction calculations.

Withholding Types

How Vision calculates a given withholding and how a withholding affects taxable wages depends on Configuration settings, including the withholding types that you specify.

In Configuration, you specify:

- Whether or not to exclude 401K and/or Cafeteria 125 contributions, as specified on the Payroll Withholding Setup form.
- Whether or not to deduct other pay amounts before calculating withholding, as specified on the Payroll Withholding Setup dialog box.
- User-defined instructions for determining tax calculations per withholding, as set on the Payroll Withholding Setup dialog box.

You also specify the **Withholding Type**, on the Payroll Withholding Setup form. Withholding types are standard in Vision. You can delete withholding codes created from any withholding type.

Withholding Type	Description
Federal	Vision calculates the federal tax withholding according to tax tables based on those that appear in IRS publications. These tax tables are based on an employee's wages, filing status, and exemptions. By default the Payroll application includes federal tax withholding and current federal tax tables. If tax tables change, Deltek notifies you when the new tax tables are available.
FICA-HI	Vision calculates the FICA-HI (Medicare) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-HI percentage. If you select this type, Deltek recommends that you select the **System** method from the **Method** field. The **System** method uses an internal Vision table to obtain the employee's and employer's percentage. The Payroll application ships with the current year's FICA-HI percentage.
FICA-OASDI	Vision calculates the FICA-OASDI (Old Age and Survivor Disability Insurance, Social Security) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-OASDI percentage. When the employee's year-to-date gross pay reaches the FICA-OASDI wage base, no more FICA-OASDI tax is withheld. If you select this type, Deltek recommends that you select the **System** method from the **Method** field. The **System** method uses an internal Vision table

Withholding Type	Description
	to obtain the employee's and employer's percentage and a wage base for each employer and employee component. The Payroll application ships with the current year's FICA-OASDI percentage and FICA-OASDI limit already in place.
State	Vision calculates state tax according tax tables based on IRS publications, similar to the way Vision calculates federal withholding. If your state does not have a state tax, you do not need to set up a state tax withholding.
Local	Vision provides local tax tables. If an employee is subject to a local tax other than those built into Vision, you can set up a local tax withholding that withholds a fixed amount or a percentage of gross pay each pay period. If this is the case, you select **Other** from the **Type** field, select **Amount**, **Percent**, or **None** as the withholding **Method**, and manually enter the amount or percent to withhold from employee pay. Be sure that **Local** is selected in the **Box to include on W2** field, to ensure that this withholding prints in the appropriate box on the W2 form.
401(k)	A 401(k) is a tax-deferred compensation plan in which contributions are not taxed until they are withdrawn (usually after retirement). Vision deducts a 401(k) contribution from an employee's gross pay before calculating federal and most state and local tax withholdings. Any 401(k) amount withheld is automatically printed on the W-2 Form.
Cafeteria	A 125/Cafeteria withholding allows an employee to select from a menu of benefits. The 125/Cafeteria withholding works the same way as the 401(k) withholding, except 125/Cafeteria plans are not subject to FICA withholdings. Some states do not allow 401(k) and/or 125/Cafeteria contributions to be deducted from gross pay for the purpose of calculating state income tax. If your state belongs to this group, Deltek Vision calculates the state tax before deducting 401(k) and 125/ Cafeteria contributions.
Other	Any other tax/non-tax withholdings, including medical insurance, charities, and savings plans, are listed as other withholdings. You can specify a fixed amount or a percentage of the employee's gross wages to be withheld each pay period. You can use the Additional Deductions from Wages grid on the Payroll Withholding Setup dialog box to determine how any withholding affects taxable wages. You can also create a user-defined withholding and establish your own rules for how the withholding affects taxable wages. For example, if you need a withholding that is subject to state tax but not subject to federal tax, set up a user-defined withholding. You would typically select **Other** as the **Withholding Type** for these types of company-specific withholdings.

How the Additional Deductions from Wages Grid Works

To tell Vision to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.

However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.

- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, Vision checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts,** as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.
- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

User-Defined Tax Locale Setup Overview

Vision comes with a set of standard state, federal, and local tax locales. If your company needs to use a locale that is not in this standard list, you can create your own tax locale.

How to...

You define the tax locales that will be available for selection on the Payroll Withholding Setup form.

Establish User-Defined Tax Locales

You create user-defined tax locales in Payroll Configuration.

Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in Vision. Standard locales have a **Locale Type** of **System** on the report. User-defined locales have a **Locale Type** of **User-Defined**.

To create a user-defined tax locale, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **User Defined Tax Locale**.
2. On the grid of the User-Defined Tax Locale form, click **Insert** to add a row and specify the locale and its description.

   This locale displays as an option in the **Locale** field of the Payroll Withholding Setup form.
3. Click **Save**.

Fields and Options

On the User Defined Tax Locales form, you create or modify tax locales.

User Defined Tax Locales Form

Use the User Defined Tax Locales form to add tax locales specific to your company.

Display the User Defined Tax Locales Form

You display the form in Payroll Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Payroll** » **User Defined Tax Locales**.

Toolbar of the User Defined Tax Locales Form

Use toolbar options to save your settings or to display help topics.

Contents

Field	Description
Save	Click this option to save the settings for the tax locales.
Help	Click this option to display online help.

Contents of the User Defined Tax Locales Form

Use the grid to create new state or local tax locale definitions.

Locale Grid

Field	Description
Locale Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a state or local locale to the Locale grid. The locale that you create will be available from the drop-down list in the **Locale** field on the Payroll Withholding Setup form. Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales available in Vision. Standard locales have a **Locale Type** of **System** on the report. User-defined locales have a **Locale Type** of **User-Defined**.
Copy	Select a locale in the grid and click this option to copy that locale. Edit the copied locale to create a new locale.
Delete	Select a locale in the grid and click this option to remove the locale from the grid and from the options available in the **Locale** field of the Payroll Withholding Setup form. You cannot delete locales that are in use by a withholding code defined on the Payroll Withholding Setup form.
Locale	Enter a code for the locale.
Description	Enter a description for the locale. This description displays on the Payroll Locale List.
Tax Type Code	From the drop-down list for this field, select the type, such as City Income Tax.

Payroll Contribution Setup Overview

You can set up and track any employer payroll contribution as part of payroll processing.

Use this feature to do the following:

- Track 401k matching in Vision. You can track employer matching in any of the following ways:
  - Based on a percent of employee wages
  - Based on a percent of employee withholding (for example, matching 50% of a given employee's deduction)
  - Based on calculating the employer contribution on the lesser of a percent of employee wages or matching percent of employee withholding
  - By defining a cap (generally a percent of wages or percent of withholding) on the amount the employer will contribute for each payroll
  - By defining a cap on the year-to-date employer contribution
- Track employer taxes with each payroll posting.
- Tie employer taxes from payroll reports back to the General Ledger.

Your payroll administrator establishes employer payroll contribution information in several places in Vision:

- **Configuration** » **Payroll** » **Contribution Codes** — Establish company-wide contribution codes.
- **Configuration** » **Accounting** » **Company Settings** » **Organization tab** — Determine whether or not liability credits and expense debits related to employer contributions follow the employee's organization.
- **Configuration** » **Organization** » **Individual** » **General tab** — Select the project to use as part of posting related to employer contribution (if the **Payroll contribution expense** debit option is selected in **Configuration** » **Accounting** » **Company Settings** » **Organization tab**)
- **Info Center** » **Employees** » **Payroll tab** — Establish employer contribution information for individual employees on the Employee Contributions grid.

How to...

You can add, copy, or delete payroll contribution codes.

Add a Contribution Code

After you add a contribution code in Payroll Contribution Setup, the code is available in the Employee Info Center.

To add a contribution code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Codes**.
2. On the grid toolbar of the Payroll Contribution Setup form, click **Insert**.
3. In the **Code** field on the Payroll Contribution Setup dialog box, enter a unique code for the contribution.
4. Enter a description and a credit account for the contribution, then enter any other information that applies to the contribution.
5. Click **OK**.

Copy a Contribution Code

You can copy and modify an existing contribution code to use as the basis for a new one.

To copy a contribution code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the contribution code that you want to copy and click **Copy**.

   Vision adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.

   You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Contribution Setup dialog box.
4. Click **OK**.

Delete a Contribution Code

You can delete a contribution code only if there has never been any activity posted to the contribution code and only if the code is not referenced in any employee record in the Employee Info Center.

To delete a contribution code, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the code and click **Delete**.

   Vision displays the following prompt:

   Are you sure you want to delete contribution code *[code number]*?
3. Click **Yes** to delete the code.

Fields and Options

Use the Payroll Contribution Setup form and related dialog box to specify options for employer contributions.

Payroll Contribution Setup Form

Use the Payroll Contribution Setup form to create or delete company-wide employer payroll contributions, such as 401(k) matching amounts.

The Payroll Contribution Setup form is in grid format. To add new contributions, you click the **Insert** button on the grid toolbar to open the Payroll Contribution Setup dialog box. On this dialog box you enter information specific to each contribution. On the dialog box you can also customize how one withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing contribution. To edit an existing contribution, select the row and click **Edit** to open the Payroll Contribution Setup dialog box.

Display the Payroll Contribution Setup Form

You display the form in Payroll Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Codes**.

Toolbar of the Payroll Contribution Setup Form

Use toolbar options to save settings or to display help topics.

Contents

Field	Description
Save	Click this option to save the company-wide contribution code information.
Help	Click this option to display online help topics.

Contents of the Payroll Contribution Setup Form

Use the grid to create new payroll contribution codes.

Contribution grid

Field	Description
Contribution Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Edit	Click this option to open the Payroll Contribution Setup dialog and edit a contribution.
Insert	Click this option to add a contribution to the Contributions grid.

Field	Description
Copy	Click this option to copy a contribution from one row on the Contributions grid to a new row on the grid.
Delete	Click this option to delete a contribution code from the Contributions grid.
Code	Enter the contribution code. This code displays on the printed check and in the Employee Info Center. In addition to alphanumeric characters, Vision accepts dashes, underscores, and periods in this field. If your firm uses the Multicompany feature, payroll contribution codes must be unique across all companies in your enterprise.
Description	Enter a name or description for the contribution.
Credit Account	Enter the expense or liability (or asset) account number to credit for amounts contributed, or click and select the account on the Account lookup. When you post payroll, Vision credits the account entered in this field. If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the **Project** field.
Project	Enter the project to associate with the expense credit account or click and select a project. This field displays if you enter an expense account in the **Credit Account** field. If this field displays, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).
Phase	Enter the phase to associate with the expense credit account or click and select a phase.
Task	Enter the task to associate with the expense credit account or click and select a task.
Debit account	Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click and select the account on the Account lookup. When you post payroll, Vision debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account. Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.

Field	Description
Project	Enter the project to associate with the expense debit account or click and select a project. This field's display depends on the account you select in the **Debit Account** field. For example, the field displays if you enter an indirect expense account in the **Debit Account** field. If this field displays, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).
Phase	Enter the phase to associate with the expense debit account or click and select a phase.
Task	Enter the phase to associate with the expense debit account or click and select a task.
Method	Select the method that Vision should use to calculate the contribution. ▪ **Percent of employee wages** — Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the **Exclude cafeteria plan amounts** option is checked), less 401k (if the Exclude **401(k) amounts** option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if **Other Pay amounts** are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld. For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering **7.00** in the **Amount/ Percent** field). If the employee's salary is $1,000, Vision would calculate $70 for this contribution. ▪ **Percent of employee withholding** — Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the **Withholding** field when using this method. For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting **401k withholding** from the **Withholding** field and entering **50.00** in the **Amount/Percent** field). If an employee's wages are $1,000 and she is contributing 10% or $100, Vision calculates the contribution as 50% of $100, which is $50. If this contribution has a cap on matching set at 6% (**6.00** entered in the **Matching rate cap** field), then Vision would calculate 6% of 1,000 ($60) and then 50% of $60 ($30). Vision would set the employer contribution to $30. ▪ **Fixed amount** — Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other).

Field	Description
	▪ **Lesser of employee withholding or wages** — Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the **Amount/Percent** field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the **Matching rate cap** field. Vision compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount. For example, if your gross wages are $1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, Vision calculates the withholding amount to be $100. In this example the employer's percentage rate is set to 50% in the **Amount/Percent** field and the **Matching Rate Cap** value is set to 6% in Payroll Contribution Setup. Using this method with this information, Vision arrives at the employer contribution amount as follows: Step 1: 50% of $100 = $50 Step 2: 6% of $1,000 = $60 Step 3: Since $50 is less than $60, we'll use $50
Withholding	Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified. The **Withholding** field displays if **Percent of employee withholding** or **Lesser of employee withholding or wages** is selected from the **Method** field.
Matching rate table	Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%. If a Matching rate table is selected, this overrides any value entered in the **Amount/Percent** field on the Payroll Contribution Setup form.
Amount/ percent	Enter the amount or percent to use when calculating the contribution. How Vision uses the value entered here depends on the method that you selected from the **Method** field. When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in Employee Info Center. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.
Rate cap	Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (**Percent of employee withholdings**, or **Lesser of employee withholding or wages** selected from the **Method** field), and you want to set a maximum limit for the amount you contribute.

Field	Description
	Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of his wages, your contribution still remains 6%.
Wage base	The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base. For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches $20,000, Vision no longer contributes the percentage or amount specified. If the year-to-date gross pay is $19,000 before the current payroll run, and the current gross is $2,000, Vision applies the contribution to the first $1,000 only.
Overall limit	Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employee Info Center.
Default for new employee	Select this option to set up this contribution for all new employees that will be entered in the Employee Info Center going forward. Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employee Info Center. If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employee Info Center.
Inactivate	Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages. You can also inactivate a contribution on a per-employee basis in the **Active** field on the Employer Contribution grid of the Payroll tab in Employee Info Center. Be aware that the setting in the Employee Info Center overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select **Active** for the contribution from an employee's Employee Info Center record, the contribution is active.
Exclude 401(k)	If you select this option, Vision considers wages **minus** 40l(k) deductions as gross pay subject to contribution. Do not select this option if you want Vision to consider wages **including** 401(k) deductions as gross pay subject to contribution. Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution. If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).

Field	Description
Exclude cafeteria	If you select this option, Vision considers wages **minus** 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vision to consider wages **including** 125/Cafeteria deductions as gross pay subject to withholding. Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution. If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).
Reset limit	Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year. If you do not select this option, Vision continues to contribute the amount or percentage until the specified limit is reached.
Default to zero for bonus	Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
W-2 Box	Select the box in which you want this contribution to print on the W-2 form. Select **None** if you do not want to print the contribution.

Payroll Contribution Setup Dialog Box

Use the Payroll Contribution Setup dialog box to establish a set of company-wide employer contribution codes, such as employer 401(k) matching, to be used when processing employee payroll.

Display the Payroll Contribution Setup Dialog Box

You display the form in Payroll Configuration.

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Codes**.
2. On the grid toolbar, click **Insert**.

How the Additional Deductions from Wages Grid Works

To tell Vision to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.

However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.

- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, Vision checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts,** as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.
- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

Contents of the Payroll Contribution Setup Dialog Box

Set up contribution codes and specify related accounts and projects.

Field	Description
Code	Enter the contribution code. This code displays on the printed check and in the Employee Info Center. In addition to alphanumeric characters, Vision accepts dashes, underscores, and periods in this field. If your firm uses the Multicompany feature, payroll contribution codes must be unique across all companies in your enterprise.
Description	Enter a name or description for the contribution.
SUI	Select this option if a payroll contribution is being used to track State Unemployment Insurance. If this field is checked, when you print the SUI worksheet under payroll reports, you can select contribution codes defined as SUI from the **State** field on the General tab of the Options dialog for the SUI Worksheet, in addition to all the states.

Field	Description
Credit account	Enter the expense or liability (or asset) account number to credit for amounts contributed, or click and select the account on the Account Lookup. When you post payroll, Vision credits the account entered in this field. If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the **Project** field.
Project	Enter the project to associate with the expense credit account or click and select a project. This field displays if you enter an expense account in the **Credit Account** field. If this field displays, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).
Phase	Enter the phase to associate with the expense credit account or click and select a phase.
Task	Enter the task to associate with the expense credit account or click and select a task.
Debit account	Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click and select the account on the Account Lookup. When you post payroll, Vision debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account. Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.
Project	Enter the project to associate with the expense debit account or click and select a project. This field's display depends on the account you select in the **Debit Account** field. For example, the field displays if you enter an indirect expense account in the **Debit Account** field. If this field displays, Vision requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).
Phase	Enter the phase to associate with the expense debit account or click and select a phase.
Task	Enter the phase to associate with the expense debit account or click and select a task.

Field	Description
Method	Select the method that Vision should use to calculate the contribution. ▪ **Percent of employee wages** — Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the **Exclude cafeteria plan amounts** option is checked), less 401k (if the Exclude **401(k) amounts** option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if **Other Pay amounts** are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld. For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering **7.00** in the **Amount \percent** field). If the employee's salary is $1,000, Vision would calculate $70 for this contribution. ▪ **Percent of employee withholding** — Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the **Withholding** field when using this method. For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting **401k withholding** from the **Withholding** field and entering **50.00** in the **Amount\percent** field). If an employee's wages are $1,000 and she is contributing 10% or $100, Vision calculates the contribution as 50% of $100, which is $50. Note that if this contribution has a cap on matching set at 6% (**6.00** entered in the **Matching rate cap** field), then Vision would calculate 6% of 1,000 ($60) and then 50% of $60 ($30). Vision would set the employer contribution to $30. ▪ **Fixed amount** — Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other). ▪ **Lesser of employee withholding or wages** — Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the **Amount/Percent** field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the **Matching rate cap** field. Vision compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount. For example, if your gross wages are $1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, Vision calculates the withholding amount to be $100. In this

Field	Description
	example the employer's percentage rate is set to 50% in the **Amount/ Percent** field and the **Matching Rate Cap** value is set to 6% in Payroll Contribution Setup. Using this method with this information, Vision arrives at the employer contribution amount as follows: Step 1: 50% of $100 = $50 Step 2: 6% of $1,000 = $60 Step 3: Since $50 is less than $60, we'll use $50
Withholding	Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified. The **Withholding** field displays if **Percent of employee withholding** or **Lesser of employee withholding or wages** is selected from the **Method** field.
Matching rate table	Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%. If a Matching rate table is selected, this overrides any value entered in the **Amount\percent** field on the Payroll Contribution Setup form.
Amount/ percent	Enter the amount or percent to use when calculating the contribution. How Vision uses the value entered here depends on the method you selected from the **Method** field. When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in Employee Info Center. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.
Matching rate cap	Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (**Percent of employee withholdings**, or **Lesser of employee withholding or wages** selected from the **Method** field), and you want to set a maximum limit for the amount you contribute. Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of his wages, your contribution still remains 6%.
Wage base	The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base. For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches $20,000, Vision no longer contributes the percentage or amount specified. If the year-to-date gross pay is $19,000 before the current payroll run, and the current gross is $2,000, Vision applies the contribution to the first $1,000 only.

Field	Description
Overall limit	Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employee Info Center.
Default contribution for new employees	Select this option to set up this contribution for all new employees that will be entered in the Employee Info Center going forward. Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employee Info Center. If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employee Info Center.
Inactivate when processing payroll	Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages. You can also inactivate a contribution on a per-employee basis from the **Active** field on the Employer Contribution grid of the Payroll tab in Employee Info Center. Be aware that the setting in the Employee Info Center overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select **Active** for the contribution from an employee's Employee Info Center record, the contribution is active.
Exclude 401(k) amounts	If you select this option, Vision considers wages **minus** 40l(k) deductions as gross pay subject to contribution. Do not select this option if you want Vision to consider wages **including** 401(k) deductions as gross pay subject to contribution. Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution. If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).
Exclude cafeteria plan amounts	If you select this option, Vision considers wages **minus** 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want Vision to consider wages **including** 125/Cafeteria deductions as gross pay subject to withholding. Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution. If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).
Reset limit at time of W-2 initialization	Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.

Field	Description
	If you do not select this option, Vision continues to contribute the amount or percentage until the specified limit is reached.
Default contribution amount to zero for bonus payroll	Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
Box to include on W-2	Select the box where you want this contribution to print on the W-2 form. Select **None** if you do not want to print the contribution.
Deduct before calculating contribution	Select any Other Pay option that you want to deduct from gross wages before calculating the current contribution. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as options you can select. Vision does not display this option if you select a withholding from the **Withholding** field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution.

Additional Deductions from Wages Grid

You use this grid to determine the wages associated with the current contribution, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts.

Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current contribution. For example, if the contribution is calculated on a percent of wages that should be gross less withholding A, insert withholding A into the Additional Deductions from Wages grid.

Vision disables this option if you select a withholding from the Withholding field. When a withholding is specified, Vision uses the wages associated with the withholding to calculate the contribution.

Field	Description
Withholding Code	Specify the code for the withholding.
Description	The description for the code that you select displays in this field.
OK	Click this option to save your changes.
Cancel	Click this option to close the dialog box without saving changes.
Help	Click this option to view help.

Employer Contribution Rate Table Overview

You can set up a Contribution Rate Table if your firm bases its employer matching percentage on the employee's withheld percentage.

You may want to use this feature to implement the safe-harbor alternative matching contribution basic plan. The safe harbor contribution alternative plan is an employer matching contribution. The basic safe-harbor matching contribution is defined as a 100% match on the first 3% of compensation deferred and a 50% match on deferrals between 3% and 5%.

Important information about establishing employer payroll contribution rate tables in Vision:

- **Payroll Contribution Setup** — Specify a rate table to use for a given contribution in the **Matching rate table** field on the Payroll Contribution Setup form.
- **Employee Info Center, Payroll tab** — When a contribution code is associated with a contribution rate table, you cannot override the selection by entering values in the **Amount** or **Percent** fields from the Payroll tab of the Employee Info Center. These fields will not be enabled.

How to...

You can add employer contribution rate tables in Configuration.

Add a Contribution Rate Table

Add an entry in the Contribution Rate Table grid to specify the percentage of your firm's match for a range of employee deferred compensation.

To add a contribution rate table, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Rate Table**.
2. Click **New** and then click **New Contribution Rate Table**.
3. In the **Table Number** field, enter a unique table number.
4. In the **Table Name** field, enter a descriptive name for the rate table.
5. On the grid of the Contribution Rate Table form, click **Insert**.
6. Specify the percentages.
7. Click **Save**.

Fields and Options

Use the Contribution Rate Table form to set up employer contribution rate tables.

Contribution Rate Table Form

Use the Contribution Rate Table form to set up a table that determines your firm's employer matching percentage amount when it bases its contribution percentage on the employee's withholding percent.

For example, if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%, you can set up this schedule in a contribution rate table.

Display the Contribution Rate Tables Form

You display the form in Payroll Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Payroll** » **Contribution Rate Tables**.

Toolbar of the Contribution Rate Table Form

Use toolbar options to

Contents

Field	Description
Save	Click this option to save the contribution rate table changes.
New	After you click this option, select one of the following: ▪ Click **New Contribution Rate Table** to open a blank table form. Use the blank table form to create a new table. ▪ Click **Copy Current Contribution Rate Table** to copy the current table information to a blank table form. You can then edit the copied table to create a new table. ▪ Click **Select Contribution Rate Table to Copy** to open the Labor Rate Tables Lookup and select a table to copy. You can then edit the copied table to create a new table.
Delete Contribution Rate Table	Open a Contribution Rate table and click **Delete Contribution Rate Table** to delete the table. To delete a table entry, select a row and click **Delete** on the grid toolbar.
Help	Click this option to view online Help.

Contents of the Contribution Rate Table Form

Specify table numbers, names, and contribution rates on the form.

Field	Description
Table Number	Enter a unique number by which to identify this table. You may want to assign a sequential number to help you quickly identify tables.
Table Name	Enter a name for the table.

Contribution Rates Grid

Field	Description
Contribution Rates Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a row where you can specify the deferred compensation percentage range and the contribution percentage that Vision will apply to amounts in that range to determine your firm's matching amount.
Delete	Select the row in the grid to delete and then click this option.
Percent over	The value in this field and the next field determine the percent that you match (contribution percent) on a given employee's deferred compensation amount (withholding) Enter a value in this field to determine the beginning of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 0.00 in this field. The value in this field must be less than or equal to the value in the **Percent up to and including** field. Ranges in this grid table cannot overlap. For example, if you insert two rows, and row one's range is from 2-5%, then rows two's range cannot be 3-7%. There can be no gaps between ranges. For example, if you insert two rows, and row one's range is 2-5%, row two cannot be 6-8% because the gap from 5-6% is undefined.

Field	Description
	If an employee contributes a fixed amount rather than a percentage of wages to his or her contribution, Vision must turn this amount into a percentage for the contribution rate table to function properly. Vision calculates the employee's contribution percentage by taking the contribution amount divided by the contribution wages. The subject to tax amount for the contribution is determined in employer Payroll Contribution Setup. It is not obtained from the subject to tax wages for the linked withholding, if there is a withholding linked via the **Withholding** field of Payroll Contribution Setup to this contribution code. This could mean that the wages used to determine your employer contribution calculation can differ from (or be the same as) the wages used to determine the employee's percentage of contribution calculation.
Percent up to and including	The value in this field and the previous field determine the percent of the employer match (contribution percent) on the amount of a given employee's withholding. Enter a value in this field to determine the end of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 3.00 in this field.
Contribution Percent	This is the percent that will be applied to the amount of a given employee's deferred wages to determine the amount your firm will match. For example, if you would match 100% on the first 3% of compensation deferred (withholding) and 50% on amounts between 3% and 5%, you would enter two rows in the grid. You would enter a value of 100.00 in the **Contribution Percent** field in the first row. You would enter a value of 50.00 in the **Contribution Percent** field in the second row.

Organization Setup and Payroll

If your company uses Vision's Organization Reporting feature, you can configure Vision to post implicit postings by individual organization or to aggregate them to one default organization.

How to...

You can configure posting options for payroll and for certain employee contributions.

Configure Vision to Post Payroll by Individual Organization

You can configure Vision to post and track payroll by individual Organization, or aggregate this information to a default Organization you specify on the Organization General Setup form.

To track and post payroll by individual organization, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **General**.
2. Select one or more of the following options:

Option	Description
Maintain separate balance sheets by Organization	Select this option to have Vision track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established. You must select this option to select the **Payroll liability distribution credit or Payroll (FICA) expense debit** options. If you do not select this option, you are telling Vision to track all Balance Sheet transactions under one default organization, as specified in the **Default Organization** field, rather than breaking out detail by individual organization.
Payroll liability distribution credit	Select this option to show payroll liability distribution credits by organization. Selecting this option displays the **Payroll liability distribution credit** fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vision does the following to determine which organization to credit: ▪ Looks up the employee's organization (specified in the Employee Info Center) from the Individual Organization Setup and searches that Organization's **Payroll liability distributions credit** project number, as specified on the General tab. ▪ Looks up that project number in the Project Info Center to search the Organization associated with the project. ▪ Credits that Organization. You must select **Maintain separate balance sheets by Organization** to select this option. If you do not select this option, you are telling Vision you want to post payroll liability to a default organization, rather than breaking out the liabilities by individual organization. In this case, you must specify the default organization from the **Payroll liability Organization if not distributing** field.
Payroll (FICA) expense debit	Select this option to show the employer's FICA expense by organization. Selecting this option displays the **Payroll (FICA) expense debit** fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vision does the following to determine which organization to credit: ▪ Looks up the employee's organization (specified in the Employee Info Center) from Individual Organization Setup and searches that Organizations' **Payroll (FICA) expense debit** project number, as specified on the General tab. ▪ Looks up that project number in the Project Info Center to search its organization. ▪ Credits the organization.

Option	Description
	You must select **Maintain separate balance sheets by Organization** to select this option.

3. Click **Save**.
4. From the Vision main menu, click **Configuration** » **Organization** » **Individual**.
5. Open an organization to specify liability distribution credit, contribution liability distribution credit, contribution expense debit and/or FICA expense debit projects.
6. Enter information in the following fields:
   - **Payroll liability distribution credit** — Select the project, phase (if any), and task (if any) to use for the liability posting for employees associated with this organization in the payroll run.
   - **Payroll (FICA) expense debit** — Select the project, phase (if any), and task (if any) to use for the FICA expense posting for employees associated with this organization in the payroll run.
7. Click **Save**.

Configure Vision to Post Payroll to an Organization Specific Bank Code

You can configure Vision to post payroll using the default bank code specified for the entire company on the Payroll Setup form, or to post payroll to a bank code associated with an individual Organization on the Individual Organization Setup form.

To configure Vision to post payroll to banks associated with individual organizations, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Organization** » **General**.
2. On the General tab of the Individual Organization Setup form, select the following options to display the **Payroll Default Bank** field:

Option	Description
Maintain separate balance sheets by Organization	Select this option to have Vision track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established.
Payroll liability distribution credit	Select this option to show payroll liability distribution credits by organization and to display the Payroll Default Bank field on the General tab of the Individual Organization Setup form. You must select **Maintain separate balance sheets by Organization** to select this option.

3. Click **Save**.
4. From the Vision main menu, click **Configuration** » **Organization** » **Individual**.

5. Open the organization(s) for which you want to specify a payroll default bank to override the company default.
6. In the **Payroll Default Bank** field, select the bank code to associate with this organization.
7. Click **Save**.

Configure Vision to Post Contribution Expenses and Liabilities to an Employee's Organization

You can post expenses and liabilities related to employer payroll contributions by an employee's organization.

If you follow these steps to configure Vision so that the majority of your contributions follow the employee's Organization, you can still override the organization for a particular contribution and post employer payroll contributions to the project set up in Payroll Contribution Setup. For example, if all your contributions should follow the employee's organization with the exception of 401k, you could choose to distribute the debits and credits in the Accounting Company Settings form, and then enter a project in the **Project** field on the Payroll Contribution Setup form for the 401K contribution.

To track and post employer contributions by individual organization, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Accounting** » **Company Settings**.
2. Click the Organization tab.
3. Select one or more of the following options:

Option	Description
Payroll contribution expense debit	Select this option to show the employer's payroll contribution expense by organization. Selecting this option displays the Payroll contribution expense debit fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vision does the following to determine which organization to credit. ▪ Looks up the employee's organization (specified in the Employee Info Center) from Individual Organization Setup and finds that Organization's **Payroll contribution expense debit** project number, as specified on the General tab. ▪ Looks up that project number in the Project Info Center to find its organization. ▪ Credits the organization. You must select **Maintain separate balance sheets by Organization** to select this option.
Payroll contribution liability distribution credit	Select this option to show payroll employer contribution liability distribution credits by organization. Selecting this option displays the **Payroll contribution liability distribution credit** fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, Vision does the following to determine which organization to credit.

Option	Description
	▪ Looks up the employee's organization (specified in the Employee Info Center) from the Individual Organization Setup and finds that Organization's **Payroll contribution liability distributions credit** project number, as specified on the General tab. ▪ Looks up that project number in the Project Info Center to find the Organization associated with the project. ▪ Credits that Organization. You must select **Maintain separate balance sheets by Organization** to select this option.

4. Click **Save**.
5. From the Vision Navigation menu, click **Configuration** » **Organization** » **Individual**.
6. Open an organization to specify contribution liability distribution credit and/or contribution expense debit projects.
7. In the **Payroll Contribution liability distribution credit** field, select the project, phase (if any), and task (if any) to use for the contribution liability posting for employees associated with this organization in the payroll run.
8. In the **Payroll contribution expense debit** field, select the project, phase (if any), and task (if any) to use for the contribution expense posting for employees associated with this organization in the payroll run.
9. Click **Save**.

Learn More About...

You may find it helpful to read conceptual material about setting up Vision to post contribution expenses and liabilities.

Configuring Vision to Post Contribution Expenses and Liabilities to the Project Set Up in Payroll Contribution Setup

You can configure Vision to post employer payroll contributions by an employee's organization or by the organization specified in Payroll Contribution Setup.

When you do not select the **Payroll contribution expense** debit or the **Payroll contribution liability distribution** credit options on **Configuration** » **Accounting** » **Company Settings** » **Organization tab**, Vision uses the project specified for the expense or liability posting on the Payroll Contribution Setup form (**Configuration** » **Payroll** » **Contribution Codes**).

If these options are selected, Vision posts expenses to the employee's organization.

Time and Expense Configuration Overview

Use the Time and Expense Configuration forms to set up and administer processing options for timesheets and expense reports created using the Time and Expense application.

The Time and Expense application is separate and distinct from the **Timesheets** and **Employee Expenses** transaction entry options available in the Vision Transaction Center. The processing options you set up in Time and Expense Configuration apply only to timesheets and expense reports created using the Time and Expense application.

Employee Groups

Create employee groups if you want to organize employees into discrete groups for timesheet or expense report entry, editing, submitting, approval, and posting purposes. You create and modify employee groups on the Employee Groups tab of Company Timesheet Configuration or Company Expense Report Configuration.

Multicompany

If your firm uses the Multicompany feature, you must:

- Define system-wide processing options for the Time and Expense applications.
- Define company-specific processing options for each company within your enterprise.

Time and Expense and Multicompany

When you enable the Multicompany feature, you use the **Home Company** field on the General tab of the Employee Info Center to assign an employee to a home company.

The employee's home company is the company that:

- Manages the employee's timesheet and expense report processes, including timesheet frequency and approval settings.
- Is responsible for paying the employee.

The home company can be thought of as the company that "owns" the employee and is their current employer. This is the company where the employee's personal information is maintained. Each employee must have one designated home company and can then have multiple associated companies. When you create a new employee, the **Home Company** automatically populates based on the current active company. If you open an existing employee record and want to change the **Home Company**, you can use the **Home Company** drop-down list to select a different home company for the employee. The drop-down list only includes active companies with which the employee is associated.

After you specify the employee's home company, you can associate the employee with additional companies as needed. A new record is created for each association, and you can specify the employee's organization, pay rate, account, and timesheet information for each associated company. Vision can then process transactions and reports for each company using the appropriate organizations, pay rates, accounts, and timesheet information for the employee. The end result is that one employee may have multiple employee records in the Employee Info Center, but each employee will only have one home company. See the Associate Employees with Additional Companies online help topic for more information.

Timesheet Administration Rights

Consider timesheet administration rights carefully when you associate more than one company with an employee. Use the Time tab of the Employee Info Center form to assign one of four security access rights to each employee: **Staff**, **Group**, **Company**, or **System**. This access level works with the **Editing** and **Approval** check boxes to determine what processing options are available to you.

The **Company** access right applies if your firm uses multiple companies. This setting allows users to open and print—and possibly edit and approve—timesheets belonging to the employees in a specific company. When you associate an employee with **Company** access rights to additional companies, the new records inherit the employee's access rights. If you change an employee's access rights from another setting to **Company**, all associated company records automatically update to apply **Company** access rights as well.

For example, employee John Smith has **Company** Administration Level rights for Company A. His employee record is then associated with Company B and Company C. Because **Company** rights are automatically inherited for associated records, now John Smith has **Company** rights to Company A, Company B, and Company C. This means that he can open and print timesheets for all of those companies. If the **Editing** and/or **Approval** check boxes are selected, John Smith also has these rights in all three companies. To restrict access, you can instead assign **Group** Administration Level rights to John Smith, and then specify the companies and groups that he can access. You can also allow him to **Edit** and/or **Approve** all of the groups in just one of these companies.

For detailed information about timesheet access, see the Timesheet Security Access topic, in the Security section of the help.

Timesheet Configuration Overview

Use Timesheet Configuration to set up and maintain timesheet processing options for the Vision Time application.

For example, use Timesheet Configuration to:

- Specify timesheet global processing, display, and validation options.
- Set up timesheet labor posting periods.
- Set up, edit, or delete timesheet employee groups.
- Set up alerts to remind employees when timesheets are due for submission and/or approval.

Additional Settings That Affect the Time Application

In addition to the settings in Timesheet Configuration, settings on the following tabs affect how your Time application works:

- **Time tab of Employee Info Center records** — Use these settings to assign access rights to the Time application (Staff, Group, Company, or System) to each employee.
- **General tab of Accounting System Settings Configuration** — Use these settings to enable secondary overtime, cost rate tables, and pay rate tables for timesheet processing.

- **Timesheets tab of Accounting Company Settings Configuration** — Use these settings to specify timesheet posting and benefit accrual options and/or enable the ADP Payroll Interface.
- **Time and Expense tab of Project Info Center** — Use these settings to set up budgeted labor charge validation parameters for individual projects.

Multicompany

If your firm uses the Multicompany feature, you must define system-wide processing options for the Time application and define company-specific processing options for each company within your enterprise.

Checklist: Setting Up the Timesheet Application

Review checklists for an overview of all the steps that you must complete to configure the Timesheet application.

If your firm uses the Multicompany feature, you must define system-wide processing options for the Time application and specify company-specific processing options for each company within your enterprise.

Timesheet System Configuration

Step	Description	Location
1	Configure Timesheet line item approval options.	**Configuration » Time & Expense » System Timesheet**
2	Configure Timesheet alerts: ▪ Timesheet Due ▪ Timesheet Approval ▪ Timesheet Line Item Charge ▪ Timesheet Line Item Rejected	**Configuration » General » Alerts » Time**

Timesheet Company Configuration

Step	Description	Location
1	Configure Timesheet setup options.	**Configuration » Time & Expense » Company Timesheet » Setup Tab**
2	Set up Timesheet labor periods.	**Configuration » Time & Expense » Company Timesheet » Calendar Tab**
3	Enter Timesheet global comments.	**Configuration » Time & Expense » Company Timesheet » Global Comments Tab**

Step	Description	Location
4	Configure Timesheet employee groups.	**Configuration » Time & Expense » Company Timesheet » Employee Group Tab**
5	Configure Timesheet ratio options.	**Configuration » Time & Expense » Company Timesheet » Ratios Tab**
6	Configure Timesheet auditing options.	**Configuration » Time & Expense » Company Timesheet » Timesheet Audit tab**
7	Enter a signing notification message.	**Configuration » Time & Expense » Company Timesheet » Miscellaneous Tab**
8	Configure Timesheet special categories.	**Configuration » Time & Expense » Timesheet Categories**
9	Define employee access rights and default labor codes for Timesheet processing.	**Info Center » Employees » Time tab**
10	Print and review Timesheet configuration reports. ▪ System Timesheet Configuration report ▪ Company Timesheet Configuration Report ▪ Timesheet Special Categories report	**Configuration » Time & Expense » System Timesheet** **Configuration » Time & Expense » Company Timesheet** **Configuration » Time & Expense » Timesheet Categories**

How to...

Configuration for timesheets consists of several tasks, including setting up labor periods, employee groups, and timesheet special categories.

How to Set Up Labor Periods

You can create new labor periods or copy and modify existing ones. You can also auto-fill labor periods or change a labor period's status.

Add a Timesheet Labor Period

You can add a timesheet labor period to your calendar. After you add and save a labor period, you can change the labor period status, but you cannot change the start date or end date. To change the start date or end date, delete the labor period and add it to the grid again.

To add a labor period, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab on the Company Timesheet Configuration form.
3. On the grid toolbar, click **Insert**.
4. Enter labor period information in the **Start Date**, **End Date**, and **Status** fields of the new row.
5. Click **Save**.

Auto Fill Timesheet Labor Periods

Use the **Auto Fill** feature on the Calendar tab to add labor periods for a specified period of time.

To auto fill labor periods, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab on the Company Timesheet Configuration form.
3. On the grid toolbar, click **Auto Fill**.
4. On the Establish Timesheet Calendar dialog box, enter labor period information—timesheet frequency, start date, end by date, and status—and click **OK**.

   Vision inserts labor periods on the Calendar grid, based on your entries on the Establish Timesheet Calendar dialog box.
5. Click **Save**.

Change the Status of a Timesheet Labor Period

When you add a labor period to the Calendar grid, you select a status for the labor period. This status determines what timesheet processing options are available to Timesheet users when they enter timesheets for that labor period. You can change the status of a labor period at any time.

To change the status of a labor period, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the labor period for which you want to change the status.

4. In the **Status** field, select a new labor period status from the drop-down list.
5. Click **Save**.

Copy a Timesheet Labor Period

You can copy a timesheet labor period row and use it as the basis for creating a new row.

To copy a timesheet labor period, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the labor period that you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the start date and status of the selected labor period to a new row on the grid.
5. If necessary, edit the **Start Date**, **Status**, and/or **End Date**.
6. Click **Save**.

Delete a Timesheet Labor Period

You can delete a timesheet labor period from your calendar at any time. You can use this procedure to purge old timesheets from your database.

When you delete a labor period, Vision does the following:

- Deletes the labor period from the Calendar grid on the Calendar tab of Company Timesheet Configuration.
- Deletes all timesheets entered for that period. Vision does not delete the timesheet data that you posted to your database. Data from deleted timesheets is still reflected in employee and project reports.

To delete a labor period, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the labor period that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision displays the following message:

   Warning: Deleting a labor period will also delete all corresponding timesheet data. Are you sure you want to delete the period from MM/DD/ YY to MM/DD/ YY?
5. Click **Yes** to delete the selected labor period from the Calendar grid.

6. Click **Save**.

How to Set Up Global Comments

You can create new global comments or copy and modify existing ones.

Add a Global Comment

The global comments that you create can help identify or classify time and labor entries on individual timesheets. Global comments are available to all Timesheet users in the active company.

To add a global comment, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Global Comments tab on the Company Timesheet Configuration form.
3. On the grid toolbar, click **Insert** to insert a new row.
4. Enter a comment in the **Comment** field of the row.
5. Optional. Select a row on the grid and click **Edit** below the grid to display the Text Editor, which you can use to add and format additional text for the comment.
6. Click **Save**.

Copy a Global Comment

You can copy a global comment and use it as the basis for creating a new comment. The copied comment is available to all Timesheet users in the active company.

To copy a global comment, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Global Comments tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the comment you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the comment to a new row.
5. In the new row, edit the comment in the **Comment** field.
6. Click **Save**.

Edit a Global Comment

You can update global timesheet comments at any time. The revised comment becomes available to all Timesheet users in the active company, but the comment is not changed on any existing timesheets.

