Deltek Advantage to Deltek Vision® 6.2 SP1

Migration Guide

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Introduction

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

About This Guide

This guide is for existing Advantage user who are preparing to migrate to Vision.

The *Deltek Advantage to Deltek Vision Migration Guide* explains the process of migrating from Deltek Advantage Version 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1 to Deltek Vision 6.2.

This guide includes the essential information that you need to successfully manage the migration process and get all of your employees up and running on Vision. Use this guide to learn about the migration process, the Advantage to Vision database conversion, and the many new processing options and features available Vision.

This guide can be used as a reference tool by the persons in your firm who are responsible for the actual migration of data from Advantage to Vision as well as the principals, project managers, accounting staff, marketing personnel, and sales people in your firm who will be using Vision.

If You Need Assistance

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

Customer Services

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

- Extensive self-support options through the Customer Care Connect Web portal. (See Customer Care Connect Site below for more information.)
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Find out more about these and other services from the Customer Care Connect site.

Customer Care Connect Site

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

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

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

- Receive alerts of new Deltek releases and hot fixes

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

Access Customer Care Connect

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

1. From Vision, click **Help** on the Vision toolbar and click **Customer Care Connect** on the menu.

   Or

   From outside Vision, go to https://support.deltek.com.
2. Enter your Customer Care Connect **Username** and **Password**.

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

   If you forget your username or password, click the **Account Assistance** button on the Login page to get help.
3. Click **Log In.**

Additional Documentation

In addition to Vision Help and this guide, Deltek provides other documentation in PDF format to help you install and use Vision. The documentation available for this release of Vision is listed below. Except where noted, each of the guides and quick reference cards is available for download from the Deltek Customer Care Connect site at https://support.deltek.com.

- ***Deltek Vision Release Notes* —** The release notes contain information about all the new features in the current release, as well as software issues resolved and database changes implemented.
- ***Deltek Vision Concepts Guide* —** This guide describes the concepts underlying the basic accounting, project control, and customer relationship management (CRM) functions of Vision.
- ***Deltek Vision Getting Started Guide* —** This guide contains an introduction to the Vision Web interface and all the Vision applications, with tips for navigating through the system, using the Dashboard, and finding and opening records.
- ***Deltek Vision Technical Installation Guide* —** This guide contains detailed instructions for installing all the technical components of Vision, including the servers, the database, and Vision itself.
- ***Deltek Vision Implementation Guide* —** This guide contains information about configuring and setting up the Vision applications.
- ***Deltek Vision Creating a Reverse Proxy for SQL Reporting Services Using IIS 7.0 Application Request Routing (ARR)* —** This guide contains instructions

for configuring a reverse proxy using Microsoft's Application Request Routing (ARR) extension for IIS 7.0, which allows the direct forwarding of requests through the Vision Web server to the reporting services Web service with responses back to your Internet clients.

- ***Deploying Vision at a Hosting Provider* —** This guide contains instructions for deploying Vision at a hosting provider.
- ***Deltek Award to Deltek Vision Migration Guide* —** This guide contains information about migrating from Award to Vision, including the steps in the migration process and an overview of Vision features.
- ***Deltek CRM and Proposals to Deltek Vision Migration Guide* —** This guide contains information about migrating from CRM and Proposals to Vision, including the steps in the migration process and an overview of Vision features.
- ***Deltek FMS to Deltek Vision Migration Guide* —** This guide contains information about migrating from FMS to Vision, including the steps in the migration process, detailed discussions of the key migration decisions, and procedures for verifying the converted data. (This guide is provided by Implementation Services prior to the migration. It is not available on the Deltek Customer Care Connect site.)
- ***Deltek Sema4 to Deltek Vision Migration Guide* —** This guide contains information about migrating from Sema4 to Vision, including the steps in the migration process and an overview of Vision features. (This guide is provided by Implementation Services prior to the migration. It is not available on the Deltek Customer Care Connect site.)
- ***Deltek Vision Configure Vision Analysis Cubes*** — This guide describes the prerequisites and steps required to configure your database server when using Vision Analysis Cubes.
- ***Deltek Vision Configure Vision Analysis Cubes for Internet* —** If you want users to access Vision Analysis Cubes and Microsoft® Excel® via the Internet (from outside the corporate firewall), you must follow the configuration steps in this guide after you complete the configuration steps in the *Configure Vision Analysis Cubes* guide. This guide describes the two methods for exposing data for Internet users.
- ***Deltek Vision Custom Reports and Microsoft SQL Server® Reporting Services* —** This guide provides instructions for creating, delivering, and generating Vision custom reports with Microsoft SQL Server Reporting Services and its report writing tools.
- ***Deltek Vision Performance Management Canvases Technical Installation Guide* —** Performance management canvases enable you to use Vision Project Cubes and General Ledger Cubes data sets and analysis services to create role-based graphical canvases. These canvases offer a customized graphical component for the Vision Dashboard. This guide describes the installation steps that are required to use performance management canvases with Vision.
- ***Deltek Vision Document Management Installation Guide* —** This guide contains detailed information on the prerequisites, general configuration, and installation procedures required to use the Vision Document Management application.

- ***Deltek Vision Mobile Application Suite (MAS) Installation Guid*****e —** This guide provides instructions for enabling MAS on your Vision server, installing prerequisite software components, and installing and configuring the MAS software. This guide also provides a list of all the mobile devices that you can use with MAS.
- ***Deltek Vision Synchronization Server Installation and Maintenance for Nokia Intellisync Mobile Suite 8.0 SP2 or higher* —** This guide contains an overview of the Vision Synchronization Server feature, as well as technical installation, setup, and maintenance information.
- ***Deltek Vision Server Synchronization Implementation Guide* —** This guide provides planning and best practices information for clients who are implementing the Deltek Vision Server Synchronization application.
- ***Deltek Vision Specification and Business Rules for Synchronization* —** This document lists the fields mapped in each of the three areas of Vision (contacts, appointments, and tasks/to-dos) for which you can use server synchronization to bi-directionally synchronize between Vision and your third-party groupware. This guide covers business rules and requirements, describes limitations, and discusses scenarios to watch for when mapping data.
- ***Deltek VisionXtend Guides* —** These guides explain how to use the Deltek VisionXtend platform to integrate Vision with other applications, access Web services, implement data validation routines, and establish workflow procedures using the Microsoft .NET Framework. The following VisionXtend guides are available:
  - Deltek VisionXtend Extending Data Validation Business Logic for Expense Reports
  - Deltek VisionXtend Extending Data Validation Business Logic for Timesheets
  - Deltek VisionXtend Invoking a Custom Method to Process Workflow Actions
  - Deltek VisionXtend Invoking a Web Service to Process Workflow Actions
  - Deltek VisionXtend Test Client Application for Vision Web APIs/Web Services
  - Deltek VisionXtend Web Services and API for Deltek Vision
- ***Deltek Vision Quick Reference Cards* —** The Vision quick reference cards provide snapshots of specific business processes or Vision forms with tips for entering data and using application toolbars. The following quick reference cards are available:
  - Accounts Payable (Create a Voucher from a Purchase Order)
  - Create Client from Vendor Utility
  - Dashboard
  - Desktop and Microsoft Office Integration
  - Expense Report
  - Mobile Timesheet and Expense Report for Hand-Held Devices
  - Navigation Tree Designer
  - Project Planning

- Purchasing (Create a Standard Purchase Order)
- Resource Management (Generic Resource Assignments)
- SF330 Proposals
- Template Based Email
- Timesheet
- User Options
- Visualization

1

Migration Overview

In this chapter

- Advantage to Vision Migration Overview
- Vision Technical Overview
- What's New in Vision?

This chapter outlines the major steps in the Advantage to Vision migration process and provides you with a brief technical introduction to Vision.

Advantage to Vision Migration Overview

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

The major steps in the migration process are:

1. **Prepare to Install Vision**
   - Plan for the migration
   - Select hardware and software
   - Prepare your data for migration
   - Run Advantage reports
   - Create a backup of your Advantage database
2. **Convert Your Advantage Database and Install Vision**
   - Convert your Advantage database to a Vision test database
   - Install Vision
   - Log on and configure Vision for testing
3. **Test Vision**
   - Train staff to use Vision so they can begin testing
   - Create a backup of your Vision test database
   - Run Vision reports and compare to Advantage reports
   - Compare Vision records to Advantage records
   - Perform segment testing
4. **Go Live on Vision**
   - Prepare for live conversion
   - Convert your Advantage database to a live Vision database
   - Log on and configure Vision for general use
   - Begin using Vision for normal processing
   - Follow-up with additional consulting and training, as needed

This list of steps is a general guide to which you can refer as you proceed through the process of migrating from Advantage to Vision. In practice, some steps may overlap or may include additional procedures not mentioned here. Each of these steps is discussed in greater detail in Chapter 2 of this guide.

Vision Technical Overview

The following overview contains brief descriptions of various technical concepts and models that you should review before you migrate to Vision. This information is intended for non-technical audiences who may benefit from a basic understanding of the technical architecture and operations of the Vision application.

In this overview section, you will learn about:

- Vision and the Microsoft® .NET architecture
- Vision logical tiers
- Vision deployment models

Gaining a general understanding of the concepts presented in this section can help you assess your firm's technical needs as you plan your Vision migration.

It is important to remember that you should install all the hardware and software you need before you migrate to Vision. Without the proper hardware and software in place, you will not achieve optimal application performance.