To edit a global comment, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Global Comments tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the comment you want to edit.
4. Edit the comment in the **Comment** field.
5. Optional. Select a row on the grid and click **Edit** below the grid to display the Text Editor, which you can use to add and format additional text for the comment.
6. Click **Save**.

Delete a Global Comment

When you delete a global timesheet comment, the deleted comment is no longer available to Timesheet users. However, deleting a comment from the grid does not delete the comment from any existing timesheets.

To delete a global comment, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Global Comments tab on the Company Timesheet Configuration form.
3. In the grid, click the row that contains the comment you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the comment from the grid.
5. Click **Save**.

How to Set Up Employee Groups

You can create new employee groups or copy and modify existing ones.

Add an Employee Group

You can add an employee group at any time. After you create and save an employee group, you can change the description information for that group, but you cannot change the group code. To

change the group code, delete the employee group and add it to the grid again with the new code.

To add an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. On the grid toolbar, click **Insert**.
4. In the **Group** field, enter a code for the employee group.
5. In the **Description** field, enter the group description.
6. Click **Save**.

After you create a group, you can add or remove employees.

Add an Employee to an Employee Group

You can assign employees to employee groups for timesheets and expense reports. When you assign an employee to a group, the group assignment automatically displays on the Time & Expense tab of the employee's Employee Info Center record.

You can also add an employee to an employee group on the Time & Expense tab of the Employee Info Center. When you add an employee, the employee is automatically added to the **Employees for this Group** list for the specified group on the Employee Group tab of Company Timesheet Configuration or Company Expense Report Configuration.

To add an employee to an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group to which you want to add an employee.

   Vision displays a list of available employees in **Available Employees** and a list of the selected group's current members in **Employees for this Group**.
4. In the **Available Employees** list, select one or more employees and click **Add**.
5. Click **Save**.

Remove an Employee from an Employee Group

You can remove employees from employee groups. When you assign an employee to a group, the group assignment automatically displays on the Time & Expense tab of the employee's Employee Info Center record.

You can also remove an employee from an employee group on the Time & Expense tab of the Employee Info Center. When you remove an employee, the employee is automatically removed from the **Employees for this Group** list for the specified group on the Employee Group tab of Company Timesheet or Company Expense Report Configuration.

To remove an employee from an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group from which you want to remove an employee.

   Vision lists available employees in **Available Employees** and lists the selected group's current members in **Employees for this Group**.
4. In the **Available Employees** list, select one or more employees and click **Remove**.
5. Click **Save**.

Copy an Employee Group

You can copy an employee group and use it as the basis for creating a new employee group.

To copy an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group that you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the group description to the new row but does not copy the group code.
5. In the **Group** field, enter a code for the employee group.
6. In the **Description** field, edit the group description.
7. Click **Save**.

After you copy and edit a group, you can add or delete employees.

Delete an Employee Group

You can delete an employee group at any time.

Prerequisites: Before you delete an employee group, remove all employees from the group and add them to another employee group.

To delete an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the selected group from the grid.
5. Click **Save**.

How to Set Up Timesheet Ratio Options

You can specify which timesheet ratios are available in Vision.

Configure Timesheet Ratio Options

You can select the timesheet ratios that are available to Timesheet users and specify the periods for the ratios.

If your firm uses the Multicompany feature, you must configure ratio options for each company in your enterprise.

To configure Timesheet ratio options, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Ratios tab on the Company Timesheet Configuration form.
3. Select the timesheet ratios, such as Direct/Total or Target, that you want to make available to Timesheet users in the active company.
4. Select timesheet periods, such as current, month-to-date, or year-to-date, for the ratio calculations.
5. Click **Save**.

How to Set Up Global Revision Explanations

You can create new global explanations for revisions or copy and modify existing ones.

Add a Global Revision Explanation

Use global revision explanations to control the reasons that are entered for employee timesheet revisions. When a user changes a timesheet and is prompted to enter an explanation, the user selects from the list of revision reasons that you set up.

The revision reasons display on the Timesheet Audit report, and are available to all Timesheet users in the active company.

To add a global revision explanation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the toolbar of the Global Revision Explanations grid, click **Insert**.
4. On the Text Editor dialog box, enter a reason and save.
   The reason is added to a new grid row and is available for selection.
5. Click **Save**.

Copy a Global Revision Explanation

You can copy a global revision explanation and use it as the basis for creating a new revision explanation. The copied revision explanation is available to all Timesheet users in the active company.

To copy a global revision explanation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the Global Revision Explanations grid, select the reason that you want to copy.
4. On the grid toolbar, click **Copy**.
   Vision copies the reason to a new row.
5. Select the reason and click .
6. On the Text Editor dialog box, edit the reason and save.
   The reason is added to a new grid row and is available for selection.
7. Click **Save**.

Edit a Global Revision Explanation

You can edit an existing global revision explanation. The revised reason becomes available to all Timesheet users in the active company, but the reason is not changed on any existing timesheets on which it is already used.

To edit a global revision explanation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the Global Revision Explanations grid, select the reason that you want to edit and click .
4. On the Text Editor dialog box, edit the reason and save.
   The reason is added to a new grid row and is available for selection.
5. Click **Save**.

Delete a Global Revision Explanation

When you delete a global timesheet revision explanation, the deleted reason is no longer available to Timesheet users. However, deleting a reason from the grid does not delete the reason from any existing timesheets.

To delete a global revision explanation, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the Global Revision Explanations grid, click the row in the grid that contains the reason that you want to delete.
4. On the grid toolbar, click **Delete**.
   Vision deletes the revision from the grid.
5. Click **Save**.

How to Set Up Global Transfer Reasons

You can add new global transfer reasons or copy and modify existing ones.

Add a Global Transfer Reason

Use global transfer reasons to control the reasons that are entered for employee labor transfers. The reasons entered on this tab are available to all Timesheet users in the company and can help identify or classify revisions for a labor transfer. Transfer reasons display on the Timesheet Audit report.

To add a global transfer reason, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. Select the **Enable billing transfer audit** option.

4. On the toolbar of the Global Transfer Reasons grid, click **Insert**.
5. On the Text Editor dialog box, enter a reason for a billing transfer and save.
   The reason displays in a new grid row and is available for selection.
6. Click **Save**.

Copy a Global Transfer Reason

You can copy a global transfer reason and use it as the basis for creating a new reason. The copied reason is available to all Timesheet users in the active company.

To copy a global transfer reason, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the Global Transfer Reasons grid, select the reason that you want to copy.
4. On the grid toolbar, click **Copy**.
   Vision copies the reason to a new row.
5. Select the reason and click .
6. On the Text Editor dialog box, edit the reason and save.
   The reason is added to a new grid row and is available for selection.
7. Click **Save**.

Edit a Global Transfer Reason

Use the Global Transfer Reasons grid to edit an existing global transfer reason that is supplied when labor is transferred. The revised reason becomes available to all Timesheet users in the active company, but the reason is not changed on any existing timesheets where it is already used.

To edit a global transfer reason, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab of the Company Timesheet Configuration form.
3. On the Global Transfer Reasons grid, select the reason that you want to edit and click .
4. On the Text Editor dialog box, edit the reason and save.
   The reason is added to a new grid row and is available for selection.
5. Click **Save**.

Delete a Global Transfer Reason

When you delete a global transfer reason, the deleted reason is no longer available to Timesheet users. However, deleting a reason from the grid does not delete the reason from any existing timesheets.

To delete a global transfer reason, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Timesheet Audit tab on the Company Timesheet Configuration form.
3. On the Global Transfer Reasons grid, click the row that contains the reason you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the revision from the grid.
5. Click **Save**.

How to Set Up Signing Notification Messages

You set up the message that displays when employees sign their timesheets in Vision.

Configure a Timesheet Signing Notification Message

You can specify the message that you want to display on the Confirm Electronic Signature dialog box when employees submit their timesheets for processing.

If your firm uses the Multicompany feature, you must configure a signing notification message for each company in your enterprise.

To configure a Timesheet signing notification message, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Setup tab on the Company Timesheet Configuration form.
3. Select **Require electronic signature when submitting timesheets**.
4. Click the Miscellaneous tab and in the **Enter the text that should appear when timesheets are signed** field, enter the message.

   You can enter text in the text box or click **Edit** to use the Text Editor.
5. Click **Save**.

How to Set Up Timesheet Special Categories

After you create special categories, you can assign them to new or existing employee groups, or to all of your employees. You can also copy and modify existing special categories.

Add a Timesheet Special Category for All Employees

You can set up special labor charge categories that are available to all Timesheet users in the active company.

To add a timesheet special category for all employees, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select **[All Groups]** on the lookup.
To use Quick Find	In the **Search** field, enter **All Groups** and press ENTER.

   Vision displays in the grid the existing timesheet special categories that are set up for all employees in the active company.
3. On the grid toolbar, click **Insert** to insert a blank row.
4. Enter a description, project, and other timesheet special category information in the fields of the new row.
5. Click **Save**.

Assign a Timesheet Special Category to an Existing Employee Group

If you set up at least one special category for the employee group you can add more. Only members of the selected group are given access to the special categories that you set up.

Prerequisite: Before you can add timesheet special categories by group, you must first set up employee groups on the Employee Group tab of Company Timesheet Configuration.

To assign another timesheet special category to an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select the employee group on the lookup.

Option	Description
To use Quick Find	In the **Search** field, enter all or part of the employee group name and press ENTER.

The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

When you select an employee group, Vision displays on the grid the existing timesheet special categories for that employee group.

3. Click **Insert** on the grid toolbar to insert a blank row on the grid.
4. Enter a description, project, and other timesheet special category information in the fields on the blank row.
5. Click **Save**.

Assign a Timesheet Special Category to a New Employee Group

You can assign special categories to a new employee group. Only members of the selected group are given access to the special categories that you set up.

Prerequisite: Before you can assign timesheet special categories by group, you must first set up employee groups on the Employee Group tab of Company Timesheet Configuration.

To assign a timesheet special category to an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. Click **New** and select **New Group Categories** to display a blank Timesheet Special Categories form.
3. In the **Group** field, select an employee group.
4. Enter a description, project, and other special timesheet category information in the first row of the grid.
5. If you need to enter another special timesheet category, click **Insert** on the grid toolbar and enter information for that category in the new row.
6. Click **Save**.

Copy a Timesheet Special Category

You can copy a timesheet special category and use it as the basis for creating a new special category. You can copy a single timesheet special category for all employees in the active company, or copy a single timesheet special category within an employee group.

To copy a timesheet special category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.

2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

   When you select a group, Vision displays the associated special categories in the grid. If you select all groups, all special timesheet categories display.

3. In the grid on the Timesheet Special Categories form, click the row that contains the timesheet special category that you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the selected timesheet special category information to a new row.
5. To edit the copied category, click the row and then click **Edit**.

   Vision opens the Special Categories dialog box, which displays details for the selected category.
6. Edit timesheet special category information for the copied category and then click **OK** on the dialog box to return to the Timesheet Special Categories form.
7. Click **Save**.

Copy All Timesheet Special Categories for an Employee Group

You can copy all timesheet special categories from one employee group to another employee group, or copy all global timesheet special categories from **[All Groups]** to a specific employee group.

To copy all timesheet special categories for an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

When you select a group, Vision displays the associated special categories in the grid. If you select all groups, all special timesheet categories display.

3. Click **New** and select one of the following actions:
   - Click **Copy Current Group Categories** to copy all timesheet special categories for the currently selected employee group.
   - Click **Select Group Categories to Copy** to select a different employee group.

   Vision copies all the special categories from the selected employee group.
4. In the **Employee Group** field, select the employee group to which you are adding the copied timesheet special categories.

   Vision adds the copied categories to the selected group.
5. To edit a copied category, click the row and then click **Edit**.

   Vision opens the Special Categories dialog box, which displays details for the selected category.
6. Edit timesheet special category information for the copied category and then click **OK** on the dialog box to return to the Timesheet Special Categories form.
7. Click **Save**.

Edit a Timesheet Special Category

You can edit the information for a timesheet special category. If the category is in use in the Timesheet application, you should re-save all unposted timesheets to ensure that the timesheet entries are charged to the appropriate category when you post the timesheets.

To edit a timesheet special category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

When you select a group, Vision displays the associated special categories in the grid. If you select all groups, all special timesheet categories display.

3. In the grid, click the row that contains the timesheet special category that you want to edit.
4. On the grid toolbar, click **Edit**.

   Vision opens the Special Categories dialog box, which displays details for the selected category.
5. Edit the timesheet special category information and click **OK** on the dialog box to return to the Timesheet Special Categories form.
6. Click **Save**.

Delete a Timesheet Special Category

You can delete a timesheet special category for all employees or delete a timesheet special category for a single employee group.

When you delete a timesheet special category, the category is removed from all unposted timesheets. However, any time charged to the special category still appears on user timesheets.

Prerequisites: Before you delete a special category, be sure to post all timesheets that contain time charged to the category that you intend to delete.

To delete a timesheet special category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

   When you select a group, Vision displays the associated special categories in the grid. If you select all groups, all special timesheet categories display in the grid.
3. In the grid, select the row that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the selected special category.
5. Click **Save**.

Delete all Timesheet Special Categories for an Employee Group

You can delete all timesheet special categories from a single employee group.

When you delete a timesheet special category, the category is removed from all unposted timesheets. However, any time charged to the special category still appears on user timesheets.

Prerequisites: Before you delete a special category, be sure to post all timesheets containing time charged to the category being deleted.

To delete all timesheet special categories for an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. In the **Search** field on the Timesheet Special Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select the employee group on the lookup.
To use Quick Find	In the **Search** field, enter all or part of the employee group name and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up special categories.

   When you select a group, Vision displays the associated special categories in the grid on the Timesheet Special Categories form.
3. On the toolbar of the form, click **Delete Group Categories**.

   Vision prompts you to confirm the deletion.
4. Click **OK** on the Confirm Delete dialog box.

   Vision deletes all timesheet special categories for the selected group. (Vision does not delete the employee group.)
5. Click **Save**.

Fields and Options

Use the System Timesheet Configuration, Company Timesheet Configuration, and Special Categories forms, along with their associated dialog boxes, to set up timesheets and special categories.

System Timesheet Configuration Form

Use the System Timesheet Configuration form to turn on and configure the Timesheet Line Item Approval feature for your entire enterprise.

Display the System Timesheet Configuration Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **System Timesheet**.

Toolbar of the System Timesheet Configuration Form

Use toolbar options to save your work or to print the System Timesheet Configuration report.

Contents

Field	Description
Save	Click this option to save System Timesheet Configuration entries and/or changes.
Print	Click this option to print the System Timesheet Configuration report. This report shows all of your system settings (for the entire enterprise). ▪ The report does not show Company Timesheet Configuration settings. You can print a report showing company settings from the Company Timesheet Configuration toolbar. ▪ The report does not show Timesheet Special Categories settings. You can print a report showing special categories settings from the Timesheet Special Categories toolbar.
Help	Click this option to view help for Timesheet Configuration.

Contents of the System Timesheet Configuration Form

Use the form to turn on line item approvals for timesheets and specify related options for timesheet approvers.

Field	Description
Timesheet Line Item Approval	Use the drop-down list in this field to turn the **Timesheet Line Item Approval** feature on or off. You have three options: ▪ **Off** — Select this option to turn off the feature for **all** projects. Vision disables all other options on the form and prevents users from accessing the feature in the Timesheet application. By default, the Timesheet Line Item Approval feature is off. ▪ **On** — Select this option to turn on the feature for **all** projects and allow users to access the feature in the Timesheet application. Vision enables options under **Approver(s) for Timesheet Line Item Approval.**

Field	Description
	▪ **By Project** — Select this option to turn on the feature for **selected** projects and allow users to access the feature in the Timesheet application. Vision enables all other options on the form. If you select **By Project**, you must also select one or more project charge types under **Timesheet Line Item Approval by Project Charge Type**. The project charge types you select determine the projects that require line item approval. For example, if you choose **By Project** and **Regular**, then labor charges entered for any regular project require line item approval, while labor charges entered for overhead and promotional projects do not require line item approval. In addition, when you select **By Project**, Vision adds a **Timesheet Line Item Approval** field to the Time and Expense tab of your Project Info Center records. Use this field to override the system settings for timesheet line item approval on a project-by-project basis. For example, If you choose **By Project** and **Regular**, then labor charges entered for all regular projects require line item approval. To turn off the line item approval feature for a selected regular project, open the project record and select **No** from the drop-down list in the **Timesheet Line Item Approval** field.
Require Line Item Approval to Post Timesheet	Select this option to require line item approval before a timesheet can be posted. If you select this option, note the following: ▪ Principals, project managers, or supervisors must approve **individual timesheet line entries** before you can post timesheets. ▪ You cannot post timesheets with line items that are **Unapproved** or **Rejected**. If you want a designated Group or System administrator to approve employee timesheets (that is, all entries on each timesheet) prior to posting, select **Require timesheets to be approved before posting** on the Setup tab of Company Timesheet Configuration. This is a company-specific setting.
Approver(s) for Timesheet Line Item Approval Options	You can select one, two, or all three of the approver options below, but you cannot leave this section blank. Each principal, project manager, or supervisor is responsible for approving labor charges only for his/her own projects. ▪ **Principal** — Select this to require a principal to approve labor charges for specified projects. ▪ **Project Manager** — Select this to require a project manager to approve labor charges for specified projects. ▪ **Supervisor** — Select this to require a supervisor to approve labor charges for specified projects.

Field	Description
Timesheet Line Item Approval by Project Charge Type Options	If you select **By Project** in the **Timesheet Line Item Approval** field, use these options to limit the number or type of projects for which line item approval is required. You can select more than one option, but selecting all three has the same effect as selecting **On** in the **Timesheet Line Item Approval** field. ▪ **Regular** — Select this option to require line item approval for regular projects. ▪ **Overhead** — Select this option to require line item approval for overhead projects. ▪ **Promotional** — Select this option to require line item approval for promotional projects.

Company Timesheet Configuration Form

Use the Company Timesheet Configuration form to specify timesheet approval settings, set warning and error levels for hours, create employee groups, and set other company-specific settings.

The name of the active company displays at the top of the Company Timesheet Configuration tabs.

Sorting Information on Grids

You can sort information on some of the grids for this form.

To sort information, click the appropriate column heading in a grid. For example, to sort by labor period start date, click the **Start Date** column heading in the grid.

You can sort information in ascending or descending order. Click a column heading once to establish a sort order. Click the column heading again to reverse the sort order.

Display the Company Timesheet Configuration Form

You display the Company Timesheet Configuration form in Time & Expense Configuration.

To display the form, complete the following steps:

1. Choose the company for which you want to enter timesheet settings.
   - From the Vision Navigation menu, click **Utilities** » **Change Company**.
   - Select the company for which you want to configure Timesheet processing options and click **OK**.
2. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.

Toolbar of Company Timesheet Configuration

Use the toolbar options to save information, print the Company Timesheet Configuration report, and access online help.

Contents

Field	Description
Save	Click this option to save Company Timesheet Configuration entries and/or changes.
Print	Click this option to print the Company Timesheet Configuration report. This report displays all of your company settings (for the active company).
Help	Click this option to view help for Timesheet Configuration.

Setup Tab of Company Timesheet Configuration

Use the Setup tab to select processing options for Timesheet users in a company, set standard timesheet displays, and select a timesheet validation setting.

Contents

Timesheet Administrator Options

Field	Description
Require timesheets to be approved before posting	Select this option to require that submitted timesheets be approved before they can be posted to your Vision database. Note that only users with **Group**, **Company**, or **System** access to the Timesheet application can approve timesheets. You establish user access and approval rights for the Timesheet application on the Time tab of the Employee Info Center. If you want your principals, project managers, or supervisors to approve individual timesheet line entries before you post timesheets, use the Timesheet Line Item Approval feature. These two approval options function independently of each another. You can require: ▪ Timesheet approval only ▪ Line item approval only ▪ Timesheet and line item approval ▪ No approval If you do not require either level of approval, you can post timesheets with a status of **Submitted**.

Field	Description
	After you select this option, you can set up a Timesheet Approval alert to notify administrators when timesheets need approving.
Treat inactive projects/plans as dormant	Select this option to prevent users from entering Inactive projects on their timesheets. Normally, Vision warns users when they enter a project with a status of **Inactive**, but still processes the transaction. When you select this option, Vision does not allow users to enter **Inactive** projects on timesheets. This setting does not affect the use of inactive projects with other types of transactions (such as Billing or Accounts Receivable). If your firm uses the Vision Resource Planning application, you can also use this option to prevent users from "autopopulating" their timesheets with data from **Inactive** plans. Only data from active plans is available for timesheet entry.
Autopopulate timesheet with resource planning assignments	If your firm uses the Vision Resource Planning application, select this option if you want to automatically populate employees' timesheets with data from your project plans. Each time an employee opens a new or in-progress timesheet, Vision automatically updates the timesheet with data from the Resource Planning application. Vision updates timesheets with project planning data (project, phase, task, labor code) if the following conditions exist: ▪ **Include in Utilization and Project Planning** is selected for the plan on the General tab of Project Planning and the plan's **Status** is set to **Active** or **Inactive**. ▪ The **Approved for use in accounting applications** option is selected for the project on the General tab of Project Info Center and the project's **Status** is set to **Active** or **Inactive**. ▪ The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/15 through 8/15/15, and the timesheet periods are weekly, then Vision would populate timesheets with Project B data for 7/31/15 - 8/6/15, 8/7/15 - 8/13/15, and 8/14/15 - 8/20/15. Keep these points in mind: ▪ If you select **Treat inactive projects/plans as dormant** on this tab, Vision only pulls data from active projects/plans. ▪ If an employee, who is charging time to a project, is removed from that project, then Vision does **not** automatically reverse the entry from the timesheet. ▪ Timesheets are autopopulated with Resource Planning data only when an employee opens his/her own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet.

Field	Description
Enable unit quantities feature	Select this option to allow users to charge units when completing their timesheets. Selecting this option does not automatically enable all users to enter unit quantities. You must also select **Allow Employee to Charge Units in Timesheet** on the Time tab of the Employee Info Center. When both options are selected, a Unit Quantities tab displays on the Timesheet form.
Post units as they are generated (do not create a transaction file)	Select this option if you want unit transactions entered by employees on their timesheets to be posted when you post related timesheets. If this option is not selected, you must post the batch entry file for unit transactions as a separate step, which means you can also review the file before posting it. In this case, timesheet posting creates a Unit Transaction entry with a batch name in the form of TKUN-period-postseq (for example, TKUN-200610-234) for units entered on timesheets.

Timesheet User Options

Field	Description
Allow staff users to resubmit timesheets	Select this option to allow staff users to change submitted timesheets and resubmit them for processing. If you do not select this option, staff users cannot modify their timesheets after they submit them for processing. This option is available only to users whose Administration level is set to **Staff**. Group and/or System level users can resubmit their own timesheets if the appropriate options are specified on the Time tab of the Employee Info Center.
Allow users to enter overtime	Select this option to enable the timesheet overtime fields (**Ovt** and **Ovt-2**). These fields allow users to enter standard and secondary overtime hours. If you do not select this option, **Ovt** and **Ovt-2** do not display on timesheets and users cannot enter overtime hours. To enable **Ovt-2**, you must select this option and select **Enable secondary overtime** on the General tab of Accounting System Settings Configuration.
Require electronic signature when submitting timesheets	Select this option to require users to enter a password when they submit their timesheets. If you select this option, establish passwords in Security Configuration. Use the Miscellaneous tab of Company Timesheet Configuration to enter a message that displays after employees submit their timesheets.
Require comments when hours are entered	Select this option to require users to enter comments for all labor charges they enter on their timesheets.

Field	Description
Limit timesheet entry to (tenth, quarter, half, whole) hour increment	Select this option to limit timesheet entries to either tenth, quarter, half, or whole hour increments. Select the desired increment from the drop-down menu. When this option is selected, the **Enable start/end time feature** option becomes available.
Enable start/end time feature	Select this option to have Vision use the employee's start/end times to calculate the actual number of hours worked and then round that amount to the nearest tenth, quarter, half or whole hour increment. ▪ This option is available only if you first select **Limit timesheet entry to (tenth, quarter, half, whole) hour increment.** ▪ To enable this feature for a specific user, you must also select **Require Employee to Enter Start and End times** on the Time tab of the Employee Info Center. ▪ When you select the **Enable start/end time feature** option, the **Allow Employees to Enter Meals and Breaks** option becomes available on the Time tab of the Employee Info Center.
Hide Reverse Menu Option	Select this option to hide the **Reverse** grid option on the Timesheet Hours tab in the Timesheet application. You reverse a timesheet line item to correct the hours that are entered for a project, phase, task, or labor code timesheet entry after it was submitted. Reversing a timesheet line item creates a negative entry for the initial hours. Selecting **Hide Reverse Menu Option** ensures that users do not have the ability to reverse an entry and instead must zero out the hours on timesheet line items. This means that positive and negative hours do not display on reports and invoices.

Show Timesheet Left Grid Options

Field	Description
Project	Use the drop-down list in this field to determine how project data is entered and displayed on the Timesheet form. ▪ Select **Number** to display the **Project** field. This field accepts and displays project numbers only. ▪ Select **Name** to display the **Project Name** field. This field accepts and displays project names only. ▪ Select **Both** to display both the **Project** and the **Project Name** fields. The **Project Name** field displays as a read-only field. Users must enter a project number in the **Project** field; Vision automatically enters the project name in the **Project Name** field.
Phase	Use the drop-down list in this field to determine how phase data is entered and displayed on the Timesheet form. ▪ Select **Number** to display the **Phase** field. This field accepts and displays phase numbers only.

Field	Description
	▪ Select **Name** to display the **Phase Name**. This field accepts and displays phase names only. ▪ Select **Both** to display both the **Phase** and the **Phase Name** fields. When you select this option, the **Phase Name** field displays as a read-only field. Users must enter a phase number **Phase;** Vision automatically enters the phase name in the **Phase Name** field. If you are using only one WBS level, this option does not display on the Setup tab.
Task	Use the drop-down list in this field to determine how task data is entered and displayed on the Timesheet form. ▪ Select **Number** to display the **Task** field. This field accepts and displays task numbers only. ▪ Select **Name** to display the **Task Name** field. This field accepts and displays task names only. ▪ Select **Both** to display both the **Task** and the **Task Name**. When you select this option, the **Task Name** field displays as a read-only field. Users must enter a task number in **Task;** Vision automatically enters the task name in the **Task Name field.** If you are using only one or two WBS levels, this option does not display on the Setup tab.
Labor Code	Use the drop-down list in this field to determine how labor code data is entered and displayed on the Timesheet form. ▪ Select **Number** to display the **Labor Code** field. This field accepts and displays labor codes using both numbers and letters. ▪ Select **None** if you do not want to display the **Labor Code** field. If you select this option, users are not required to enter labor codes when charging time to projects. If you are not using labor codes, this option does not display on the Setup tab.
Labor Category	Use the drop-down list in this field to determine if labor category data is entered and displayed on users' timesheets. ▪ Select **Name** to display the **Labor Category** field. The **Labor Category** field displays the name of the labor category assigned to the user on the Accounting tab of his or her Employee Info Center record. If you select this option, the user is able to select a different labor category when charging time to projects. ▪ Select **None** if you do not want to display the **Labor Category** field. If you select this option, Vision applies the user's default labor category (from the Accounting tab of Employee Info Center) to all labor charges. The user is not able to enter a different labor category on his or her timesheet. This option displays on the Setup tab only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.

Field	Description
Client	Use the drop-down list in this field to determine how client data is displayed on the Timesheet form. ▪ Select **Name** to display the **Client Name** field. This is a read-only field that displays the name of the client associated with the project entered in the **Project Name** field and/or **Project Number** field. ▪ Select **None** if you do not want to display the **Client Name** field.
Left grid width (0=default)	Use this field to set the size of the left grid on the Timesheet form. This grid contains the **Project**, **Project Name, Phase**, **Phase Name**, **Task**, **Task Name**, **Labor Code**, and **Labor Category** fields (based on the settings you select in this section). For proper display, enter a value greater than 215 (or leave the field blank). The size of the grid determines how much data is visible when users open the Timesheet form. If all of the fields are not visible, users can scroll through the grid to view additional fields.

Check Timesheet Hours Options

Field	Description
Check hours entered against the expected	This feature enables Vision to compare the total hours users submit on their timesheets against the total hours they are expected to submit for the labor period. Vision only checks regular hours, not overtime hours. Vision performs the check when users submit their timesheets. Vision calculates a user's expected regular hours by multiplying the number of days in the labor period by the expected hours entered in **Hours/Day** field on the Personal tab of Employee Info Center. Vision can either warn users about discrepancies, or it can give them an error message: ▪ A warning alerts the user to the discrepancy, but allows the user to submit the timesheet without changes. ▪ An error alerts the user to the discrepancy, and prevents the user from submitting the timesheet if the hours entered are greater than expected. They can, however, submit the timesheet if the hours entered are fewer than expected. Select one of the following options: ▪ **None** — Vision does not check entered hours against expected hours. ▪ **Warning if Over** — Vision displays a warning message if the hours submitted are greater than expected. ▪ **Warning if Under** — Vision displays a warning message if the hours submitted are fewer than expected. ▪ **Warning if Either Over or Under** — Vision displays a warning message if the hours submitted are greater or fewer than expected.

Field	Description
	▪ **Error if Over** — Vision displays an error message if the hours submitted are greater than expected. The user must correct hours to submit the timesheet. ▪ **Error if Under** — Vision displays an error message if the hours submitted are fewer than expected. ▪ **Error if Either Over or Under** — Vision displays an error message if the hours submitted are either greater than or fewer than expected. The user must correct the timesheet if the hours are greater than expected.

Detailed Timesheet Report Options

Field	Description
Include client name	Select this option to display client names (for each project) on the user's Detailed Timesheet report. This report presents timesheet entries for a single employee and labor period. The report includes all information entered on the employee's timesheet.
Include comments	Select this option to display comments (for each labor charge) on the user's Detailed Timesheet reports. The expanded text content will display when this option is selected.
HTML Formatting	If you select the **Include comments** option, this option will be enabled, and it is selected by default. While selected, the timesheet comments will be HTML formatted on the Detailed Timesheet report if the user applied formatting to their timesheet comments. Disable this option if you want the timesheet comments to be displayed without HTML formatting on the Detailed Timesheet report.

Calendar Tab of Company Timesheet Configuration

Use the Calendar tab to manage timesheet periods for the active company. On the Calendar tab, you add timesheet periods manually or use **Auto Fill** to add periods for a specified period of time. You can also copy, edit, or delete existing timesheet periods, or change the status of a period.

You can sort information on the Calendar tab by any of the grid columns.

Contents

Field	Description
Enable Timesheet Period Number	Select this option if you want to assign numbers to timesheet periods and then display the period number on the Timesheet form and on timesheet reports. This option supports the common practice in European countries to have weekly timesheets and refer to them by the week number within the year rather than by period start and end dates.

Field	Description
Label	If you select **Enable Timesheet Period Number**, select the label you want to display with the period number on screens and reports: ▪ **Week Number** — Select this option if you have weekly timesheets. ▪ **Timesheet Period Number** — Select this option if your timesheet periods are not weekly.

Grid Options

Field	Description
Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Auto Fill	Click **Auto Fill** to automatically add timesheet periods to the Calendar grid. When you click **Auto Fill**, Vision displays the Establish Timesheet Calendar form. Use this form to define the following for the timesheet periods you are adding: frequency, start and end dates, period status, and, optionally, period number. For example, if you want to use the **Auto Fill** option to set up all biweekly timesheet periods from January 1, 2015 through June 30, 2015 with a status of open, enter the following information on the Establish Timesheet Calendar dialog box: ▪ **Biweekly** in **Timesheet frequency** ▪ **1/1/15** in **Start date** ▪ **6/30/15** in **End by** ▪ **Open** in **Set status to** ▪ **1** in **First Timesheet Period Number** (if timesheet period numbers are enabled)
Insert	Click this option to add a new timesheet period to the Calendar grid (directly below the currently selected row). When you click **Insert**, Vision inserts a blank row in the Calendar grid, where you can enter the new period information.
Copy	Click this option to copy the currently selected timesheet period information to a new row in the Calendar grid. When you click **Copy**, Vision inserts a new row on the

Field	Description
	Calendar grid, where it copies the start date and status of the selected timesheet period. Vision does not copy the end date of the selected timesheet period.
Delete	Click this option to delete the currently selected timesheet period from the Calendar grid. When you delete a timesheet period, Vision also deletes any corresponding timesheet data for the period.

Grid Contents

Field	Description
Start Date	Enter the start date for the timesheet period. You can enter the date directly in this field, or select a date from the drop-down calendar.
End Date	Enter the end date for the timesheet period. You can enter the date directly in this field, or select a date from the drop-down calendar.
Status	Click this field and use the drop-down list to select a status for the timesheet period. The status you select determines what timesheet processing options are available to Timesheet users. Your timesheet period status options are: Open, Administrators, System Administrators, Closed.
Week Number/ Timesheet Period Number	If **Enable Timesheet Period Number** is selected, enter the number for the timesheet period. If you use the **Auto Fill** toolbar option to specify a set of timesheet periods, Vision assigns the period numbers to the new periods sequentially starting with the beginning number you specify in the Establish Timesheet Calendar dialog box.

Global Comments Tab of Company Timesheet Configuration

Use the Global Comments tab to add, copy, delete, edit, or review global timesheet comments for the active company. The comments entered on this tab are available to all Timesheet users in the company and can help identify or classify specific time and labor entries on individual timesheets.

You can make global comments available as detail items on invoices and project reports.

You can sort information on the Global Comments tab by comment.

Contents

Grid Options

Field	Description
Comment	Enter a comment in this field. The comment is available to all users when they enter their timesheets. Users can enter global comments on their timesheets to help identify or classify specific time and labor entries.
Memo Box	You can edit a comment directly in the memo box. However, the memo box does not have all of the formatting capabilities of the Text Editor.

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a new comment to the Global Comments grid. When you click **Insert**, Vision inserts a blank row on the grid, directly below the currently select row, where you enter the new global comment. After you insert a new row, you can enter the comment directly in the memo box at the bottom of the screen, or you can click **Edit** to access the Vision Text Editor and enter information.
Copy	Click this option to copy the currently selected comment to a new row on the Global Comments grid.
Delete	Click this option to delete the currently selected comment from the Global Comments grid.

Employee Group Tab of Company Timesheet Configuration

Use the Employee Group tab to add, copy, and delete employee timesheet groups and to add or remove employees from employee groups in the active company.

Creating timesheet groups lets you organize employees into discrete groups for timesheet entry, editing, submitting, approval, and posting purposes. For example, you can establish groups for the employees who share the same job function, work in the same department, or work in the same office.

Use timesheet groups to distribute timesheet administration responsibilities throughout each company and to define timesheet special categories.

You specify an employee as the administrator for a timesheet group on the Time tab in the Employee Info Center.

Contents

Timesheet Groups Grid

Set up timesheet groups in this grid.

You can sort the rows in the grid by clicking either the **Group** column heading or the **Description** column heading.

Timesheet Groups Grid Toolbar

Field	Description
Timesheet Groups drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a new employee group to the Timesheet Groups grid. Vision inserts a blank row on the grid, directly below the currently selected row. Use this row to enter the new group information.
Copy	Click this option to copy the currently selected employee group to a new row on the Timesheet Groups grid. Vision copies only the group description to the new row. Enter a new group code in the **Group** field.
Delete	Click this option to delete the currently selected employee group from the Timesheet Groups grid. You cannot delete a group if it is currently in use in the Timesheet application.

Timesheet Groups Fields

Field	Description
Group	Enter an alphanumeric code to identify the employee group. After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and add it to the grid using the new code.
Description	Enter a description for the employee group. The description that you enter here appears in the **Group** field drop-down list on the Time tab of the Employee Info Center. After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and add it to the grid using the new code.

Group Boxes

Select a timesheet group (row) in the Timesheet Groups grid, and then use these two group boxes to add employees to the selected timesheet group.

Field	Description
Available Employees	This field displays a list of all employees (in the active company) who are Timesheet users, who have not yet been assigned to an employee group. Use this list to select and add employees to an employee group. Click one or more employee names in **Available Employees** and then click **Add** to add the selected employees to an employee group. When you click **Add**, the employees are moved from the **Available Employees** group box to the **Employees for this Group** group box.
Employees for this Group	This field lists all employees (in the active company) that are assigned to the employee group that is selected in the Timesheet Groups grid. Use this list to review the membership of employee groups and to remove employees from a group. Click one or more employee names in **Employees for this Group** and then click **Remove** to remove the selected employees from the selected timesheet group.

Ratios Tab of Company Timesheet Configuration

Use the Ratios tab to select the timesheet ratios that are available to Timesheet users for the active company. Each of the ratios compares an employee's direct (billable) hours with other types of hours, such as standard hours and benefit hours.

This information can help employees determine the following:

- What percentage of their time is billable time
- What percentage is not billable
- How these percentages compare to planned targets for billable hours.

After you configure ratio options, employees can view their ratios by selecting **Show** » **Ratios** from the Timesheet toolbar.

Standard hours for ratio calculations are based on the non-working days and holiday settings that you define in **Configuration** » **General** » **Holiday**. These settings also determine how Vision calculates standard hours on the Time Analysis report.

Contents

Show Ratios

Field	Description
Direct / Total	Select this option to display the percentage of Total hours that are Direct (billable) hours. This ratio is also known as the Gross Chargeable Ratio.
Direct / (Total - Benefit)	Select this option to display the percentage of Total hours, less Benefit hours, that are Direct (billable) hours. This ratio is also known as the Net Chargeable Ratio.

Field	Description
Target	Select this option to display the expected percentage of Direct (billable) hours for an employee, as defined on the Accounting tab of the Employee Info Center record.
Direct / Std	Select this option to display the percentage of Standard hours that are Direct (billable) hours.
Direct / (Std - Benefit)	Select this option to display the percentage of Standard hours, less Benefit hours, that are Direct (billable) hours.
Show Current	Select this option to display ratios for the current timesheet period. You can choose to display more than one time period for ratios. For example, choose **Show Current** and **Show Month-to-Date** to display ratios for the current timesheet period and the current month.
Show Month-to-Date	Select this option to display ratios for the current month. You can choose to display more than one time period for ratios. For example, choose **Show Current** and **Show Month-to-Date** to display ratios for the current timesheet period and the current month.
Show Year-to-Date	Select this option to display ratios for the current year. You can choose to display more than one time period for ratios. For example, choose **Show Current** and **Show Month-to-Date** to display ratios for the current timesheet period and the current month.

Timesheet Audit Tab of Company Timesheet Configuration

Use the Timesheet Audit tab to configure Vision to create an audit trail when changes are made to employee timesheets.

You can track timesheet changes in an audit trail that is triggered whenever employees, approvers, or timesheet administrators update, delete, or submit timesheet records. You can also alert employees when changes are made to the timesheet through the billing process.

The Timesheet Audit feature tracks the following information:

- Date and time of change
- Employee or Approver name of the person responsible for the change
- Action that was taken (update, submit, approve)
- Day on the timesheet to which the change applies
- Fields that were updated, with their original and new values
- Revision explanations, if revision explanations are enabled

When auditing is enabled, the Timesheet Audit Detail report in **Vision** » **Reporting** » **Employee** provides timesheet audit trail data.

Contents

Field	Description
Enable timesheet revision audit	Select this option to enable the timesheet revision audit functions. This feature tracks changes that are made to a timesheet by employees, approvers, or timesheet administrators, and allows you to generate the Timesheet Audit Detail report, which lists these changes. There are two methods for tracking revisions. You can start to track revisions when you submit the timesheet the first time or after you save the timesheet the first time. You must select one of these options after you select **Enable timesheet revision audit**.
Audit all updates starting with initial submit	Select this option to track all changes made to the timesheet after it is submitted the first time. The first revision consists of the employee name and the date and time on which the timesheet was submitted. Vision will continue tracking changes while the timesheet is in progress. This option is selected by default.
Audit all updates after initial save	Select this option to track all changes made to the timesheet after it is saved for the first time. If a timesheet is updated and saved frequently, each update will be reflected in the Timesheet Audit Detail report. In addition, if a timesheet is entered daily, a revision will be created each day that the time is entered and saved.
Enable revision explanation	This option is only enabled when you select the **Enable timesheet revision audit** option. Select this option to enable timesheet revision explanations, so that employees and timesheet administrators can provide the reason for a timesheet change. They can select from a global list of reasons or use the Vision Text Editor to enter a reason. When revisions are used, they are included in the timesheet but are not listed on the Timesheet Audit Detail report.
Require after initial submit	Select this option to require that employees and timesheet administrators enter an explanation for their revisions each time that they change the timesheet after it is submitted for the first time. This option is enabled when you select both **Audit all revisions after initial save** and **Enable revision explanation**.
Require for updates prior to current day	Select this option to require that, after saving a timesheet for the first time, employees and timesheet administrators enter an explanation each time that they make revisions to a timesheet for a date that is earlier than the current date. (Changes to time entered for the current date do not require explanations.) This option is enabled when you select both **Audit all revisions after initial save** and **Enable revision explanation**.

Global Revision Explanations Grid

Use the Global Revision Explanations grid to add, copy, delete, edit, or review global reasons for timesheet revisions for the active company. The reasons entered on this grid are available to all Timesheet users in the company and can help identify or classify revisions on individual timesheets.

Field	Description
Global Revision Explanations Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a reason to the Global Revision Explanations grid.
Copy	Click this option to copy a reason on the Global Revision Explanations grid to a new row on the grid.
Delete	Click this option to delete a reason from the Global Revision Explanations grid.
Enable Billing Transfer Audit	You must have access to Vision Billing for this option to display. Select this option to allow a labor transfer to occur in Interactive Billing or Interactive Approvals. This will also allow you to send a timesheet alert to the affected user after the transfer is processed. The user can then view the time that was transferred within the timesheet start and end dates on the Labor Billing Transfer Audit dialog box.

Global Transfer Reasons Grid

Use the Global Transfer Reasons grid to add, copy, delete, edit, or review global reasons for labor transfers for the active company. The reasons entered on this grid are available to all Timesheet users in the company and can help identify or classify specific revisions for a labor transfer.

Field	Description
Global Transfer Reasons Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a reason to the Global Transfer Reasons grid.
Copy	Click this option to copy a reason on the Global Transfer Reasons grid to a new row on the grid.
Delete	Click this option to delete a reason from the Global Transfer Reasons grid.

Miscellaneous Tab of Company Timesheet Configuration

Use the Miscellaneous tab to enter the message that you want to display on the Confirm Electronic Signature dialog box when employees submit their timesheets for processing. These settings apply to the current active company.

The message that you enter here displays when users submit their timesheets only if you select **Require electronic signature when submitting timesheets** on the Setup tab.

To have Vision perform additional validation routines when users save their timesheets, use the Web Services feature.

Contents

Field	Description
Enter the text that should appear when timesheets are signed	Enter the message you want to display on the Confirm Electronic Signature dialog box when employees submit their timesheets. Enter text or click **Edit** to use the Text Editor to enter and modify text. **Sample Messages** ▪ Thank you for submitting your timesheet. ▪ Before you submit your timesheet, please double-check all timesheet charges for accuracy. ▪ When you enter your electronic signature, your timesheet will be submitted for processing. If there are any discrepancies, an administrator will contact you within 3 business days.

Timesheet Special Categories Form

Use the Timesheet Special Categories form to set up special labor charge categories for Timesheet users.

The fields on this form also appear on the Special Categories dialog box. The dialog box gives you an easier way to add and edit information, without scrolling across a broad set of columns.

Sorting

To sort information, click the appropriate column heading in the Timesheet Categories grid. For example, to sort by category, click the **Category** column heading. You can sort information in ascending or descending order. Click a column heading once to establish a sort order. Click the column heading again to reverse the sort order.

SQL Queries

You can use SQL queries to identify the projects, phases, tasks, labor codes, and labor categories associated with special categories. Commonly used variables for these SQL queries are:

- :emp
- :wbs1
- :wbs2
- :wbs3
- :laborcode
- :billcat
- :activecompany (Multicompany)

Multicompany and Special Categories

If your firm uses the Multicompany feature, you must configure special categories for each company in your enterprise. For timesheet-related queries, it is important to note that an employee may be associated with multiple companies. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAllCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

For example, to select the correct WBS2 for a Multicompany employee entering a timesheet, you need to know all of the company records for that employee, as well as which company record matches the active company for the timesheet.

SELECT WBS2 FROM PR INNER JOIN EMAllCompany ON LEFT(EMAllCompany.Org.2) = LEFT(PR.Org.2) WHERE PR.WBS1 = 'SPECIAL' AND EMAllCompany Employee = :emp AND EMAllCompany.EmployeeCompany = :activecompany AND PR.WBS2 <> ' '

Display the Timesheet Special Categories form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.

Toolbar of the Timesheet Special Categories Form

Use toolbar options to save special categories for timesheets, create new special categories or copy existing ones, or to print a report that lists your special categories.

Contents

Field	Description
Save	Click this option to save Timesheet Special Categories entries and/or changes.
New	Click this option and then click one of the following: ▪ Click **New Group Categories** to enter new special categories for a selected employee group. ▪ Click **Copy Current Group Categories** to copy special categories from the currently selected employee group to a different employee group. ▪ Click **Select Group Categories to Copy** to open the Timesheet Category lookup and select the employee group whose categories you want to copy.
Delete Group Categories	Click this option to delete all of the timesheet special categories for the currently selected employee group.
Print	Click this option and then click **Print Current Group** to print a Timesheet Special Categories report that includes only the currently selected employee group. Alternatively, click **Print All Groups** to print a Timesheet Special Categories report that includes all employee groups (for the active company).
Help	Click this option to view help for Timesheet Configuration.

Contents of the Timesheet Special Categories Form

Use the fields and grid options to set up special categories for your timesheets.

Fields

Field	Description
Employee Group	You can set up timesheet special categories for all employees or for specific employee groups:

Field	Description
	▪ The special categories you set up for all employees appear on the timesheets of all employees, regardless of their group affiliation. To set up special categories for use by all employees, select the **[All Groups]** option. ▪ The special categories you set up for specific employee groups appear only on the timesheets of employees belonging to those groups. To set up special categories for use by a specific group of employees, select an employee group from the **Group** drop-down list. The **Group** drop-down list only displays employee groups for which you have not yet set up any special categories. To add categories to an established group, click on the Timesheet Special Categories form and select the group from the Timesheet Category Lookup. Vision displays the selected group in **Employee Group**. This field is active only when you click **New** » **New Group Categories**.
Category	Enter a unique code for this special category. Use up to six numbers and/or letters.
Description	Enter a description for this special category. The description you enter here appears on users' timesheets.
Sort Order	Enter a sort order number for this special category. The sort order number determines the order in which special categories appear on user timesheets.
Project	Select one of the following options from the drop-down list in this field. ▪ Select **Project** to enter a single project number in **Single Project**. ▪ Select **Query** to enter a project query in **Project Query**. The option you select determines which project fields are enabled on the Timesheet Special Categories form.
Single Project	If there is a single project associated with this special category, enter the project number in this field. Enter a project number directly in this field, or use the Quick Find feature to select a project from the Project Lookup. If the project varies by employee, do not enter a project number in this field. Select **Query** in the **Project** field and enter a project query.
Project Query	Enter a SQL query to identify the appropriate project for this special category. Use a project query only if the project varies by employee.
Phase	Select one of the following options from the drop-down list in this field. ▪ Select **Phase** to enter a single phase number in **Single Phase**. ▪ Select **Query** to enter a phase query in **Phase Query**. The option you select determines which phase fields are enabled on the Timesheet Special Categories form.

Field	Description
Single Phase	If there is a single phase associated with this special category, enter the phase number in this field. Enter a phase number directly in this field, or use the Quick Find feature to select a phase from the Phase/Task Lookup. If the phase varies by project or employee, do not enter a phase number in this field. Select **Query** in the **Phase** field and enter a phase query.
Phase Query	Enter a SQL query to identify the appropriate phase for this special category. Use a phase query only if the phase varies by project or employee.
Task	Select one of the following options from the drop-down list in this field. ▪ Select **Task** to enter a single task number in **Single Task**. ▪ Select **Query** to enter a task query in **Task Query**. The option you select determines which task fields are enabled on the Timesheet Special Categories form.
Single Task	If there is a single task associated with this special category, enter the task number in this field. Enter a task number directly in this field, use the Quick Find feature, or use the Phase/Task Lookup. If the task varies by project, phase, or employee, do not enter a task number in this field. Select **Query** in the **Task** field and enter a task query.
Task Query	Enter a SQL query to identify the appropriate task for this special category. Use a task query only if the task varies by project, phase, or employee.
Labor Code	Select one of the following options from the drop-down list in this field. ▪ Select **Labor Code** to enter a single labor code in **Single Labor Code**. ▪ Select **Query** to enter a labor code query in **Labor Code Query**. The option you select determines which labor code fields are enabled on the Timesheet Special Categories form.
Single Labor Code	If there is a single labor code associated with this special category, enter the labor code in this field. Enter a labor code directly in this field, use the Quick Find feature, or use the Labor Code Lookup. If the labor code varies by project, phase, task, or employee, do not enter a labor code number in this field. Select **Query** in the **Labor Code** field and enter a labor code query.
Labor Code Query	Enter a SQL query to identify the appropriate labor code for this special category. Use a labor code query only if the labor code varies by project, phase, task, or employee.
Labor Category	Select one of the following options from the drop-down list in this field.

Field	Description
	▪ Select **Labor Category** to enter a single labor category in **Single Category**. ▪ Select **Query** to enter a labor category query in **Category Query**. The option you select determines which labor category fields are enabled on the Timesheet Special Categories form. The **Labor Category** fields display on the Timesheet Special Categories form only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.
Single Category	If there is a single labor category associated with this special category, select the category from the drop-down list in this field. If the labor category varies by project, phase, task, labor code, or employee, do not enter a Labor category in this field. Select **Query** in the **Labor Category** field and enter a labor category query. The **Labor Category** fields display on the Timesheet Special Categories form only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.
Category Query	Enter a SQL query to identify the appropriate labor category for this special category. Use a labor category query only if the labor category varies by project, phase, task, labor code, or employee. The **Labor Category** fields display on the Timesheet Special Categories form only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.

Timesheet Special Categories Grid

Field	Description
Search	Use this field to search for and open timesheet group category records: ▪ Use the Timesheet Category Lookup to display all timesheet groups (within the active company) for which you have defined special categories. Use the Timesheet Category Lookup to search for and open the timesheet special category records for one or more timesheet groups. ▪ You can also search for groups using the Quick Find feature.
Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Edit	Click this option to edit a the currently selected timesheet special category. When you click this option, Vision displays the Special Categories dialog box. Use it to make changes to the special category.
Insert	Click this option to add a new timesheet special category to the Timesheet Special Categories grid. When you click this option, Vision inserts a blank row on the Timesheet Special Categories grid, directly below the currently selected row. Enter the new special category information in this row, or double-click anywhere in the row to enter information using the Special Categories dialog box.
Copy	Click this option to copy the currently selected timesheet special category to a new row on the Timesheet Special Categories grid. When you click this option, Vision inserts a new row on the Timesheet Special Categories grid (directly below the currently selected row) and copies the special category information to the new row.
Delete	Click this option to delete the currently selected timesheet special category from the Timesheet Special Categories grid.

Special Categories Dialog Box

Use the Special Categories dialog box to set up special labor charge categories for Timesheet users. The fields on the dialog box are the same as those on the Timesheet Special Categories form. The dialog box gives you an easier way to add and edit information.

SQL Queries

You can use SQL queries to identify the projects, phases, tasks, labor codes, and labor categories associated with special categories. Commonly used variables for these SQL queries are:

- :emp
- :wbs1
- :wbs2
- :wbs3
- :laborcode
- :billcat
- :activecompany (Multicompany)

Multicompany and Special Categories

If your firm uses the Multicompany feature, you must configure special categories for each company in your enterprise. For timesheet-related queries, it is important to note that an

employee may be associated with multiple companies. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAllCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

For example, to select the correct WBS2 for a Multicompany employee entering a timesheet, you need to know all of the company records for that employee, as well as which company record matches the active company for the timesheet.

SELECT WBS2 FROM PR INNER JOIN EMAllCompany ON LEFT(EMAllCompany.Org.2) = LEFT(PR.Org.2) WHERE PR.WBS1 = 'SPECIAL' AND EMAllCompany Employee = :emp AND EMAllCompany.EmployeeCompany = :activecompany AND PR.WBS2 <> ' '

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.
2. Double-click any field in the grid, or click in a field and then click **Edit**.

Contents

Field	Description
Group	You can set up timesheet special categories for all employees or for specific employee groups: ▪ The special categories you set up for all employees appear on the timesheets of all employees, regardless of their group affiliation. ▪ The special categories you set up for specific employee groups appear only on the timesheets of employees belonging to those groups. Note the following: ▪ You must enter the group name in the **Employee Group** field on the Timesheet Special Categories form. **Employee Group** is active only when you click **New** » **New Group Categories**. When you enter a group in this field, it automatically displays in the **Group** field on the Special Categories dialog box. ▪ To set up special categories for use by all employees, select the **[All Groups]** option from the drop-down list in the **Employee Group** field. ▪ To set up special categories for use by a specific group of employees, use the drop-down list in the **Employee Group** field to select an employee group. The **Group** drop-down list only displays employee groups for which you have not yet set up any special categories. To add categories to an established group, click on the Timesheet Special Categories form and select the group from the Timesheet Category Lookup. Vision displays the selected group in **Employee Group**.

Field	Description
Category	Enter a unique code for this special category. You must enter the category name in **Category** on the Timesheet Special Categories form. When you enter a name in this field, it automatically displays in **Category** on the Special Categories dialog box.
Description	Enter a description for this special category. The description you enter here appears on user timesheets.
Sort Order	Enter a sort order number for this special category. The sort order number determines the order in which special categories appear on user timesheets.
Project	Select one of the following options from the drop-down list in this field. ▪ Select **Project** to enter a single project number in **Single Project**. ▪ Select **Query** to enter a project query in **Project Query**. The option you select determines which project fields are enabled on the Special Categories dialog box.
Single Project	If there is a single project associated with this special category, enter the project number in this field. Enter an project number directly in this field, or use the Quick Find feature to select a project from the Project Lookup. If the project varies by employee, do not enter a project number in this field. Select **Query** in the **Project** field and enter a project query.
Project Query	Enter a SQL query to identify the appropriate project for this special category. Use a project query only if the project varies by employee.
Phase	Select one of the following options from the drop-down list in this field. ▪ Select **Phase** to enter a single phase number in **Single Phase**. ▪ Select **Query** to enter a phase query in **Phase Query**. The option you select in this field determines which phase fields are enabled on the Special Categories dialog box.
Single Phase	If there is a single phase associated with this special category, enter the phase number in this field. To enter a phase number in this field, you must first select **Phase** in the **Phase** field. Enter a phase number directly in this field, or use the Quick Find feature to select a phase from the Phase/Task Lookup. If the phase varies by project or employee, do not enter a phase number in this field. Select **Query** in the **Phase** field and enter a phase query.
Phase Query	Enter a SQL query to identify the appropriate phase for this special category. Use a phase query only if the phase varies by project or employee.
Task	Select one of the following options from the drop-down list in this field.

Field	Description
	▪ Select **Task** to enter a single task number in **Single Task**. ▪ Select **Query** to enter a task query in **Task Query**. The option you select determines which task fields are enabled on the Special Categories dialog box.
Single Task	If there is a single task associated with this special category, enter the task number in this field. Enter a task number directly in this field, or use the Quick Find feature to select a task from the Phase/Task Lookup. If the task varies by project, phase, or employee, do not enter a task number in this field. Select **Query** in the **Task** field and enter a task query.
Task Query	Enter a SQL query to identify the appropriate task for this special category. Use a task query only if the task varies by project, phase, or employee.
Labor Code	Select one of the following options from the drop-down list in this field. ▪ Select **Labor Code** to enter a single labor code in **Single Labor Code**. ▪ Select **Query** to enter a labor code query in **Labor Code Query**. The option you select determines which labor code fields are enabled on the Special Categories dialog box.
Single Labor Code	If there is a single labor code associated with this special category, enter the labor code in this field. Enter a labor code directly in this field, or use the Quick Find feature to select a labor code from the Labor Code Lookup. If the labor code varies by project, phase, task, or employee, do not enter a labor code number in this field. Select **Query** in the **Labor Code** field and enter a labor code query.
Labor Code Query	Enter a SQL query to identify the appropriate labor code for this special category. Use a labor code query only if the labor code varies by project, phase, task, or employee.
Labor Category	Select one of the following options from the drop-down list in this field. ▪ Select **Labor Category** to enter a single labor category in **Single Category**. ▪ Select **Query** to enter a labor category query in **Category Query**. The option you select determines which labor category fields are enabled on the Special Categories dialog box. The **Labor Category** fields display on the Special Categories dialog box only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.

Field	Description
Single Category	If there is a single labor category associated with this special category, use the drop-down list in this field to select the category. If the labor category varies by project, phase, task, labor code, or employee, do not enter a labor category in this field. Select **Query** in the **Labor Category** field and enter a labor category query. The **Labor Category** fields display on the Special Categories dialog box only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.
Category Query	Enter a SQL query to identify the appropriate labor category for this special category. Use a labor category query only if the labor category varies by project, phase, task, labor code, or employee The **Labor Category** fields display on the Special Categories dialog box only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.
Require Employees to Enter Start and End Times	This option is visible only if **Enable start/end time feature** is selected on the Setup Tab of Company Timesheet Configuration. Select this option if want users who are required to enter start/end times on their timesheets to enter times when charging hours to this category. When the option is not selected, Vision does not require enter start/end times for this category.

Grid Options

Field	Description
OK	Click **OK** to close the Special Categories dialog box and return to the Timesheet Special Categories form. Any entries you made on the Special Categories dialog box now appear on the Timesheet Special Categories form.
Help	Click **Help** to view help for the Special Categories dialog box.

Establish Timesheet Calendar Dialog Box

Use the Establish Timesheet Calendar dialog box to set parameters when you use the **Auto Fill** option to generate labor periods.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.
2. Click the Calendar tab.
3. On the grid, click **Auto Fill**.

Contents

Field	Description
Timesheet Frequency	Select the frequency of the timesheet periods you are adding to the Calendar grid: Monthly, Semi-monthly, Biweekly, or Weekly
Start Date	Enter the start date of the first timesheet period you want to add to the Calendar grid. Enter a date or click and select a date.
End By	Enter the end date of the last timesheet period you want to add to the Calendar grid. Enter the date or click and select a date.
Set Status To	Select the status for the timesheet periods you are setting up. The status that you select is assigned to each timesheet period added to the Calendar grid and determines what timesheet processing options are available to Timesheet users for those periods. The options are **Open**, **Administrators**, **System Administrators**, and **Closed**.
First Week Number/ Timesheet Period Number	If **Enable Timesheet Period Number** is selected on the Calendar tab, enter the period number that you want assigned to the first period that Vision creates. Period numbers are assigned sequentially to the new periods starting with that number. This field is either **First Week Number** or **First Timesheet Period Number**, depending on the label you selected on the Company Timesheet Configuration form.

Buttons

Field	Description
OK	Click this button to insert timesheet periods on the Calendar grid based on the criteria you entered on the dialog box.
Cancel	Click this button to close the Establish Timesheet Calendar dialog box without inserting any timesheet periods on the Calendar grid.
Help	Click this button to display help for the Establish Timesheet Calendar dialog box.

Learn More About...

When you configure Timesheets, you may find it helpful to review conceptual information about alerts, labor periods, employee groups, and timesheet special categories.

Timesheet Alerts Configuration

You can configure Vision to notify users when timesheets should be submitted and/or to notify administrators when timesheets must be approved.

If you use the Timesheet Line Item Approval feature, you can also configure Vision to notify:

- Principals, project managers, and/or supervisors when users charge time to their projects.
- Users when line items are rejected by an approver.

You set up Timesheet Alerts in **Configuration** » **General** » **Company Alerts**.

When you set up Timesheet Alerts, you specify:

- Who should receive alerts.
- When alerts should be sent.
- How alerts should be sent (e-mail and/or dashboard).
- What message to include in the alert e-mail.

Timesheet System Settings for Line Item Approval

Use the System Timesheet Configuration form to turn on and configure the Timesheet Line Item Approval feature for your entire enterprise. Timesheet Line Item Approval enables principals, project managers, and/or supervisors to review and approve (or reject) individual labor charges entered for their projects in any given timesheet period.

Approvers can:

- Verify that the labor charges are accurate and appropriate for the projects specified.
- View only time charged to their individual projects, not actual employee timesheets.

You can set up line item approval for all projects, only regular projects, only overhead projects, only promotional project, or any combination of regular, overhead, and promotional projects.

Timesheet Line Item Approval vs. Timesheet Approval

Timesheet line item approval is different from timesheet approval. They are two separate approval options that function independently of each other.

- **Timesheet Line Item Approval** — Use this feature if you want your principals, project managers, or supervisors to approve **individual timesheet line entries**. This is a system-wide setting.
- **Timesheet Approval** — Use this feature if you want designated Group or System administrators to approve **entire employee timesheets**, including all entries on each timesheet. To activate timesheet approval, select **Require timesheets to be approved before posting** on the Setup tab of Company Timesheet Configuration. This is a company-specific setting.

You can require one of the following:

- Timesheet approval only.
- Line item approval only.

- Both timesheet and line item approval.
- No approval.

If you do not require either type of approval, you can post timesheets with a status of **Submitted**.

Related Alerts

After you set up the Timesheet Line Item Approval feature, you can set up the following alerts:

- **Timesheet Line Item Charge** — This alert notifies principals, project managers, and/or supervisors when time has been charged to their projects.
- **Timesheet Line Item Rejected** — This alert notifies employees when time charges have been rejected by principals, project managers, and/or supervisors.

Labor Period Status Values

When you add a labor period to the Calendar grid, you must select a status for the labor period. The status you select determines what timesheet processing options are available to Timesheet users when they enter timesheets for that labor period. You can change the status of a labor period at any time.

All users can open and print any timesheet to which they have access, whether the labor period status is Open, Administrators, System Administrators, or Closed.

A user's access rights to the Timesheet feature also affect what processing options are available. You establish access rights on the Time tab of the Employee Info Center.

The following table describes the labor period status values.

Labor Period Status	Effect on Time and Expense Timesheet Processing
Open	The labor period is **Open** to all users. ▪ Users with Staff access can enter, edit, and submit timesheets. ▪ Users with Group, Company, or System access can enter, edit, submit, and approve any timesheet to which they have access.
Administrators	The labor period is **Closed** to Staff users, but **Open** to Group, Company, and System users. ▪ Users with Staff access can no longer enter, edit, or submit timesheets. ▪ Users with Group, Company, or System access can still enter, edit, submit, and approve any timesheet to which they have access.
System Administrators	The labor period is **Closed** to Staff, Group, and Company users, but **Open** to System users. ▪ Users with Staff access can no longer enter, edit, or submit timesheets. ▪ Users with Group access can no longer enter, edit, submit, or approve timesheets.

Labor Period Status	Effect on Time and Expense Timesheet Processing
	▪ Users with Company access can no longer enter, edit, submit, or approve timesheets. ▪ Users with System access can still enter, edit, submit, and approve any timesheet to which they have access.
Closed	The labor period is **Closed** to Staff, Group, Company, and System users. ▪ All users are prevented from entering, editing, submitting, or approving timesheets.

Employee Groups Example for Timesheets

Employee groups can make the timesheet process more efficient.

Assume that, in the past, your company relied on one person to review, edit, and post employee timesheets. The task was overwhelming because the person was not familiar with certain project numbers, labor codes, or other timesheet entries. This led to late and inaccurate timesheet submissions.

To improve the situation, your company decides to set up employee timesheet groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of timesheets from all members of the group.

For best results, you ensure that each Group Administrator:

- Knows the employees in the group and how best to contact them when timesheets are due.
- Knows the project numbers, labor codes, and other values that are appropriate entries for employees in the group.

By spreading timesheet administration across your company, you are able to improve the speed and accuracy of timesheet submission, approval, and posting.

Timesheet Special Categories

You can set up special labor charge categories for Timesheet users. When you set up a special category, you define the project, phase, task, labor code, and labor category to be credited when a user charges time to the special category.

You can set up special categories for labor charges that are standard for all users, such as vacation, holiday, and sick time. Or you can set up special categories for labor charges that are specific to a particular employee group. For example, you can create a Timesheet Processing category for the employees in your Administration group who process timesheets on a regular basis.

Each special category that you set up automatically displays on designated users' timesheets. This allows those users to charge time to the special category without having to enter project, phase, task, labor code, or labor category data.

Before you set up special categories by group you must first add the employee groups on the Employee Group tab of Timesheet Configuration.

If your firm uses the Multicompany feature, you must configure special categories for each company in your enterprise. For timesheet-related queries, it is important to note that an employee may be associated with multiple companies. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAllCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

Timesheet Configuration Reports

You can preview or print reports that contain timesheet configuration settings, such as approval settings and special categories.

How to...

You can print reports that list information for system and company timesheet configuration and timesheet categories.

Print the System Timesheet Configuration Report

You print the System Timesheet Configuration report in Time & Expense Configuration.

To print the report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **System Timesheet**.

   Vision opens the System Timesheet Configuration form.
2. Click **Print**.

   Vision displays the Preview page of the System Timesheet Configuration report.
3. Click on the Preview page.

Vision displays the Print dialog box, where you can do the following:

- Select the paper size and source.
- Select the number of copies that you want to print.
- Select the printer.
- Print the report.

Print the Company Timesheet Configuration Report

You print the Company Timesheet Configuration report in Time & Expense Configuration.

To print the report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet**.

   Vision opens the Company Timesheet Configuration form.
2. Click **Print**.

   Vision displays the Preview page of the Company Timesheet Configuration report.
3. Click on the Preview page.

   Vision displays the Print dialog box, where you can do the following:

   - Select the paper size and source.
   - Select the number of copies that you want to print.
   - Select the printer.
   - Print the report.

Print the Timesheet Special Categories Report

You print the Timesheet Special Categories report in Time & Expense Configuration.

To print the report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Timesheet Categories**.

   Vision opens the Timesheet Special Categories Configuration form.
2. To select an employee group, complete one of the following steps:

   - Enter all or a portion of the employee group name in the **Search** field.
   - Click in the **Search** field and select the employee group on the Timesheet Category Lookup. Only employee groups in the active company for which you have already set up special categories display.

   You do not have to select an employee group if you want to include all employee groups in the report.
3. Complete one of the following actions:

Option	Description
To include only the current group on the report	Click Print and select **Print Current Group**.
To include all groups on the report	Click Print and select **Print All Groups**.

Vision displays the Preview page of the Timesheet Special Categories report.

4. Click on the Preview page.

   Vision displays the Print dialog box, where you can do the following:

   - Select the paper size and source.
   - Select the number of copies that you want to print.
   - Select the printer.
   - Print the report.

Report Contents

You can review reports that list information about system and company timesheet configuration and timesheet categories.

System Timesheet Configuration Report

The System Timesheet Configuration report summarizes the Timesheet processing options that you set up for all companies in the enterprise. Each section of the report corresponds to a section of the System Timesheet Configuration form.

Contents

Section	Description
Timesheet Line Item Approval	This section indicates whether or not the Timesheet Line Item Approval feature is on or off.
Require Line Item Approval to Post Timesheet	This section indicates whether line item approval is required to post timesheets. If an option is selected, an **X** displays in the box.
Approver(s) for Timesheet Line Item Approval	This section indicates who is assigned to approve timesheet line entries: Principal, Project Manager, or Supervisor. If an option is selected, an **X** displays in the box.
Timesheet Line Item Approval by Project Charge Type	This section indicates what types of projects are selected for line item approval (only if the **By Project** option displays in the **Timesheet Line Item Approval** section). If an option is selected, an **X** displays in the box.

Company Timesheet Configuration Report

The Company Timesheet Configuration report summarizes the Timesheet processing options that you set up for the active company. Each section of the report corresponds to a separate tab of the Company Timesheet Configuration form.

Contents

Section/Column	Description
Timesheet Administrator Options	This section indicates which global processing options you selected for Timesheet users. The options are: ▪ Require timesheets to be approved before posting ▪ Treat inactive projects as dormant ▪ Autopopulate Timesheet with resource planning assignments ▪ Enable unit quantities feature ▪ Post units as they are generated (do not create a transaction file) If an option is selected, an **X** displays in the box.
Timesheet User Options	This section indicates which settings you selected for Timesheet users. The options are: ▪ Allow staff users to resubmit timesheets ▪ Allow users to enter overtime ▪ Require electronic signature when submitting timesheets ▪ Require comments when hours are entered ▪ Limit timesheet entry to (tenth, quarter, half, whole) hour increment ▪ Enable start/end time feature ▪ Hide Reverse Menu Option If an option is selected, an **X** displays in the box.
Timesheet Left Grid Options	This section indicates the screen display options you selected for Timesheet users. The screen display options determine how certain types of information display on the Timesheet form. The options are: ▪ Show Project — Number, Name, or Both ▪ Show Phase — Number, Name, or Both ▪ Show Task — Number, Name, or Both ▪ Show Labor Code — Number or None

Section/Column	Description
	▪ Show Labor Category — Number or None ▪ Left grid width (0=default) — 0 or other number The **Show Labor Category** option displays on the report only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.
Detailed Timesheet Report Options	This section indicates which Detailed Timesheet report options that you selected for Timesheet users. The options are: ▪ Include client name on detailed timesheet report ▪ Include comments on detailed timesheet report If an option is selected, an **X** displays in the box.
Check hours entered against expected	This section indicates the check hours message option that you selected for Timesheet users. The options are: ▪ None ▪ Warning if Over ▪ Warning if Under ▪ Warning if Either Over or Under ▪ Error if Over ▪ Error if Under ▪ Error if Either Over or Under
Calendar	
Start Date	This column shows the start date (first day) of the labor period.
End Date	This column shows the end date (last day) of the labor period.
Status	This column shows the status of the labor period. The options are: ▪ Open ▪ Administrators ▪ System administrators ▪ Closed
Global Comments	
Comments	This section shows a complete list of all the global comments available to Timesheet users.
Employee Group	

Section/Column	Description
Group Code	The first column in this section displays the two digit code used to identify the employee group.
Group Name	The second column in this section displays the full name of the employee group.
Group Members	The third column in this section displays the names of all the employees assigned to the group.
Ratios	
Show Ratios	This section indicates which ratio options you selected for Timesheet users. This section also indicates which Timesheet periods you selected for calculating ratios. The Show Ratio options are: ▪ Direct / Total ▪ Direct / (Total -Benefit) ▪ Target ▪ Direct / Std ▪ Direct / (Std - Benefit) The Timesheet period options are: ▪ Show Current ▪ Show Month-to-Date ▪ Show Year-to-Date If an option is selected, an **X** displays in the box.
Miscellaneous	
Signing Notification	This section displays the signing notification message (if any) that displays when employees submit their timesheets for processing.

Timesheet Special Categories Report

The Timesheet Special Categories report contains information about the special categories that you set up for the active company.

Contents

Section/Column	Description
Group	This column displays the employee group, if any, for which the special category was set up. Only the group code shows here, not the name of the group. If the special category was set up for all Timesheet users, **All Groups** displays here.

Section/Column	Description
Category Description	This column displays the description of the category; for example, Vacation, Holiday, or Sick Leave.
Category	This column displays the code used to identify the category.
Sort Order	This column displays the sort order for the special category. The sort order determines the order in which special categories display on user timesheets. It also determines the order in which special categories display on the Timesheet Special Categories report.
Association	The association section shows the accounts (numbers and names) associated with the special category. For each special category, account associations can display for the following: ▪ Project or Project Query ▪ Phase or Phase Query ▪ Task or Task Query ▪ Labor Code or Labor Code Query ▪ Labor Category or Labor Category Query The **Labor Category** and **Labor Category Query** association display on the report only if you are using Vision Accounting, Vision Billing, or Vision Resource Planning.

Expense Report Configuration Overview

Use Expense Report Configuration to set up and maintain expense report processing options for the Vision Time and Expense application.

For example, you use Expense Report Configuration to do the following:

- Specify expense report global processing, display, and reimbursement options.
- Set up expense report company paid default accounts.
- Set up, modify, or delete expense report employee groups.
- Set up alerts to remind approvers when expense reports are submitted for processing.

Multicompany

If your firm uses the Multicompany feature, you must define company-specific processing options for each company in your enterprise.

Additional Configuration Settings

In addition to the settings in Expense Report Configuration, settings on the following tabs affect how your Expense Report application works:

- **Expense tab of Employee Info Center** — Use these settings to assign access rights to the Expense Report application-Staff, Group, Company, or System-to each employee.

- **Tax Auditing tab of Accounting Company Settings Configuration** — Use these settings to enable the tax auditing feature for expense reports.
- **General tab of Accounting Company Settings Configuration** — Use these settings to select a check template and default bank for expense payments.
- **Time and Expense tab of Project Info Center** — Use these settings to set up expense billing defaults individual projects.

Checklist: Setting Up the Expense Report Application

The checklist outlines all the steps you must complete to configure the Expense Report application for use at your firm.

If your firm uses the Multicompany feature, you must define company-specific processing options for each company in your enterprise.

Expense Report Company Configuration

Step	Description	Location
1	Enable approval workflow for employee expense reports.	**Configuration** » **Time & Expense** **Company Expense** » **Setup Tab**
2	Configure Expense Report setup options.	**Configuration** » **Time & Expense** **Company Expense** » **Setup Tab**
3	Configure Expense Report employee groups.	**Configuration** » **Time & Expense** **Company Expense** » **Employee Group Tab**
4	Enter an Expense Report signing notification message.	**Configuration** » **Time & Expense** **Company Expense** » **Miscellaneous Tab**
5	Configure Expense Report expense categories.	**Configuration** » **Time & Expense** » **Expense Categories**
6	Define employee access rights for Expense Report processing.	**Info Center** » **Employees** » **Expense Tab**
7	Print Expense Report configuration reports. ▪ Company Expense Report Configuration Report ▪ Expense Categories report	**Configuration** » **Time & Expense** » **Company ExpenseConfiguration** » **Time & Expense** » **Expense Categories**

How to...

Configuration for expense reports consists of several tasks, including setting up employee groups and expense categories.

How to Set Up Employee Groups

You can create new employee groups or copy and modify existing ones.

Add an Employee Group

You can add an employee group at any time. After you create and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and add it to the grid again with the new code.

To add an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. On the grid toolbar, click **Insert**.
4. In the **Group** field, enter a code for the employee group.
5. In the **Description** field, enter the group description.
6. Click **Save**.

After you create a group, you can add or remove employees.

Add an Employee to an Employee Group

You can assign employees to employee groups for timesheets and expense reports. When you assign an employee to a group, the group assignment automatically displays on the Time & Expense tab of the employee's Employee Info Center record.

You can also add an employee to an employee group on the Time & Expense tab of the Employee Info Center. When you add an employee, the employee is automatically added to the **Employees for this Group** list for the specified group on the Employee Group tab of Company Timesheet Configuration or Company Expense Report Configuration.

To add an employee to an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group to which you want to add an employee.

   Vision displays a list of available employees in **Available Employees** and a list of the selected group's current members in **Employees for this Group**.
4. In the **Available Employees** list, select one or more employees and click **Add**.

5. Click **Save**.

Remove an Employee from an Employee Group

You can remove employees from employee groups. When you assign an employee to a group, the group assignment automatically displays on the Time & Expense tab of the employee's Employee Info Center record.

You can also remove an employee from an employee group on the Time & Expense tab of the Employee Info Center. When you remove an employee, the employee is automatically removed from the **Employees for this Group** list for the specified group on the Employee Group tab of Company Timesheet or Company Expense Report Configuration.

To remove an employee from an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group from which you want to remove an employee.

   Vision lists available employees in **Available Employees** and lists the selected group's current members in **Employees for this Group**.
4. In the **Available Employees** list, select one or more employees and click **Remove**.
5. Click **Save**.

Copy an Employee Group

You can copy an employee group and use it as the basis for creating a new employee group.

To copy an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group that you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the group description to the new row but does not copy the group code.
5. In the **Group** field, enter a code for the employee group.
6. In the **Description** field, edit the group description.
7. Click **Save**.

After you copy and edit a group, you can add or delete employees.

Delete an Employee Group

You can delete an employee group at any time.

Prerequisites: Before you delete an employee group, remove all employees from the group and add them to another employee group.

To delete an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Timesheet** or **Company Expense**.
2. Click the Employee Group tab on the Company Timesheet Configuration form or the Company Expense Report Configuration form.
3. In the grid, click the row that contains the employee group that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the selected group from the grid.
5. Click **Save**.

How to Set Up Signing Notifications

You set up the message that displays when employees sign their expense reports in Vision.

Configure an Expense Report Signing Notification Message

You can specify a message that you want to display on the Confirm Electronic Signature dialog box when employees submit their expense reports for processing. If your firm uses the Multicompany feature, you must configure a signing notification message for each company in your enterprise.

To configure an Expense Report signing notification message, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Expense**.
2. Click the Setup tab on the Company Expense Report Configuration form.
3. Select **Require electronic signature when submitting expense reports**.
4. Click the Miscellaneous tab and in the **Enter the text that should appear when expense reports are signed** field, enter the message text.

   You can enter text directly in the text box or click **Edit** and use the Text Editor to enter and modify text.
5. Click **Save**.

How to Change Labels and Make Fields Required

You can specify default label names and mark fields as required for the Expense Report form.

Change Expense Report Labels and Make Fields Required

You can change default label names on the Expense Report form and mark fields as required for Accounting and/or CRM users. Your changes automatically display when users open the Expense Report form.

The Vision Screen Designer includes a feature that allows you to insert a user defined workflow button on the Expense Report form to initiate an external workflow.

To change the Expense Report form, complete the following steps:

1. Open an expense report to access the Expense Report application.
2. Click at the bottom right of the Expense Report.

   Vision displays the Design form.
3. Change the form to suit your company's needs.
4. To make a field required, select the field and then select the appropriate option (CRM, Accounting, CRM & Accounting) in the **Required** field in the Properties pane.

   Vision marks the field as required based on the user's role type, as specified in **Configuration** » **Security** » **Roles**.
5. Click **OK**.

How to Set Up Expense Categories

After you create expense categories, you can assign them to new or existing employee groups, or to all of your employees. You can also copy and modify existing expense categories.

Add an Expense Category for all Employees

You can set up expense categories for use by all Expense Report users.

To add an expense category for all employees, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select **[All Groups]** on the lookup.
To use Quick Find	In the **Search** field, enter **All Groups** and press ENTER.

   Vision displays in the grid the existing expense categories that are set up for all employees in the active company.

3. On the grid toolbar, click **Insert** to insert a blank row.
4. Enter expense category information in the fields on the new row.
5. Click **Save**.

Assign an Expense Category to an Existing Employee Group

If you have set up at least one expense category for an employee group, you can add more. Only members of the selected group are given access to the expense categories that you set up.

Prerequisite: Before you can add expense categories by group, you must first set up employee groups on the Employee Group tab of Expense Report Configuration.

To add an expense category to an existing employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select the employee group on the lookup.
To use Quick Find	In the **Search** field, enter all or part of the employee group name and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

   When you select an employee group, Vision displays on the grid the existing expense categories for that employee group.
3. On the grid toolbar, click **Insert** to insert a blank row on the grid.
4. Enter expense category information in the fields on the new row.
5. Click **Save**.

Assign an Expense Category to a New Employee Group

You can assign expense categories to a new employee group. Only members of the selected group are given access to the categories you set up.

Prerequisite: Before you can add expense categories by group, you must first set up employee groups on the Employee Group tab of Expense Report Configuration.

To assign an expense category to a new employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.

2. Click **New** and select **New Group Categories** to display a blank Expense Report Categories form.
3. In the **Employee Group** field, select an employee group.
4. Enter expense category information in the first row of the grid.
5. To enter another expense category, click **Insert** to add a row.
6. Click **Save**.

Copy an Expense Category

You can copy an expense report category and use it as the basis for creating a new expense report category. You can copy a single expense report category for all employees in the active company or copy an expense report category within an employee group.

To copy an expense report category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

   When you select a group, Vision displays the associated expense categories in the grid. If you select all groups, all expense categories display.
3. In the grid on the Expense Report Categories form, click the row that contains the expense category that you want to copy.
4. On the grid toolbar, click **Copy**.

   Vision copies the selected expense category information to a new row on the grid.
5. To edit the copied category, click the new row and click **Edit**.

   Vision displays the Expense Categories dialog box, which displays details for the selected category.
6. Edit expense category information for the copied category and then click **OK** on the dialog box to return to the Expense Report Categories form.
7. Click **Save**.

Copy All Expense Categories for an Employee Group

You can copy all expense categories from one employee group to another employee group, or copy all global expense categories from the **[All Groups]** to a specific employee group.

To copy all expense categories for an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

   When you select a group, Vision displays the associated expense categories in the grid. If you select all groups, all expense categories display.
3. Complete one of the following actions:
   - Click **New** and select **Copy Current Group Categories** to copy all expense categories for the currently selected employee group.
   - Click **New** and select **Select Group Categories to Copy** to select a different employee group.

   Vision copies all the expense categories from the selected employee group.
4. In the **Group** field, select the employee group to which you are adding the copied expense categories.

   Vision adds the copied expense categories to the selected group.
5. To edit a copied category, click the row and then click **Edit**.

   Vision opens the Expense Categories dialog box, which displays details for the selected category.
6. Edit expense category information for the copied category and then click **OK** on the dialog box to return to the Expense Report Categories form.
7. Click **Save**.

Edit an Expense Category

You can edit the information for an expense category.

To edit an expense category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

   The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

   When you select a group, Vision displays the associated expense categories in the grid. If you select all groups, all expense categories display.
3. In the grid on the Expense Report Categories form, click the row that contains the expense category that you want to edit.
4. On the grid toolbar, click **Edit**.

   Vision displays the Expense Categories dialog box, which displays details for the selected category.
5. Edit the expense category information and click **OK** on the dialog box to return to the Expense Report Categories form.
6. Click **Save**.

Delete an Expense Category

You can delete an expense category for all employees or delete an expense category from an employee group. When you delete an expense category, the category is removed from all expense reports that have not yet been posted. However, any expenses entered for the category still appear on users' expense reports.

Prerequisites: Before you delete an expense category, be sure to post all expense reports containing expenses for the category being deleted.

To delete an expense category, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.

Option	Description
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

When you select a group, Vision displays the associated expense categories in the grid. If you select all groups, all expense categories display.

3. In the grid on the Expense Report Categories form, click the row that contains the expense category that you want to delete.
4. Click **Delete**.
5. Click **Save**.

Delete all Expense Categories for an Employee Group

On the Expense Report Categories form, you can delete all expense report categories from an employee group, or delete all global expense report categories from **[All Groups].**

When you delete an expense category, the category is removed from all expense reports that have not yet been posted. However, any expenses entered for the category still appear on users' expense reports. Therefore, before you delete an expense category, be sure to post all expense reports containing expenses for the category being deleted.

To delete all expense categories for an employee group, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. In the **Search** field on the Expense Report Categories form, select one of the following actions:

Option	Description
To use the lookup	Click and then select an employee group or select **All Groups** on the lookup.
To use Quick Find	In the **Search** field, enter all or part of an employee group name and press ENTER, or enter **All Groups** and press ENTER.

The only employee groups available for selection are those groups in the active company for which you have already set up expense categories.

When you select a group, Vision displays the associated expense categories in the grid. If you select all groups, all expense categories display.

3. On the form toolbar, click **Delete Group Categories**.

Vision prompts you to confirm the deletion.

4. Click **OK** on the Confirm Delete dialog box.

Vision deletes all expense categories for the selected employee group. (Vision does not delete the employee group.)

5. Click **Save**.

Fields and Options

Use the Company Expense Report Configuration form and Expense Report Categories form and associated dialog boxes to set up expense reports.