> For a detailed discussion of all hardware requirements and technical specifications for installing and running Vision, see the *Deltek Vision Technical Installation Guide*, which is available at the Deltek Customer Care Connect site at https://support.deltek.com.

Vision and the Microsoft .NET Architecture

To learn more about .NET technologies, see www.microsoft.com/net/.

Vision's entire server-side and client-side architecture was converted to Microsoft's .NET framework 3.5 SP1 starting with Vision Version 6.2. .NET is the name of a set of software technologies developed by Microsoft to connect information, people, systems, and devices.

.NET-based applications are easier to build, deploy, and integrate with outside systems than those built using earlier technologies. The move to .NET promises enhanced performance, reliability, and scalability; easier deployment; and faster product development.

In addition, with .NET in place, Deltek developers and your in-house IT staff can extend Vision's workflow capabilities by calling outside Web services from within Vision. For example, you might send real-time, updated project information from Vision to an external collaboration Web site, so that your clients can view current project information. Or you might automatically update your employee self-service system when employee information is changed in Vision.

Vision Logical Tiers

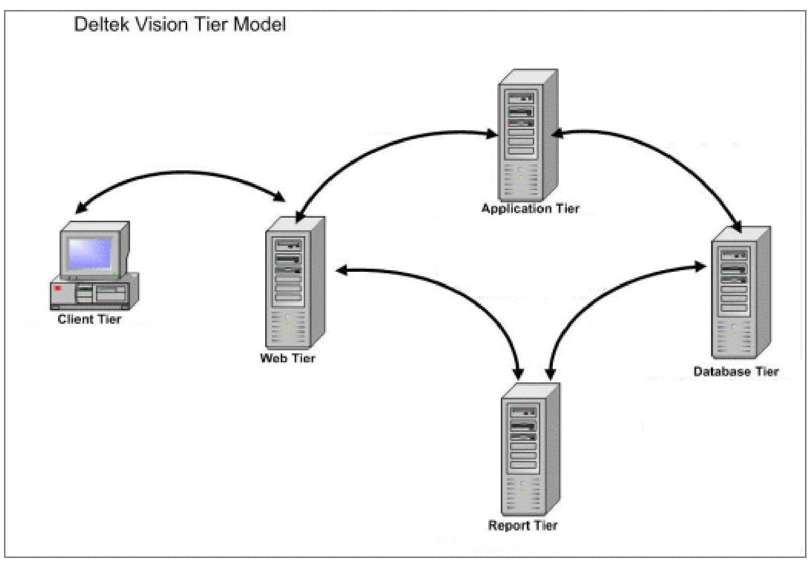
The Vision application is distributed over several tiers — or "layers" — to enhance performance.

Vision is a multi-tier application, which means that the application components are distributed over several tiers to enhance performance, scalability, and security. Each Vision tier represents a different layer within the application, starting with the Vision database and extending to the individual client workstation. Each tier is responsible for a specific set of application functions.

The Vision tiers do not necessarily correspond to a physical location on your hard drive or local network, but are instead logical tiers that can be collapsed or divided into as many physical tiers as needed for your firm. You can deploy all the tiers on one server or install each tier on a separate server. However, all the tiers (except the client tier) must be at the same location.

The Vision logical tiers are:

- **Client Tier** — This tier is the individual workstation on which the user accesses the Vision application.
- **Web Tier** — This tier is your gateway to all the Vision applications.
- **Application Tier** — This tier houses all the components and the business logic that drive the Vision application.
- **Report Tier** — This tier is the clearinghouse for all your invoice and report generation requests.
- **Database Tier** — This tier is where your Vision database resides.



Vision Logical Tiers

The technical requirements for each logical tier must be considered carefully as you begin thinking about the Vision deployment model you want to use at your firm.

Vision Deployment Models

There are three standard Vision deployment models, as well as a custom deployment option.

To ensure the best fit with your firm's environment, Deltek has developed three deployment models for Vision. The model you choose depends, in part, on your firm's size and concurrent usage requirements.

Before you decide on a deployment model for your firm, consider the following questions:

- How many users at your firm will be running Vision at any given time?
- Do your client workstations meet the minimum or recommended hardware and software requirements for running Vision?
- Will you be deploying Vision for use over an intranet or for use over the Internet?
- Will Vision be accessed from a single geographic location or from multiple locations?
- Will your staff need additional training on Microsoft Internet Explorer®, Microsoft Windows Server 2003® or 2008®, Microsoft Internet Information Server® 6.0 or 7.0, or Microsoft SQL Server™?

Each of the Vision deployment models is summarized in the following table.

Deployment Model	Description
Simple Deployment	Using the Simple Deployment model to deploy Vision, you install all tiers on a single server. Firms typically choose this model if all users are at a single location and will only be accessing Vision in the office or over a Virtual Private Network (VPN) connection into the corporate network. Infrastructure security is not necessarily a concern with this model because all application usage is internal to the organization. This model is designed for small firms (less than 25 employees) without technical staff and not planning to utilize Vision Server-to-Server Synchronization. For more information about hardware and software requirements for the Simple Deployment model, see *Vision/GovWin Technical Overview & System Requirements: Simple Deployment (1–25 Employees)* available at the Deltek Customer Care Connect site at https://support.deltek.com.

Deployment Model	Description
Basic Deployment (two physical servers)	This model is designed for small to medium-sized firms (25-150 employees) that may or may not have in-house IT staff and do not plan to use the server-to-server Synchronization (SyncServer) module. Using the Basic Deployment model to deploy Vision, you install onto at least two physical tiers. Typically, the Database and Reporting Tiers share one physical server, and the Web/ Application Tier resides on its own physical server. Another option is that the Web/Application and Reporting Tiers can share one physical server, and the Database Tier resides on its own physical server, depending on the edition and number of licenses of SQL Server that you have. This model suits firms where all users are at a single location and will only be accessing Vision in the office or over a Virtual Private Network (VPN) connection into the corporate network. Infrastructure security is not necessarily a concern in this model, because all application usage is internal to the organization. This model is designed for small to medium-sized firms (25–150 employees) that may or may not have in-house IT staff and do not plan to use Vision Server-to-Server Synchronization. For hardware and software requirements for the Basic Deployment model, see *Vision/GovWin Technical Overview & System Requirements: Basic Deployment (25–150 Employees)* available at the Deltek Customer Care Connect site at https://support.deltek.com.
Advanced Deployment	Using the Advanced Deployment model to deploy Vision, you install onto three or more physical tiers. In this scenario, there are a database server, one or more report servers, one or more Web/ application servers, and possibly one or more Process servers. This model is designed for large firms (150 or more employees) with multiple locations that will be using Vision on an internal Wide Area Network (WAN). There might be additional report, Web/application, or Process servers required for load balancing, performance, security, or fault tolerance. This model is designed for firms having complex deployment requirements. Firms deploying this model should have in-house technical staff who are also proficient in firewall management. For hardware and software requirements for the Advanced Deployment model, see *Vision/GovWin Technical Overview & System Requirements: Advanced Deployment (150 or More Employees)* available at the Deltek Customer Care Connect site at https://support.deltek.com.

If you plan to use Vision's Server-to-Server Synchronization, you must use the Multiple deployment model regardless of your firm's size. Deltek strongly recommends a dedicated server for hosting the Server-to-Server Synchronization application and recommends a three-server deployment.

For more information about the Vision Server-to-Server Synchronization application, see:

- Specifications and Business Rules for Synchronization between Vision 2.0 and later and Microsoft Exchange or Lotus Domino using Intellisync Server (ISS)
- The *Deltek Vision Server-to-Server Synchronization Installation and Maintenance Guide*

Both of these documents are available at the Deltek Care Connect site.

What's New in Vision?

After you install Vision — and before you begin using the software — you may want to acquaint yourself with the new look and feel of the application as well as with the various new features available to you.

This guide is intended to help you manage the migration process and to help you become familiar with Vision and the various applications, features, and tools you can use to manage the data that is critical to your firm's success.

- When you have finished reading Chapter 1, turn to Chapter 2 for a detailed discussion of the migration process and step-by-step instructions that explain how to convert your Advantage database and install Vision.
- When you have finished reading Chapter 2, turn to Chapter 3 for an overview of the entire application that will help you learn how to use the Vision browser interface.

How do I find the information I want to review in this guide?

Use the following table to determine where to find the information you need to review. The first column in the table contains a list of Advantage functions and applications; the second column lists the corresponding Vision function or application; and the third column indicates the chapter in this guide where you will find additional information about the function or application.

Advantage	Vision	See this chapter...
Windows user interface	Web-browser user interface	Chapter 3
Navigation	Navigation	Chapter 3
Lookups	Lookups	Chapter 3
Main Menu	Main Menu	Chapter 3
Printing	Printing	Chapter 3

2 Migrating to Vision

In this chapter

This chapter outlines the steps you must follow to plan for and conduct your migration from Deltek Advantage to Deltek Vision, including converting your Advantage data, installing the Vision software, and testing your results.

Migrating to Vision

Migrating to Vision involves several key steps. Each step in the process should be completed before moving on to the next step. The steps are:

- Prepare to Install Vision
- Convert Your Advantage Database
- Install Vision
- Test Vision
- Go Live on Vision

Migration Checklist

Use the following checklist to keep track of your progress as you move from the planning stage through your live conversion to Vision.