Company Expense Report Configuration Form

Use the Company Expense Report Configuration form to specify expense report approval settings, create employee groups, set up payment options for employees, and specify other company-specific settings.

The name of the active company displays at the top of the Company Expense Report Configuration tabs.

Sorting Information on Grids

You can sort information on some of the grids for this form.

To sort information, click the appropriate column heading in a grid. For example, to sort data on the grid of the Employee Group tab by employee group, click the **Group** column heading.

You can sort information in ascending or descending order. Click a column heading once to establish a sort order. Click the column heading again to reverse the sort order.

Display the Company Expense Report Configuration Form

You display the Company Expense Report Configuration form in Time & Expense Configuration.

To display the form, complete the following steps:

1. Choose the company for which you want to enter expense report settings.
   - From the Vision Applications menu, select **Utilities** » **Change Company**.
   - Click the company for which you want to configure expense report processing options. Click **OK**.
2. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Expense.**

Toolbar of Company Expense Report Configuration

Use the toolbar options to save information, print the Company Expense Report Configuration report, and access online help.

Contents

Field	Description
Save	Click this option to save Expense Report Configuration entries and/or changes.
Print	Click this option to print the Company Expense Report Configuration report. This report shows all of your company settings for the active company.
Help	Click this option to view help for Expense Report Configuration.

Setup Tab of Company Expense Report Configuration

Use the Setup tab to select global processing options for Expense Report users within a company, set standard expense report displays, and enter company paid default and distance reimbursement information.

Contents

Global Options Section

Field	Description
Allow staff users to resubmit expense reports	This check box is hidden if an approvals workflow is in use. Select this check box to allow staff users to change submitted expense reports and resubmit them. If you do not select this option, the employees cannot change their expense reports after they submit them. The option to resubmit expense reports is available only to users whose Administration level is set to **Staff**. **Group** or **System** level users can resubmit their own expense reports if the appropriate options are selected on the Expense tab of the Employee Info Center.
Allow users to specify applied advance amounts	Select this check box to allow users to enter applied advance amounts on their expense reports. By entering applied advance amounts, users can indicate that they received an advance prior to submitting an expense report. The amount of the advance is subtracted from the total expense amount on the expense report to determine the actual reimbursement due to the employee.
Require users to enter	Select this check box to require users to associate each expense on an expense report with an expense category.

Field	Description
categories on expense reports	Expense categories allow you to standardize the account that is debited for specific types of expenses. When a user associates an expense with a category, the account specified for the category is automatically entered on the user's expense report.
Require electronic signature when submitting expense reports	Select this check box to require users to enter a password when they submit their expense reports. If you select this check box, note the following: ▪ Be sure that passwords are established on the Users form in Security Configuration. ▪ From the Miscellaneous tab of Company Expense Report Configuration, you can enter a message that displays when employees submit expense reports. If you do not select this check box, users can submit their expense reports without entering a password.
Treat inactive projects as dormant	Select this check box to prevent users from entering **Inactive** projects on their expense reports. Normally, Vision warns users when they enter a project with a status of **Inactive**, but still processes the transaction. When you select this check box, Vision does not allow users to enter **Inactive** projects on expense reports. This setting does not affect the use of inactive projects with other types of transactions (such as Billing or Accounts Receivable).
Display line number in expense report	Select this check box if you want the **Line** column to display in the Expenses grid on the expense report. This column displays the sequence number of the expense line, which is useful for reference purposes. For example, if line 3 if for a taxi receipt, then you can write 3 on the physical paper copy of the taxi receipt to keep track of the expense. The lines in the Expenses grid are numbered sequentially within the **Line** column. If you insert a line between existing lines, the lines may not be numbered sequentially. For example, if you insert a new line between 1 and 2, then the new line becomes 3 and the order is 1, 3, 2). If you use the default column order, the **Line** column is inserted on the left side of the grid. If you change the column order, the **Line** column is inserted on the right side of the grid.
Show Project	Use the drop-down list in this field to select a display option for project data. The option you select determines how project data is entered and displayed on the Expense Report form. ▪ Select **Number** to display the **Project** field. This field accepts and displays project numbers only. ▪ Select **Name** to display the **Project Name** field. This field accepts and displays project names only.

Field	Description
	▪ Select **Both** to display both the **Project** and the **Project Name** fields. The **Project Name** field displays as a read-only field. Users must enter a project number in the **Project** field. Vision automatically enters the project name in the **Project Name** field.
Show Phase	Use the drop-down list in this field to select a display option for phase data. The option you select determines how phase data is entered and displayed on the Expense Report form. ▪ Select **Number** to display the **Phase** field. This field accepts and displays phase numbers only. ▪ Select **Name** to display the **Phase Name** field. This field accepts and displays phase names only. ▪ Select **Both** to display both the **Phase** and the **Phase Name** fields. The **Phase Name** field displays as a read-only field. Users must enter a phase number in the **Phase** field; Vision automatically enters the phase name in the **Phase Name** field.
Show Task	Use the drop-down list in this field to select a display option for task data. The option you select determines how task data is entered and displayed on the Expense Report form. ▪ Select **Number** to display the **Task** field. This field accepts and displays task numbers only. ▪ Select **Name** to display the **Task Name** field. This field accepts and displays task names only. ▪ Select **Both** to display both the **Task** and the **Task Name** fields. The **Task Name** field displays as a read-only field. Users must enter a task number in the **Task** field; Vision automatically enters the task name in the **Task Name** field.
Show Account	Use the drop-down list in this field to select a display option for account data. The option you select determines how account data is entered and displayed on the Expense Report form. ▪ Select **Number** to display the **Account** field. This field accepts and displays account numbers only. ▪ Select **Name** to display the **Account Name** field. This field accepts and displays account names only. ▪ Select **Both** to display both the **Account** and the **Account Name** fields. The **Account Name** field displays as a read-only field. Users must enter an account number in the **Account** field; Vision automatically enters the account name in the **Account Name** field. ▪ Select **None** if you do not want to display either the **Account** or **Account Name** field. If you select this option, users are not required to enter accounts when completing expense reports.

Company Paid Default Information Section

Field	Description
Allow entry of company paid items	Select this check box to allow users to enter company-paid items on their expense reports in Time & Expense. A company-paid item is any expense for which your company sends payment directly to a vendor instead of reimbursing the employee who incurred the expense. The expense is paid through Accounts Payable, not through Employee Expense Payment Processing. For example, an airline may bill your company directly for a ticket purchased by one of your employees. In this case, your company would pay the airline directly for the cost of the ticket, and not reimburse the employee for this expense. However, the employee would include the cost of the airline ticket on an expense report to provide an audit trail for the expense. When you select this option: ▪ The **Project**, **Phase**, **Task,** and **Account** fields in this section are enabled. Use these fields to enter the project, phase, task, and/or account to credit when processing company paid expenses. ▪ A **Company Paid** check box displays on each expense report form. You select the check box to indicate that an expense is company paid. The amount of the expense is **not** included in the amount that is reimbursed to the employee. You can also clear (deselect) this option if all the company-issued credit cards are employee-paid.
Project	Enter the default project that will receive the credit when users enter company paid expense items on their expense reports. Enter a project name directly in this field, use the Quick Find feature, or click in the **Project** field to use the Project Lookup.
Phase	Enter the default phase that will receive the credit when users enter company paid expense items on their expense reports. Enter a phase number directly in this field, use the Quick Find feature, or click in the **Phase** field to use the Phase/Task Lookup.
Task	Enter the default task that will receive the credit when users enter company paid expense items on their expense reports. Enter a task number directly in this field, use the Quick Find feature, or click in the **Task** field to use the Phase/Task Lookup.
Account	Enter the default account that will receive the credit when users enter company paid expense items on their expense reports. Enter an account number directly in this field, use the Quick Find feature, or click in the **Account** field to use the Account Lookup.

Fields

Field	Description
Distance Reimbursement Default	Use the two **Distance Reimbursement Default** fields to enter the amount you will reimburse employees for each mile or kilometer of travel. ▪ In the first field, enter a monetary amount. ▪ In the second field, use the drop-down list to select a reimbursement unit: **Kilometer** or **Mile**.
Disallow user to edit amount per mile on expense report	Select this check box if you do not want users to edit the reimbursement amount (per mile/kilometer) on their expense reports.

Approvals Section

Field	Description
Use Approval Workflow for Employee Expense Reports	Select this option to use the approval workflow to process employee expense reports.
Approval Workflow	From the drop-down list, select the approval workflow that will be used for processing the expense report. Options in this drop-down list are configured in **Configuration** » **Workflow** » **Approval Workflows**. Sample employee expense approval workflows are available: ▪ Expense Report Default ▪ Expense Line Default ▪ Expense Reports & Lines Default To display these workflows in the drop-down list, configure the approval administrator for these sample employee expense approval workflows. You assign an approval administrator by entering or selecting an employee in the **Approval Administrator** field on the General tab of the Approvals Configuration form (**Configuration** » **Workflow** » **Approval Workflows**). You can also modify the other approval workflow settings in these sample workflows or create new workflows on the Approvals Configuration form.

Employee Group Tab of Company Expense Report Configuration

Use the Employee Group tab to add, copy, and delete employee groups and to add or remove employees from employee groups in the active company.

Creating employee groups lets you organize employees into discrete groups for expense report entry, editing, submitting, approval, and posting purposes. For example, you can establish groups

for the employees who share the same job function, work in the same department, or work in the same office.

Use employee groups to distribute expense report administration responsibilities throughout your company and to define expense categories.

You can sort information on the Employee Group tab by employee group code or description.

Contents

Field	Description
Group	Enter an alphanumeric code to identify the employee group. After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and then add it back to the grid using the new code.
Description	Enter a description for the employee group. The description that you enter here appears in the **Group** drop-down list on the Expense tab of the Employee Info Center. After you add and save an employee group, you can change the description information for that group, but you cannot change the group code. To change the group code, delete the employee group and add it back to the grid using the new code.
Available Employees	This field lists all employees who are Expense Report users, but who have not yet been assigned to an employee group. Use this list to select and add users to an employee group.
Employees for this Group	This field lists all employees who have been assigned to the employee group selected in the Expense Report Groups grid. Use this list to review the membership of employee groups and to select and remove employees from employee groups. Click one or more employee names in **Employees for this Group** and then click **Remove** to remove the selected employees from an employee group.

Grid Options

Field	Description
Expense Report Groups Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Insert	Click this option to add a new employee group to the Expense Report Groups grid. When you click **Insert**, Vision inserts a blank row on the grid, directly below the currently selected row. Use this blank row to enter the new group information.
Copy	Click this option to copy the currently selected employee group to a new row on the Expense Report Groups grid. When you click **Copy**, Vision copies only the group description to the new row, you must enter a new group code in the **Group** field.
Delete	Click this option to delete the currently selected employee group from the Expense Report Groups grid.

Miscellaneous Tab of Company Expense Report Configuration

Use the Miscellaneous tab to enter the message that you want to display on the Confirm Electronic Signature dialog box when employees submit their expense reports for processing. These settings apply to the current active company.

The message that you enter here displays when users submit expense reports only if you select **Require electronic signature when submitting expense reports** on the Setup tab.

To have Vision perform additional validation routines when users save their expense reports, use the Web Services feature.

Contents

Field	Description
Enter the text that should appear when expense reports are signed	Enter the message that you want to display on the Confirm Electronic Signature dialog box when employees submit expense reports. Enter text or click **Edit** to use the Text Editor to enter and modify text. **Sample Messages** ▪ Thank you for submitting your expense report. ▪ Before you submit your expense report, please double-check all expense charges for accuracy. ▪ When you enter your electronic signature, your expense report is submitted for processing. If there are any discrepancies, an administrator will contact you within 3 business days.

Expense Report Categories Form

Use the Expense Report Categories form to set up expense categories for employees who enter expense reports in Time & Expense.

Expense categories allow you to define the appropriate general ledger accounts for groups of expenses, such as hotel, meal, and airfare expenses. You enter a direct, indirect, and reimbursable account for each expense category. When employees enter an expense item on an

expense report and they choose an expense category, the appropriate direct, indirect, or reimbursable general ledger account that is associated with the category prefills for the expense item based on the charge type (regular, overhead, or promotional) of the project and the billing status (billable or not billable) entered for the expense item. Expense categories also allow you to limit the accounts to which employees can charge expense items on expense reports.

You set up expense categories for groups of employees, so that only a certain set of expense categories are available to members of the group when they enter expense reports. You can also enter expense categories that are available to all employees, regardless of their group affiliation.

When you open the Expense Report Categories form, it displays the expense categories from the employee group that you selected the last time that you opened this form. You see the employee group name in the **Group** field on the form. To view or enter expense categories for a different group, or for all employee groups, make a selection in the **Search** field.

If this is the first time that you are setting up expense categories, you must use **New** » **New Group Categories** on the Expense Report Categories form toolbar and the **Group** field to select and set up expense categories for each employee group for the first time.

Additional fields for expense categories are provided on the Expense Categories dialog box that you open from the Expense Report Categories form by clicking the **Edit** icon on the grid toolbar. You enter default tax codes and distance and company paid override information on the dialog box.

If your firm uses the Multicompany feature, you must enter expense categories for each company in your enterprise.

Display the Expense Report Categories Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.

Toolbar of the Expense Report Categories Form

Use toolbar options to create new expense report categories or to print a report that lists them.

Contents

Field	Description
Save	Click this option to save expense category entries and changes on this form.
New	After you click this option, select one of the following menu items: ▪ Click **New Group Categories** when you have entered a new employee group on the Employee Group tab in **Configuration** » **Time & Expense** » **Company Expense**, and this is the first time that you are adding

Field	Description
	expense categories for it. Also, use this option if you have deleted all the expense categories from a group and you want to add new expense categories. After you click **New Group Categories**, select the employee group from the drop-down list in the **Group** field. Enter and save at least one expense category for it in the grid. The next time that you open the Expense Report Categories form, the employee group displays on the Group Lookup available from the **Search** field. ▪ Click **Copy Current Group Categories** to copy expense categories from the currently selected employee group to a different employee group. ▪ Click **Select Group Categories to Copy** to open the Expense Category Lookup and select the employee group whose expense categories you want to copy.
Delete Group Categories	Click this option to delete **all** of the expense categories for the currently selected employee group that is entered in the **Group** field. To delete an individual expense category within a group, use the **Delete** option on the expense categories grid.
Print	Click this option to print the Expense Categories report. This report lists the configuration settings that you entered for the expense categories that you set up in Expense Categories Configuration. ▪ **Print Current Group** — The Expense Categories report includes the expense categories for only the employee group that is currently displayed on the Expense Report Categories form. ▪ **Print All Groups** — The Expense Categories report includes the expense categories for all employee groups that are entered in Expense Categories Configuration.
Help	Click this option to view help for the Expense Report Categories.

Contents of the Expense Report Categories Form

After you select an employee group, use the grid to set up expense report categories for that group.

Field	Description
Search	Click in the **Search** field to open the Group Lookup. Select an employee group to display that group's expense categories in the grid on the Expense Report Categories form. You can select **[All Groups]** to display expense categories that apply to all employees. You set up employee groups on the Employee Group tab in **Configuration** » **Time & Expense** » **Company Expense**. An employee group does not display on the Group Lookup (on the Expense Report Categories form) until after you click **New** » **New Group Categories** on the Expense Report Categories form toolbar, select the new

Field	Description
	group from the drop-down list in the **Group** field on the form, and then enter and save an expense category for the employee group. The next time that you open the Expense Report Categories form, the employee group displays on the Group Lookup.
Group	This field is active only after you click **New** » **New Group Categories** on the Expense Report Categories form toolbar. The drop-down list in this field displays only the employee groups for which you have not yet set up any expense categories. After you click **New** » **New Group Categories** on the toolbar, select a new employee group in the **Group** field, and then enter and save expense categories for it. The next time that you open the Expense Report Categories form, that employee group displays in the Group Lookup, available from the **Search** field. The employee group no longer displays in the **Group** field.

Grid Toolbar Options

Field	Description
Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Edit	Click this option to open the Expense Categories dialog box to view or edit information for the currently selected expense category. Fields from the Expense Report Categories form and additional fields, including default tax codes and distance and company paid override information, display on the dialog box.
Insert	Click this option to add a new expense category to the Expense Report Categories grid. When you click **Insert**, Vision inserts a blank row on the Expense Report Categories grid, directly below the currently selected row. Enter the new expense category information in this row, or click **Edit** to enter information using the Expense Categories dialog box.
Copy	Click this option to copy the currently selected expense category to a new row on the Expense Categories grid. When you click **Copy**, Vision inserts a new row on the Expense Report Categories grid (directly below the currently selected row) and copies the expense category information to the new row.
Delete	Click this option to delete the currently selected expense category from the Expense Report Categories grid.

Grid Fields

You can sort rows in the Expense Report Categories grid by any of the columns in the grid. To sort the rows, click the appropriate column heading in the grid. Click a column heading once to establish a sort order. Click the column heading again to reverse the sort order.

Field	Description
Category	Enter a unique name for this category.
Detail Type	The type of detail that you select determines which form is available to users when they enter an expense item for this category. Detail forms allow users to enter additional information about individual expense items on an expense report. ▪ **General** — The General Detail form allows users to enter a business reason for the expense item. ▪ **Business Meals** — The Business Meals Detail form allows users to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item. ▪ **Travel** — The Travel Detail form allows users to enter a business reason for the expense item, departure and destination information, the distance traveled, and reimbursement amounts for the expense item. ▪ **No Detail** — If you select this option, no detail form is available when users enter an expense item for this category.
Bill by Default	Select this option to bill the client for any expense items in this category.
Billable Message	Use the drop-down list to select a message that displays when a user enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options: ▪ **Warning** — Displays a Warning message. The user can complete the expense report with the billing status selected, even though it differs from the default billing status set up for the expense category. ▪ **Error** — Displays an Error message. Vision automatically resets the billing status to the default billing status set up for the expense category. ▪ **No Message** — No message displays. The user can complete the expense report with the billing status selected, even though it differs from the default billing status set up for the expense category.
Reimbursable Account	Enter the reimbursable account to be debited when this expense category is entered for a billable expense item that is charged to a regular project on an expense report. Enter an account number directly in this field, use the Quick Find feature, or use the Account lookup. This reimbursable account prefills in the **Account** field in the expense item grid on the Expense Report form.

Field	Description
Direct Account	Enter the direct account to be debited when this expense category is entered for a non-billable expense item that is charged to a regular project on an expense report. Enter an account number directly in this field, use the Quick Find feature, or use the Account lookup. This direct account prefills in the **Account** field in the expense item grid on the Expense Report form.
Indirect Account	Enter the indirect account to be debited when this expense category is entered for an expense item that is charged to an overhead or promotional project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in Vision or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. Enter an account number directly in this field, use the Quick Find feature, or use the Account lookup. This account prefills in the **Account** field in the expense item grid on the Expense Report form.
Account Editable	Select this option to allow users to modify the reimbursable, direct, or indirect account number when they enter an expense for this category on the Expense Report form. If you select this option, you do not have to enter default account numbers for this category on the Expense Report Categories form.

Expense Categories Dialog Box

Use the Expense Categories dialog box to enter information for an expense category.

The fields on this dialog box include fields from the Expense Report Categories form and additional fields for default tax codes and distance and company paid override information.

When you change information on this dialog box that is also entered on the Expense Report Categories form, the changes are automatically updated on the form when you move off the field.

Location

To display the dialog box, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.
2. On the Expense Report Categories form, select a row in the grid, and then click **Edit** on the grid toolbar.

Contents

Fields

Field	Description
Group	This field displays the employee group that you selected on the Expense Report Categories form.

Field	Description
Category	This field prefills with the category that you entered on the Expense Report Categories form. Enter a unique name for this category.

Detail Type	This field prefills with the detail type that you entered on the Expense Report Categories form. The detail type that you select determines which form is available to users when they enter an expense item for this category. Detail forms allow users to enter additional information about individual expense items on an expense report.
	▪ **General** — The General Detail form allows users to enter a business reason for the expense item.
	▪ **Business Meals** — The Business Meals Detail form allows users to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.
	▪ **Travel** — The Travel Detail form allows users to enter the following:
	  ▪ A business reason for the expense item
	  ▪ Departure and destination information
	  ▪ Distance traveled
	  ▪ Reimbursement amounts for the expense item
	▪ **No Detail** — If you select this option, no detail form is available when users enter an expense item for this category.

Bill by Default	This field prefills with the setting that you entered for this check box on the Expense Report Categories form. Select this check box to bill the client for any expense items in this category.
Billable Message	This field prefills with the billable message that you entered on the Expense Report Categories form. From the drop-down list, select a message that will display when a user enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options: ▪ **Warning** — This displays a Warning message. The user can complete the expense report with the billing status selected, even though it differs from the default billing status set up for the expense category. ▪ **Error** — This displays an Error message. Vision automatically resets the billing status to the default billing status set up for the expense category. ▪ **No Message** — No message displays. The user can complete the expense report with the billing status selected, even though it differs from the default billing status that is set up for the expense category.

Account Information Section

The fields in this section prefill with the entries that you made for them on the Expense Report Categories form.

Field	Description
Reimbursable	Enter the reimbursable account to be debited when a user charges a billable expense for this category to a regular project. Enter an account number directly in this field, use the Quick Find feature, or use the Account Lookup. When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report. The actual account number entered (direct, indirect, or reimbursable) depends on the following: ▪ The accounts you define for the expense category on the Expense Categories dialog box ▪ The type of project to which the expense is charged ▪ The billing status selected for the expense item
Direct	Enter the direct account to be debited when a user charges a non-billable expense for this category to a regular project. Enter an account number directly in this field, use the Quick Find feature, or use the Account Lookup. When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report. The actual account number entered (direct, indirect, or reimbursable) depends on the following: ▪ The accounts you define for the expense category on the Expense Categories dialog box ▪ The type of project to which the expense is charged ▪ The billing status selected for the expense item
Indirect	Enter the indirect account to be debited when a user charges a non-billable expense for this category to an overhead or promotional project. Enter an account number directly in this field, use the Quick Find feature, or use the Account Lookup. When a user enters an expense for this category, Vision automatically enters the appropriate account number on the user's expense report. The actual account number entered (direct, indirect, or reimbursable) depends on the following: ▪ The accounts you define for the expense category on the Expense Categories dialog box ▪ The type of project to which the expense is charged ▪ The billing status selected for the expense item
Allow staff users to make	Select this check box to allow users to change the reimbursable, direct, or indirect account number when they enter an expense for this category on the Expense Report form.

Field	Description
changes to account	If you select this option, you do not have to enter default account numbers for this category.

Distance Override Section

Field	Description
Distance Reimbursement	This field is available only when you select **Travel** in the **Detail Type** field. The reimbursement rate that you enter here overrides the standard reimbursement rate available on the Setup tab of Company Expense Report Configuration, and it applies only to this expense category.
Per	This field is available only when **Travel** is selected from the **Detail Type** drop-down, and it overrides the Distance Reimbursement Default option for **per** on the Setup tab of Company Expense Report Configuration. Select either **Mile** or **Kilometer** as the basis for calculating travel reimbursements for this expense category.
Disallow user to edit amount per unit	This check box is available only when you select **Travel** in the **Detail Type** field. When selected, users who submit expense reports are not allowed to override the reimbursement rate that is entered for this expense category.
Automatically calculate units when entering amounts	This check box is available only when you select **Travel** in the **Detail Type** field, and it overrides the **Distance Reimbursement Default** amount on the Setup tab of Company Expense Report Configuration. This option, which is selected by default, enables Vision to automatically calculate miles (or kilometers) based on the reimbursement amount a user enters for this expense category on the Expense Report form. For example, if the distance reimbursement rate for the expense category is . 30 per mile and an employee enters 30.00 in the **Amount** field of an expense report, Vision automatically calculates 100 miles of travel. The 100 miles appears in the **Miles** field of the Travel dialog box on the expense report. When the **Automatically calculate units when entering amounts** check box is not selected, Vision does not automatically calculate travel miles. This may be desirable for expense categories such as airline travel.

Company Paid Override Section

The fields in this section are enabled only if you selected the **Allow entry of company paid items** check box on the Setup tab of Expense Report Configuration.

Field	Description
Project	Enter the project that you want to credit when users enter company paid expense items for this category. If you do not enter a project here, Vision uses the company paid project entered on the Setup tab of Expense Report Configuration. Enter a project number directly in this field, use the Quick Find feature, or use the Project Lookup. For expenses that are not "company paid" items, Vision credits the project, phase, task, and account entered in the **Employee Expense Credit** fields on the Posting tab of Accounting Company Settings Configuration.
Phase	Enter the phase that you want to credit when users enter company paid expense items for this category. If you do not enter a phase here, Vision uses the company paid phase entered on the Setup tab of Expense Report Configuration. Enter a phase number directly in this field, use the Quick Find feature, or use the Phase/Task Lookup. For expenses that are not "company paid" items, Vision credits the project, phase, task, and account entered in the **Employee Expense Credit** fields on the Posting tab of Accounting Company Settings Configuration.
Task	Enter the task that you want to credit when users enter company paid expense items for this category. If you do not enter a task here, Vision uses the company paid task entered on the Setup tab of Expense Report Configuration. Enter a task number directly in this field, use the Quick Find feature, or use the Phase/Task Lookup. For expenses that are not "company paid" items, Vision credits the project, phase, task, and account entered in the **Employee Expense Credit** fields on the Posting tab of Accounting Company Settings Configuration.
Account	Enter the account that you want to credit when users enter company paid expense items for this category. If you do not enter an account here, Vision uses the company paid account entered on the Setup tab of Expense Report Configuration. Enter an account number directly in this field, use the Quick Find feature, or use the Account Lookup. For expenses that are not "company paid" items, Vision credits the project, phase, task, and account entered in the **Employee Expense Credit** fields on the Posting tab of Accounting Company Settings Configuration.

Tax Section

This section is enabled only if you select the **Enable Tax Auditing Feature** check box on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**.

Field	Description
Tax Grid	Enter the default tax codes to use to calculate taxes automatically when employees enter this expense category on an expense report in **Time & Expense** » **Expense Report**. You can enter as many default tax codes as you need for an expense category.

Field	Description
	If you do not enter tax codes for an expense category, then the default tax codes that are entered on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings** are used to calculate the taxes automatically when employees enter the expense category on an expense report. Only the default tax codes from the Tax Auditing tab that have an active status and the **Employee Expenses** check box selected in the Inputs section in Taxes Configuration (**Configuration** » **Accounting Company Settings** » **Taxes**) are used. **Insert on the grid toolbar** Click this option to add a new blank row to the grid, and then select a tax code for the row. To put the tax codes in a specific order in the grid, use the **Insert** and **Delete** toolbar icons. When you click **Insert**, a new row is inserted below the tax code that was highlighted when you clicked **Insert**. **Delete on the grid toolbar** Click a tax code in the grid that you want to delete, and then click this option to remove it from the grid. **Tax Code grid field** Click **Insert** to add a new row in the Tax grid. Then, from the drop-down list in the **Tax Code** field, select a tax code for the expense category. This list includes the tax codes that have been set up in Taxes Configuration in **Configuration** » **Accounting** » **Taxes** with the **Employee Expenses** check box selected in the Inputs section on the Tax Codes tab. The tax code can also have any of the check boxes in the Outputs section on the Tax Codes tab selected. Only taxes with an Active status are included in the **Tax Code** drop-down list. After you select a tax code, its description (from Taxes Configuration) displays in the field to the right of the tax code.
Allow staff users to change tax codes	Select this check box to allow users to change the default tax code on their expense reports when they charge expenses to this category.
Allow staff users to change tax amount	Select this check box to allow users to change the default tax amount (calculated by Vision) on their expense reports when they charge expenses to this category.

Buttons

Field	Description
OK	Click this button to return to the Expense Report Categories form.

Field	Description
Help	Click this button to open the help for the Expense Categories dialog box.

Learn More About...

When you configure Expense Reports, you may find it helpful to review conceptual information about alerts, line items, employee groups, and expense report categories.

Expense Report Alerts Configuration

You can configure Vision to notify approvers when expense reports are submitted for processing.

If you use the Expense Report Line Item Approval feature, you can also configure Vision to notify:

- Principals, project managers, and/or supervisors when users charge expenses to their projects.
- Users when line items are rejected by an approver.

Set up Expense Report Alerts in **Configuration** » **General**, **Company Alerts**.

When you set up Expense Report Alerts, you specify:

- Who should receive alerts.
- When alerts should be sent.
- How alerts should be sent (e-mail and/or dashboard).
- What message to include in the alert e-mail.

Expense Report Settings for Line Item Approval

Expense Report Line Item Approval enables principals, project managers, and/or supervisors to review and approve (or reject) all expense charges entered for their projects.

Approvers can:

- Verify that the expenses charged are accurate and appropriate for the projects specified.
- View only expenses charged to their individual projects, not actual employee Expense reports.

You can set up line item approval for all projects, only regular projects, only overhead projects, only promotional projects, or any combination.

Configuration Settings

To turn on the Expense Report Line Item Approval feature for your company, use the **Approval Level** option on the Approvals Configuration form in **Configuration** » **Workflows** » **Approval Workflows**

Configure expense report line item approvals on the Company Expense Report Configuration form in **Configuration** » **Time & Expense** » **Company Expense**.

Expense Line Item Approval vs. Expense Approval

Expense report line item approval is a separate function from expense report approval.

- **Expense Report Line Item Approval** — Use this feature if you want your principals, project managers, or supervisors to approve individual expense report line entries. This is a company setting.
- **Expense Report Approval** — Use this feature if you want designated approvers to approve entire employee expense reports, including all entries on each expense report. Select the **Use Approval Workflow for Employee Expense Reports** option on the Setup tab of Company Expense Report Configuration form in **Configuration** » **Time & Expense** » **Company Expense**. This is a company-specific setting.

You can require one of the following:

- Expense report approval only.
- Line item approval only.
- Both expense report and line item approval.
- No approval.

If you do not require either type of approval, you can post expense reports with a status of **Submitted**.

Related Alerts

After you set up the Expense Report Line Item Approval feature, you can set up alerts on the Workflow tab of the Approvals Configuration form in **Configuration** » **Workflows** » **Approval Workflows**.

You configure notifications for the approval workflow steps in the Actions grid. Select a step in the Approval Steps grid and then click **Insert** on the grid toolbar to see a list of all available notification types.

Employee Groups Example for Expense Reports

This is an example of how employee groups can make the timesheet process more efficient.

Assume that in the past, your company relied on one person to review, modify, and post employee expense reports. This person was often overwhelmed because he or she was not familiar with certain project numbers, expense categories, or other expense report entries. This led to late and inaccurate expense report submissions.

To alleviate this problem, your company decides to set up employee expense report groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of expense reports from all members of the group.

For best results, you ensure that each Group Administrator:

- Knows the employees in the group and how best to contact them when expense reports are due.
- Knows the project numbers, expense categories, and other values that are appropriate entries for employees in the group.

By spreading expense report administration across your company, you improve the speed and accuracy of expense report submission, approval, and posting.

Expense Report Categories

Expense categories allow you to define the appropriate general ledger accounts for groups of expenses, such as hotel, meal, and airfare expenses.

You enter a direct, indirect, and reimbursable account for each expense category. When employees select an expense category for an expense item on an expense report, the appropriate direct, indirect, or reimbursable general ledger account that is associated with the category prefills for the expense item based on the charge type (regular, overhead, or promotional) of the project and the billing status (billable or not billable) entered for the expense item. The prefilled account is debited when the expense report is posted.

Expense categories also allow you to limit the accounts to which employees can charge expenses. You also set up default billing and tax options and other information for an expense category.

You set up expense categories for groups of employees, so that only a certain set of expense categories are available to members of the group when they enter expense reports. You can also enter expense categories that are available to all employees, regardless of their group affiliation.

Before you set up expense report categories by group, you must add the groups on the Employee Group tab of Expense Report Configuration.

If your firm uses the Multicompany feature, you must configure expense report categories for each company in your enterprise.

Reports

You can preview or print reports that contain expense report configuration, such as approval settings and expense categories.

How to...

You can print reports that list information for company expense report configuration and expense categories.

Print the Company Expense Report Configuration Report

You print the Company Expense Report Configuration report in Time & Expense Configuration.

To print the report, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Time & Expense** » **Company Expense**.

   Vision opens the Company Expense Report Configuration form.
2. Click **Print**.

   Vision displays the Preview page of the Company Expense Configuration report.
3. Click on the Preview page.

   Vision displays the Print dialog box, where you can do the following:
   - Select the paper size and source.
   - Select the number of copies that you want to print.
   - Select the printer.
   - Print the report.

Print the Expense Categories Report

You print the Expense Categories report in Time & Expense Configuration.

To print an Expense Categories report, complete the following steps:

1. From the Navigation menu, click **Configuration** » **Time & Expense** » **Expense Categories**.

   Vision opens the Expense Categories form.
2. To select an employee group, complete one of the following steps:
   - Enter all or a portion of the group name in the **Search** field.
   - Click to select the employee group from the Expense Category Lookup.

   You do not have to select a group if you want to include all groups in the report.
3. Complete one of the following actions:

Option	Description
To include only the current group on the report	Click **Print** and select **Print Current Group**.
To include all groups on the report	Click **Print** and select **Print All Groups**.

   Vision displays the Preview page of the Expense Categories report.
4. Click on the Preview page.

   Vision displays the Print dialog box, where you can do the following:

- Select the paper size and source.
- Select the number of copies you want to print.
- Select the Printer.
- Print the Expense Categories report.

Report Contents

You can review reports that list information about company expense report configuration and expense report categories.

Company Expense Report Configuration Report

The Company Expense Report Configuration report summarizes the Expense Report processing options that you set up for the active company. Each section of the report corresponds to a separate tab of the Company Expense Report Configuration form.

Contents

Section	Description
Global Options	This section displays the global processing options that you selected for Expense Report users: ▪ Allow users to resubmit expense reports ▪ Allow users to specify applied advance amounts ▪ Require users to enter categories on expense reports ▪ Require password when submitting expense reports ▪ Treat inactive projects as dormant This section also displays the following screen options: ▪ Show Project — Number, Name, or Both ▪ Show Phase — Number, Name, or Both ▪ Show Task — Number, Name, or Both ▪ Show Account — Number, Name, Both, or None
Company Paid Default Information	This section indicates whether users are allowed to enter company paid items on their expense reports. If the **Allow entry of company paid items** option is selected, users can enter company paid items on their expense reports. If you allow users to enter company paid items, this section also displays the default project, phase, task, and account (numbers and names) that receive the credit when users enter company paid expense items on their expense reports.
Distance Reimbursement	If you reimburse your employee's for miles or kilometers traveled, the amount of that reimbursement displays here.

Section	Description
Employee Group	The first column in this section displays the code used to identify the employee group. The second column displays the full name of the employee group and the names of all the employees assigned to the group.
Enter the text that should appear when expense reports are signed	This section displays the signing notification message (if any) that displays when employees submit their expense reports for processing.

Expense Categories Report

The Expense Categories report lists the settings that you entered for the expense categories that you set up on the Expense Report Categories form in **Configuration** » **Time & Expense** » **Expense Categories**.

The configuration settings for each expense category in a group are displayed on a separate page in the report.

If you use multiple companies, the report includes expense categories for the active company.

Contents

Column	Description
Group	This column displays the employee group to which the expense category belongs.
Category	This column displays the description of the expense category.
Detail Type	This column displays the detail type that you selected for the expense category. You can associate the following Detail forms with an expense category: ▪ General ▪ Business Meals ▪ Travel/Mileage ▪ No Detail
Bill by Default	If the **Bill by Default** check box contains an **X**, you selected the **Bill By Default** check box on the Expense Report Categories form for this expense category. This indicates whether or not you want to bill the client for all expenses charged to this category.
Billable Message	This section shows the type of billable message that you chose to show users when they charge an expense to this category. Billable message options are: ▪ Warning ▪ Error

Column	Description
	▪ No Message
Account Information	This section displays information about the accounts that are charged when a user enters an expense for this expense category. Because the type of account charged may differ (depending on the project and the billing status of the expense item) this section displays an account number and name for the following account types: ▪ Reimbursable Account ▪ Direct Account ▪ Indirect Account If the **Allow users to make changes to account number** check box contains an **X**, users can change the default account numbers when they enter expense for this category.
Company Paid Override	If you set up the expense category as a company paid item, the following information displays in this section: ▪ Company Paid Project Number and Name ▪ Company Paid Phase Number and Name ▪ Company Paid Task Number and Name ▪ Company Paid Account Number and Name
Tax	This section displays the settings that you entered for an expense category in the Tax section on the Expense Categories dialog box. This section displays the following: ▪ A list of the tax codes that you entered for the expense category and the tax code descriptions. ▪ Whether or not you selected the **Allow staff users to change tax code** check box. This setting allows users to change (insert and delete) tax codes on the Tax Codes dialog box when they enter expense reports in Time & Expense. ▪ Whether or not you selected the **Allow staff users to change tax amount** check box. This setting allows users to change the tax amount on the Tax Codes dialog box when they enter expense reports in Time & Expense.

Purchasing and Inventory Configuration Overview

When you configure Purchasing and Inventory, you establish purchasing and inventory items, item categories, inventory locations, units of measure, shipping addresses, bill-to codes, and the buyers and approvers, all at a system level for your firm.

If you have multiple companies, you also specify the purchasing and inventory settings for your company and each company that you have in Vision.

Purchasing & Inventory displays in the Vision Configuration menu after you activate the Purchasing module or Asset Management module in **Configuration** » **Module Activation**.

When you have the Asset Management module activated, but not the Purchasing module, you can access only the following menu items from the Purchasing & Inventory menu:

- **System Settings** » **Items Categories tab**
- **Company Settings** » **Items Categories tab**
- **Item Master** » **General tab**

On these tabs, you establish the item categories and purchasing items that will be used to create equipment items in the Equipment Info Center, which is the foundation for the Asset Management application.

Checklist: Setting Up Inventory

Before you use Inventory, you must enable and configure the Inventory application. If you are new to Inventory, you may find it helpful to review a checklist of the setup steps.

Step	Description
1	In **Configuration** » **Security** » **Roles**, make sure that you are fully permitted to use both **Configuration** » **Purchasing and Inventory** and **Info Center** » **Units**.
2	Create an inventory common project in **Info Center** » **Projects**. If you use the Multicompany feature, create an inventory common project in each company. The project can be the same project for all companies, if the project is available to all companies.
3	For each item category, set up an inventory account in **Info Center** » **Accounts** » **Chart of Accounts**.
4	**Enable the Inventory application at the company level.**
	From the Vision Navigation menu, select **Configuration** » **Purchasing and Inventory** » **Company Settings**. 1. On the Inventory tab: a. Select the **Enable Inventory** option. b. In the Locations grid, click **Insert** and add a minimum of one **Location**. Select it from the drop-down list in the **Defaults/Location** field. c. Make sure that the Approvers grid has your name, and that your name has the **Add Inv Item** option selected. d. Click in the **Inventory Common** field and select the inventory common project from the project lookup list. e. Select the other options as needed, referring to the Vision online help for information.

Step	Description
	2. On the Item Categories Tab, for each category, click and select the inventory account from the account lookup list. Click **Save**. 3. On the General tab, look at the option settings and change them as needed. Click **Save**. 4. Click Print to create a report of the settings you specified on each tab.
5	**Make Inventory active at the system level:**
	From the Vision Navigation menu, select **Configuration** » **Purchasing and Inventory** » **System Settings**. 1. Complete the grids on the Inventory tab and click **Save**. 2. Click **Print** to create a report of the settings you specified on each tab.
6	**Add or designate inventory items.**
	From the Vision Navigation menu, select **Configuration** » **Purchasing and Inventory** » **Items Master**. 1. Click **Search** and select the item record(s) from the lookup list. 2. On the Inventory tab, select the **Inventory Item** option to mark an item as an inventory item. 3. For each inventory item you are defining, enter data in all of the fields on this tab for each inventory item. 4. From the menu toolbar, select **New** » **New Item** to add new items as needed. 5. On the Inventory tab, select the **Inventory Item** option as needed to mark an item as an inventory item.
7	**Link each item to a unit table.**
	1. From the Vision Navigation menu, select **Info Center Units**. To enable the form, click **Search** and select the unit table to use. 2. To create a unit from an inventory item, click **New** » **Create Unit from Item**. ▪ Select the inventory item from the lookup list. ▪ On the Unit dialog box, review the information and modify it as needed, then click **OK**.

Step	Description
	3. To relate an inventory item to an existing unit record, select the record, then click Edit to display the Unit dialog box. Click in the **Item** field and select the inventory item from the lookup list.
8	Change each inventory item's quantity and cost to align with your firm's historical data.
	1. From the Vision Navigation menu, select **Inventory** » **Inventory Transactions** » **Quantity Adjustments**. 2. Enter data for the **Quantity on Hand** and **Average Actual Cost** for each inventory item.

Fields and Options

Use the Purchasing and Inventory System Settings, Purchasing and Inventory Company Settings, and Items Master forms to configure purchasing and inventory.

Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings form to establish item categories, units of measure, purchase order change and cancellation reason codes, and inventory settings.

Display the Purchasing and Inventory System Settings Form

You display the Purchasing and Inventory System Settings form in Purchasing and Inventory Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Purchasing and Inventory** » **System Settings**.

Toolbar of Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings toolbar to save your configuration entries and generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are in the Vision database now.

Field	Description
Save	Click this button to save the enterprise-wide configuration settings you specify or change on the Purchasing and Inventory System Settings tabs.
Print	Click this button to generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are specified now on the Item Categories, U/M, Reason/Quality, and Inventory tabs.

Field	Description
Help	Click this button to show the Vision online help for Purchasing and Inventory System Settings Configuration.

Item Categories Tab of Purchasing and Inventory System Settings Form

Use the Item Categories tab to set up categories for purchase order and inventory items.

Enter the item categories that all of your companies use if your firm has multiple companies in Vision. You also must specify the item categories that you want each company to use on the Item Categories tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**. The item categories that you add in Purchasing & Inventory System Settings display in the drop-down list in the **Category** field on the Item Categories tab In Purchasing & Inventory Company Settings. In Purchasing & Inventory Company Settings, you also specify other information for item categories, such as general ledger accounts and other information such as whether an item category is taxable. These settings help automate data entry and processing of items throughout Vision.