Step	Description	Completed
1.	**Begin Migration Planning** • Assemble a migration team. • Review expectations of Vision. • Review Work Breakdown Structure (WBS). • Review current processes. • Review current workflow to determine any necessary changes in your end-to-end processing.	
2.	**Review System Differences** • Review the differences between Vision and Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1 and determine how these differences will affect your firm. • Determine which new Vision features your firm will use.	
3.	**Review Custom Reports** • Review and catalogue your Advantage custom reports. • Determine which custom reports (if any) are no longer needed. • Set priority for remaining custom reports. • Determine which custom reports can be duplicated using enhanced reporting functionality in Vision. • Determine how to replace custom reports that cannot be duplicated in Vision.	

Step	Description	Completed

4.	**Review Interfaces with Outside Applications**
	• Catalogue any interfaces to outside applications that need to be maintained.
	  • Sage Abra®
	  • ADP®	

5.	**Develop Data Entry Standards** • Develop data entry standards to ensure data consistency throughout the application. • Determine how to modify existing data to comply with new data standards.	
6.	**Develop Data Import Plan** • Review the features of the Vision Data Import tool. • Determine what data, if any, you will need to import, and develop a data mapping plan.	
7.	**Develop Detailed Schedule** • Develop a detailed migration schedule and assign tasks to team members. • Ensure that team members understand their responsibilities and have the resources they need.	
8.	**Determine Hardware and Software Needs** • Review your current hardware and software. • Contact a Deltek Technical Services Consultant to determine if you need additional hardware and/or software.	
9.	**Install Hardware** • Install required hardware. • Ensure that all hardware (server, workstations, printers, and so on) is functioning properly.	
10.	**Prepare your Advantage data for conversion** • Clean up data records. • Delete any unnecessary data. • Run overhead allocation and revenue generation, if applicable.	
11.	**Run Advantage Reports** • Print Advantage reports so that you can verify the accuracy of the data conversion.	
12.	**Create an Advantage Backup** • Create a backup of your Advantage database.	
13.	**Perform Test Conversion** • Install and run the Conversion from Deltek Advantage utility to create a Vision test database.	

Step	Description	Completed
14.	**Install Vision and Link to Test Database** • Install Vision and other required software (Microsoft® SQL Server™ and SQL Server Reporting Services, Microsoft .NET Framework 3.5 SP1), as needed. • Link to your Vision test database.	
15.	**Activate Modules and Configure Vision** • Activate the Vision modules you have purchased. • Configure system settings not brought over during the conversion as well as settings for any new features you plan to use.	
16.	**Provide Vision Training** • Provide Vision training to the team members who will test and use Vision.	
17.	**Review Conversion Results** • Back up your Vision test database. • Run Vision reports and compare to Advantage reports. • Review record content.	
18.	**Plan and Perform Segment Testing** • Most firms want to simulate running the software prior to going live. A segment test is not a full parallel run, but it does give your firm time to test Vision and allows the appropriate people in your firm — such as the marketing, accounting, and project management teams — to become familiar with Vision.	
19.	**Plan for Post-Conversion Support and Training** • Set up a post-conversion support desk to field questions or issues from your staff. • Develop a plan for additional Vision training, as needed.	
20.	**Perform Final Data Conversion and Go Live** • Complete the final data conversion. • Configure Vision for live processing. • Begin using Vision as your management information system.	

Preparing to Install Vision

Before you install Vision at your firm, there are a few tasks you should perform to ensure the successful migration of data from your existing Advantage database to your new Vision database.

The steps you should complete before you install Vision include:

- Review the Vision application.
- Create a migration plan.
- Select hardware and software.
- Prepare your Advantage data for migration.
- Run Advantage reports.
- Create a backup of your Advantage database.

Review the Vision Application

Before you begin, familiarize yourself with the major differences between Advantage and Vision.

Before you create a migration plan, you may find it useful to learn a little more about the Vision user interface and some of the major differences between the Advantage application and Vision. The following sections provide a brief overview of some of the key application features you should review as you begin to plan your move to Vision.

User Interface

In addition to an all new, easy-to-use, rich Microsoft .NET Winforms interface and Clickonce deployment, Vision enhances usability with features such as a dashboard, a text editor, user alerts, and enhanced lookup features.

- The Vision Dashboard serves as a one-stop entry point to each user's commonly used applications and reports.
- The Vision Text Editor allows users to apply simply text formatting to notes and memo fields.
- Vision Alerts automatically notify users when timesheets need to be submitted or approved, when expense reports are submitted for approval, or when receivables become overdue.
- Enhanced lookup options allow users to create and save searches based on criteria they define — the search results can be saved personally, or shared globally with other users.

For more information on these and other Vision features, and to review tips for navigating around the Vision user interface, see Chapter 3 of this guide.