Grid Toolbar

Field	Description
Items Category Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a blank row in the grid, and enter a new item category. The new row is inserted below the row that you have your cursor on when you click the option.
Copy	Select a row, and then click this option to make a copy of the row in the grid from which you can create another item category.
Delete	Select a row, and then click this option to delete the item category. An item category cannot be deleted if it has already been used in Vision.

Grid Fields

Field	Description
Category	Enter a short identification code for the item category.

Field	Description
Description	Enter a description for the item category.
Type	From the drop-down list in this field, select a type for the item category. Options are: ▪ **Materials & Supplies** — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment Info Center. ▪ **Capital Items** — You can enter items with this type of category through the purchase order process or directly in the Equipment Info Center. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the **Cost Distribution in P.O.** check box selected in the Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment Info Center. ▪ **Services** — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment Info Center. ▪ **Equipment** — You can enter items with this type of category through the purchase order process or directly in the Equipment Info Center. When you enter an item with the equipment category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the **Cost Distribution in P.O.** check box selected in the Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment Info Center.

U/M Tab of Purchasing and Inventory System Settings Form

Use the U/M (Unit of Measure) tab to set up enterprise-wide units of measure for items in the Purchasing and Inventory applications.

Field	Description
U/M	Enter the unit of measure.
Description	Enter the unit of measure's description.
Insert	Click this option to add a row to the grid.

Field	Description
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Reason or Quality Tab of Purchasing and Inventory System Settings Form

Use the Reason/Quality tab to establish reason codes, used on purchase orders when you need to enter the reason for change or cancel orders. You also use this tab to set up quality codes, used to enter the condition of items when they are received.

PO Change/Cancel Reason Codes Grid

Use the PO Change/Cancel Reason Codes grid to define your firm's list of reason codes, which you use to explain why you need to change or cancel a purchase order.

Field	Description
Code	Enter a descriptive identifier for the reason, which displays in drop-down lists.
Description	Enter a phrase that shows the reason for the change or cancel order. This phrase displays in purchasing records when users select this reason code.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Receiving Quality Codes Grid

Use the Receiving Quality Codes grid to define an enterprise-wide list of quality codes. Use quality codes to describe the condition of items when they are received.

Field	Description
Code	Enter a descriptive identifier for the quality code, which displays in drop-down lists.
Description	Enter a phrase to display in purchasing records when users select this code. The phrase must describe the condition of the item when it was received.
Insert	Click this option to add a row to the grid.

Field	Description
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Inventory Tab of Purchasing and Inventory System Settings Form

Use the Inventory tab to enter system-wide settings and codes used by the Inventory application. On this tab, you define the calculations to use for changing a unit of measure between Purchasing and Inventory. You can also specify reason codes for quantity and cost adjustments.

This tab displays if the **Enable Inventory** option is selected on the Inventory tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**.

Global U/M Conversion Grid

Your firm may order items in quantities that are shown in a bulk unit of measure, used in Purchasing, and keep the items in inventory in quantities that are shown in a smaller unit of measure, used in Inventory. Use the Global U/M Conversion grid to define each calculation that the enterprise uses to change an item's unit of measure between the Purchasing unit of measure and the Inventory unit of measure. If you purchase an item, place it in a company's inventory, and the calculation is not specified on the Inventory tab of **Configuration** » **Purchasing and Inventory** » **Items Master**, Vision uses the calculation that you specify here, on the Global U/M Conversion grid.

Field	Description
Purchasing U/M	Select the purchasing unit of measure from the list, which shows all of the units of measure that are defined on the U/M Tab.
Conversion Factor	Enter the ratio of the Purchasing unit of measure to its Inventory unit of measure. For example, pencils are purchased in boxes of 24 and sold individually. The Purchasing unit of measure is divided by 24 to get the Inventory unit of measure, so the conversion factor is 24.
Inventory U/M	Select the inventory unit of measure from the list. This list shows all of the units of measure that are defined on the U/M Tab.
Insert	Click this option to enter a new row into the grid.
Delete	Click the row to delete, then click this option.

Quantity Adjustment Reasons Grid

Use the Quantity Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust the quantity of an item in inventory, in **Inventory** » **Transactions** » **Quantity Adjustments**.

Field	Description
Code	Enter a descriptive identifier for the reason code, which displays in drop-down lists.
Description	Enter the reason for the quantity adjustment. This phrase displays in purchasing records when users select the code.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Cost Adjustment Reasons Grid

Use the Cost Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust an item's average actual cost, in **Inventory** » **Transactions** » **Cost Adjustments**. Vision maintains an inventory item's average actual cost and calculates it each time that an inventory item's quantity on hand or cost amount changes because of an inventory transaction posting.

Field	Description
Code	Enter a descriptive identifier for the reason code, which will display in drop-down lists.
Description	Enter the reason for the cost adjustment. This phrase displays in the purchasing record when users select the code.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings form to specify each company's configuration settings for Purchasing and Inventory. If you use the Multicompany feature, you must compete this form for each company.

Display the Purchasing and Inventory Company Settings Form

You display the Purchasing and Inventory Company Settings form in Company Settings.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Purchasing and Inventory** » **Company Settings**.

Toolbar of Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings menu toolbar to save your configuration entries and generate the Purchasing and Inventory Company Settings Report. The report shows the configuration settings for the current active company.

Field	Description
Save	Click this option to save your entries for the active company on the Purchasing and Inventory Company Settings tabs.
Print	Click this option to display and print the Purchasing and Inventory Company Settings Report, which lists the configuration data for the active company.
Help	Click this option to display the online help for Purchasing and Inventory Company Settings Configuration.

General Tab of Purchasing and Inventory Company Settings Form

Use the General tab to establish company-specific policies and requirements for tracking items, purchasing, and shipping.

Automatic Add Section

Field	Description
Items	Select this check box to permit users to add an item that has no record in **Configuration** » **Purchasing and Inventory** » **Items Master**.
Ship-Via	Select this check box to permit users to add a ship-via code that is not shown on the Ship-Via grid on the Ship tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**.
FOB	Select this check box to allow users to add a free on board code that is not shown on the FOB grid on the Ship tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**.

Required Date Section

Field	Description
Cost Distribution in P.R./R.F.Q.	Select this check box to require users to specify at least one project on a purchase requisition's or request for price quote's Cost Distribution tab before they can send it to an approver for approval. Leave this option cleared to permit an administrator to specify cost distribution information when they post the accounts payable voucher.
Requisition/RFQ Number in P.O.	Select this check box to have Vision put the requisition or request from price quote number into the purchase order when the purchase order is made from a purchase requisition or request from price quote.
Cost Distribution in P.O.	Select this check box to require the entry of at least one project (on the Default Distribution tab of the Purchase Orders form) to which the purchase order's cost will be distributed. This is required before you can send a purchase order to an approver for approval. Leave this option cleared to permit an administrator to enter cost distribution information when they post the accounts payable voucher. This setting is ignored when you enter an item on a purchase order with a category type of Equipment or Capital Items. These types of items always require that you enter one project on the Default Distribution tab on the Purchase Order form.
Reason Code in Change/Cancel P.O.	Select this check box to make it necessary for users to select a reason code when they create a change order or cancel a purchase order.
Quality Code in Receiving	Select this check box to make it necessary for users to specify a quality code for an item when they enter the rejection of the item's receipt.

Miscellaneous Section

Field	Description
Modify Default Item Category	An item's category determines the general ledger accounts that Vision uses in transactions related to this item. If the item is an inventory item, its category specifies an inventory account. This check box is usually selected, to permit users to change data in the **Category** column regardless of the **Item** number when they add an item to the Line Items tab grid of Purchase Orders, Purchase Requisitions, and Requests for Price Quote. Deltek recommends that you leave this check box cleared to block users from changing the item category shown in the **Category** column, and to be sure that it shows the value that is specified in **Configuration** » **Purchasing and Inventory** » **Items Master**.

Field	Description
Modify Ship-To Address	Select this check box to: ▪ Add **[Other]** in the **Ship To** drop-down list on the Shipping tab of Purchase Orders. Users can select **[Other]** to make the fields on the tab active. They can use the fields to enter a ship-to address that is not shown on the Ship-To grid on the Ship Tab of the Purchasing and Inventory Company Settings Form. ▪ Make the **Enable Drop Ship to Client** option active.
Enable Drop Ship to Client	This option is active if the **Modify Ship-To Address** check box is selected. Select this check box to show client and client address fields on the Shipping tab of Purchasing forms. Vision uses this data when the items are being shipped directly to the client, and it is not necessary for the user to enter data in the [Other] fields.
Modify Shipping Contact and Email	Select this check box to permit users to change the **Contact** and **Email** fields on the Shipping tab of Purchasing forms. This makes it unnecessary for users to enter a separate Ship-To address when the contact information changes for a ship-to location.
Print Vendor Minority Status on P.O.	Select this check box to put the vendor's minority status on printed purchase orders.

Defaults Section

Field	Description
Bill-To	After you define the bill-to codes on the Bill tab, use this field to select the bill-to code for the address you want to specify as the usual address for new purchase orders.
Ship-To	After you define the ship-to codes on the Ship-To grid of the Ship tab, select the ship-to code for the address you want to specify as the usual address for new purchase requisitions, requests for price quote, and purchase orders.
Order Days	Enter the usual number of days for Vision to use in calculating an item's default **Due Date**.
Request Days	Enter the usual number of days for Vision to add to **Date** on the General tab of Request for Price Quote to calculate the usual **Due Date** on the Items grid of Request for Price Quote.

Approvals Section

In this section, specify whether or not you want purchase requisitions, request for price quotes, or purchase orders (including change orders and release orders) to go through an approval process. If you want them to go through an approval process, you also specify the approval workflow to use. You set up approval workflows in **Configuration** » **Workflow** » **Approval Workflows**. Only approval workflows with an active status can be selected in the drop-down fields in this section.

After you select the check boxes in this section to turn on an approval process and enter an approval workflow, when you click **Save** on this form, any time that employees enter a purchasing record and click **Submit** on the toolbar of the Purchasing form, the approval process will begin.

If you decide to stop using an approval workflow after you have been using it and you clear the check box in this section: You receive a message that lets you know the number of in-progress approvals. When you continue and save the change, the in-progress approvals will remain in-progress. You can finish processing them in the Purchasing application by clicking **Submit**, which automatically approves them.

If you have been using an approval workflow for a Purchasing application and you want to use a different approval workflow: When you select a different approval workflow for it in this section, you receive a message that lets you know the number of in-progress approvals. When you save the change, those in-progress approvals are restarted and begin again with step 1 of the new approval process.

Field	Description
Use Approval Workflow for Requisitions	Select this check box if you want purchase requisitions to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Configuration) to use.
Use Approval Workflow for RFQs	Select this check box if you want request for price quotes to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Configuration) to use.
Use Approval Workflow for Purchase Orders	Select this check box if you want purchase orders, change orders, and release orders (for blanket purchase orders) to go through a review and approval process before they can be final printed. From the drop-down list in the field beside this check box, select the approval workflow (from Approval Workflows Configuration) to use for purchase orders. When you select this check box, the **Approval Workflow for Change Orders** and **Approval Workflow for Releases** fields are enabled.
Approval Workflow for Change Orders	This field is enabled when you select the **Use Approval Workflow for Purchase Orders** check box. From the drop-down list, select the approval workflow (from Approval Workflows Configuration) to use for change orders.
Approval Workflow for Releases	This field is enabled when you select the **Use Approval Workflow for Purchase Orders** check box. From the drop-down list, select the approval workflow (from Approval Workflows Configuration) to use for release orders for blanket purchase orders.

Next Numbers Section

Field	Description
Purchase Requisition Number	Enter the next number that Vision is to use in auto-numbering purchase requisitions for this company. If the number you enter was used before, Vision uses the next available number. If you have multiple companies in Vision, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.
Price Quote Request Number	Enter the next number that Vision is to use in auto-numbering requests for price quotes for this company. If the number you enter was used before, Vision uses the next available number. If you have multiple companies in Vision, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.
Purchase Order Number	Enter the next number Vision is to use in auto-numbering purchase orders for this company. If the number you enter was used before, Vision uses the next available number. If you have multiple companies in Vision, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.

User Defined Labels Section

Field	Description
Extra Amount 1	Enter a maximum of 40 characters to define a label for the first extra amount. **IMPORTANT:** After you start using an **Extra Amount** field, you cannot remove the entry in its label field.
Extra Amount 2	Enter a label for the second extra amount.
Extra Amount 3	Enter a label for the third extra amount.
Extra Amount 4	Enter a label for the fourth extra amount.
Extra Amount 5	Enter a label for the fifth extra amount.

Check Box

Field	Description
Modify Not to Exceed Values	Select this check box if you want to allow users to change the not-to-exceed (NTE) amount and the end date of the agreement (**Period To** date) on a change order for blanket and service type purchase orders. When you select this check box, a **Not to Exceed Change Amount** field and a **Revised Period**

Field	Description
via Change Order	**to Date** field display in the Change/Cancel Order grid on the General tab of the Purchase Orders form in **Purchasing** » **Purchase Orders**.

Accounts Tab of Purchasing and Inventory Company Settings Form

Use the Accounts tab to specify the company accounts to use for an item's tax, shipping, and extra amounts. When an employee posts any of these amounts for an accounts payable voucher that was created from a purchase order, Vision puts accounting entries in the direct, indirect, and reimbursable accounts that you specify in this screen.

If you use the Multicompany feature and an account displayed here is not available to the project's company, Vision uses the account shown in the item's cost distribution.

Field	Description
Tax Reimb	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable tax amount.
Tax Direct	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct tax amount.
Tax Indirect	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect tax amount.
Shipping Reimb	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable shipping amount.
Shipping Direct	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct shipping amount.
Shipping Indirect	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect shipping amount.
Extra Amount 1 Reimb	If Extra Amount 1 is specified, click and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 1.
Extra Amount 1 Direct	If Extra Amount 1 is specified, click and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 1.
Extra Amount 1 Indirect	If Extra Amount 1 is specified, click and select of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 1.

Field	Description
Extra Amount 2 Reimb	If Extra Amount 2 is specified, click and select the General Ledger account to which to post the debit entry, for voucher transactions related to the reimbursable Extra Amount 2.
Extra Amount 2 Direct	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the direct Extra Amount 2.
Extra Amount 2 Indirect	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the indirect Extra Amount 2.
Extra Amount 3 Reimb	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 3.
Extra Amount 3 Direct	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 3.
Extra Amount 3 Indirect	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 3.

Item Categories Tab of Purchasing and Inventory Company Settings Form

Use this tab to specify the purchasing and inventory item categories for each of your companies.

You also enter Balance Sheet and Inventory accounts for the item categories on this tab. Item categories help buyers charge the correct account for an item if they are not sure of which account number to use.

If you use the Multicompany feature, use the Item Categories tab to enter item categories for the active company.

Click **Insert** on the Item Categories grid to enter item categories.

Field	Description
Category	From the drop-down list, select the item category to make available to Purchasing users in this company. The item categories in the drop-down list are the item categories that are entered on the Item Categories tab in **Configuration** » **Purchasing and Inventory** » **System Settings**.
Description	This field displays the description that is entered for an item category on the Item Categories tab in **Configuration** » **Purchasing and Inventory** » **System Settings**.
Type	This field displays the expense type that is entered for an item category on the Item Categories tab in **Configuration** » **Purchasing and Inventory** » **System Settings**. Types are:

Field	Description
	▪ **Materials & Supplies** — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment Info Center. ▪ **Capital Items** — You can enter items with this type of category through the purchase order process or directly in the Equipment Info Center. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the **Cost Distribution in P.O.** check box selected in the Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment Info Center. ▪ **Services** — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment Info Center. ▪ **Equipment** — You can enter items with this type of category through the purchase order process or directly in the Equipment Info Center. When you enter an item with the equipment category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the **Cost Distribution in P.O.** check box selected in the Required Data section of the General tab in Purchasing & Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment Info Center.
Reimb Account	Enter the number of the General Ledger account to which to post the debit entry for voucher transactions related to the item category's reimbursable expenses.
Direct Account	Select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's direct expenses.
Indirect Account	Click and select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's indirect expenses. When the **Maintain separate balance sheets by Organization** option is selected in Organizations Configuration: ▪ The **Balance Sheet Account** column is not shown in the Item Categories grid. You select the balance sheet account here. ▪ It is necessary to specify a project in the Transaction Center. It is not necessary to specify a usual balance sheet account that is different from the item category's indirect account.

Field	Description
Balance Sheet Account	This column displays if the **Maintain separate balance sheets by Organization** option is not selected in Organizations Configuration. If this option is not selected, you must specify a usual balance sheet account for each item category. The item's cost is posted to this account if no project is specified for the item's cost distribution.
Inventory Account	This column displays only if the **Enable Inventory** option is selected on the Inventory tab. Click and select the account to charge. You can select either a balance sheet account or an indirect expense account. An inventory item's cost is charged first to the Inventory Common Project that is specified on the Inventory Tab.
Taxable	Select the check box to mark this item category as taxable. Leave this check box cleared to mark the item category as non-taxable.
Require Qty	Select this option to make it necessary for users to specify the item's quantity when they use this item category in a new purchase order, purchase requisition, or request for price quote.
Require U/M	Select this option to require users in this company to specify the item's unit of measure when they use this item category in a new purchase order, purchase requisition, or request for price quote.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Ship Tab of Purchasing and Inventory Company Settings Form

Use the Ship tab to enter the ship-to, ship-via, and free-on-board codes for each company in your enterprise.

Ship-To Grid

Use the **Ship-To** grid to enter the ship-to codes for each company. After you define each company's ship-to codes, you can specify the default **Ship-To** code on the General tab. Vision uses this ship-to address on the Shipping tab when you create a new purchase order.

Field	Description
Insert	Click this option in the grid toolbar to add a row to the grid.

Field	Description
Copy	Click the row to copy, then click this option in the grid toolbar to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option in the grid toolbar.
Code	Enter a descriptive identifier for the ship-to firm.
Name	Enter the name of the ship-to firm.
Address 1	Enter the first line of the firm's address.
Address 2	Enter the second line of the firm's address.
Address 3	Enter the third line of the firm's address.
Address 4	Enter the fourth line of the firm's address.
City	Enter the firm's city.
State	Enter the firm's state.
Zip	Enter the firm's ZIP code.
Country	Enter the firm's country.
Phone	Enter the firm's telephone number. When you click the ellipsis **...** on a phone number, the Phone Format Selection dialog displays. The dialog shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in Vision.
Fax	Enter the firm's facsimile transmission number. When you click the ellipsis **...** on a phone number, the Phone Format Selection dialog displays. It shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in Vision.
Contact	Enter the name of the firm's contact person.
E-mail	Enter the firm's or contact's email address.

Field	Description
Tax Code	This field displays whether or not you have the Tax Auditing feature enabled (on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. Select a tax code from the drop-down list. The list includes only the tax codes that are entered in **Configuration** » **Accounting** » **Taxes** with an active status and the **Available for Purchasing** check box selected.
Tax-2 Code	This field displays only if you have the Tax Auditing feature enabled on the Tax Auditing tab in **Configuration** » **Accounting** » **Company Settings**. Select a tax code from the drop-down list. The list includes only the tax codes that are entered in **Configuration** » **Accounting** » **Taxes** with an active status and the **Available for Purchasing** check box selected.

Ship-Via Grid

Use the Ship-Via grid to enter ship-via codes for each company.

Field	Description
Insert	Click this option on the grid toolbar to add a row to the grid.
Copy	Click a row to copy, and then click this option on the grid toolbar to add a copy of the row to the grid.
Delete	Click a row to delete, and then click this option on the grid toolbar to delete it.
Code	Enter an identifier for this shipping carrier, to display in drop-down lists.
Description	Enter a description for the shipping carrier.

FOB Grid

Use the FOB grid to enter the free on board codes for each company. Free on board terms specify who selects the shipping carrier, who must pay the shipping expenses, and who has title to the items during shipping.

Field	Description
Insert	Click this option on the grid toolbar to add a row to the grid.
Copy	Click the row to copy, then click this option on the grid toolbar to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option on the grid toolbar.

Field	Description
Code	Enter a descriptive identifier for the free on board code. This displays in drop-down lists.
Description	Enter a description for the code.

Bill Tab of Purchasing and Inventory Company Settings Form

Use the Bill tab to enter each company's list of bill-to names and addresses. You must use a valid bill-to code when you create a purchase order.

After you create bill-to codes for each company, you can specify each company's default **Bill-To** code on the General tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**. This default bill-to address displays on the Billing tab of the company's new purchase orders.

Field	Description
Code	Click **Insert** and enter a identification code for this bill-to firm.
Name	Enter the name of the bill-to firm.
Address 1	Enter the first line of the firm's address.
Address 2	Enter the second line of the firm's address.
Address 3	Enter the third line of the firm's address.
Address 4	Enter the fourth line of the firm's address.
City	Enter the firm's city.
State/Province	Select the firm's state or province from the drop-down list.
Zip/Postcode	Enter the firm's ZIP or postal code.
Country	Select the firm's country from the drop-down list.
Phone	Enter the firm's telephone number. Click to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in Vision.
Fax	Enter the firm's facsimile transmission number.

Field	Description
	Click to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in Vision.
Contact	Enter the name of the firm's contact person.
EMail	Enter the firm's or contact's email address, or use the Text Editor to enter it.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Clauses Tab of Purchasing and Inventory Company Settings Form

Use the Clauses tab to define each of the standard clauses that can be displayed at the top or bottom of a company's purchase requisitions and purchase orders.

Field	Description
Code	Enter a descriptive identifier for the clause. Your entry here displays in the **Clauses** drop-down list.
Clause	Enter the text of the clause to relate to this code. Click to open the clause's text in the Text Editor.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.

Buyer Tab of Purchasing & Inventory Company Settings

Use this tab to designate buyers and control what they are permitted to do for records in Purchase Requisitions, Request for Quotes, and Purchase Orders in the Purchasing application.

Contents

Buyers Grid

Use the Buyers grid to specify employees as buyers and control the actions that they are permitted to complete.

Buyers Grid Toolbar

Field	Description
Buyers Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option and ion the Employee lookup, select the one or more employees to designate as buyers. To select more than one employee, press the CTRL key on your keyboard as you click each employee name. Vision adds a row to the grid for each employee that you select.
Delete	Select a row in the grid to delete, and then click this option to remove the selected buyer from the grid. You cannot delete a buyer if the buyer is associated with any open purchase orders, purchase requisitions, or requests for price quote.

Buyers Grid Fields

Field	Description
Name	This field displays the name of the employee that you selected when you clicked **Insert** on the grid toolbar.
PO Limit	Enter the maximum monetary amount of purchase orders that this employee can create and have pending at the same time. If you use the Multicurrency feature, Vision converts the purchasing transaction amount to the functional currency of the active company before applying this limit.

Field	Description
PO Template	From the drop-down list, select the purchase order template that this buyer must use to create purchase orders.
Edit All PR	This setting applies if you do not use an approval workflow for approving purchase requisitions. Select this check box to allow this buyer to do any of the following: ▪ Edit purchase requisitions before they are submitted. ▪ Final print purchase requisitions. ▪ Cancel purchase requisitions that the buyer did not create. If you use an approval workflow for approving purchase requisitions, the approval workflow controls who can edit a purchase requisition after it is submitted and in progress.
Edit All RFQ	This setting applies if you do not use an approval workflow for approving request for price quotes. Select this check box to allow this buyer to do any of the following: ▪ Edit request for price quotes before they are submitted. ▪ Final print request for price quotes. ▪ Cancel request for price quotes that the buyer did not create. If you use an approval workflow for approving request for quotes, the approval workflow controls who can edit a request for quote after it is submitted and in progress.
Edit All PO	This setting applies if you do not use an approval workflow for approving purchase orders. Select this check box to allow this buyer to do any of the following: ▪ Edit purchase orders before they are submitted. ▪ Final print purchase orders. ▪ Cancel purchase orders that the buyer did not create. If you use an approval workflow for approving purchase orders, the approval workflow controls who can edit a purchase order after it is submitted and in progress.
Close PR	Select this check box to allow this buyer to close purchase requisitions.
Close RFQ	Select this check box to allow this buyer to close requests for price quotes.
Close PO	Select this check box to allow this buyer to close purchase orders.
View All PR	Select this check box to permit this buyer to open all purchase requisitions from the Purchase Requisition lookup, and to see, but not change, purchase requisitions that the buyer did not create.

Field	Description
View All RFQ	Select this check box to permit this buyer to open all requests for price quotes from the Requests for Price Quotes lookup, and to see, but not change, requests for price quotes that the buyer did not create.
View All PO	Select this check box to permit this buyer to open all purchase orders from the Purchase Order lookup, and to see, but not change, purchase orders that the buyer did not create.

Vendor Response Tab of Purchasing & Inventory Company Settings Form

Use this tab to record vendor responses that can be applied to Purchase Requisitions and Requests for Price Quotes. These responses are useful for providing additional details when first evaluating and then making decisions related to purchases.

When included, vendor responses follow the purchase requisition and request for price quote. You can incorporate them into the agreement terms in the final purchase order.

Vendor responses display in the following areas in Purchasing:

- **Purchase Requisitions** » **View Detail** » **Vendors Tab** » **Price Quote Response**
- **Request for Price Quote** » **Suggested Vendors** » **Price Quote Response**
- **Purchase Orders** » **Clauses Tab**

When a purchase order is generated and one or more responses are entered, the responses will print on the top and/or bottom of the purchase order form in the Agreement Terms. You can apply a response to one line item or all line items.

Contents

Field	Description
Response Label 1-10	Enter a maximum of 10 labels that describe the vendor responses. Each response label field that contains text will display on the Price Quote Response dialog box or as the Agreement Terms for the vendor response. Any response labels that are blank will not be included. These fields are disabled if the **Apply Response To All Line Items** check box is selected on the Price Quote Response dialog box in Purchasing.

Inventory Tab of Purchasing and Inventory Company Settings Form

Use the Inventory tab to enable the Inventory feature of Vision and to enter inventory-related settings.

The fields on this tab are accessible after you select the **Enable Inventory** check box.

Field	Description
Enable Inventory	Select this check box to enable the Inventory application in Vision. This is a step in the setup and configuration of Vision Inventory. When you select this option:

Field	Description
	▪ You must specify **Inventory Accounts** on the Item Categories Tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**. ▪ The Items Lookup dialog shows the check box **Is Inventory Item**. This check box is selected if the item is an inventory item.

Global Options Section

Field	Description
Approval Workflow for Item Requests	You must use an approval workflow for item requests. From the drop-down list select the approval workflow to use for the approval process for Inventory item requests. The approval workflow specifies the approval steps, the employees who can approve the item request for a step, and the alerts to send for each step. You set up approval workflows for item requests in **Configuration** » **Workflow** » **Approval Workflows**. Only approval workflows with an active status display in the drop-down list in this field.
Allow Modify of Locations	Select this check box to: ▪ Make active the **Default in Location for Inv Transactions** check box. When you select the **Default in Location for Inv Transactions** check box, you can change the **Default Location** anywhere in the Purchasing and Inventory parts of Vision. ▪ Show a **Locations** column in: ▪ **Purchasing** » **Receiving** ▪ **Inventory** » **Transactions** ▪ **Purchasing** » **Item Review** ▪ Show the **Default Location** drop-down list on the Inventory tab of **Items Master**. If you try to clear this option when the item is available at other locations than the company's Default Location, Vision shows a dialog that tells you: ▪ You cannot clear this option because the item is available at the other locations. ▪ The locations and the quantity of the item that is at each location.
Default in Location for Inventory Transactions	This check box is accessible when you select the **Allow Modify of Locations** check box. Select this check box to have Vision prefill the **Location** field in all of an item's inventory transactions screens with the location that is entered in the **Default Location** field on the Inventory Tab of the item's Items Master record.
Allow Modify of Inventory Quantity in Receiving	Select this check box to permit users to change the **Inventory Qty** in **Purchasing, Receiving**. When you select this check box, it can interfere with the auditing control of inventory. Deltek recommends that you leave this check box cleared unless

Field	Description
	you have a business reason to permit receivers to change the inventory's quantity in the receipt record. This check box is provided for firms that receive items whose unit of measure conversion is imprecise, such as conversions involving fluid volumes, lengths, and non-standard containers. For example, an item's purchase quantity may be measured in "crate" or "feet," and as a result the receiver may consider the quantity received to differ from the quantity purchased. When you clear this check box: ▪ Users cannot change the **Inventory Qty** field in **Purchasing, Receiving.** ▪ Vision puts data in the **Inventory Qty** field in **Purchasing, Receiving** only if the item's unit of measure has a Conversion Factor defined. ▪ To correct the **Inventory Qty** field in **Purchasing, Receiving**, it is necessary for users to use **Inventory** » **Transactions** » **Quantity Adjustments**.
Require Reason for Quantity Adjustments	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's quantity in **Inventory** » **Transactions** » **Quantity Adjustments**.
Require Reason for Cost Adjustments	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's average actual cost in **Inventory** » **Transactions** » **Cost Adjustments**.

Defaults Section

Field	Description
Location	Required. Vision populates this field with the item's **Default Location**, on the Inventory Tab of Items Master. Users can change this value if the **Allow Modify of Locations** option is selected.
Need Days	Enter the usual maximum number of calendar days by which item requests must be fulfilled, counting the request date as day one. Vision uses this number to calculate the **Need Date** in item request transactions.

Next Numbers Section

Field	Description
Item Request Number	Enter the next item request number for Vision to use in auto-numbering item request transactions.
Inventory Transaction Number	Enter the next transaction number for Vision to use in auto-numbering inventory transactions.

Inventory Common Fields

Field	Description
Project, Phase, and Task	In each of the three fields, click and select an inventory common project, phase, and task. An inventory item cannot be purchased directly for a charge project. You must charge the cost to the inventory common project. When you issue the item from inventory in **Inventory** » **Transactions** » **Inventory Issues**, the cost is moved from the Inventory Common Project to the charge project.

Locations Grid

Use the Locations grid to enter a code for each location where users initiate inventory transactions or receive inventory items.

Field	Description
Locations Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to add a row to the grid.
Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
Delete	Click the row to delete, then click this option.
Code	Enter a code for a location where users initiate inventory transactions or receive inventory items. Use a maximum of 20 characters.
Description	Enter a short description for the **Code**.

Manager Grid

Use this grid to specify the managers who have authority to add inventory items.

Field	Description
Manager Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option and select the employee from the Employee lookup list.
Delete	Select the row to delete from the grid, then click this option.
Name	Click **Insert** and select the employee from the Employee lookup list.
Add Inv Item	Select this option to: ▪ Make the Inventory tab of **Configuration** » **Purchasing and Inventory** » **Items Master** available to an employee. ▪ Give an employee the authorization to add new items to inventory. It is not necessary for the employee to have other approval authorizations. Only a small quantity of buyers must have the authorization to define a new inventory item. To allow an employee to add an inventory item from the Inventory tab, from **Inventory** » **Item Requests**, or from **Purchasing** applications, you must select the **Items** check box on the General tab of the Purchasing & Inventory Company Settings form.

Items Master Form

Use the Items Master form to set up purchasing and inventory items for use in the Purchasing and Inventory applications.

Basic Steps

The setup steps for items vary, depending on the type:

- To set up **purchasing items**, you enter information on the General and Vendors tabs of the Items Master form. You add the purchasing items that you establish in Item Master Configuration as line items on purchase orders that you enter in the Purchasing application. You also use purchasing items from Item Master Configuration to create

equipment records directly in the Equipment Info Center (without creating a purchase order for them).

- To set up **inventory items**, you enter information on the General and Vendors tabs of the Items Master form. You then specify that the item is an inventory item on the Inventory tab.

Item Categories

Before you set up purchasing and inventory items in Item Master Configuration, you must set up item categories for the purchase and inventory items and specify a type for each item category in **Configuration** » **Purchasing & Inventory** » **System Settings**.

Then, in **Configuration** » **Purchasing & Inventory** » **Company Settings**, you specify the item categories and their general ledger accounts for your company (or multiple companies, if you have more than one company).

Display the Items Master Form

You display the Items Master form in Purchasing & Inventory Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Purchasing and Inventory** » **Items Master**.

Toolbar of the Items Master Form or Dialog Box

Use the Items Master toolbar to enter, save, delete, or print information for an item.

When you open the Item Masters form from the Equipment Info Center (in a dialog box), only the **Help** option displays on the toolbar.

Field	Description
Save	Click this option to save your changes.
New	Click this option and select one of the following: ▪ Select **New Item** to create a new item master, then complete the fields on all the tabs and save your changes. ▪ Select **Copy Current Item** to open a copy of the item record, with an empty **Item Number** field. Enter a new item number and update the fields for this new item number, then save the record. ▪ Select **Select Item to Copy** to open the Item Lookup. Select the item record that you want to copy. The selected item record has an empty **Item Number** field. Change the data in this record, then save it.

Field	Description
Delete	Click this option to delete the current item record. **Warning:** This action deletes the item record from the Vision database. You cannot undo the deletion.
Print	Click this option and select one of the following: ▪ Select **Print Current Item** to print the item record that is active now. ▪ Select **Print Active Group** to print all of the item records that are open now. ▪ Select **Select Item to Print** to select and print an item record from the Item Lookup list.
Help	Click this option to display the Vision online help.

General Tab of the Items Master Form or Dialog Box

Use the General tab to set up purchasing and inventory items and basic information for them such as item number, description, and notes.

If you use the Multicompany feature, all the fields above the **Available for use in company <xx>** check box on this tab apply at the Vision system level for all of the companies in your enterprise. If you want an item to apply for the active company, select the **Available for use in company <xx>** check box, and complete the remaining fields on this form. These fields apply at the company level for the active (current) company.

If you are entering a purchasing item on the fly from the Equipment Info Center, this tab and the Items Master screen are displayed in a dialog box. You cannot enter inventory items from the dialog box.

Field	Description
Item Number	Enter an identifier for the item.
Description	Enter a phrase that describes the item.
Manufacturer	Enter the name of the item's manufacturer, or select one from the drop-down list. The list includes all the manufacturers that were previously entered in this field.
Extra Notes	Enter other information about the item. This information appears on reports and forms in the Purchasing and Inventory applications.
National Stock Number	Enter the National Stock Number. This number consists of the four-digit Federal Supply Classification (FSC) number and the nine-digit National Item Identification Number (NIIN). Use this number to mark and group the items that you keep in inventory.
Internal Notes	Enter internal data regarding the item. This data shows on purchasing reports, but not on purchasing forms.

Field	Description
Available for use for company xx	If your firm uses the Multicompany feature, select this check box to make the item available to the active company. When you select this check box, the fields below the check box become active and apply for the active (current) company.
Category	From the drop-down list, select a category for the item, which applies when the item is used in the active company. The drop-down list displays a category's ID and description. Item categories are set up for a company on the Item Categories tab in **Configuration** » **Purchasing & Inventory** » **Company Settings**. In Company Settings, general ledger accounts and other information, such as whether an item category is taxable, are specified for item categories. These settings help automate data entry and processing of items throughout Vision.
Substitute Item Number	Enter the item number for an item that is a satisfactory substitute, if the usual item is not available.
Purchasing Unit of Measure	Select the usual unit of measure to use for the item in **Purchasing** » **Purchase Requisitions**, **Purchasing** » **Request for Price Quote**, and **Purchasing** » **Purchase Orders**. This field applies only if you have the Purchasing module activated.
Primary Vendor	From the Vendor lookup, select the active company's primary vendor for this item. This field applies only if you have the Purchasing module activated.
Last Purchased from	This field shows the last vendor from whom the active company purchased this item. Vision re-calculates this data each time the item is purchased by this company. Users cannot change the data in this field. This field applies only if you have the Purchasing module activated.
Save	This button applies if you are adding a purchasing item on the fly in the Equipment Info Center. Click this button to save the new purchasing item.
Cancel	This button applies if you are adding a purchasing item on the fly in the Equipment Info Center. Click this button to discard the new item on the Items Master dialog box and return to the Equipment form.

Vendors Tab of the Items Master Form or Dialog Box

Use the Vendors tab of the Items Master form to enter a list of vendors who sell inventory and non-inventory items, with historical data for items that the vendors sell.

If you use the Multicompany feature, the vendor records that are available for use by a company must match the vendor records with these settings on the Accounting tab in the Vendor Info Center:

- The **Approved for use in processing for company xx** option is selected and the fields on the Accounting Tab are completed.

- The vendor type is available to the company. Accounts are assigned to a company, and the vendor types related to those accounts are the only vendor types that are available to a company. The **Type** drop-down list on the vendor's Accounting tab displays the vendor types that are available to the company.

The **Currency Code**, **Last Price**, **Last Price Date**, **and Total Qty to Date** display for the active company only.

If you are entering a purchasing item on the fly from the Equipment Info Center, this tab and the Items Master screen are displayed in a dialog box. You cannot enter inventory items from the dialog box.

Vendors Grid

Use the grid to enter vendors for the purchasing or inventory item.

Vendors Grid Toolbar

Field	Description
Vendors drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Refresh	Click this option to display or recalculate **Last Price**, **Last Price Date**, **Total Qty to Date**, **and Total Amount to Date**.
Insert	Click this option to add a row to the grid and enter a vendor.
Delete	Click the vendor row to delete and then click this option. You cannot delete a vendor if you have "final printed" any of the vendor's purchase orders for the item.

Vendors Grid Fields

Field	Description
Vendor	Click and select the vendor from a list of the active vendors who are available to Accounting users.

Field	Description
Primary Vendor	If the **Vendor** is shown as the item's **Primary Vendor** on the General tab, this check box is selected. If this check box is not selected, you can select it to make the vendor on this row the item's **Primary Vendor**.
Vendor's Item Number	Enter the vendor's item number for the item shown on the General tab. Vision uses this number when it creates the item's requests for price quote, and prints it on the item's purchase orders, for the active company. The item number cannot exceed thirty (30) characters.
Purchasing U/M	This field displays the item's unit of measure as specified in the purchase order.
Currency Code	If you use the Multicurrency feature, the currency code for the functional currency of the active company shows here.
Last Price	This field shows the last price at which the item was purchased. Vision recalculates this price each time you final-print a purchase order that includes the item. If you use the Multicurrency feature, this amount is shown and kept in the transaction currency of the last purchase order.
Last Price Date	This field shows the most recent date when the item's price changed. Vision recalculates this date each time you final-print a purchase order that includes the item.
Total Qty To Date	This field shows the total quantity of this item that has been purchased to date. Vision recalculates this quantity each time that you final-print a purchase order that includes the item. If you cancel a purchase order, Vision subtracts the cancelled quantity from this number.
Total Amount To Date	This field shows the total amount spent to date on this item. Vision recalculates this spent amount each time you final-print a purchase order that includes the item. If you cancel a purchase order, Vision subtracts the cancelled amount from this number. If you use the Multicurrency feature, this amount is shown and kept in the functional currency of the active company.

Buttons

Field	Description
Save	This button applies if you are adding a purchasing item on the fly in the Equipment Info Center. Click this button to save the new purchasing item.
Cancel	This button applies if you are adding a purchasing item on the fly in the Equipment Info Center. Click this button to discard the new item on the Items Master dialog box and return to the Equipment form.

Inventory Tab of the Items Master Form

Use the Inventory tab to identify an item as being an inventory item and to enter inventory tracking information for the item. This tab displays if you are authorized as an approver.

Field	Description
Inventory Item	Select this option to mark the item for use in the Inventory application.
Inventory U/M	Select the item's Inventory unit of measure from the drop-down list. Then add a row to the Unit of Measure Conversion Grid. In the new row, enter the ratio of the item's Inventory unit of measure to the item's Purchasing unit of measure. Perform this procedure for each of the item's units of measure needed for use in the Purchasing part of Vision.
Inventory Reorder Point	Enter the quantity at which the item should be re-ordered. This information appears on the Inventory Reorder report.
Default Location	From the drop-down list, select the location where the item is usually kept in inventory. This drop-down list shows the data that is in the Locations grid on the Inventory Tab of **Configuration** » **Purchasing and Inventory** » **Company Settings**.

Unit of Measure Conversion Grid

Use the Unit of Measure Conversion Grid to specify how a Purchasing unit of measure is used to determine the Inventory unit of measure.

Field	Description
Purchasing U/M	Select the item's Purchasing unit of measure from the drop-down list.
Conversion Factor	Enter the number Vision uses to multiply the Purchasing unit of measure to determine the Inventory unit of measure. For example, you buy pencils in containers that have 24 boxes. You keep the pencils in inventory for re-sale by box. You enter 24 as the conversion factor.
Insert	Click this option to add a row to the grid. Add a new row for each Purchasing unit of measure that you specify for the item.
Delete	Click the row to delete, then click this option.

Learn More About...

You may find it helpful to review the approval workflows process and information about entering purchasing items when you create equipment records.

Approval Workflows Overview

Approval workflows allow you to set up an approval process for records that you enter in certain Vision applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

Configuration

You create and configure approval workflows for each type of record or application in **Configuration** » **Workflow** » **Approval Workflows**. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in Vision, you can specify approver roles at the organization level. In **Configuration** » **Organization** » **General**, you create approval roles for all your organizations. In **Configuration** » **Organization** » **General** or **Configuration** » **Organization** » **Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the General tab for Purchasing applications.
- **Configuration** » **Purchasing & Inventory** » **Company Settings** on the Inventory tab for Inventory item requests.
- **Configuration** » **Accounting** » **Company AP** on the Accounts Payable tab for accounts payable vendor invoices.
- **Configuration** » **Accounting** » **Time Analysis** on the Benefit Accrual Setup tab for absence requests.

- **Configuration** » **Time & Expense** » **Company Expense** on the Setup tab for expense reports.
- **Configuration** » **Accounting** » **Company Settings** on the General tab for General Ledger budgets.

Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms — on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

Entering Purchasing Items on the Fly in the Equipment Info Center

When you enter a new asset or equipment item directly in the Equipment Info Center, if needed, you can enter a new purchasing item upon which to base the asset or equipment item.