Database

To accommodate the new, integrated functionality of the Vision application, the Vision database is significantly different from the Advantage 6.1, 6.2, 7.0, 8.0, 9.0, and 9.1 databases, which use MSDE 2000, SQL Server Express, and SQL Server platforms.

What happens to my database during conversion?

Before you migrate to Vision, you should understand the following about the Advantage to Vision database conversion:

- Before you can convert your Advantage data, you must be running the latest version of Deltek Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1. The Vision database server only supports Microsoft SQL Server 2005/2008. If you are using MSDE for your Advantage database server, you must first upgrade to SQL Server 2005/ 2008 Express Edition with Advanced Services. Deltek can assist you with conversions to the proper release and platform.
- If you are running Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1 on one of the supported SQL database platforms listed above, the Advantage to Vision conversion will convert data from your existing database to the new database, including:
  - Table Maintenance files
  - Accounting data
  - General system setup settings
  - Usernames

What data is not converted from Advantage to Vision?

- The Advantage to Vision conversion will not convert the following data:
  - Security rights, groups, and passwords
  - Process Server settings
  - Saved selection/sorting options for standard reports
  - Custom reports
  - Billing templates
  - Timekeeper special category queries.

For additional information about the Advantage to Vision database conversion, see Appendix A of this guide.

Application Changes

Vision's integrated design and use of the Microsoft .NET 3.5 SP1 Winform interface mean that in addition to new features not in Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1, some familiar functions will be performed in different ways. For example, most Vision applications include toolbars that allow you to process transactions or access additional data.

Work Breakdown Structure (WBS)

Vision supports a three level WBS.

One of the most significant new features in Vision is the introduction of a three-level WBS. The default settings for the three WBS levels in Vision are:

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

If you currently use projects and tasks in Advantage, you can continue to do so in Vision. Your existing project and task structure will be converted to the WBS1 and WBS 2 levels in Vision.

If you plan to use the new WBS3 level, you should first plan how you want to break down work on your projects using the three available WBS levels. After you convert your Advantage database, you need to run the Enable Phase/Task utility before you can start using the new WBS on your existing projects.

You can change the labels for each Vision WBS level.

See the Vision Concepts book in the Vision Help system for more information about the Vision WBS.

Reporting Tool Changes

Vision Reporting offers you a wide range of reports that contain information about all aspects of your business.

From Vision Reporting you can:

- Generate reports and preview them on your computer monitorn before you print them. You can directly print reports (without previewing) or schedule them to run at a later time.
- Set report options to determine how information is displayed on the report, which columns are included, and how the data is sorted and grouped.
- Select the data that you want to include on reports.
- Sort and group data to create meaningful subtotals and make reports easier to analyze.
- Drill down for detail on certain types of data.

The Advantage to Vision conversion does not bring over saved settings or custom reports.

The conversion from Advantage to Vision does not bring over any of the saved settings that you defined for standard reports in Advantage, nor does it bring over any custom reports that you created with the Advantage Custom Reporting Toolkit. However, you can easily create and save new report settings in Vision, and you may find that the new reporting functionality in Vision eliminates the need to create custom reports.

- If you have Advantage custom reports, take a look at the Vision Reporting application to determine whether or not you can use the standard reporting features to replace your existing custom reports.
- If you decide to create custom reports, Deltek recommends that your firm rewrite existing custom reports (or create new ones) with the Microsoft SQL Server 2005/2008 Report Designer that is available with SQL Server 2005 and 2008 Workgroup or higher Editions. Report Builder, a simple report building tool is also available for use with all editions, including SQL Express. Any custom reports that you create with these tools can be published to the Vision Report Server and accessed within the Vision Reporting application.
- If necessary, you can continue to use other tools (such as Microsoft® Access, Crystal Reports®, or Microsoft Visual FoxPro®) to report against your Vision database. However, reports created with these tools cannot be accessed within the Vision Reporting application.

Billing Templates

The Advantage to Vision conversion does not bring over custom billing templates.

The Advantage to Vision conversion does not bring over the billing templates that you created with the Billing Template Editor in Advantage. However, you can use the Microsoft SQL Server Report Designer to create custom templates to meet all your billing needs.

Timesheet Special Categories

The Advantage to Vision conversion does not bring over timesheet special category queries.

If you created any special category queries for the Advantage Timekeeper application, you must re-enter the queries in Vision if you want them to be accessible to Vision Timesheet users.

In addition, Vision saves WBS and labor code data for *all* timesheet special categories at the time a timesheet is saved — *not* when the timesheet is posted, which was the case in Advantage. If you have any unposted timesheets in your Advantage database when you convert to Vision, you must re-save those timesheets in Vision before you can post them.

The Planning Process

A successful Advantage to Vision migration begins with a thorough plan.