In the drop-down list in the **Item Number** field on the Equipment form in the Equipment Info Center, you normally select an existing purchasing item upon which to base a new asset or equipment item. The purchasing items are set up in **Configuration** » **Purchasing & Inventory** » **Items Master**.

If none of the existing purchasing items in the drop-down list in the **Item Number** field apply for a new asset or equipment item that you are entering, you can enter a new purchasing item in the **Item Number** field. Vision allows you to add the new purchasing item on the fly from the Equipment Info Center without having to open Items Master Configuration. This saves you from having to leave the Equipment Info Center to enter a new purchasing item in Items Master Configuration and then return to the Equipment Info Center to enter the new asset or equipment item. You can do both entries in one place.

Planning Configuration Overview

Use Planning Configuration to establish the default, system-wide settings for Planning users. When you establish defaults, you eliminate much of the preliminary setup and make it possible for users to create new plans more quickly.

Use Resource Management Settings to establish the default, system-wide setup for Resource Management. This includes Resource Utilization and Generic Resource Assignment settings, as well as grid-specific settings.

The System Administrator determines the options available to users. Then, in Planning or Resource Management, users modify plan-specific settings.

Planning and the Vision Tab Designer

You can use the Vision Tab Designer to design your own tabs and fields in Project Planning.

In Planning Tab Design, you can do the following:

- Move existing fields and labels.
- Change existing field labels and add new ones.
- Determine whether fields should be hidden or locked, based on a user's security role.

The Tab Designer and Project Planning applications run in different environments. For this reason, there may be discrepancies in how the tabs and fields that are created in the Tab Designer display in Project Planning. Continue to modify the fields in the Tab Designer until they display correctly in Project Planning.

Generic Resources Setup Overview

Use Generic Resources Setup options to establish the default, system-wide setup for the use of generic resources in Vision Resource Management.

Generic resources are placeholders that represent categories of employees (for example, principal, architect, engineer, or geologist). You can assign generic resources to WBS elements until you have identified actual employees who are responsible for tasks.

In Planning Configuration, you set up the generic categories of employees that you will use when you create your plans.

How to...

You can create new generic resources, copy and modify an existing one, or print information about generic resources.

Add a Generic Resource

Use the Generic Resources form to add a new generic resource.

To create a new generic resource, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Generic Resource**.
2. Click **New** » **New Generic Resource** to create a new generic resource.
3. Complete the fields on the form.
4. Click **Save**.

Copy and Modify an Existing Generic Resource

You can create a new generic resource that uses information from an existing generic resource, then modify the data and save under a new identifier.

To create a new generic resource that is based on an existing one, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Generic Resources**.
2. Complete one of the following actions on the Generic Resources form:

Option	Description
To search by generic resource	Click **New** » **Select Generic Resource to Copy**. Use the Generic Resource lookup to select the plan that you want to copy.
To search by plan	Click **Search** and select the plan that you want to copy. Then click **New** » **Copy Current Plan**.

3. Enter the name of the newly created generic resource.
4. Complete the fields on the Generic Resources form.

5. Click **Save**.

Print a Generic Resource Record

You can print information about a generic resource at any time, for a single record or for a set of records.

To print a generic resource record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Generic Resources**.
2. On the **Print** menu on the Generic Resource form, select one of the following settings:

Option	Description
Print Current Generic Resource	Print the current generic resource record.
Print Active Generic Resource	Print a group of generic resource records.
Select Generic Resource to Print	This option opens the Generic Resource Lookup so you can select the generic resource that you want to print.

Delete a Generic Resource

You can delete a generic resource that your firm no longer uses. This process removes the generic resource from your Vision database.

To delete a generic resource record, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Generic Resources**.
2. On the Generic Resource form, click **Search**.
3. On the Generic Resource lookup, select the generic resource record that you want to delete.
4. Click **Delete**.

Fields and Options

Use the Generic Resources form to create and modify generic resources.

Generic Resources Form

Use the Generic Resource form to set up the generic categories of employees that you will use when you create your plans.

After users log on to Vision Planning, they can modify their plan-specific settings. The System Administrator uses **Configuration** » **Planning** to determine the options users can choose from.

Display the Generic Resources Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Generic Resources**.

Toolbar of the Generic Resources Form

Use toolbar options to save your work, create new generic resources, or print a report that lists them.

Contents

Field	Description
Save	Click this option to save the current generic resource.
New	Click this option and then select one of the following options: ▪ Select **New Generic Resource** to open a new, blank plan record. ▪ Select **Copy Generic Resource** to make a copy of the generic resource. You can then save the copy under a new name and modify it. ▪ Select **Select Generic Resource to Copy** to open the Generic Resource Lookup dialog, where you select a generic resource to copy. When you select a generic resource, Vision displays a copy of it. You can then save the copy under a new name and modify it as needed.
Delete	Click this option to remove the current generic resource record. Use caution when you delete a generic resource.
Print	Click this option and then select one of the following: ▪ **Print Current Generic Resource** — Print the current generic resource record. ▪ **Print Active Generic Resource** — Print a group of generic resource records. ▪ **Select Generic Resource to Print** — Select the generic resource that you want to print.
Help	Click this option to display the Vision help system.

Contents of the Generic Resources Form

Specify a name for the generic resource, its organization, labor category, labor code, supervisor, status, and skills.

Field	Description
Code	Enter a unique alphanumeric code for the generic resource.
Name	Enter a unique alphanumeric name for the generic resource.
Organization	Enter or select the organization for which the generic resource works. Organizations are discrete business units in your company. You can set up organizations by region, function, responsibility, and so on.
Labor Category	Use this drop-down list to select a labor category for the generic resource, such as Principal, Project Manager, Architect, and so on. You can change the labor category if the generic resource is not assigned to any project plans.
Labor Code	Enter or select the labor code associated with the generic resource. You can only select a single labor code mask. Available values are labor code masks from labor code billing rate tables that are marked as available for use in planning. ▪ The code is shown in the field when a selection is made. ▪ This is conditionally shown. ▪ The labor code mask may only be edited if the generic resource is not assigned to any project plans. ▪ Administrators must select labor code combinations that are consistent with the labor code billing rate tables that have been established for use in Planning. Therefore, only labor code masks set up in rate tables are available.
Supervisor	Enter or select the name of the generic resource's supervisor. When you enter an employee name in this field, Vision creates a hyperlink between the employee name and the corresponding Employee Info Center record. You can then click the name in this field to open the Employee Info Center record in the current browser window. Or, right-click the name and then click **Open in New Window** on the shortcut menu to open the Employee Info Center record in a new browser window.
Status	Use this drop-down list to select a status of **Active** or **Inactive**. You cannot assign an inactive generic resource to a project plan.

Skills Grid

Use this grid to enter skill information for the generic resource.

Field	Description
Skills Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert skill information on the Skills grid.
Delete	Click this option to delete skill information from the Skills grid.
Skill	Click in this field and use the drop-down list to associate a skill, such as Computer Programmer or Project Manager, with the generic resource. You define skill options using the Employee Skill/Discipline Code Table in Code Table Configuration.
Level	Click in this field and use the drop-down list to select a skill level for the employee, such as 1-2 years. You define skill level options using the Employee Skill/Discipline Level Code Table in Code Table Configuration.
Primary	Select this option if the skill is the generic resource's primary skill.

Setting Up Grids

Planning grids present data for each element in the WBS. Summary grids calculate and display budget and cost numbers.

How to...

You establish defaults for Planning and Summary grids in Configuration.

Configure a Planning Grid

A planning grid presents data for each element in the Work Breakdown Structure. Use the Labor, Expenses, Consultants, or Units tabs of the Planning Grids form to select the columns and rows that display by default on the Planning grid on the corresponding tab in Project Planning.

The rows that you select display by default on the Accordion Calendar grid on the corresponding tab in Project Planning. Users can modify these settings.

To configure the default setup for a Planning grid, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Planning Grids**.
2. On the Planning Grid Configuration dialog box, select the columns and rows to display by default in Planning grids.
3. Click **Save**.

Configure a Summary Grid

A summary grid presents data for the Multiplier, Revenue, Cost, and Billing information in your plans.

The summary grids are located in Project Planning on the Summary tab. These grids calculate and display budget and cost numbers based on your entries in the Planning grids. The Revenue and Multiplier grids display data from the General, Rates, and Analysis tabs.

To configure a Summary grid, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Summary Grids**.
2. On the Summary Grid Configuration dialog box, select columns and rows to display in the summary grids.
3. Click **Save**.
   The columns and rows that you select display as the default options on the Summary Grid Configuration dialog box.

Fields and Options

Use the Planning Grid Configuration and Summary Grid Configuration to set up defaults and calculations for your plans.

Planning Grid Configuration Form

Use the Planning Grid Configuration form to set defaults for tabs in the Project Planning application.

Display the Planning Grid Configuration Form

Access the Planning Grid Configuration form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Planning Grids**.

Labor Tab of Planning Grid Configuration Form

Use the settings on the Labor tab to determine the columns and rows that display by default on the Labor tab of Project Planning.

Contents

Labor Columns

- To include a column on the Labor tab, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Labor Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
WBS Level	Select this option to map the plan's WBS elements to existing Vision Info Center records so that you will have the ability to report actual hours and amounts. If you decide to include this field on the Labor tab, you must also select one or more of the following columns for inclusion: **Project**, **Phase**, **Task**, or **Labor Code**.
Project	Select this option to enter or display a project record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.

Field	Description
Phase	Select this option to enter or display a phase record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Task	Select this option to enter or display a task record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Labor Code	Select this option to enter or display a labor code record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Start	Select this option to enter or display a beginning date for an individual WBS element.
Finish	Select this option to enter or display an end date for an individual WBS element.
Cost Rate	Select this option to enter or display a cost rate for an individual WBS element. Cost rates represent your firm's cost to produce a service.
Billing Rate	Select this option to enter or display a billing rate for an individual WBS element. Billing rates represent what the client will pay for the services your firm provides.
Planned Hours	Select this option to enter or display the total planned hours for the current WBS element.
Planned Cost	Select this option to display the planned cost amount for the current WBS element.
Planned Bill	Select this option to display the planned billing amount for the current WBS element.
% Complete Cost	Select this option to enter or display a percent complete of the planned cost amount for the current WBS element.
% Complete Bill	Select this option to enter or display a percent complete of the planned billing amount for the current WBS element.
Job to Date Hours	Select this option to display the Job to Date actual hours for the current WBS element. This is valid only if you map the plan to records in the Vision Info Center.
Job to Date Cost	Select this option to display the Job to Date actual cost for the current WBS element.
Job to Date Bill	Select this option to display the Job to Date billing amount for the current WBS element. This is valid only if you map the plan to records in the Vision Info Center.
Estimate to Complete Hours	Select this option to enter or display the estimate to complete hours for the current WBS element. The Estimate to Complete hours represent how many hours are estimated as required to complete work on the WBS element, from the current date through the end of the plan.

Field	Description
Estimate to Complete Cost	Select this option to display the Estimate to Complete cost amount for the current WBS element.
Estimate to Complete Bill	Select this option to display the Estimate to Complete billing amount for the current WBS element.
Estimate at Completion Hours	Select this option to display the Estimate at Completion hours for the current WBS element.
Estimate at Completion Cost	Select this option to display the Estimate at Completion cost amount for the current WBS element.
Estimate at Completion Bill	Select this option to display the Estimate at Completion billing amount for the current WBS element.
Plan - Estimate at Completion Hours	Select this option to display the variance between the planned hours and the Estimate at Completion hours for the current WBS element.
Plan - Estimate at Completion Cost	Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element.
Plan - Estimate at Completion Bill	Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element.
Baseline Hours	Select this option to display the number of hours estimated for the current WBS element at the time the baseline version was saved.
Baseline Cost	Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved.
Baseline Bill	Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved.
Planned Revenue	Select this option to display the estimated planned revenue for the current WBS element.
Compensation	Select this option to enter or display the compensation fee cost reported. This total reflects all numbers rolled up to the parent row. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
FeeDirLbr	Select this option to enter or display the direct labor cost amounts reported.
FeeDirExp	Select this option to enter or display the direct expense cost amounts reported.

Field	Description
FeeDirCon	Select this option to enter or display the consultant fee cost reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Reimbursable Allow	Select this option to enter or display the reimbursable allowance costs reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
FeeReimExp	Select this option to enter or display the reimbursable expense amounts reported.
FeeReimCon	Select this option to enter or display the reimbursable consultant amounts reported.
Total Compensation Cost	Select this option to display the sum of the Compensation Cost, Consultant Cost, and Reimbursable Cost columns. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Dependency	Select this option to indicate that there is a predecessor or successor dependency for the WBS element. You can use the Schedule tab of Project Planning to create dependent relationships between items that are at the **lowest** level of the WBS. These are the child-level, or leaf nodes of the WBS, because they display under a parent level. For the purpose of task dependencies, these are referred to as "tasks" but they may be phases, tasks, or labor codes depending on the WBS structure.

Labor Rows

- To include a row on the accordion calendar grid, click the **Show** field. A check mark displays. You may select **1**, **2**, or **3** rows.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Labor Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Gantt Chart	Select this option to display Gantt Chart bars on the accordion calendar grid. Each bar represents the number of days scheduled for the corresponding WBS element. The bar spans the time between the start date and the end date of the element.
Baseline Hours	Select this option to display the baseline hours, by line item.
Planned Hours	Select this option to display the forecast hours, by line item.
Actual Hours	Select this option to display the actual hours reported, by line item.
Baseline Cost	Select this option to display the baseline labor cost, by line item. Baseline hours are multiplied by employee cost rates.
Planned Cost	Select this option to display the forecast labor cost, by line item. Planned hours are multiplied by employee cost rates.
Actual Cost	Select this option to display the actual labor cost reported.
Baseline Bill	Select this option to display the baseline labor billing amount, by line item. Baseline hours are multiplied by employee billing rates.
Planned Bill	Select this option to display the forecast labor billing amount, by line item. Planned hours are multiplied by employee billing rates.
Actual Bill	Select this option to display the actual billing amounts reported.
Revenue	Select this option to display the actual revenue reported.
Earned Value Percentage	Use this field to enter the earned value percentage for the current plan level. Vision uses this percentage to calculate the Earned Value based on planned cost or billing amounts. When you enter the Earned Value Percent for the current plan level, Vision removes any previously entered earned value percentage for the plan. You can only enter Earned Value Percent at one level for each branch of the plan.
Compensation Cost	Select this option to display the compensation fee cost reported. This total reflects all numbers rolled up to the parent row. You can spread the Compensation Cost total across the grid. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Compensation Bill	Select this option to display the compensation fee billing amounts reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
FeeDirLbr	Select this option to enter or display the direct labor cost amounts reported.

Field	Description
FeeDirLbr.Bill	Select this option to enter or display the direct labor billing amounts reported.
FeeDirExp	Select this option to enter or display the direct expense cost amounts reported.
FeeDirExp.Bill	Select this option to enter or display the direct expense billing amounts reported.
FeeDirCon	Select this option to display the consultant fee cost reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
FeeDirCon.Bill	Select this option to display the consultant fee billing amounts reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Reimbursable Allowance	Select this option to display the reimbursable allowance cost reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Reimbursable Bill	Select this option to display the reimbursable allowance billing amounts reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
FeeReimExp	Select this option to enter or display the reimbursable expense amounts reported.
FeeReimExp.Bill	Select this option to enter or display the reimbursable expense billing amounts reported.
FeeReimCon	Select this option to enter or display the reimbursable consultant amounts reported.
FeeReimCon.Bill	Select this option to display the reimbursable consultant billing amounts reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.

Expenses Tab of Planning Grid Configuration Form

Use the settings on the Expenses tab to determine which columns and rows display by default on the Expenses tab of Project Planning.

Contents

Expense Columns

- To include a column on the Expenses tab, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Expense Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
WBS Level	Select this option to map the plan's WBS elements to existing records so that you will have the ability to report actual hours and amounts. If you decide to include this field on the Expenses tab, you must also select one or more of the following columns for inclusion: **Project**, **Phase**, **Task**, or **Labor Code.**
Project	Select this option to enter or display a project record's identifier. This field works with the **WBS Level** field to map to the Info Center and Accounting applications so that you can report actuals for the plan.
Phase	Select this option to enter or display a phase record's identifier. This field works with the **WBS Level** field to map to the Info Center and Accounting applications so that you can report actuals for the plan.
Task	Select this option to enter or display a task record's identifier. This field works with the **WBS Level** field to map to the Info Center and Accounting applications so that you can report actuals for the plan.
Account	Select this option to enter or display the expense account record's identifier. This field works with the **WBS Level** field to map to the Info Center and Accounting applications so that you can report actuals for the plan.
Vendor	Select this option to enter or display a vendor record's identifier.
Start	Select this option to enter or display a beginning date for the current WBS element.
Finish	Select this option to enter or display an end date for the current WBS element.
Planned Cost	Select this option to display the planned cost amount for the current WBS element.
Multiplier	Select this option to display the multiplier for the current WBS element.

Field	Description
Planned Bill	Select this option to display the planned billing amount for the current WBS element.
% Complete Cost	Select this option to enter or display a percent complete of the planned cost amount for the current WBS element.
% Complete Bill	Select this option to enter or display a percent complete of the planned billing amount for the current WBS element.
Job to Date Cost	Select this option to display the Job to Date actual cost for the current WBS element.
Job to Date Bill	Select this option to display the Job to Date billing amount for the current WBS element.
Estimate to Complete Cost	Select this option to display the Estimate to Complete cost amount for the current WBS element.
Estimate to Complete Bill	Select this option to display the Estimate to Complete billing amount for the current WBS element.
Estimate at Completion Cost	Select this option to display the Estimate at Completion cost amount for the current WBS element.
Estimate at Completion Bill	Select this option to display the Estimate at Completion billing amount for the current WBS element.
Plan - Estimate at Completion Cost	Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element.
Plan - Estimate at Completion Bill	Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element.
Baseline Cost	Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved.
Baseline Bill	Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved.
Planned Revenue	Select this option to display the planned revenue amount estimated for the current WBS element.

Expense Rows

- To include a row on the accordion calendar grid, click the **Show** field. A check mark displays. You may select **1**, **2**, or **3** rows.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Expense Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Baseline Cost	Select this option to display the baseline cost, by line item.
Planned Cost	Select this option to display the forecast cost, by line item.
Actual Cost	Select this option to display the actual cost reported in Accounting.
Baseline Bill	Select this option to display the baseline billing amount, by line item.
Planned Bill	Select this option to display the forecast billing amount, by line item.
Actual Bill	Select this option to display the actual billing amounts reported in Accounting.
Revenue	Select this option to display the actual revenue reported.

Consultants Tab of Planning Grid Configuration Form

Use the settings on the Consultants tab to determine which columns and rows display by default on the Consultants tab of Project Planning.

Contents

Consultant Columns

- To include a column on the Consultants tab, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Consultant Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
WBS Level	Select this option to map the plan's WBS elements to existing records so that you will have the ability to report actual hours and amounts. If you decide to include this field on the Consultants tab, you must also select one or more of the following columns for inclusion: **Project**, **Phase**, **Task**, or **Labor Code**.
Project	Select this option to enter or display a project record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Phase	Select this option to enter or display a phase record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Task	Select this option to enter or display a task record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Account	Select this option to enter or display the expense account record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Vendor	Select this option to enter or display the vendor record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Start	Select this option to enter or display a beginning date for the current WBS element.
Finish	Select this option to enter or display an end date for the current WBS element.
Planned Cost	Select this option to enter or display the planned cost amount for the current WBS element.
Multiplier	Select this option to display the multiplier for the current WBS element.

Field	Description
Planned Bill	Select this option to display the planned billing amount for the current WBS element.
% Complete Cost	Select this option to enter or display a percent complete of the planned cost amount for the current WBS element.
% Percent Complete Bill	Select this option to enter or display a percent complete of the planned billing amount for the current WBS element.
Job to Date Cost	Select this option to display the Job to Date actual cost for the current WBS element.
Job to Date Bill	Select this option to display the Job to Date billing amount for the current WBS element.
Estimate to Complete Cost	Select this option to display the Estimate to Complete cost amount for the current WBS element.
Estimate to Complete Bill	Select this option to display the Estimate to Complete billing amount for the current WBS element.
Estimate at Completion Cost	Select this option to display the Estimate at Completion cost amount for the current WBS element.
Estimate at Completion Bill	Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element.
Plan - Estimate at Completion Cost	Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element.
Plan - Estimate at Completion Bill	Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element.
Baseline Cost	Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved.
Baseline Bill	Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved.
Planned Revenue	Select this option to display the planned revenue estimated for the current WBS element.

Consultant Rows

- To include a row on the Accordion Calendar grid (bottom right of the Consultants tab in Project Planning), click the **Show** field. A check mark displays. You may select **1**, **2**, or **3** rows.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Consultant Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Baseline Cost	Select this option to display the baseline budget cost, by line item.
Planned Cost	Select this option to display the forecast cost, by line item.
Actual Cost	Select this option to display the actual cost reported in Vision Accounting.
Baseline Bill	Select this option to display the baseline billing amount, by line item.
Planned Bill	Select this option to display the forecast billing amount, by line item.
Actual Bill	Select this option to display the actual billing amounts reported in Accounting.
Revenue	Select this option to display the actual revenue reported.

Units Tab of Planning Grid Configuration Form

Use the settings on the Units tab to determine which columns and rows display by default on the Units tab of Project Planning.

Contents

Unit Columns

- To include a column on the Units tab, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Unit Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
WBS Level	Select this option to map the plan's WBS elements to existing records so that you will have the ability to report actual hours and amounts. If you decide to include this field on the Units tab, you must also select one or more of the following columns for inclusion: **Project**, **Phase**, **Task**, or **Labor Code**.
Project	Select this option to enter or display a project record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Phase	Select this option to enter or display a phase record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Task	Select this option to enter or display a task record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Account	Select this option to enter or display the expense account record's identifier. This field works with the **WBS Level** field to map to the Vision Info Center and Accounting applications so that you can report actuals for the plan.
Unit Number	Select this option to display the unit number from the <Default> unit table.
Unit Table	Select this option to display the unit table.
Start	Select this option to enter or display a beginning date for the current WBS element.
Finish	Select this option to enter or display an end date for the current WBS element.
Cost Rate	Select this option to enter or display a cost rate for an individual WBS element. Cost rates represent your firm's cost to produce a service.

Field	Description
Billing Rate	Select this option to enter or display a billing rate for an individual WBS element. Billing rates represent what the client will pay for the services your firm provides.
Planned Quantity	Select this option to display the planned quantity for the current WBS element.
Planned Cost	Select this option to display the planned cost amount for the current WBS element.
Planned Bill	Select this option to display the planned billing amount for the current WBS element.
% Complete Cost	Select this option to enter or display a percent complete of the planned cost amount for the current WBS element.
% Complete Bill	Select this option to enter or display a percent complete of the planned billing amount for the current WBS element.
Job to Date Quantity	Select this option to display the Job to Date actual quantity for the current WBS element.
Job to Date Cost	Select this option to display the Job to Date actual cost for the current WBS element.
Job to Date Bill	Select this option to display the Job to Date billing amount for the current WBS element.
Estimate to Complete Quantity	Select this option to display the Estimate to Complete quantity for the current WBS element.
Estimate to Complete Cost	Select this option to display the Estimate to Complete cost amount for the current WBS element.
Estimate to Complete Bill	Select this option to display the Estimate to Complete billing amount for the current WBS element.
Estimate at Completion Quantity	Select this option to display the Estimate at Completion quantity for the current WBS element.
Estimate at Completion Cost	Select this option to display the Estimate at Completion cost amount for the current WBS element.
Estimate at Completion Bill	Select this option to display the Estimate at Completion billing amount for the current WBS element.
Plan - Estimate at Completion Quantity	Select this option to display the variance between the planned quantity and the Estimate at Completion quantity for the current WBS element.

Field	Description
Plan - Estimate at Completion Cost	Select this option to display the variance between the planned cost amount and the Estimate at Completion cost amount for the current WBS element.
Plan - Estimate at Completion Bill	Select this option to display the variance between the planned billing amount and the Estimate at Completion billing amount for the current WBS element.
Baseline Quantity	Select this option to display the quantity estimated for the current WBS element at the time the baseline version was saved.
Baseline Cost	Select this option to display the cost estimated for the current WBS element at the time the baseline version was saved.
Baseline Bill	Select this option to display the billing amount estimated for the current WBS element at the time the baseline version was saved.
Planned Revenue	Select this option to display the planned revenue amount estimated for the current WBS element.

Unit Rows

- To include a row on the accordion calendar grid, click the **Show** field. A check mark displays. You can select **1**, **2**, or **3** rows.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Unit Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Baseline Quantity	The baseline quantity, by line item.
Planned Quantity	The forecast quantity, by line item.
Actual Quantity	The actual quantity reported in Vision Accounting.

Field	Description
Baseline Cost	The baseline cost, by line item.
Planned Cost	The forecast cost, by line item.
Actual Cost	The actual cost reported in Vision Accounting.
Baseline Bill	The baseline billing amount, by line item.
Planned Bill	The forecast billing amount, by line item.
Actual Bill	The actual billing amounts reported in Vision Accounting.
Revenue	The actual revenue reported

Summary Grid Configuration Form

Use the Summary Grid Configuration form to set defaults for Summary tabs in the Project Planning application.

Display the Summary Grid Configuration Form

Access the Summary Grid Configuration form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Summary Grids**.

Multiplier Tab of Summary Grid Configuration Form

Use the settings on the Multiplier tab to determine which columns and rows display in the Multiplier grid on the Summary tab of Project Planning.

To display the Multiplier Summary on the Multiplier grid, select the **Show Multiplier Summary** option.

Some of the columns and rows that display on this tab are determined by the **Enable Expenses, Enable Consultants,** and **Enable Units** options on the General Tab of Planning Configuration.

Contents

Multiplier Columns

The columns included in the Multiplier Summary grids depend on your setting in the **Budget Type** field on the Rates tab of Project Planning. You may see cost columns, billing columns, or both.

- To include a column in the Multiplier grid, click the **Show** field. A check mark displays.

- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Multiplier Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Planned Multiplier	Select this option to display the planned multiplier for the current WBS element.
Effective Multiplier	Select this option to display the effective multiplier for the current WBS element.
Estimate at Completion Multiplier	Select this option to display the Estimate at Completion multiplier for the current WBS element.
Budget Multiplier	Select this option to display the budget multiplier for the current WBS element.
Target Multiplier	Select this option to display the target multiplier for the current WBS element.

Multiplier Rows

The rows included in the Multiplier Summary grids depend on your setting in the **Budget Type** field on the Rates tab of Project Planning. You may see cost columns, billing columns, or both.

- To include a row in the Multiplier grid, click the **Show** field. A check mark displays.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Multiplier Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Cost	Select this option to display the cost multiplier row.
Billing	Select this option to display the billing multiplier row.

Revenue Tab of Summary Grid Configuration Form

Use the settings on the Revenue tab to determine which columns and rows display in the Revenue grid on the Summary tab of Project Planning.

To display the Revenue Summary on the Revenue grid, select the **Show Revenue Summary** option.

Some of the columns and rows that display on this tab are determined by the **Enable Expenses**, **Enable Consultants**, and **Enable Units** options on the General Tab of Planning Configuration.

Contents

Revenue Columns

- To include a column in the Revenue grid, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Revenue Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Labor	Select this option to display the summary of planned labor revenue, which is calculated as shown below. ▪ When Labor Multiplier is User Entered (Cost) or Planned Multiplier: Planned Labor Revenue = Planned Labor Cost * Multiplier (from General Tab) ▪ When Labor Multiplier is User Entered (Billing) or Planned Ratio: Planned Labor Revenue = Planned Labor Billing * Multiplier (from General Tab).
Expenses	Select this option to display the summary of planned expense revenue, which is calculated as shown below. ▪ When the Reimbursable Method is Cost: Planned Expense Revenue = Planned Reimbursable Expenses @ Cost ▪ When the Reimbursable Method is Billing: Planned Expense Revenue = Planned Reimbursable Expenses @ Billing
Consultants	Select this option to display the summary of planned consultant revenue, which is calculated as shown below. ▪ When the Reimbursable Method is Cost: Planned Consultant Revenue = Planned Reimbursable Consultants @ Cost ▪ When the Reimbursable Method is Billing: Planned Consultant Revenue = Planned Reimbursable Consultants @ Billing
Units	Select this option to display the units for the current WBS element.
Total (Labor + Expenses + Consultants + Units)	Select this option to display the total summary of planned labor, expense, consultant, and unit revenue.

Revenue Rows

- To include a row in the Revenue grid, click the **Show** field. A check mark displays.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Revenue Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Planned	Select this option to display the amount budgeted for the plan. This is the current forecast for the full plan.
Job to Date	Select this option to display the summary of the Job to Date total amount. Job to Date costs are the actual cost amounts reported since the plan began. This amount includes any historical actual data.

Compensation Tab of Summary Grid Configuration Form

Use the settings on the Compensation tab to determine which columns and rows display in the Compensation grid on the Summary tab of Project Planning.

The columns and rows available on this tab depend on the selections made by your System Administrator in **Configuration** » **Planning**.

To display the Compensation Summary on the Summary grid, select the **Show Compensation Summary** option.

Contents

Compensation Columns

- To include a column in the Compensation grid, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Compensation Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer.

Field	Description
	▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Compensation	Select this option to display the total compensation, depending on the following: ▪ If you select the **Compensation Values by Row/Period** option, Vision pulls the compensation amount from the sum of all compensation rows on the Labor Planning grid of Project Planning. ▪ If you do not select the **Compensation Values by Row/Period** option, Vision pulls the compensation amount from the compensation fields on the Analysis tab of Project Planning.
FeeDirLbr	Select this option to enter or display the direct labor cost amounts reported.
FeeDirExp	Select this option to enter or display the direct expense cost amounts reported.
FeeDirCon	Select this option to enter or display the consultant fee cost reported. This field displays if you select the **Compensation Values by Row and Period** option on the General tab of Planning Configuration.
Reimbursable Allowance	Select this option to display the reimbursable allowance, depending on the following: ▪ If the **Compensation Values by Row/Period** option is selected, the compensation amount is taken from the sum of all compensation rows on the Labor Planning grid of Project Planning. ▪ If you do not select the **Compensation Values by Row/Period** option, Vision pulls the compensation amount from the compensation fields on the Analysis tab of Project Planning.
FeeReimExp	Select this option to enter or display the reimbursable expense amounts reported.
FeeReimCon	Select this option to enter or display the reimbursable consultant amounts reported.
Total	Select this option to display the total compensation costs, depending on the following: ▪ If the **Compensation Values by Row/Period** option is selected, the compensation amount is taken from the sum of all Compensation rows on the Labor Planning grid of Project Planning.

Field	Description
	▪ If you do not select the **Compensation Values by Row/Period** option, Vision pulls the compensation amount from the Compensation fields on the Analysis tab of Project Planning.

Compensation Rows

If you use the Multicurrency feature, the Compensation grid displays Cost and Billing rows. If you do not use the Multicurrency feature, no grid rows display.

- To include a row in the Compensation grid, click the **Show** field. A check mark displays.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Compensation Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Cost	If you use the Multicurrency feature, this grid row displays the Compensation Fee, Consultant Fee, and Reimbursable Allowance amounts in the cost currency.
Billing	If you use the Multicurrency feature, this grid row displays the Compensation Fee, Consultant Fee, and Reimbursable Allowance amounts in the billing currency.

Cost Tab of Summary Grid Configuration Form

Use the settings on the Cost tab to determine which columns and rows display in the Cost grid on the Summary tab of Project Planning.

To display the Cost Summary on the Cost grid, select the **Show Cost Summary** option.

Some of the columns and rows that display on this tab are determined by the **Enable Expenses**, **Enable Consultants**, and **Enable Units** options on the General Tab of Planning Configuration.

Contents

Cost Columns

- To include a column in the Cost grid, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Cost Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Total Hours	Select this option to display the summary of all hours for all Work Breakdown Structure (WBS) elements (for example, all hours summarized from all tasks and phases).
Labor	Select this option to display the total hours multiplied by the hourly cost.
Expenses	Select this option to display the summary of all expense cost amounts for all WBS elements.
Consultants	Select this option to display the summary of all consultant cost amounts for all WBS elements.
Units	Select this option to display the summary of all unit costs for the current WBS element.
Total (Labor + Expenses + Costs + Units)	Select this option to display the summary of all costs for all WBS elements.

Cost Rows

- To include a row in the Cost grid, click the **Show** field. A check mark displays.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Cost Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Baseline	Select this option to display the total hours or amount estimated in the baseline version of the plan.
Planned	Select this option to display the revised total hours or amount budgeted for the plan. This is the current forecast for the full plan.
Job to Date	Select this option to display the Job to Date total hours or amount. Job to Date hours are the actual hours reported as worked since the plan began. Job to Date costs are the actual cost amounts reported since the plan began. This amount includes any historical actual data.
Estimate to Complete	Select this option to display the Estimate to Complete hours or amount. This is the estimate of the remaining planned hours or amount relative to today, including non-working days set up in your holiday calendar. The calendar period within which today falls is important to determine the proration required by the Estimate to Complete calculation: ▪ If the day on which you are looking at the plan data is the last business day of a calendar period, no proration is required. ▪ If the day on which you are looking at the plan data is **not** the last day of a calendar period, Vision must prorate the hours or amount accordingly. To do this, Vision divides the business days remaining in the calendar period by the total number of business days in the calendar period.
Estimate at Completion	Select this option to display the Estimate at Completion hours or amount. This is the current estimate of the total that will have been worked or spent at the plan's finish. Estimate at Completion = Job to Date + Estimate to Complete
Planned Estimate at Completion	Select this option to display the variance between the total budget hours or amount specified in the current version of the plan and the original baseline version of the plan.

Billing Tab of Summary Grid Configuration Form

Use the settings on the Billings tab to determine which columns and rows display in the Billing grid on the Summary tab of Project Planning.

To display the Billing Summary on the Billing grid, select the **Show Bill Summary** option.

Some of the columns and rows that display on this tab are determined by the **Enable Expenses, Enable Consultants**, and **Enable Units** options on the General tab of Planning Configuration.

Contents

Billing Columns

- To include a column in the Billing grid, click the **Show** field. A check mark displays.
- To clear a column, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Billing Columns Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Total Hours	Select this option to display the summary of all hours for all WBS elements.
Labor	Select this option to display the labor hours for the current WBS element.
Expenses	Select this option to display the expenses for the current WBS element.
Consultants	Select this option to display the consultants for the current WBS element.
Units	Select this option to display the units for the current WBS element.
Total (Labor + Expense + Consultants + Units)	Select this option to display the total hours (Labor + Expenses + Consultants + Units) for the current WBS element.

Billing Rows

- To include a row in the Billing grid, click the **Show** field. A check mark displays.
- To clear a row, click the check box again. The check mark no longer displays and the box is empty.

Field	Description
Billing Rows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Baseline	Select this option to display the total hours or amount estimated in the baseline version of the plan.
Planned	Select this option to display the revised total hours or amount budgeted for the plan. This is similar to the current forecast for the full plan.
Job to Date	Select this option to display the Job to Date total hours or amount. Job to Date hours are the actual hours reported as worked since the plan began. Job to Date costs are the actual cost amounts reported since the plan began. This amount includes any historical actual data.
Estimate to Complete	Select this option to display the Estimate to Complete hours or amount. This is the estimate of the remaining planned hours or amount relative to today, including non-working days set up in your holiday calendar. The calendar period within which today falls is important in determining any proration required by the Estimate to Complete calculation: ▪ If the day on which you are looking at the plan data is the last business day of a calendar period, Vision does not require proration. ▪ If the day on which you are looking at the plan data is **not** the last day of a calendar period, Vision must prorate the hours or amount. To do this, Vision divides the business days remaining in the calendar period by the total number of business days in the calendar period.
Estimate at Completion	Select this option to display the Estimate at Completion hours or amount. This is the current estimate of the total that will have been worked or spent at the plan's finish. Estimate at Completion = Job to Date + Estimate to Complete

Field	Description
Planned Estimate at Completion	Select this option to display the variance between the total budget hours or amount specified in the current version of the plan and the original baseline version of the plan.

Accounting Calendar Setup Overview

Use the Accounting Calendar to create custom periods to use in Project Planning. The Accounting Calendar only applies to the **Accounting Period** scale choice in Vision Planning. It does not link to actual accounting periods.

How to...

As part of configuring Planning, you set up custom accounting periods.

Create Custom Periods

Use the Accounting Calendar to create custom periods for use in Project Planning. You cannot overlap periods when you set up the Accounting Calendar.

The accounting calendar only applies to the **Accounting Period** scale choice in Vision Planning. It does not link to actual accounting periods.

To create custom periods, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Planning** » **Accounting Calendar**.
2. Complete the fields on the Accounting Calendar form.
3. Click **Save**.

Fields and Options

Use the Accounting Calendar form to create and modify periods.

Accounting Calendar Form

Use the Accounting Calendar form to create custom periods that can be used in other applications.

Display the Accounting Calendar Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Accounting Calendar**.

Contents of the Accounting Calendar Form

On this form you specify period start and end dates, intervals, and labels.

Field	Description
Calendar Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Start Date/End Date	Enter the beginning and ending dates of the accounting period, or select the dates using the calendar icon and then click **Create Interval**. Vision automatically creates intervals in the Calendar grid.
Interval Type	Specify the interval type: ▪ **Monthly** — Select this option to create 12 periods between the start and end dates that start and stop on calendar months. ▪ **4-4-5** — Select this option to create 12 periods with every third period being five weeks and all others four weeks. ▪ **13 Periods** — Select this option to create 13 four-week periods. ▪ **Quarterly** — Select this option to create groups of four periods between the start and end dates that start and stop on calendar quarters.
Start of Week	If you select an interval type of 4-4-5 or 13 Periods, enter the day of the week that you want the period to start.
Create Interval	Select this option to create the interval for the accounting calendar.
Label	Enter a label for the individual period such as Period 1 or Quarter 1. If the **Top Scale** is set to **Accounting Period**, the length of the labels cannot exceed six characters. If the Accounting Calendar does not have enough entries to cover the planning periods, the periods automatically receive **Month** labels.
Start Date	Enter a beginning date for the period or click and select a date.
End Date	Enter an ending date for the period or click and select a date.

Field	Description
Insert	Click this option to add a period to the grid.
Delete	Select a row and click this option to remove a period from the grid.
Delete All	Click this option to remove all rows from the grid.

Fields and Options

Use the Resource Management Settings form and the Planning Configuration form to specify Planning-related options.

Resource Management Settings Form

Use the Resource Management Settings form to enter or review the default setup for Resource Management.

Display the Resource Management Settings Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Resource Settings**.

Contents of the Resource Management Settings Form

You specify settings for utilization, soft booking, and hard booking on this form.

Field	Description
Utilization Determination	Use the options in the Utilization Determination group box to establish the calculations and settings for the Resource Utilization application in Resource Management.
Over Utilization is Defined As:	Use these options to determine how Vision calculates overutilization for employees with planned hours on billable plans. Options are: ▪ **This Percent of Employee's Utilization Ratio: __%** — Select this option if the number of billable planned hours included in the utilization is greater than the assigned percent of the employee's utilization ratio, and enter the desired percentage. If no entry is made, Vision defaults to 100%.

Field	Description
	For example: The employee's utilization ratio is 80%, yet the **Over Utilization is Defined As:** option is set to 105%. For the selected period, the employee has 168 total available hours (calculated by multiplying the working days in a period by the hours per day). If the employee's billable planned hours on in-utilization plans exceed 141, Vision will consider the employee overutilized for resource management. The calculations are as follows: 168 hours * 80% = 134 (rounded) 134 * 105% = 141 (rounded) ▪ **Employee's Utilization Ratio Plus __%** — Select this option to enter the percentage to which the employee's utilization ratio can extend before he or she is considered overutilized. This is the maximum employee utilization ratio percent. If no entry is made, Vision defaults to 0% or blank. For example: The employee's utilization ratio is set to 80% and the **Employee's Utilization Ratio plus** option is set to 15%. If the employee's total available hours for the period are 168, Vision will consider the employee as overutilized for resource management when his or her planned hours on in-utilization billable plans exceeds 160 hours. The calculations are as follows: 80% + 15% = 95% 95% * 168 hours = 160 (rounded) ▪ **Employee's Utilization is Greater Than: __%** — The employee is overutilized when the amount of planned hours on utilized, billable plans, divided by the employee's total available hours, results in a percentage that is greater than the one assigned here. Note that the Utilization Ratio from the Employee Info Center is not considered here. If no entry is made, Vision defaults to 0% or blank. For example: The employee's available hours are 168 and the **Employee's Utilization is Greater Than** option is set to 100%. If the employee's planned hours on in-utilization billable plans total 186, Vision will consider the employee overutilized. The calculations are as follows: 186/168 = 1.107 1.107 * 100 = 111 (rounded)
Under Utilization is __% of Employee's Utilization Ratio	This option determines if an employee is underutilized for planned hours on utilized, billable plans. Vision multiplies the employee's utilization ratio by the percentage entered in this field. The resulting percentage is multiplied by the employee's total available hours for the period. If the employee has less billable planned hours assigned than this total, the employee is considered underutilized. If no entry is made, Vision defaults to 100% or the last saved value.