Proper planning is at the heart of the migration process. To ensure that your migration runs as smoothly as possible, one of our experienced consultants will meet with you to help you develop a migration plan, as needed. Putting together a plan usually takes one or two days.

During the planning session, we will:

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

- Review your current Work Breakdown Structure (WBS) for projects, tasks, labor codes, accounts, vendors, clients, and employees to determine if changes would be beneficial.
- Review the Vision release schedule.
- Demonstrate the Vision user interface and explain Vision’s new features and reporting capabilities.
- Analyze the differences between Vision and Advantage to see how they will affect your firm.
- Discuss how internal procedures might be improved to make the most of the features in Vision.
- Discuss options to map and import data stored in applications other than Advantage.
- Help you create a data entry plan for Vision.
- Review interfaces with other applications (Sage Abra and ADP) and determine how to maintain these interfaces in Vision.
- Discuss the special responsibilities or roles that your staff must assume during the migration process.
- Determine whether or not you need additional hardware or software to run Vision.
- Discuss the most efficient way to convert your Advantage database.
- Determine whether or not your firm needs any custom reports or processes to supplement the standard options available in Vision.
- Plan a training program for your staff.

To complete your migration plan, you need to set target dates and assign staff responsibilities for:

- Data preparation — “Clean up” your Advantage database.
- Initial test conversion — Set up a database for testing.
- Segment testing period — Time for you to test and learn the application.
- Final conversion (cut-over date) — This is when you begin to process “live” on Vision.

Hardware and Software Selection

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

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

- Workstation requirements

- Microsoft SQL Server 2005/2008 Edition Requirements (SQL Server Express, SQL Server 2005, and/or SQL Server 2008 with Reporting Services)
- Server requirements
- Bandwidth requirements
- Licensing requirements

Additional technical information is available on the Vision Installation CD.

For more detailed information about Vision hardware and software requirements, and technical specifications to run the software, see the *Deltek Vision Technical Installation Guide*, which is available at the Deltek Customer Care Connect site at https://support.deltek.com.

> You should install all necessary hardware and software before the test conversion date so that you can conduct segment testing immediately after the test conversion.

Prepare Your Data for Migration

When you migrate to Vision, the data in your Advantage database is converted “as is.” Cleaning up your data before the conversion helps make the migration process run more smoothly. Therefore, Deltek recommends that you complete the following procedures prior to conversion:

- Post or delete all unposted transaction files.

> If you have any unposted timesheets in your Advantage database when you convert to Vision, you must re-save those timesheets in Vision before you can post them.

- Close any prior periods you may have open.
- Close-out completed projects with the Project Closeout utility.
- Run Overhead Allocation.
- Run Revenue Generation.
- Purge excess data from your Advantage database, such as historical labor and expense detail for closed projects, paid invoices (over 12 months), and old bank transactions.

When you complete these procedures before the database conversion, it makes it easier for you to verify the accuracy of your data after the conversion as well as ensuring a smooth conversion of data from your existing Advantage database to your new Vision database.

Run Advantage Reports

Which reports should I run prior to converting my Advantage database?

Deltek recommends that you run the following reports for all projects and profit centers in your Advantage database, before you convert your data to Vision:

- **General Ledger Reports**
  - Balance Sheet
  - Income Statement
  - Account List
- **Project Reports**
  - Office Earnings
  - Project Summary
  - Project Detail
- **Employee Reports**
  - Employee List
  - Time Analysis
- **Payroll Reports**
  - Employee Payroll List
  - Withholdings by Category
- **Billing Reports**
  - Billing Terms List
  - Billing Groups List
  - Unbilled Detail Report
- **Accounts Receivable (A/R) Reports**
  - Aged Accounts Receivable
  - Accounts Receivable Ledger
- **Accounts Payable (A/P) Reports**
  - Voucher Report
  - Vendor List
- **File Reconciliation Report**

Additional reports that may be helpful.

To assist you in verifying your data after you convert to Vision, you may also find it useful to print the following database list reports:

- Labor Rate Tables
- Labor Category Tables
- Labor Override Tables
- Expense Account Category Tables
- Expenses by Vendor Tables
- Expenses by Category Tables

- Bank Codes
- Liability Codes
- Profit Centers
- Clients

After you convert your database, you can generate the same reports in Vision, and then compare the data on the Advantage reports with the data on the Vision reports to help you reconcile the converted data.

Create a Backup of Your Advantage Database

Important!

Before you convert your Advantage data to Vision, you should make a backup of your Advantage database.

Follow the backup instructions for the database (MSDE 2000, SQL Server Express, or SQL Server databases) you currently use.