Field	Description
	For example: The employee's utilization ratio is 80% and his or her total available hours for the period are 168. If the **Under Utilization is __ of Employee's Utilization Ratio** option is set to 100%, the employee must have 134 or more billable planned hours or Vision will consider the employee underutilized. The calculations are as follows: 100% * 80% = .8 .8 * 168 = 134 hours (rounded)
Availability Determination	Use these settings to determine how the Resource Utilization grid in Resource Management applies color styles to the **Scheduled** column and how Vision displays soft and hard booked hours. When checking hard and soft booked hours, Vision first checks to see if the **Use Soft and Hard Booking for Employees Planned Hours** option is selected. If it is, then Vision checks to see if the **Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization** option is selected. If selected, then the total planned hours in the following Availability Determination calculations represent both soft and hard booked hours. If it is not selected, the total planned hours only include hard booked hours.
Over Scheduled is __% of Employee's Total Available Hours	Enter a percentage in this field to determine when an employee is overscheduled for total planned hours. Vision calculates this percentage by dividing the total planned hours for the period by the total available hours for the period. If the resulting percentage is more than the percentage assigned in this field, the employee is considered overutilized.
Under Scheduled is __% of Employee's Total Available Hours	Enter a percentage in this field to determine when an employee is underutilized for total planned hours. Vision calculates this percentage by dividing the total planned hours for the period by the total available hours for the period. If the resulting percentage is less than or equal to the percentage assigned in this field, the employee is considered underutilized.
Soft and Hard Booking	Hard booked assignments occur when an employee is scheduled on a plan, while soft booked hours occur when an employee is tentatively scheduled on a plan. A blend of these occurs when resource assignments include a mixture of hard and soft booked resources. Use these settings to turn on the soft and hard booking features, and to determine how these features apply to generic resources, planned hours, and calculations within Resource Management. When these options are enabled, icons that indicate the status display next to the assignment: ▪ **Blend** ▪ **Soft Booked** ▪ **Hard Booked**

Field	Description
	All assignments automatically default to soft booked unless you have access rights to hard booked hours. Hard booked status means that you have access rights to hard booked assignments. When you add, copy, or move hours, those hours are assigned a hard booked status.
Use Soft and Hard Booking for Employee's Planned Hours	Select this option to enable soft and hard booking for employee planned hours. When you select this option, Vision enables the **Use Soft and Hard Booking for Generic Resources' Planned Hours** and **Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization** options.
Use Soft and Hard Booking for Generic Resources' Planned Hours	Select this option to use soft and hard booking for generic resources' planned hours.
Include Soft Booked Hours when Showing Planned Hours and when Calculating Availability or Utilization	Select this option to include soft and hard booking in the planned hours when calculating availability or utilization. This option applies to both employees and generic resources, depending on which are currently in use in Resource Management.
Select Provisional Rate for Resource Searching	Select an option to determine which provisional rate type is used when conducting a resource utilization search: ▪ **Cost** ▪ **Billing** ▪ **Do not include rates in Search** If you do not make a selection, Vision defaults to **Cost** or to the last saved value.

Planning Configuration Form

Use the Planning Configuration form to enable the Consultant, Expense, and Unit tabs in Project Planning and to set Planning defaults, including default billing rates.

Display the Planning Configuration Form

Access the Planning Configuration form from the Configuration menu.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Planning** » **Plan Settings**.

General Tab of Planning Configuration

Use the General tab to specify the tabs and options available to Planning users, and to establish default settings for your plans.

If your firm does not have a Resource Planning license, see the alternative field and option descriptions provided in the topic General Tab of Planning Configuration without Resource Planning.

Contents

Enable Planning Tabs

Field	Description
Expenses	Select this option to enable the Expenses tab in Project Planning. When you select this option, fields related to the Expenses tab also display in Summary Grid Configuration. This option does not apply to iAccess for Vision plans.
Consultants	Select this option to enable the Consultants tab in Project Planning. When you select this option, fields related to the Consultants tab also display in Summary Grid Configuration. If using iAccess for Vision, select this option for Consultants to be planned for a project in iAccess for Vision.
Units	Select this option to enable the Units tab in Project Planning. When you select this option, fields related to the Units tab also display on the following forms: ▪ Summary Grid Configuration ▪ Rates tab of Project Planning ▪ Summary tab of Project Planning ▪ Analysis tab of Project Planning If you do not select this option, the Units tab and related fields do not display in Project Planning, and Job to Date unit numbers display under the Expense or Consultant tabs. This option does not apply to iAccess for Vision plans.

Decimal Digits

Field	Description
Hour	Select the number of decimal digits for hours in plans.
Quantity	Select the number of decimal digits for quantities in plans. By default, Vision sets all percentages and multipliers to **2 Digits**.
Amount	Select the number of decimal digits for amounts in plans. When the amount is set to **Currency**, all amounts will follow the decimal digit setting of the currency unit of that amount.

Field	Description
	By default, Vision sets all Labor Rates and Unit Rates to **Currency**.
Create Plan from Project	Select the amount of detail to copy when using the **New** » **Copy Current Plan** or **New** » **Select Plan to Copy** menu items on the Project Planning toolbar. Options are to copy down to: ▪ **Project** — Select this option to include project information when you copy an existing plan. ▪ **Phase** — Select this option to include project and phase information when you copy an existing plan. ▪ **Task** — Select this option to include project, phase, and task information when you copy an existing plan. ▪ **Labor Code** — Select this option to include project, phase, task, and labor code information when you copy an existing plan.
Plan Compensation Values By Row & Period	When you select this option, the following areas are affected in Project Planning. ▪ Users can enter compensation values by period and by row on the Labor tab in Project Planning. ▪ The Summary tab of Project Planning displays the sum of all compensation columns from data on the Labor tab of Project Planning. ▪ The Actions menu on the Project Planning toolbar displays the **Refresh Analysis Compensation** option. ▪ If the **Project Fee Entering Method** option on the General tab of **Configuration** » **Accounting** » **System Settings** is set to **At all levels of work breakdown structure**, all WBS level fees in the project are updated with the plan's corresponding fees. ▪ If the **Project Fee Entering Method** option on the General tab of **Configuration** » **Accounting** » **System Settings** is set to **At lowest level only**, all compensation will be summed to update the project's fees. ▪ When the **Plan Compensation Values by Row & Period**, **Synchronize fees from Plan to Project**, and **Include in Utilization and Project Reports** options are all selected, Vision synchronizes fees only for those of the project's WBS levels that match. ▪ When the **Plan Compensation Values by Row & Period** and **Limit plan fees to contract totals** options are selected, you can enter compensation amounts on the Labor tab. This option does not apply to iAccess for Vision plans.

Field	Description
Synchronize Fees from Plan to Project	Select this option to synchronize all of a plan's compensation to its project when saving the plan. If you select the **Synchronize fees from Plan to Project** option, you cannot select the **Synchronize fees from contract to project** option on the General tab of Accounting System Settings. This option does not apply to iAccess for Vision plans.
Limit Plan Fees to Contract Totals	Select this option to limit the plan compensation amounts at the WBS1 level by the amounts entered in the Contract Management tab of the Project Info Center. This includes the **Compensation**, **Direct Consultant**, and **Reimbursable** amounts in Project Planning. If you also select the **Exact decimal limits** option, Vision verifies that the planned amount does not exceed the contract amount by more than 0.5 (applicable currency). If the planned amount exceeds the contract amount by more than the applicable currency, Vision limits the amount to exactly the contract amount, down to the decimal amount. ▪ When the **Plan Compensation Values by Row & Period** and **Limit Plan Fees to Contract Totals** options are selected, you can enter compensation amounts on the Labor tab. ▪ When the **Plan Compensation Values by Row & Period** option is not selected, but the **Limit Plan Fees to Contract Totals** option is selected, you can enter compensation amounts on the Analysis tab, but Vision disables the compensation fields on the Labor tab. This option does not apply to iAccess for Vision plans.
Exact Decimal Limits	Select this option to verify that the planned amount doesn't exceed the contract amount by more than 0.5 (applicable currency). If the planned amount exceeds the contract amount by more than the applicable currency, Vision limits the amount to exactly the contract amount, down to the decimal amount. This option does not apply to iAccess for Vision plans.
Auto Insert Resources into Plan	Select this option to set the default to automatically insert a project's resources and actuals into a plan. Resources may include employees, expenses, consultants, and/or units. Before you select this option, it is necessary to consider your plan's WBS structure and whether or not the project has a mapped plan. Automatically inserting resources and actuals may result in unexpected changes to your plan. For this reason, it is important to decide if you want to insert in the plan's existing structure or at the lowest matching WBS level. When you select to auto insert resources into the plan, you can then specify how the resources are handled: ▪ **Insert Missing WBS Levels, Resources, and Actuals** — Select this option to insert the required WBS levels, map them, and then insert the resource. For consultant, expenses, and units resources, this also inserts the General Ledger account number and vendor.

Field	Description
	▪ **Insert Resources and Actuals at Lowest Matching WBS Level** — Select this option to insert the resource and actuals at the lowest matching mapped level. For consultant, expenses, and units resources, this also inserts the General Ledger account number and vendor.
Default Settings for Creating a New Plan	Use these options to specify the default settings that display on the General tab of Project Planning. Even though you establish the initial default settings, users may modify and override those settings. For example, when you select the **Include in Utilization and Project Reports** option, that same option displays on the General tab of Project Planning. The user may remove the selection on that option. When the user saves the plan, Vision saves the option specified by the user.
Starting Day of the Week	Select the day of the week on which business starts. This option does not apply to iAccess for Vision plans.
Planned Revenue	Use these fields to calculate revenue based on planned labor, expense, and consultant information. This option does not apply to iAccess for Vision plans.
Labor Multiplier Type	The options for this field depend on the **Budget Type** entry on the Rates tab. If the **Budget Type** is set to **Cost and Billing**, the **Labor Multiplier Type** defaults to **User Entered (Cost)** and the options list displays: ▪ **User Entered (Cost)** ▪ **Planned Multiplier** ▪ **User Entered (Billing)** ▪ **Planned Ratio** If the **Budget Type** is set to **Cost**: ▪ The **Labor Multiplier Type** defaults to **User Entered (Cost)**, which is the planned labor cost amount, and the options list displays **User Entered (Cost)** and **Planned Multiplier**. ▪ The **Planned Multiplier** that displays on the Analysis tab is calculated as follows: Planned Total Compensation (Compensation + Consultant Fee + Reimbursable Allowance) - Direct and Reimbursable Expenses/Planned Labor Cost If the **Budget Type** is set to **Billing**:

Field	Description
	▪ The **Planned Multiplier** defaults to **User Entered (Billing)**, which is the planned labor amount at billing value, and the options list displays **User Entered (Billing)** and **Planned Ratio**. ▪ The **Planned Ratio** that displays on the Analysis tab is calculated as follows: Planned Total Compensation (Compensation + Consultant Fee + Reimbursable Allowance) - Direct and Reimbursable Expenses/Planned Labor Billing If you are using iAccess for Vision, all iAccess for Vision plans are set to **Planned Ratio**.
Multiplier	If the **Labor Multiplier Type** is set to **User Entered (Cost)** or **User Entered (Billing)**, you can enter a value in this field to specify the **Multiplier.** If the **Labor Multiplier Type** is set to **Planned Ratio** or **Planned Multiplier**, this field displays the **Planned Ratio** or **Planned Multiplier**, as calculated on the Analysis tab. This option does not apply to iAccess for Vision plans.
Reimbursable Method	Select the Reimbursable Method that you want to use to display project revenue from reimbursable expenses and consultants. If using iAccess for Vision, all iAccess for Vision plans are set to Billing.
% Complete Formula	Select the percent complete formula to be used as the default for plans. This option is available only with the proper configuration settings on the Planning tab of Role Security. If you are using iAccess for Vision, all iAccess for Vision plans are set to **JTD/(JTD + ETC)**.
Overhead %	Enter the overhead percent applied to the project.
Include in Utilization and Project Reports	Select this option if you want the **Include in Utilization and Project Reports** option to display on the General tab of Project Planning. When users select the **Include in Utilization and Project Reports** option, Vision includes the current plan when running Planning reports and Resource Management searches. If you are using iAccess for Vision, all iAccess for Vision plans are included in utilization.

Default WBS Mapping Grid

Use these fields to determine how data summarizes in the default work breakdown structure. The system defaults are:

Project	1
Phase	2
Task	3

Labor Code	4

You can specify more than three levels in the WBS. However, you can only map the first three levels to the WBS levels in Vision Accounting.

If users want to customize their WBS Mapping structure, they must use the **Configuration** » **Default WBS Mapping** option that displays the Default WBS Mapping dialog box.

This option does not apply to iAccess for Vision plans.

Field	Description
Default WBS Mapping Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
WBS Element	This column displays the defined WBS elements. This option does not apply to iAccess for Vision plans.
Plan Level	Use this column to specify the level of each WBS element. You may specify more than three levels in the WBS. However, you can only map the first three levels to the WBS levels in Vision Accounting. A WBS element at a higher level summarizes data from the level below it. Thus, using the default project-phase-task levels would mean that task data rolls up to the phase level and that phase data, in turn, summarizes at the project level. If any of the levels are set to **0**, they will not be available on the Planning Grid Configuration dialog box or on the Default WBS Mapping dialog box. This option does not apply to iAccess for Vision plans.
Match JTD	Use the **Match Job to Date** option to specify the level of matching between Job to Date information and each WBS level. When you select a level, all subsequent levels are automatically selected. When you do not select a level, Job to Date is calculated by summing numbers from lower levels. This option does not apply to iAccess for Vision plans.

iAccess for Vision Plans Only

These options are used to create iAccess for Vision plans.

Field	Description
Calendar Scale	Select the calendar scale for iAccess for Vision plans. The default is **Weekly**. If you use the Multicompany feature, you set this option for each company in your enterprise.
Expenses Planning Level	This option is only available when **Expenses** is selected in **Enable Planning Tabs** group box. Use this drop-down list to specify the default WBS level that will be used to plan expenses for the project: ▪ **Project** — Select this option to plan expenses at the project level. ▪ **Phase** — Select this option to plan expenses at the phase level, if the project has phases. Otherwise, expenses are planned at the project level. ▪ **Lowest Level** — Select this option to plan expenses at the lowest level of the branch (typically the task level). The options in this list are based on the WBS settings that are defined in Vision Utilities Key Formats. For example, if the phase length is set to zero, then project is the only option that displays in the Expenses Planning Level list.
Consultants Planning Level	This option is only available when **Consultants** is selected in **Enable Planning Tabs** group box. Use this drop-down list to specify the default WBS level that will be used to plan consultants for the project: ▪ **Project** — Select this option to plan consultants at the project level. ▪ **Phase** — Select this option to plan consultants at the phase level, if the project has phases. Otherwise, consultants are planned at the project level. ▪ **Lowest Level** — Select this option to plan consultants at the lowest level of the branch (typically the task level). The options in this list are based on the WBS settings that are defined in Vision Utilities Key Formats. For example, if the phase length is set to zero, then project is the only option that displays in the Consultants Planning Level list.

General Tab of Planning Configuration without Resource Planning

Use the General tab to specify the tabs and options that are available and to establish default settings for your plans.

Before you Begin

The **Budget Type** field includes the following options: **Cost**, **Billing**, or **Cost and Billing**. When you select a budget type, you are determining how you want to view your plan -- using cost amounts, billing amounts, or a combination of the two. The budget type you select in Vision is used in iAccess for Vision as the default for new plans and for projects that do not have a plan. See the General Plan Settings topic in the iAccess for Vision online help for more information.

If you are using Vision Multicompany, you set the options on this form for each company in your enterprise.

Contents

Field	Description
Hours Decimal	Use the hours decimal field to specify the number of decimal digits for hours, quantities, and amounts in plans.
Overhead Percent	Enter the overhead percent that will default when the new iAccess for Vision plan is created.
Use Rate Tables with Effective Dates	Select this option to view rate tables with effective dates. If this option is not selected, Vision only displays rate tables that do not contain effective dates. Effective dates allow you to specify when a change will occur in the cost/pay rate associated with a specified labor rate, labor category, labor code, or labor override table. The date that a change will occur is the "effective date" of the change. This option is only available if the **Enable effective dates for labor billing rates** option on the General tab of **Vision** » **Configuration** » **Billing**.
Enable Expenses Planning Tab	Select this option to plan expenses.
Enable Consultants Planning Tab	Select this option to plan consultants.

Default Settings for Creating a New Plan

Field	Description
Calendar Scale	Select the calendar scale for the iAccess for Vision plans. The default is **Weekly**. If you use the Multicompany feature, you set this option for each company in your enterprise.
Budget Type	Select the budget type for the iAccess for Vision plans. The default is **Cost and Billing**. If you are using a project that does not have a plan in iAccess for Vision, the project defaults to using the budget type that is selected in this field. If your firm uses Vision Multicompany, it uses the budget type that is specified for the project's company.

Labor Rates

Field	Description
Generic Method	Use this drop-down list to select the default generic resource method that will be used to plan generic resources for the project:

Field	Description
	▪ Labor Category ▪ Labor Code

Labor Cost Rates

Field	Description
Rate Method	If you select **Cost** or **Cost and Billing** as the **Budget Type** option, select one of the following options as the labor cost rate method from the drop-down list: ▪ **From Employee Provisional Rate Table** (Employee Info Center) ▪ **From Labor Rate Table** (Billing Rate Tables). ▪ **From Labor Category Table** (Billing Rate Tables). ▪ **From Labor Code Table** (Billing Rate Tables). ▪ **None** If you select a rate method other than Employee Provisional Rate Table, you must also specify a **Rate Table.** Your security role for **Labor Cost Rates/Amounts** must be **Full Access** for you to select **From Employee Provisional Rate Table**.
Rate Table	If the **Rate Method** field is set to: ▪ **From Employee Provisional Rate**, then no selection is available in this field. ▪ **From Employee Labor Table**, **From Labor Category Table**, or **From Labor Code Table**, then use the Rate table lookup to select the appropriate rate table for your plan's cost rates from pre-defined tables. Only rate tables marked as available for planning are included in the lookup list. This rate table will provide the default cost rate for employees assigned to the iAccess for Vision plan.
Generic Table	Use this lookup to select a generic resource cost rate table for the selected generic method and rate method. Only rate tables marked as available for planning are included in the lookup list. The rate table will provide the default billing rate for generic resources assigned to the iAccess for Vision plan.

Labor Billing Rates

Field	Description
Rate Method	If you select **Billing** or **Cost and Billing** as the **Budget Type** option, select one of the following as the labor billing rate method from the drop-down list: ▪ **From Employee Provisional Rate Table** (Employee Info Center) ▪ **From Labor Rate Table** (Billing Rate Tables)

Field	Description
	▪ **From Labor Category Table** (Billing Rate Tables) ▪ **From Labor Code Table** (Billing Rate Tables) ▪ **None** When you select a rate method other than Employee Provisional Rate, you also need to specify a **Rate Table**.
Rate Table	If the **Rate Method** field is set to: ▪ **From Employee Provisional Rate,** then no selection is available in this field. ▪ **From Employee Provisional Rate Table**, **From Labor Category Table**, or **From Labor Code Table**, then use the Rate Table lookup for this field to select the appropriate rate table for your plan's billing rates from pre-defined tables. Only rate tables marked as available for planning are included in this lookup list. This rate table will provide the default billing rate for employees assigned to the iAccess for Vision plan.
Generic Table	Use this lookup to select a generic resource billing rate table for the selected generic method and rate method. Only rate tables marked as available for planning are included in the lookup list. The rate table will provide the default billing rate for employees assigned to the iAccess for Vision plan.
Billing Multiplier	Enter the multiplier for the labor billing calculation. **Labor Billing Amount = Planned Hrs * Billing Rate * Billing Multiplier**
Expenses Planning Level	This option displays when the **Enable Expenses Planning Tab** option is selected. Use this drop-down list to specify the default WBS level that will be used to plan expenses for the project: ▪ **Project** — Select this option to plan expenses at the Project level. ▪ **Phase** — Select this option to plan expenses at the Phase level, if the project has phases. Otherwise, expenses are planned at the Project level. ▪ **Lowest Level** — Select this option to plan expenses at the lowest level of the WBS. The options in this list are based on the WBS settings that are defined in Vision Utilities Key Formats. For example, if the Phase is set to zero, then Project is the only option that displays in the Expenses Planning Level list.

Expense Rates

This set of options displays when the **Enable Expenses Planning Tab** option is selected.

Use this group box to enter the default cost and/or billing rate options for reimbursable expenses.

Field	Description
Rate Method	Select one of the following options: ▪ **Multiplier Only** — The billing amount will be calculated as Cost x Multiplier. ▪ **From Account Rate Table** — The billing amount will be calculated using the rate for the expense account from the specified table. If no rate is found, Cost x Multiplier will be used. ▪ **From Category Rate Table** — The billing amount will be calculated using the rate for the expense category from the specified table. If no rate is found, Cost x Multiplier will be used. ▪ **None** — The billing amount will be set equal to cost. If you select a rate method other than **Multiplier Only** or **None**, you must also specify a **Rate Table.**
Rate Table	If the **Rate Method** field is set to: ▪ **Multiplier only** or **None**, then no selection is available in this field. ▪ **From Account Rate Table** or **From Category Rate Table**, then use the Rate Table lookup to select the appropriate rate table for your plan's expense billing rates from pre-defined tables. Only rate tables marked as available for planning are included in this lookup list.
Multiplier	Enter the multiplier used to calculate the billing amount from cost. For example, 1.0000 would make billing equal cost; 2.0000 would make billing twice the cost.
Consultants Planning Level	This option displays when the **Enable Consultants Planning Tab** option is selected. Use this drop-down list to specify the default WBS level that will be used to plan consultants for the project: ▪ **Project** — Select this option to plan consultants at the Project level. ▪ **Phase** — Select this option to plan consultants at the Phase level, if the project has phases. Otherwise, consultants are planned at the Project level. ▪ **Lowest Level** — Select this option to plan consultants at the lowest level of the WBS. The options in this list are based on the WBS settings that are defined in Vision Utilities Key Formats. For example, if the Phase is set to zero, then Project is the only option that displays in the Consultants Planning Level list.

Consultant Rates

This set of options displays when the **Enable Consultants Planning Tab** option is selected.

Use this group box to enter the default cost and/or billing rate options for reimbursable consultants.

Field	Description
Rate Method	Use this drop-down list to select a Rate Method. Select one of the following options: ▪ **Multiplier Only** — The billing amount will be calculated as Cost x Multiplier. ▪ **From Account Rate Table** — The billing amount will be calculated using the rate for the expense account from the specified table. If no rate is found, Cost x Multiplier will be used. ▪ **From Category Rate Table** — The billing amount will be calculated using the rate for the expense category from the specified table. If no rate is found, Cost x Multiplier will be used. ▪ **None** — The billing amount will be set equal to cost. If you select a rate method other than **Multiplier Only** or **None**, you must also specify a **Rate Table.**
Rate Table	If the **Rate Method** field is set to: ▪ **Multiplier Only** or **None**, then no selection is available in this field. ▪ **From Account Rate Table** or **From Category Rate Table**, then use the Rate Table lookup to select the appropriate rate table for your plan's consultant billing rates from pre-defined tables. Only rate tables marked as available for planning are included in this lookup list.
Multiplier	Enter the multiplier used to calculate the billing amount from cost. For example, 1.0000 would make billing equal cost; 2.0000 would make billing twice the cost.

Rates Tab of Planning Configuration

Use the Rates tab of Planning Configuration to enter or review the default setup for labor cost and billing rate information for your plans.

Contents

Field	Description
Use Rate Tables with Effective Dates	Select this option to view rate tables with effective dates. Use effective dates to specify when a change occurs in the cost or pay rate associated with a specified labor rate, labor category, labor code, or labor override table. The date that a change occurs is the effective date of the change. This option is only available if you select the **Enable effective dates for labor billing rates** option in Vision Billing.
Budget Type	Select a budget type from the drop-down list: ▪ **Cost** — To include cost rates on the plan, you must specify a corresponding cost rate method and cost rate table. ▪ **Billing** — To include billing rates on the plan, you must specify a corresponding billing rate method and billing rate table.

Field	Description
	▪ **Cost and Billing** — Vision includes both cost and billing rates on the plan. Specify the corresponding rate methods and tables for both types. The option to include billing rates is only available if the proper configuration settings are established in Configuration.
Generic Method	Use this field to designate a default value for the Generic Method field on the Rates tab of Project Planning. Options are **Labor Category** or **Labor Code.** The user may select either of these options as the generic method for the plan. If the Generic Method is set to **Labor Code**, Vision automatically disables the **Copy Generic Resources into the Plan** option on the Create Plan from Project dialog. If a user does not have access rights through Security to modify the Rate Method/ Table, the user cannot modify this field.

Labor Cost Rates

Field	Description
Employee Method	If you select **Cost** or **Cost and Billing** as the **Budget Type** option, Planning displays the monetary amounts for the plan at cost rates. If you select **Billing** as the **Budget Type** option, **Labor Cost Rates** fields are disabled. Select one of the following options from the drop-down list: ▪ **From Labor Rate Table** ▪ **From Employee Provisional Rate** — This option is from the Employee Info Center. Select this option to disable the **Rate Table** field. ▪ **From Labor Category Table** ▪ **From Labor Code Table** If you select a rate method other than Employee Provisional Rate Table, you must also specify an **Employee Table**.
Employee Table	Select the appropriate rate table for your plan's cost rates from predefined tables such as Government Category or Category Standards. If you select **From Employee Provisional Rate** as the **Rate Method**, you cannot specify a rate table. This rate table provides the default cost rate for WBS elements on planning grids.
Generic Resource Table	Use this lookup to select a generic cost rate table for the selected rate method. For example, **Category Standards**, **Government Category**, or **Category Cost Standards**.

Labor Billing Rates

Field	Description
Employee Method	If you select **Billing** or **Cost and Billing** as the **Budget Type** option, Planning displays the monetary amounts for the plan at billing rates. If you select **Cost** as the **Budget Type** option, Vision disables the Labor Billing Rates fields. Your ability to see billing rate values is also determined by whether or not your firm permits reporting at billing rates. This capability is controlled by the **Report at Billing Rates** setting in Configuration. Select one of the following options from the drop-down list: ▪ **From Employee Provisional Rate** — This option is in the Employee Info Center. Selecting this option disables the Rate Table field. ▪ **From Labor Rate Table** ▪ **From Labor Category Table** ▪ **From Labor Code Table** When you select a rate method other than Employee Provisional Rate Table, you also need to specify an **Employee Table**.
Employee Table	Select the appropriate rate table for your plan's cost rates from predefined tables. This rate table provides the default billing rate for WBS elements on the planning grids. If you select **From Employee Provisional Rate** as the Rate Method, you cannot specify a rate table.
Generic Resource Table	Use this lookup to select a generic billing rate table for the selected rate method. For example, **Category Standards**, **Government Category**, or **Category Cost Standards**.
Billing Multiplier	Enter a numeric multiplier for labor billing amounts.
Calculate Expense Billing Amounts	Select this option to automatically calculate amounts for billing expenses. You may also enter a multiplier and select the rate method and rate table. If you do not select this option, Vision disables the **Multiplier**, **Rate Method**, and **Rate Table** fields and you must manually enter billing expenses. This allows you to spread billing amounts separately from cost amounts.
Rate Method	If you select **Billing** or **Cost and Billing** as the **Budget Type** option, Planning displays the monetary amounts for the plan at billing rates. Use this drop-down list to select a Rate Method.
Rate Table	This rate table provides the default billing rate for WBS elements on planning grids. Select the appropriate rate table for your plan's cost rates from predefined tables. If you select **Multiplier Only** as the Rate Method, you cannot specify a rate table.

Field	Description
Multiplier	Enter a numeric multiplier for the expense billing amounts.
Calculate Consultant Billing Amounts	Select this option to automatically calculate amounts for consultant billing. You may also enter a multiplier and select the rate method and rate table. If you do not select this option, Vision disables the **Multiplier**, **Rate Method**, and **Rate Table** fields. You must manually enter consultant billing amounts. This allows you to spread consultant amounts separately from cost amounts.
Rate Method	If you select **Billing** or **Cost and Billing** as the **Budget Type** option, Planning displays the monetary amounts for the plan at consultant billing rates. Use this drop-down list to select the Rate Method.
Rate Table	This rate table provides the default billing rate for WBS elements on planning grids. If the **Rate Method** field is set to: ▪ **Multiplier Only**, then no selection is available in this field. ▪ **From Account Rate Table** or **From Category Rate Table**, then use the drop-down list to select the appropriate rate table for your plan's consultant billing rates from pre-defined tables. Only rate tables marked as available for planning in the Billing application are included in this list.
Multiplier	Enter a numeric multiplier for consultant billing amounts.
Unit Rates	Use these fields to specify unit billing rate settings.
Billing Multiplier	Enter a numeric multiplier for unit billing amounts.

Asset Management Configuration Overview

Asset Management is an optional Vision module that you use to track and process depreciation or amortization for asset items that you capitalize. Use **Configuration** » **Asset Management** to enter the system-wide configuration settings for the Asset Management application.

With Asset Management, you can manage an item over its entire life cycle and better assess the risks and overall performance when you make equipment decisions.

Asset Management works in conjunction with the Equipment Info Center. The Equipment Info Center stores the capital items that the Asset Management application tracks, calculates depreciation for, and provides data for in related reports.

In the Asset Management application, you:

- Process depreciation and amortization for asset items.
- Transfer or split asset items.
- Dispose of asset items.

- Review history and summary information for asset items.

Checklist: Configuring Asset Management

If this is the first time that you are configuring Asset Management, you may find it helpful to use a checklist as a guide in setting up the application.

Step	Description	Location
Define General Ledger (GL) Account Setup: Set up the asset account, the accumulated depreciation account, and depreciation expense. See Account Group Table Info Center for GL Setup information.		
Configure Asset Management: Complete the following steps to configure the default values for Asset Management.		
1	Set Capitalization Minimum, Asset Periods per Year, Default Disposal Project and Account, and turn on the ability to automatically create asset items from accounts payable vouchers and/or purchase orders (Asset Item Source options).	**Configuration » Asset Management » General Tab**
2	Add Additional Books (Unique Depreciation, Useful Life, Bonus Depreciation and Section 179 Use).	**Configuration » Asset Management » Additional Books Tab**
3	Set up Depreciation Methods. Straight-line is the default but you can add new methods as needed, such as Useful Life in Years, Recovery Years, Sum of Years Digit, or MACRS.	**Configuration » Asset Management » Methods Tab**
4	Add Property Types. You can add as many as needed (Personal Property, Real Property, and so on). You may find it useful to include non-asset, or pre-paid items.	**Configuration » Asset Management » Property Types Tab**
5	Add Improvement categories.	**Configuration » Asset Management » Improvements Tab**
6	If you are using Section 179 deduction limits, add them for additional books.	**Configuration » Asset Management » Section 179 Tab**
7	Set up the types of assets. These are the defaults that are used in the Equipment Info	**Configuration » Asset Management » Asset Type Tab**

Step	Description	Location
	Center when creating and setting up assets.	
8	Configure item categories. These are required for the Equipment Info Center and can be item specific or general groupings. If you use multiple companies, set item categories for each company.	**Configuration** » **Purchasing and Inventory** » **System Settings** » **Item Categories**
9	Configure items in the Item Master. These are required for the Equipment Info Center and can be item specific or general groupings.	**Configuration** » **Purchasing and Inventory** » **Item Master**
10	Configure alerts for new asset creation.	**Configuration** » **Workflow** » **User Initiated Workflows**
Create and Process the Asset Item: Create the asset item manually in the Equipment Info Center or through an AP voucher or purchase order (if you have a Vision Purchasing license). Process amortization/depreciation as needed. See Entering and Depreciating Asset Items in Vision for information on creating asset items.		

How to...

When you configure the Asset Management application, you define tax books, depreciation methods, property types, asset types, improvements, and Section 179 deduction limits.

Enable Vision to Automatically Generate Equipment Items

You can enable Asset Management to automatically generate capital items in the Equipment Info Center.

The Equipment Info Center stores the capital items that the Asset Management application tracks, depreciates, and reports on. The capital items are generated in the Equipment Info Center in one of the following ways:

- Automatically, from a purchase order or AP voucher.
- Manually, from an equipment record that you enter in the Equipment Info Center.

To enable Vision to automatically generate equipment items, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the General tab of the Asset Management Configuration form.
3. Select **Purchase Order** to automatically create an asset item or equipment item in the Equipment Info Center from a change order or release order, or when you final print a purchase order.

The line items that are entered for a purchase order must be created from purchasing items with **Capital Items** as the item category type and with a line item that has one project specified for distributing the purchase order costs. This option only displays if you have the Vision Purchasing module installed.

4. Select **AP Voucher** to enable the **Create Asset** check box on the AP Voucher Entry form in the Transaction Center.
   This option is enabled when the **Allow asset entries for AP Vouchers and Journal Entries** option is selected for the security role on the Accounting tab in **Configuration** » **Security** » **Roles**. When you select the **Create Asset** check box, Vision automatically generates an asset item in the Equipment Info Center for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items.

   If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment Info Center.

How to Set Up Additional Books

Use additional tax books when processing calculations that are different from general ledger books.

Add Additional Books

You can add additional tax books when processing calculations that are different from general ledger books are required. These are used when running depreciation and amortization processing.

As you add additional tax books and select the **In Use** option, the Additional Books tab in the Equipment Info Center automatically updates to include the new books for the selected asset. This is useful for calculating and filing taxes and for tracking the asset type, property type, acquisition date, in service period, depreciation method, useful life, and cost information for each book.

To add additional books, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Additional Books tab of the Asset Management Configuration form.
3. On the toolbar of the Additional Books grid, click **Insert** to insert a blank row in the grid.
4. Enter a **Code** for the book, using a maximum of 10 characters.
   This code is used in the Vision database and does not display with the book description. You cannot modify this field after the Additional Book is saved.
5. Enter a **Name** for the book.
   This name displays in the **Book** field on the Additional Books tab in the Equipment Info Center.
6. Enter a **Description** of the book.
7. Select the **179** check box to enable Section 179 functionality for the additional book.

This allows you to enter section 179 deductions for asset depreciation as defined by the United States government. When you select this check box, you can enter a section 179 deduction amount for an asset item in the **Less Section 179 Deductions** field on the Additional Books tab in the Equipment Info Center. Entering a section deduction for an asset item reduces the asset item's depreciation basis that is used for calculating its depreciation.

If you clear the **Section 179** check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.

8. Select the **In Use** option to include the additional book on the Additional Books tab in the Equipment Info Center.
   If you clear this selection, Vision retains the book's information that is entered on the Additional Books tab of this form, but removes the book from the Additional Books tab in the Equipment Info Center and from Reporting.
9. Click **Save**.

Delete Additional Books

Additional Books are used when running depreciation and amortization processing. You can delete an additional book that is not associated with an asset.

To delete an additional book, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Additional Books tab of the Asset Management Configuration form.
3. In the Additional Books grid, click the row that contains the additional book that you want to delete.
4. On the grid toolbar, click **Delete**.
   Vision deletes the selected additional book from the grid.
5. Click **Save**.

How to Set Up Depreciation Methods

Use depreciation methods to define the types of depreciation required for managing your organization's assets.

Add a Depreciation Method

You can define the types of depreciation methods that are required for managing your organization's assets.

To add a depreciation method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Methods tab of the Asset Management Configuration form.

3. On the toolbar of the Methods grid, click **Insert** to insert a blank row in the grid.
4. In the **Code** field, enter the code for the depreciation method.
   For example, enter **SY** for Sum of Years or **NC** for No Calculation. The code displays in the **Methods** drop-down list on the Asset Type tab of this form. Enter the code for the depreciation method, such as
5. In the **Description** field, enter a description for the depreciation method.
   This description displays in the **Method** drop-down list on the GL Book tab in the Equipment Info Center.
6. In the **Useful Life in Years** field, enter a number of years.

   The useful life number determines how many periods, in total, should be applied to the depreciation method. This number, along with the Recovery Years, determines how many grid rows display in the Secondary grid on this form. For the straight-line method, you can modify this number on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab. Use this information to specify the periods and percentage for the depreciation method. Vision applies this to the GL Book tab in the Equipment Info Center.
7. In the **Recovery Years** field, enter a number of years.

   The recovery years number determines how many periods, in total, should be applied to the depreciation method. Vision defaults to the number that is entered in the **Useful Life in Years** column.

   You can edit this number as follows:

   - Useful life plus 1
   - Useful life plus 2

   The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.
8. Select the **In Use** option for each method that you want to make available in the **Depreciation Method** drop-down list on the Asset Type tab of this form.
   If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method because it is system-defined. You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the **In Use** option on the depreciation method's row.
9. In the Secondary grid, view the depreciation method's years and periods, as defined by the **Recovery Years** and **Asset Periods per Year** fields. You can then enter a **Percentage** to apply for the depreciation.
   This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid.
10. The **Year** column displays the sequential number years: 1, 2, 3, 4, and so on.
    There is one year per row in this grid, and the number of rows that displays is based on the number of **Recovery Years** that you enter in the Depreciation Methods grid.
11. The **Period** column displays the value entered in the **Asset Periods per Year** field on the General tab of this form.
    Vision calculates the total value for the associated year and spreads the amount over the number of defined periods. You can modify this value. For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first

year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months.

The sum of the number of periods entered displays in the **Totals** row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, Vision displays the following warning: **The total number of periods does not match the useful life time X asset periods per year.**

12. In the **Percentage** column, enter a percentage for each depreciation amount that is listed in the grid.
    The sum of the percentages entered in all grid rows displays in the **Totals** row at the bottom of the grid. This sum of all rows should total 100.
13. Click **Save**.

Delete a Depreciation Method

You can delete a depreciation method that is not associated with an asset. If the depreciation method is associated with an asset, you must first remove it from the Asset Type tab.

To delete a depreciation method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Methods tab of the Asset Management Configuration form.
3. In the Methods grid, click the row that contains the depreciation method that you want to delete.
4. On the grid toolbar, click **Delete**.
   Vision deletes the selected method from the grid.
5. Click **Save**.

Turn Off a Depreciation Method

You can turn off a depreciation method to make it unavailable for use when processing depreciation. Turning off a method removes it as an option from the **Depreciation Method** drop-down list on the Asset Type tab.

To turn off a depreciation method, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Methods**.
2. In the Depreciation Methods grid on the form, select the depreciation method to turn off.
3. Clear the **In Use** check box for this method.
   If this option is cleared, the depreciation method is not available for selection on the Asset Type tab.
4. Click **Save**.

How to Set Up Section 179

Use Section 179 to create the tax year calendar and limits for the section 179 deductions.

Add a Section 179 Deduction Limit

You can create the tax year calendar and limit for the section 179 deductions.

To add a Section 179 deduction limit, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Section 179**.
2. On the Section 179 Deduction Limits grid toolbar, click **Insert** to insert a blank row on the grid.
   This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment Info Center for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab in Asset Management Configuration).
3. Enter a start date and end date for the tax year to apply to the deduction limit.
4. Enter a numeric value that represents the dollar amount for the deduction limit.
   If you exceed the defined limit, Vision displays a warning message to alert you that you cannot take any further deductions for the remainder of the year.
5. Click **Save**.

Delete a Section 179 Deduction Limit

You can delete the tax year calendar and limit for the section 179 deductions.

To delete a Section 179 deduction limit, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Section 179**.
2. In the grid, click the row that contains the year and deduction limit that you want to delete.
3. On the grid toolbar, click **Delete**.
   Vision deletes the selected deduction limit from the grid.
4. Click **Save**.

Turn Off Section 179 Limits for an Additional Book

You can turn off the section 179 deduction for an additional book after you have applied the section 179 deductions to asset items and the depreciation that was processed for the asset items. After you clear this option, the next time that you process depreciation, Vision recalculates the accumulated depreciation without the section 179 deduction.

To turn off section 179 deduction limits, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Additional Books**.

2. In the Additional Books grid of the form, select the additional book for which you want to turn off section 179 limits.
3. Clear the **Section 179** check box for this book.
   The next time that you process depreciation, Vision recalculates the accumulated depreciation without the section 179 deduction.
4. Click **Save**.

How to Set Up Asset Types

You can define the different types of assets that are available for use by your firm.

Add a New Asset Type

Use the Asset Type tab to define the different assets and their associated details. The assets that you enter on this grid are available for selection on the GL Book tab in the Equipment Info Center.

To add a new asset type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Asset Type**.
2. On the Asset Type grid toolbar, click **Insert** to insert a blank row on the grid.
3. In the **Code** field and **Description** field, enter the code and related description for the asset type.
   The code is stored in the Vision database and the description displays in the **Asset Type** drop-down list on the GL Book tab in the Equipment Info Center.
4. Select a property type for the asset.

   The property types that are entered on the Property Type tab in **Configuration** » **Asset Management** display in this drop-down list.

   After you specify a property type for an asset, the property type populates by default wherever the asset is entered.
5. Select a depreciation method for the asset.
   Vision defaults to the Straight-line method (SL), but you can enter additional types of depreciation on the Method tab in **Configuration** » **Asset Management**. The methods that are entered on the Method tab will display in this drop-down list. After you specify a depreciation method for an asset, the depreciation method populates by default wherever the asset is entered.
6. The **Useful Life in Years** field displays the defined useful life, in years, for the selected depreciation method.

   The useful life determines how many periods, in total, should be applied to the depreciation method. If you use straight-line depreciation (SL), you can edit this field as needed. For all other types of depreciation, the useful life in years is not editable and is defined on the Methods tab of this form.
7. Select an account, accumulated depreciation account, and a depreciation expense account.
   These accounts are the default accounts that are used on the GL Book tab in the Equipment Info Center.

8. Select the **In Use** option for each asset on this grid that you want to display in the **Asset Type** drop-down list on the GL Book tab in the Equipment Info Center.

   If this option is not selected, the asset is not available for selection.

9. Click **Save**.

Delete an Asset Type

You can delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment Info Center.

To delete an asset type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Asset Type**.
2. In the grid, click the row that contains the asset type that you want to delete.
3. On the grid toolbar, click **Delete**.

   Vision deletes the selected asset type from the grid.

4. Click **Save**.

How to Set Up Improvement Types

Improvement Types allow you to configure the classifications for the types of improvements that your firm can use for asset items.

Add an Improvement Type

Use this tab to add the classifications for the types of improvements that your firm can use for asset items (for example, to repair another asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment Info Center.

To add an improvement type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Improvements tab of the Asset Management Configuration form.
3. On the toolbar of the Improvement Type grid, click **Insert** to insert a blank row in the grid.
4. In the **Code** and **Description** fields, enter the code and related description for the improvement type.
5. Select the **In Use** option if you want the improvement type to display in the **Improvement Type** drop-down list on the GL Book tab in the Equipment Info Center.

   If you do not select this option, the improvement type is not available for selection on the GL Book tab in the Equipment Info Center.

6. Click **Save**.

Delete an Improvement Type

If you no longer use an improvement type, you can delete its record from the Vision database.

To delete an improvement type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Improvements tab of the Asset Management Configuration form.
3. In the Improvement Type grid, click the row that contains the improvement type that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the selected improvement type from the grid.
5. Click **Save**.

Turn Off an Improvement Type

You can turn off an improvement type method to make it unavailable to assign to an asset. Turning off an improvement type removes it as an option from the **Improvement** drop-down list on the GL Book tab in the Equipment Info Center.

To turn off an improvement type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Improvement Type**.
2. In the Improvement Type grid on the form, select the improvement type to turn off.
3. Clear the **In Use** check box for this improvement type.
   After you clear this option, the improvement type is not available to assign to an asset on the GL Book tab in the Equipment Info Center.
4. Click **Save**.

How to Set Up Property Types

Property Types allow you to define the types of property that can be assigned to the different asset types.

Add a Property Type

You can define the types of property that are assigned to each asset that you enter on the Asset Type tab of this form. After you assign a property type to an asset, the asset's property type automatically populates with the asset on the GL Book tab in the Equipment Info Center.

To add a property type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Property tab of the Asset Management Configuration form.

3. On the toolbar of the Property Type grid, click **Insert** to insert a blank row in the grid.
4. In the **Code** and **Description** fields, enter the code and related description for the property type.
5. Select the **In Use** option if you want the property type to display in the **Property Type** drop-down list on the Asset Type tab.

   If you do not select this option, the property type is not available for selection on the Asset Type tab.
6. Click **Save**.

Delete a Property Type

You can delete a property type that is not associated with an asset. If the property type is associated with an asset, you must first remove the association from the asset on the Asset Type tab and then you can delete it from the Property Type grid.

To delete a property type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management**.
2. Click the Property tab of the Asset Management Configuration form.
3. In the Property Type grid, click the row that contains the property type that you want to delete.
4. On the grid toolbar, click **Delete**.

   Vision deletes the selected property type from the grid.
5. Click **Save**.

Turn Off a Property Type

You can turn off a property type to make it unavailable for use with your asset items. Turning off a property type removes it as an option from the **Property Type** drop-down list on the Asset Type tab. You can only change an asset item's property type on the Asset Type tab.

To turn off a property type, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Asset Management** » **Property Type**.
2. In the Property Type grid of the form, select the property type to turn off.
3. Clear the **In Use** check box for this property type.
   If this option is cleared, the property type is not available for selection on te Asset Type tab.
4. Click **Save**.

Fields and Options

Use the Asset Management screens to configure various features of the Asset Management application, such as asset, property, and improvement types.

Asset Management Configuration Form

Use the Asset Management Configuration form to set up the asset management options and features for your firm.

Display the Asset Management Configuration Form

You display the form in Configuration.

To display the form, complete the following step:

From the Vision Navigation menu, click **Configuration** » **Asset Management**.

Toolbar of Asset Management Configuration Form

Use the toolbar options to save and print your configuration settings.

Contents

Field	Description
Save	Click this option to save entries for the current record.
Help	Click this option to view online help.

General Tab of Asset Management Configuration

Use the General tab to configure the capitalization minimum, asset period, asset item source, and the fixed asset gains(losses) for Asset Management.

If you use Multicompany, the Asset Management entries are only applied to the active company. You must configure Asset Management for each company.

If you use Multicurrency, the account's currency must match the functional currency assigned to the asset through the active company.

Contents

Field	Description
Capitalization Minimum	Enter the dollar value that represents the maximum amount of the asset that will not be capitalized.

Field	Description
	If necessary, your firm can create a workflow that triggers an alert based on the amount entered for the capitalization minimum. For example, if the asset's amount is less than the minimum amount that you establish, Vision alerts the appropriate team members.
Asset Periods Per Year	Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This only applies if your instance of Vision is set up for 13 periods and allows you to select either 12 or 13 asset periods per year. ▪ If you select 12, this assumes that the 13th period is for "End of Year Adjustments". ▪ If you select 13, this assumes that you process 13, four-week periods and need to run depreciation in the 13th period.
Asset Item Source	Asset Management works in conjunction with the Equipment Info Center. The Equipment Info Center stores the capital items that the Asset Management application tracks, depreciations, and reports on. The capital items are generated in the Equipment Info Center in one of the following ways: ▪ Automatically, from a purchase order or AP voucher. ▪ Manually, from an equipment record that you enter in the Equipment Info Center. The **Asset Item Source** options allow you to specify how capital items are entered: ▪ Select **Purchase Order** to automatically create an asset item or equipment item in the Equipment Info Center from a change order, release order, or when you final print a purchase order. The line items that are entered for a purchase order must be created from purchasing items with **Capital Items** as the item category type and with a line item that has one project specified for distributing the purchase order costs. This option only displays if you have the Vision Purchasing module installed. ▪ Select **AP Voucher** to enable the **Create Asset** check box on the AP Voucher Entry form in the Transaction Center. This option is enabled when the **Allow asset entries for AP Vouchers and Journal Entries** option is selected for the security role on the Accounting tab in **Configuration** » **Security** » **Roles**. When you select the **Create Asset** check box, Vision automatically generates an asset item in the Equipment Info Center for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items. If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment Info Center.
Fixed Asset Disposal Gain/	When you dispose of an asset that is not fully depreciated, it is removed from the asset register and then recognized as either a gain or a loss. If there is value remaining at the time of disposal, it may be offset by the gain that

Field	Description
(Loss) Setup Section	occurred by selling the asset. If the asset is fully depreciated and is disposed of, there is no gain or loss. Use the Asset Disposal Gain/(Loss) Setup lookups to define the general ledger account, indirect account, project, phase, and/or task to record the gain or loss. The **Project** field is required if you maintain separate balance sheets. For example, if a printer's useful life ends after three years and the printer is fully depreciated, it could be sold for $150. This would result in a gain on the sale of the asset. Or, if the printer's useful life is defined as three years but the printer is thrown away after two years, the remaining depreciation value would be removed, resulting in a loss.
Default Overhead Project Section	The **Default Overhead Project** field displays in either of these scenarios: ▪ You **do not** use organizations in Vision. ▪ You use organizations but you **do not** maintain separate balance sheets. Use these fields to define the overhead project, phase, and task to prefill for an asset item that is created automatically from an accounts payable voucher line item. The overhead project, phase, and task that you enter in these fields prefill in the **Project**, **Phase**, and **Task** fields in the line item grid on the AP Vouchers form in **Transaction Center** » **Transaction Entry** when you have also entered the information on the AP Vouchers form that is required for the automatic creation of an asset item from the AP voucher line item. In the Equipment Info Center, you see the overhead project, phase, and task for the asset item on the General tab.

Additional Books Tab of Asset Management Configuration

Depreciation Processing allows you to run depreciation and amortization processing for your company's general ledger or "GL" book. You can also can have Vision calculate depreciation and amortization for any "additional books" that require different processing calculations. To have depreciation or amortization calculated for additional books, you first set up an additional book on the Additional Books tab.

When you configure an additional book, you assign an ID, name, description, and whether or not the additional book uses Section 179. Then you enter the information for calculating depreciation or amortization for additional books for each asset item on the Additional Books tab in the Equipment Info Center. Some of the fields on the Additional Books tab prefill from entries made on the GL Book tab and GL Cost tab in the Equipment Info Center.

For example, you can set up an additional book to have Vision calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting. Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.

Contents

Additional Books Grid

Use this grid to record the additional tax book details. The books listed on this grid that have the **In Use** option selected will display on the Additional Books tab in the Equipment Info Center for the selected asset.

Field	Description
Additional Books Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add a new book.
Delete	Select the row to delete and then click this option to remove the book. You cannot delete a book if its values have been posted or run.
Code	Enter a code for the book, using a maximum of 10 characters. This code is used in the Vision database and does not display with the book description.
Name	Enter a name for the book. This name displays in the **Book** field on the Additional Books tab in the Equipment Info Center.
Description	Enter a description of the tax book.
Section 179	Select this check box to enable Section 179 functionality for an additional book. This allows you to enter section 179 deductions for asset depreciation as defined by the United States government. When you select this check box, you can enter a section 179 deduction amount for an asset item in the **Less Section 179 Deductions** field on the Additional Books tab in the Equipment Info Center. Entering a section deduction for an asset item reduces the asset item's depreciation basis that is used for calculating its depreciation. For an additional book for a specific tax year, you can enter a section 179 deduction amount in the Equipment Info Center for one or more asset items until you reach the limit set by the government. Vision prevents you from entering section 179 amounts that exceed the limit that you entered on the Section 179 tab in Asset Management Configuration.

Field	Description
	If you clear the **Section 179** check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.
In Use	Select this option to include the additional book on the Additional Books tab in the Equipment Info Center. If you clear this selection, Vision retains the book's information that is entered on the Additional Books tab of this form, but removes the book from the Additional Books tab in the Equipment Info Center and from Reporting.

Asset Type Tab of Asset Management

Use the Asset Type tab to enter the different types of assets that your firm uses and specify related accounts.

Contents

Asset Type Grid

The entries in the Asset Type grid that have the **In Use** option selected are listed in the **Asset Type** drop-down list on the GL Book tab in the Equipment Info Center. You can assign an asset type to each equipment record in the Equipment Info Center. The asset type's depreciation method, property type, and account that you define on this grid automatically populate in the Equipment Info Center.

Field	Description
Asset Type Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add an asset type.
Delete	Select the row to delete and then click this option to remove the asset type. You can only delete an asset type that is not already assigned to an asset on

Field	Description
	the GL Book tab in the Equipment Info Center. If the asset type is assigned to an asset, you must first clear the **In Use** selection on the asset's row.
Code	Enter a code for the asset. This code is used in the Vision database and does not display with the asset type description.
Description	Enter a description for the asset. This description displays in the **Asset Type** drop-down list on the GL Book tab in the Equipment Info Center.
Property Type	Select a property type for the asset. The property types in this drop-down list are determined by your firm and entered on the Property Type tab of this form. After you assign a property type to an asset, the property type populates by default wherever the asset is entered in Vision.
Depreciation Method	Use this field to select a depreciation method for the asset. Vision defaults to the Straight-line method (SL), but if you specify additional methods on the Methods tab of this form, those methods display in this drop-down list. After you select a depreciation method for an asset, the depreciation method populates by default wherever the asset is entered in Vision.
Useful Life in Years	This field displays the defined useful life, in years, for the selected depreciation method. You can only edit this field if you select the straight-line method of depreciation (SL). For all other methods of depreciation, you define the useful life in years on the Methods tab of this form.
Asset Account	Use this lookup to select the asset account. A voucher that is defined as an asset defaults to use this asset account.
Accumulated Depreciation Account	Use this lookup to select the asset account. This account is the default accumulated depreciation account that is used on GL Book tab in the Equipment Info Center. The journal entry that is created by depreciation applies this account on the credit side of the entry.
Depreciation Expense Account	Use this lookup to select the depreciation expense account. This account is the default depreciation expense account that is used on the GL Book tab in the Equipment Info Center. The journal entry that is created by depreciation applies this account on the credit side of the entry.
In Use	Select this option next to each asset on this grid that you want to display in the **Asset Type** drop-down list on the GL Book tab in the Equipment Info Center. If this option is cleared (not selected), the asset is not available for selection. You can only delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment Info Center. If the asset type is assigned to an asset, you must first remove the **In Use** selection on the asset's row.

Methods Tab of Asset Management Configuration

Asset Management includes the ability to process depreciation and amortization for asset items from the Equipment Info Center. Use the Methods tab to configure the methods that are available

for your firm when processing depreciation. The depreciation method defines how the costs of assets are distributed, based on time or use.

Vision defaults to using the straight-line method of depreciation. However, you can add other methods and their respective calculations as needed. Depreciation and amortization are normally processed on a monthly basis.

If you run depreciation and then change an asset's depreciation method, there may be discrepancies or changes with the calculated depreciation. If this happens, Vision displays a warning message to alert you of the condition.

Contents

Depreciation Methods Grid

Use this grid to enter the depreciation methods that your firm will apply. The options that you enter in this grid and select as **In Use** display in the **Methods** drop-down list on the Asset Type tab of this form.

Field	Description
Depreciation Methods Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to enter a new depreciation method.
Delete	Select the row to delete and then click this option to remove the depreciation method.
Code	Enter the code for the depreciation method, such as **SY** for Sum of Years or **NC** for No Calculation. The code displays in the **Methods** drop-down list on the Asset Type tab of this form.
Description	Enter a description for the depreciation method. This description displays in the **Method** drop-down list on the GL Book tab in the Equipment Info Center.
Useful Life in Years	This option determines how many periods, in total, should be applied to the depreciation method. For the straight-line method, you can modify this number on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab.

Field	Description
	The number of periods determines the number of grid rows that are entered on the Secondary grid on this tab. Use this information to specify the periods and percentage for the depreciation method. Vision applies this to the GL Book tab in the Equipment Info Center.
Recovery Years	This option determines how many periods, in total, should be applied to the depreciation method. Vision defaults to the number that you enter in the **Useful Life in Years** column. You can edit this number as follows: ▪ Useful life plus 1 ▪ Useful life plus 2 For example, if the **Useful Life in Years** is 5, the **Recovery Years** can be 5, 6, or 7. The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.
In Use	Select this option for each method that you want to display in the **Depreciation Method** drop-down list on the Asset Type tab of this form. If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method. You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the **In Use** option on the depreciation method's row.

Secondary Grid

This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid. Use this grid to specify the periods and percentage for each depreciation method.

Field	Description
Straight-line Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Year	This field displays the sequential number of the year: 1, 2, 3, 4, and so on. The number of rows that displays in this grid is based on the number of **Recovery Years** that you enter in the Depreciation Methods grid.

Field	Description
Periods	This field defaults to display the value entered in the **Asset Periods per Year** field on the General tab of this form. Vision calculates the total value for the associated year and spreads the amount over the number of defined periods. You can modify this value. For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months. The sum of the number of periods entered displays in the **Totals** row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, Vision displays the following warning: **The total number of periods does not match the useful life time X asset periods per year.**
Percentage	Enter a percentage for each depreciation amount. The sum of the percentages entered displays in the **Totals** row at the bottom of the grid. This sum of all rows should total 100.

Property Type Tab of Asset Management Configuration

Use the Property Type tab to define the property types that meet your firm's requirements for asset management, such as **LP** for Leased Property, **LR** for Realty - Land, **LI** for Lease Income, and so on. You assign a property type to an asset on the Asset Type tab of this form.

Contents

Property Type Grid

Enter your firm's property types in this grid. These property types are then available to assign to each asset on the Asset Type tab of this form. The asset's property type automatically populates with the asset on the GL Book tab in the Equipment Info Center. You can only change an asset's property type on the Asset Type tab in Configuration.

Field	Description
Property Type Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.

Field	Description
Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add a property type.
Delete	Select the row to delete and then click this option to remove the property type. You cannot delete a property type after it is assigned to an asset on the Asset Type tab of this form.
Code	Enter a code for the property type. This is the value that displays in the **Property Type** drop-down list on the Asset Type tab of this form.
Description	Enter a description for the property type. After you assign a property type to an asset, the **Property Type** field on the GL Book tab in the Equipment Info Center populates with this description when the associated asset is selected.
In Use	Select this option for each property type in this grid that you want to display in the **Property Type** drop-down list on the Asset Type tab of this form. If this option is cleared, the property type is not available for selection. You can only delete a property type that is not already assigned to an asset on the Asset Type tab.

Improvements Tab of Asset Management Configuration

Use the Improvements tab to define the types, or classifications, of improvements that are used to improve another asset item (for example, to repair another asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment Info Center.

When you select a classification for the **Improvement Type** on the GL Book tab, you can then specify the asset item that it enhanced. After you associate the two asset items, you can see the association listed on the Equipment Summary report in **Reporting** » **Equipment**. Each of the asset items will be depreciated separately.

Contents

Improvement Type Grid

Use this grid to specify the improvement types for your assets.

Field	Description
Improvement Type Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally.

Field	Description
	▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add a improvement type.
Delete	Select the row to delete and then click this option to remove the improvement type. You cannot delete a improvement type after it is assigned to an asset on the GL Book tab in the Equipment Info Center.
Code	Enter a code for the improvement type.
Description	Enter a description for the improvement type. This is the value that displays in the **Improvement Type** drop-down list on the GL Book tab in the Equipment Info Center.
In Use	Select this option for each improvement type on this grid that you want to display in the **Improvement Type** drop-down list on the GL Book tab in the Equipment Info Center. If this option is not selected, the improvement type is not available for selection.

Section 179 Tab of Asset Management Configuration

Use the Section 179 tab to define the yearly section 179 deduction limits that are set by the United States government.

This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment Info Center for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab in Asset Management Configuration).

You can review a summary of the asset items that have section 179 deductions applied to them on the Section 179 Review form in **Asset Management** » **Section 179 Review**.

Contents

Section 179 Deduction Limits Grid

Use this grid to create the tax year calendar and limit for the section 179 deductions. You can create limits for multiple years, with the most current year defaulting to display at the top of the grid.

When you select the Section 179 check box for an additional book, the **Less Section 179 Deductions** field displays on the Additional Books tab in the Equipment Info Center. You can enter the deductions for the additional books in this field. Vision validates that the amounts do not exceed the limits that were set for the given tax year. If they do, Vision displays the following error message:

"The amount you have entered will exceed the Section 179 limit set for this tax year."

Field	Description
Section 179 Deduction Limits Drop-Down	Click the drop-down arrow on a grid header to complete any of the following actions: ▪ To print grid data, click **Print**. When the Print Preview form displays, click **File** » **Print** to send the grid data to your default printer. ▪ To export grid data to an Excel spreadsheet, click **Export to Excel**. When Microsoft Excel opens, use its features to modify, print, or email the data, or to save the spreadsheet file locally. ▪ To turn on grouping for a grid, click **Enable Grouping**. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into this field, in the sequence that you want them to display. Not all options are available on all grids.
Insert	Click this option to insert a blank row on the grid. The row with the most recent range of dates displays at the top of the grid. Complete the fields in this row to add a deduction limit.
Delete	Select the row to delete and then click this option to remove the deduction limit.
Tax Year Start	Enter a start date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the start date in the **Select Tax Year** drop-down list in **Asset Management** » **Section 179 Review**.
Tax Year End	Enter an end date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the end date in the **Select Tax Year** drop-down list in **Asset Management** » **Section 179 Review**.
179 Limit	Enter the monetary amount for the section 179 deduction limit for the tax year. This is set by the U.S. government and is the total section 179 deduction amount that you can take for asset items combined for the tax year. If you enter a section 179 deduction amount for an asset item in the Equipment Info Center, and the amount exceeds the specified limit in this field, Vision displays a warning message to alert you that you cannot take any further deductions for the remainder of the tax year. This amount displays in the **Section 179 Limit** field in **Asset Management** » **Section 179 Review**.

Learn More About...

Review asset management terminology, considerations for firms with multiple companies, and depreciation examples.

Asset Management Terminology

Certain terminology is important to know in regard to asset items in Vision.

Asset items are stored in the Equipment Info Center. You can create asset items directly in the Equipment Info Center, or have Vision create them automatically from purchase orders, change orders, release orders for blanket purchase orders, and AP vouchers. You maintain depreciation and amortization information for asset items in the Equipment Info Center, and you process depreciation and amortization for asset items in the Asset Management application.

The follow table provides information about the asset management terminology used across the Asset Management, Equipment Info Center, Transaction Center, and Purchasing applications in Vision.

Term	Description
Asset Item	In the Equipment Info Center, equipment items for overhead projects are referred to as asset items. Vision capitalizes and depreciates asset items over time, or you can amortize them if they are capital leases or prepaid items such as prepaid insurance. You create asset items from a purchasing item with a category type of Capital Items. Asset items are the only Equipment Info Center items that can be depreciated or amortized in Vision. You maintain information for the depreciation or amortization calculation for asset items, and assign employees to asset items, in the Equipment Info Center. You process depreciation or amortization for asset items, transfer or split asset items, and dispose of asset items in the Asset Management application.
Amortization	When you run Depreciation Processing in the Asset Management application, Vision calculates depreciation or amortization. You can depreciate asset items from the Equipment Info Center. You can amortize them if they are capital leases or prepaid items, such as prepaid insurance.
Associate an AP Voucher Line Item with an Existing Asset Item	In **Transaction Center** » **Transaction Entry**, you can use the **Associate to Existing Asset** field to associate an AP voucher line item with an existing asset item in the Equipment Info Center. This association increases the depreciation basis for the existing asset item—the two costs are combined for depreciation purposes.
Capital Item	Asset items are also referred to as capital items.
Depreciation Basis	The depreciation basis is the amount of an asset's cost that you can claim as a deduction over the asset's life or recovery period. For your GL book, Vision calculates the depreciation basis for an asset item using the information that you enter on the GL Cost tab in the Equipment Info Center. **Calculation for depreciation basis for your GL Book:** (Acquisition Cost x Business Use Percentage) – Salvage Value Similarly for any additional books you have, Vision calculates the depreciation basis for any additional books for an asset item using the information that you enter on the Additional Books tab in the Equipment Info Center.

Term	Description
	Calculation for depreciation basis for additional books: (Acquisition Cost x Business Use Percentage) + Additional Costs – Salvage Value – Additional First Year Depreciation – Section 179 Deductions
Equipment Item	In the Equipment Info Center, equipment items for regular projects are referred to as equipment items. These are usually billable items that you do not depreciate. Equipment items in Vision cannot be depreciated as asset items can. You can create equipment items from a purchasing item whose category type is Equipment.
GL Book and Additional Books	You can use Depreciation Processing in the Asset Management application to run depreciation and amortization processing for your company's general ledger or "GL book," which is based on Generally Accepted Accounting Principles (GAAP) for your company's financial statements. In addition, you can have Vision calculate depreciation and amortization differently than how it is calculated for your general ledger by using "additional books," if necessary. For example, you can set up an additional book to have Vision calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting. Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.
Impaired Asset Item (Impairment)	A fixed asset becomes impaired when its fair market value suddenly drops below the value of its carrying value (acquisition cost less accumulated depreciation), and the loss is not recoverable. When this occurs, you reduce the asset's value on your balance sheet, and you recognize a loss on your income statement. In Vision, you process an impairment using Transaction Entry to enter a journal entry. In the Equipment Info Center, you record the impairment by adding an impairment to the Acquisition Cost grid on the GL Cost tab, reducing the useful life in years on the GL Book tab, or doing both. Entering an impairment changes the depreciation calculation going forward for the asset item.
Purchasing Items, **Item Categories**, and **Item Category Types**	Asset items and equipment items in Vision are created from purchasing items. ▪ Asset items are created from purchasing items whose category type is Capital Items. ▪ Equipment items are created from purchasing items whose category type is Equipment. You specify settings for purchasing items in three places: ▪ Before you set up purchasing items, you must set up system-wide item categories and specify a type for each category on the Item

Term	Description
	Categories tab in **Configuration** » **Purchasing & Inventory** » **System Settings**. ▪ You set up purchasing items in Item Master Configuration in **Configuration** » **Purchasing & Inventory** » **Item Master**. ▪ You specify item categories for a company on the Item Categories tab in **Configuration** » **Purchasing & Inventory** » **Company**. If you do not have the Purchasing module activated, but you have the Asset Management application activated, you still set up a master list of purchasing items in Item Master Configuration.
Section 179 Deduction	The section 179 deduction is set by the United States government and allows businesses to deduct the purchase price of assets that are leased or purchased during the tax year. Your firm can elect to use the section 179 deduction instead of recovering the cost by taking depreciation deductions. In Vision the section 179 deduction applies only for any additional books that you set up in Vision, not for your GL book. You set up section 179 limits for your tax years on the Section 179 tab in **Configuration** » **Asset Management**. On the Additional Books tab in the Equipment Info Center, you enter the section 179 deduction amount for an asset item. You review section 179 information in **Asset Management** » **Section 179 Review**.
Source Asset Item and Receiving Asset Item	When you split an asset item, the asset item that you are splitting is referred to as the source asset item. The one or more asset items that are receiving amounts from the source asset item are referred to as receiving asset items.
Split an Asset Item	When you split an asset item in **Asset Management** » **Transfer/Split Processing**, you move its acquisition cost, salvage value, and any accumulated depreciation to one or more other existing asset items. The asset item you are splitting is referred to as the source asset item. The asset items that are receiving amounts from the source asset item are referred to as receiving asset items.
Transfer an Asset Item	When you transfer an asset item in **Asset Management** » **Transfer/Split Processing**, you are changing the project that is assigned to it on the General tab in the Equipment Info Center. You must use transfer processing to change a project for asset items that were created from accounts payable vouchers, purchase orders, change orders, and release orders, and for asset items that were created directly in the Equipment Info Center that have already had depreciation processed for them. If an asset item created directly in the Equipment Info Center has not had depreciation processed for it, you can change its project directly on the General tab in the Equipment Info Center.

Asset Management and Multicompany

When you use Vision Multicompany with the Asset Management application, there are specific settings that apply to Asset Management set up and processing.

- **Asset Management Configuration** — The configuration settings that you enter in **Configuration** » **Asset Management** for Asset Management only apply to the active company. The active company, also known as the current company, is the company that you select at login. For this reason, you must configure asset management separately for each company. If you want to change from the current active company to a different company, you can use the Change Company utility (**Utilities** » **Change Company**) to select a different company to become the active company and then configure that company's settings.
- **Equipment Info Center** — When you have multiple companies in Vision, the Equipment Lookup dialog box in the **Search** field on the Equipment form includes equipment items from all companies. However, only the equipment items from the companies that you have security access to display in the dialog box.
- **Processing Options**:
  - **Depreciation** — You must run depreciation processing separately for each company. Depreciation only applies to assets that belong to the active company.
  - **Transfers/Splits** — You can process a transfer or split for an asset item only if you are transferring or splitting from and to a project in the same company. Transfers/Splits only apply to assets that belong to the active company.
  - **Disposal** — You can complete a disposal session for assets that belong to the active company.

Configuring Depreciation

Use **Configuration** » **Asset Management** to establish the system-wide configuration settings for the methods of depreciation that your firm uses.

Most configuration for depreciation processing occurs on the Methods tab. Vision provides the Straight-line method of depreciation for use; however, you can add any number of custom methods as needed. Vision will apply these settings, along with those entered for the asset types, property types, and additional books so you can process depreciation using the calculations that most accurately reflect your firm's requirements.

After you configure depreciation, you use the Equipment Info Center to:

- Assign employees to an asset item. (Optional)
- Review and enter depreciation or amortization classification information for an asset item.
- Enter other required information before the asset item can be depreciated or amortized. This includes changing the status of an asset item from Inactive to Active before you can process depreciation for it.

And then you use the Asset Management application to:

- Process depreciation or amortization for an asset item.
- Transfer or split an asset item.
- Dispose of an asset item.

- Review historical and summary information for an asset item.

When you run depreciation processing:

- Depreciation and amortization are processed for the accounting period that you have open in Vision at the time of processing.
- You can process depreciation and amortization for all asset items or one or more asset items that you select individually.
- You process depreciation and amortization for your general ledger (GL book) and additional books separately.

  You create additional books if you need to calculate depreciation differently from how you calculate it for your general ledger, such as for tax purposes.
- Journal entries for depreciation and amortization are created for your GL Book. No journal entries are created for additional books.
- If you have multiple companies in Vision, you run depreciation processing separately for each company.
- If you use multiple currencies in Vision, the journal entries for the depreciation and amortization posting use a company's functional currency.

You can schedule depreciation processing to occur automatically at a future time. You can use the Undo Posting advanced utility to undo deprecation postings.

Depreciation Methods Examples

Use Asset Management Configuration to define the types of depreciation methods that your firm requires for managing assets. Vision provides the straight-line method of depreciation, but you can add other methods and their respective calculations as needed.

You configure the types of depreciation on the Methods tab in **Configuration** » **Asset Management**. Use this tab to enter the useful life, recovery years, periods, and percentages to apply to each depreciation method that you use. You can distribute asset costs based on time or use, employing either a regular rate or an accelerated rate.

After you configure the Asset Management application and set up the different methods of depreciation that your firm will use, you can enter a depreciation method for asset items in the Equipment Info Center. The depreciation calculation that is applied to each asset item is based on the method that is entered for the asset in the **Method** field on the GL Book tab. You can run depreciation as follows:

- Process depreciation for one or more asset items at a time.
- Run depreciation for your GL book or all the additional books that you have set up Asset Management Configuration.
- Schedule depreciation processing to occur automatically at a future time.

For depreciation processing for your GL book, you can manually post the depreciation journal entries in Transaction Posting, or you can have Vision automatically post the journal entries during depreciation processing. Depreciation journal entries for additional books are posted automatically during depreciation processing.

You can set up the type of depreciation processing that best meets your firm's requirements.

If you use Vision Multicompany, you must run depreciation processing separately for each company. Depreciation only applies to assets that belong to the active company.

Straight-line Method Example

Vision Configuration includes the calculations and setup for the straight-line method of depreciation.

Use this method to calculate depreciation based on the cost of the asset being reduced by an equal amount in each accounting period. This occurs over the asset's useful life. Straight-line depreciation is frequently used when the asset's usability remains static regardless of its age.

For example, if an asset's value is $20,000.00, the useful life is 4 years, and the expected value at the end is $5000, the depreciation is $3,750. This is calculated as follows:

Criteria	Calculation
Asset's value	$20,000
Useful life	4 years
Expected value at end of cycle	$5,000
Depreciable amount = $15,000	$20,000 - $5,000
Yearly depreciation = $3750	**$15,000 / 4**

Vision uses the following information to calculate straight-line depreciation:

Description	Location
Depreciation Basis	**Info Center** » **Equipment** » **GL Cost Tab**
In Service Date	**Info Center** » **Equipment** » **GL Book Tab**
In Service Period	Calculated from the in service date
In Service total periods	Number of periods between the current period and the in-service period
Useful life in years	Comes from the assigned asset class (default) or the edited value. **Info Center** » **Equipment** » **GL Book Tab**
Asset Period per year	**Configuration** » **Asset Management** » **Method Tab**
Averaging Convention	Full month
Depreciation Method	This defines the percentage per year to depreciate the asset. Straight-line is defined as even across the useful life. **Info Center** » **Equipment** » **GL Book Tab**
Previous Accumulated Depreciation	Amount accumulated to date
Current Accumulated Depreciation	Amount accumulated to date
Period Depreciation	Amount depreciated for asset
Catch-up Posting	Current period

Vision sets up straight-line depreciation by completing the following steps:

Step	Description
1	Pull the depreciation basis from the Cost tab of the Equipment Info Center.
2	Calculate the total useful life periods.
3	Count the in service periods.
4	Calculate the current cumulative depreciation as follows: (depreciation basis) * (in service period/total periods)
5	Calculate the period depreciation as follows: current cumulative depreciation - previous cumulative depreciation
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment Info Center.

Modified Accelerated Cost Recovery System (MACRS) Example

Use the MACRS tax depreciation method to recover the capitalized cost (basis) of tangible property that was placed in service after 1986.

MACRS is comprised of two depreciation systems, the General Depreciation System (GDS) and the Alternative Depreciation System (ADS). These offer different methods and recovery periods for determining depreciation deductions, but GDS is most commonly used.

Vision uses the following information to calculate MACRS depreciation:

Field	Description	Location
Code	Enter the code and description to use for the depreciation method. The Code displays in the **Methods** drop-down list on the Asset Type tab of this form, and the Description displays in the **Method** drop-down list on the GL Book tab in the Equipment Info Center.	**Configuration** » **Asset Management** » **Methods Tab**
Description	Enter the description to use for the depreciation method. The Description displays in the **Method** drop-down list on the GL Book tab in the Equipment Info Center.	**Configuration** » **Asset Management** » **Methods Tab**
Useful Life in Years	Determines how many periods, in total, should be applied to the depreciation method. For all depreciation methods except straight-line, you can only modify the useful life in years on the Methods tab.	**Configuration** » **Asset Management** » **Method Tab**
Asset Period Per Year	Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This only applies if your instance of Vision is set up for 13	**Configuration** » **Asset Management** » **General Tab**

Field	Description	Location
	periods and allows you to select either 12 or 13 asset periods per year.	

Vision defaults to applying the full month convention for depreciation; however you can configure the depreciation rate to best suit your firm's requirements.

For example, when setting up MACRS half-year convention, you could reference the following table that is provided by the IRS:

Table 3: MACRS Half-Year Convention

Year	Depreciation Rate for Recovery Period					
	3-year	5-year	7-year	10-year	15-year	20-year
1	33.33	20.00	14.29	10.00	5.00	3.750
2	44.45	32.00	24.49	18.00	9.50	7.219
3	14.81	19.20	17.49	14.40	8.55	6.677
4	7.41	11.52	12.49	11.52	7.70	6.177
5		11.52	8.93	9.22	6.93	5.713
6		5.76	8.92	7.37	6.23	5.285
7			8.93	6.55	5.90	4.888
8			4.46	6.55	5.90	4.522
9				6.56	5.91	4.462
10				6.55	5.90	4.461
11				3.28	5.91	4.462
12					5.90	4.461
13					5.91	4.462
14					5.90	4.461
15					5.91	4.462
16					2.95	4.461
17						4.462
18						4.461
19						4.462
20						4.461
21						2.231

In Vision, go to the **Configuration** » **Asset Management** » **Methods Tab**, enter the MACRS depreciation **Code** and **Description** in the Depreciation Methods grid, and **4** as the **Useful Life in**

Years. When you select this grid row, the Secondary grid automatically populates with four rows, where you can enter the percentages for 3-year depreciation rate for recovery method that are defined in the table shown above. For example, enter the following information in the grid:

Year	Periods	Percentage
1	6	44.45%
2	12	33.33%
3	12	14.81%
4	6	7.41%

As you can see, these percentages are in alignment with the three-year shown on the IRS table. If you then purchase an asset item for $200,000 that falls into MACRS three-year, half-year convention schedule, the depreciation calculation will occur as follows:

Year	Periods	Percentage of $200,000	Depreciation Amount based on $200,000
1	6	44.45%	**$88,900**
2	12	33.33%	**$66,660**
3	12	14.81%	**$29,620**
4	6	7.41%	**$14,820**

The IRS Publication 946 provides detailed information for configuring and using the MACRS method of depreciation. Refer to this document for further information: http://www.irs.gov/uac/About-Publication-946

Sum of Years Digit Example

Sum of Years Digit allows you to set up an accelerated depreciation method to use when the asset is more productive when it is new.

In other words, the depreciation is greater in the earlier years of the asset's useful life and less in the later years. However, the total amount of depreciation over the asset's useful life does not change.

This method uses the following calculation for depreciation:

Depreciable base x (Remaining useful life / Sum of years digits)

For example, a piece of radiology equipment cost $160,000, the useful life is 5 years, and the expected valued at the end is $10,000. Because the equipment will be sold at the end of five years for $10,000, the total depreciable cost is $150,000.

The digits of the years are summed. 1 + 2 + 3 + 4 + 5 = **15**. The sum of the years is then used in the calculation as follows:

Year	Depreciation Amount per Year
1	5/15 of $150,000 = $50,000
2	4/15 of $150,000 = $40,000
3	3/15 of $150,000 = $30,000

Year	Depreciation Amount per Year
4	2/15 of $150,000 = $20,000
5	1/15 of $150,000 = $10,000
Sum	**$150,000**

Vision uses the following information to calculate Sum of Years Digits depreciation:

Description	Location
Depreciation Basis	**Info Center** » **Equipment** » **GL Cost Tab**
In Service Period	**Configuration** » **Asset Management** » **Methods Tab**
In Service Date	**Info Center** » **Equipment** » **GL Book Tab**
Yearly Depreciation Amount	Multiply the **% per year** times the **Depreciation Basis**. The % per year is derived from the **Configuration** » **Asset Management** » **Methods Tab**.
Current Period Cumulative Depreciation	Comes from the assigned asset class (default) or the edited value on the **Info Center** » **Equipment** » **Depreciation Tab**
Calculate the Period Depreciation	Current cumulative depreciation minus the previous cumulative depreciation
Copy Accumulated Depreciation	Copy the current accumulated depreciation to the previous accumulated depreciation.

Vision sets up Sum of Year Digits depreciation by completing the following steps:

Step	Description
1	Pull the depreciation basis from the Cost tab of the Equipment Info Center.
2	Enter the in service date.
3	Count the in service periods.
4	Calculate the yearly depreciation amount.
5	Calculate the period cumulative depreciation.
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment Info Center.

Module Activation Overview

Before you can use the Vision software for the first time, you must enter the passwords for the modules that you purchased.

In **Configuration** » **Module Activation**, you enter your Deltek client number and the password for each licensed module that you purchased.

The Flex Cloud ODBC Connectivity module displays in the list of modules on the Module Activation form whether you use the cloud offering of Vision (Deltek First Vision Essentials) or on-premise Vision. However, this module applies only for Vision Essentials. This module allows you to have read-only ODBC connectivity between an ODBC compliant tool of your choice and the Vision Essentials transaction database. For more information, see the *Deltek First Vision Essentials Administrator Guide*.

Optional Vision Modules

You have the option of purchasing and implementing additional modules.

Area	Description
Connect for Microsoft Outlook	Use this add-in software to perform some common Customer Relationship Management (CRM) tasks in Microsoft Outlook®. With Connect for Microsoft Outlook, you can manage Vision business appointments, email messages, clients, and contacts as well as Vision activities, vendors, and opportunities, all from Outlook.
Document Management	Document Management provides a Web-based document collaboration platform, where you can store, share, and collaborate on a set of documents for every project, employee, client, contact, opportunity, or other key Vision record.
Performance Management	The Performance Management module comes in two editions — one with graphical dashboarding and one without it: ▪ **Performance Management Analysis Cubes** — This module contains only Vision Analysis Cubes. Analysis Cubes provide you with the ability to create Vision custom reports with Microsoft® Excel® 2007 or other report writing software that uses Microsoft Analysis Services (a component of Microsoft® SQL Server™). ▪ **Performance Management** — This module contains Analysis Cubes, graphical dashboarding, and Visualization components. The graphical dashboarding feature is a visual data analysis tool with interactive graphics that enables you to display key metric values in a graphical format. This helps you more easily analyze performance, determine trends, and identify risks to your business. Visualization enables you to use graphical heat/tree maps to represent metrics for your projects, project plans, and opportunities.
iAccess	Use this application to manage complex projects through a streamlined application. iAccess for Vision offers real-time planning, budget, invoice, and reporting statistics that are optimized to follow best practices for project planning. At the same time, iAccess uses simplified analysis tools that allow you to quickly identify and act on project performance issues or risks.
Visualization	This is a legacy module that is no longer available as a standalone module. See Performance Management, above.

License Expiration for Vision Modules

Depending on your Vision software license type, each Vision module may have an expiration date.

When you first install a module and enter a password for it in Vision **Configuration** » **Module Activation**, the license expiration date displays in the **Expiration** column on the Module Activation form.

License Expiration Reminder

You will receive a reminder before the license for a module expires. A reminder email will be sent to your Vision help desk email address if you entered an email address in the **Default Help Desk** field on the Email tab in Vision **General** » **System Settings**. Also, on the Email tab, you must enter the address of your email server. Vision users with an administrator type security role will also receive a reminder message when they log on to Vision.

Frequency of Reminder

The expiration reminder email and message for administrators is sent or displayed 14, 10, 7, 5, 4, 3, 2, and 1 day before the expiration date.

You also receive a reminder 30 days before a license expires if the license is a temporary license that provides more than 30 days of software use.

What Happens When Your License Expires

When the license for a module expires, the following actions occur:

- **Expired** displays in the **License** column on the Module Activation form in Vision **Configuration** » **Module Activation**.
- The module does not display in Vision Navigation menu.
- The module does not display in Vision **Security** » **Roles**

How to Renew an Expired License

Contact your Deltek account manager to renew the license for a module.

Activate Modules

You need to activate the Vision modules, or applications, that employees in your company use. When you activate a module, you may also need to enable that module in order for Vision to display that module's menus.

To activate modules, complete the following steps:

1. From the Vision Navigation menu, click **Configuration** » **Module Activation**.
2. In the **Client Number** field on the Module Activation form, enter the Deltek-supplied client number.
3. For each licensed module, enter the Deltek-supplied, system-level password in the **Password** column.

Passwords change with each major Vision version.

- The password that you enter for the Multilingual module determines the languages that are enabled. The **License** column indicates how many languages are activated.
- If you purchased Vision Performance Management, Visualization is activated when you activate Vision Performance Management. In the **Password** field next to **Performance Management**, enter the password that Deltek issued to you when you purchased Vision Performance Management.
- If you have Visualization but have not purchased Vision Performance Management, enter the Visualization password in the **Password** field next to **Visualization**.

After you enter a password for a module, the **Expiration** column displays one of the following settings:

- **n/a** — This displays if you have an unlimited license for a module. An unlimited license has no expiration date.
- **<date>** — An expiration date displays for any module that has a subscription type license.

  Currently, Connect for Microsoft Outlook is the only module with this type of license.

4. Click **OK**.
5. Use the **X** button to log off, then log back in to Vision for your changes to take effect.

   If you click the **Log Off** button to close the Vision application, the language choices will not display on the login screen. You must use the **X** button instead of the **Log Off** button to close the application and activate the languages.
6. To export the information on the Module Activation form to Excel, or to print the information, click **Vision Modules** above the list of modules.

About Deltek Vision Form

The About Deltek Vision form displays version, database, server, language, edition, and software copyright data for your current Vision installation.

Click **Details** to display data about additional components. You can display hot fix data only, custom program data only, or data for all additional components. If you use multiple languages with Vision, the About Vision form also displays the languages that are enabled in Module Activation.

Deltek is the leading global provider of enterprise software and information solutions for government contractors, professional services firms and other project- and people-based businesses. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. 20,000 organizations and millions of users in over 80 countries around the world rely on Deltek to research and identify opportunities, win new business, recruit and develop talent, optimize resources, streamline operations and deliver more profitable projects. Deltek – Know more. Do more.®

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