For complete instructions on how to back up your Advantage database, see one of the following guides:

- Deltek Microsoft SQL Server 2005 Express Edition/Microsoft MSDE 2000 Administrator's Guide
- Deltek Microsoft SQL Server 2000 Administrator's Guide
- Deltek Microsoft SQL Server 2005 Administrator's Guide

Converting Your Advantage Database

During the time you used Advantage to process data, you have likely accumulated a large amount of information about your firm's finances, projects, clients, and employees. No doubt you will want to transfer this data from Advantage into Vision as quickly and efficiently as possible so that you can start to use Vision to process your firm’s business transactions. Therefore, as soon as you have completed all the recommended pre-conversion processes, you can proceed to the actual conversion of your Advantage database.

Two conversions = Test and Final

To ensure the best conversion results, we recommend that you perform the following two conversions:

- Test conversion
- Final conversion

The test conversion usually takes place a few months before the final conversion. It has two purposes:

- To check that our conversion program works correctly with your data and that you are happy with the resulting database.
- To provide you with an experimental database to use for testing and staff training.

The final conversion takes place at the time you begin processing “live” on Vision. To pick the best date to go live, you must carefully plan. You should choose a date that minimizes the impact on your accounting and payroll processes, your billing cycle, and your reporting schedule.

When you are ready, you have two options for data conversion:

- You can send a tape of your Advantage database to one of our Data Conversion specialists, who will convert your data and return your new Vision database to you. This process takes approximately 3–5 days.
- You can install and run an automated conversion utility yourself and convert your Advantage database at your convenience.

The option that you choose will most likely depend on the size of your firm, the complexity of your database, and the resources you have available.

Installing the Conversion from Advantage Utility

To make the conversion process as easy on you as possible, Deltek has created an automated conversion utility that you can use to convert your data from your existing Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1 database to your new Vision 6.2 database.

The following instructions tell you how to install the conversion utility. After you install the utility, you can convert your database at any time you choose.

When you install the conversion utility, you must use a workstation on which you have already installed Advantage 6.1, 6.2, 7.0, 8.0, 9.0, or 9.1. Do not install Advantage or the conversion utility on your Vision servers.

Post Outstanding Advantage Transactions

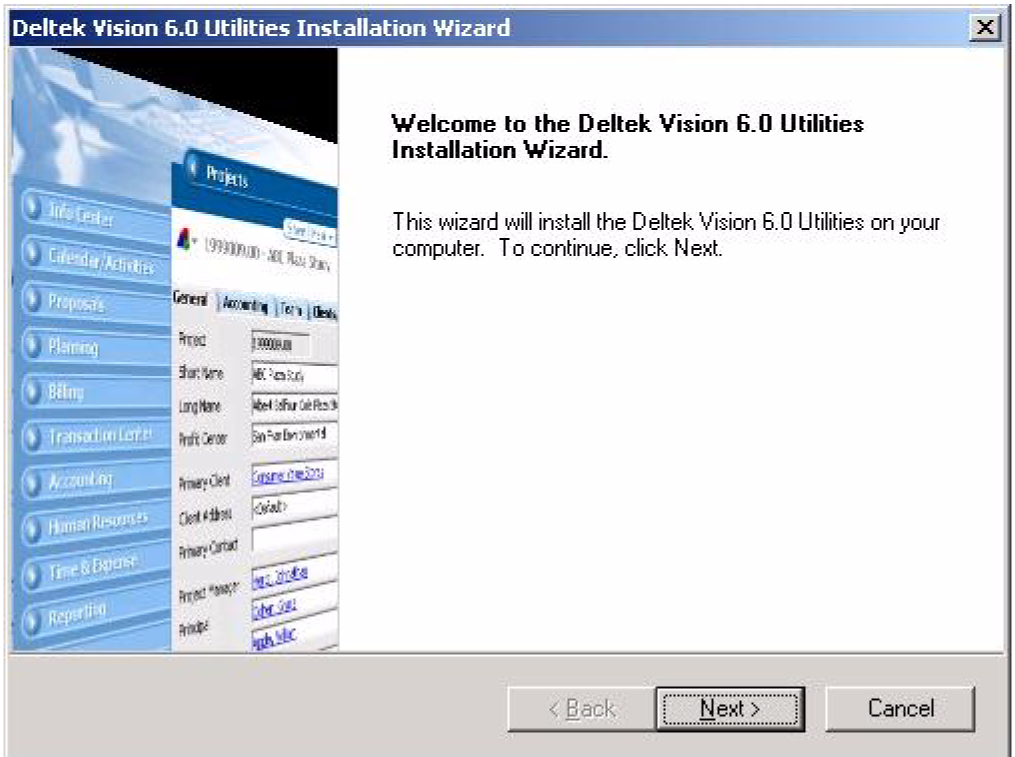
Important!

Before you convert your Advantage data to Vision, be should that all outstanding transactions in Advantage have been posted.

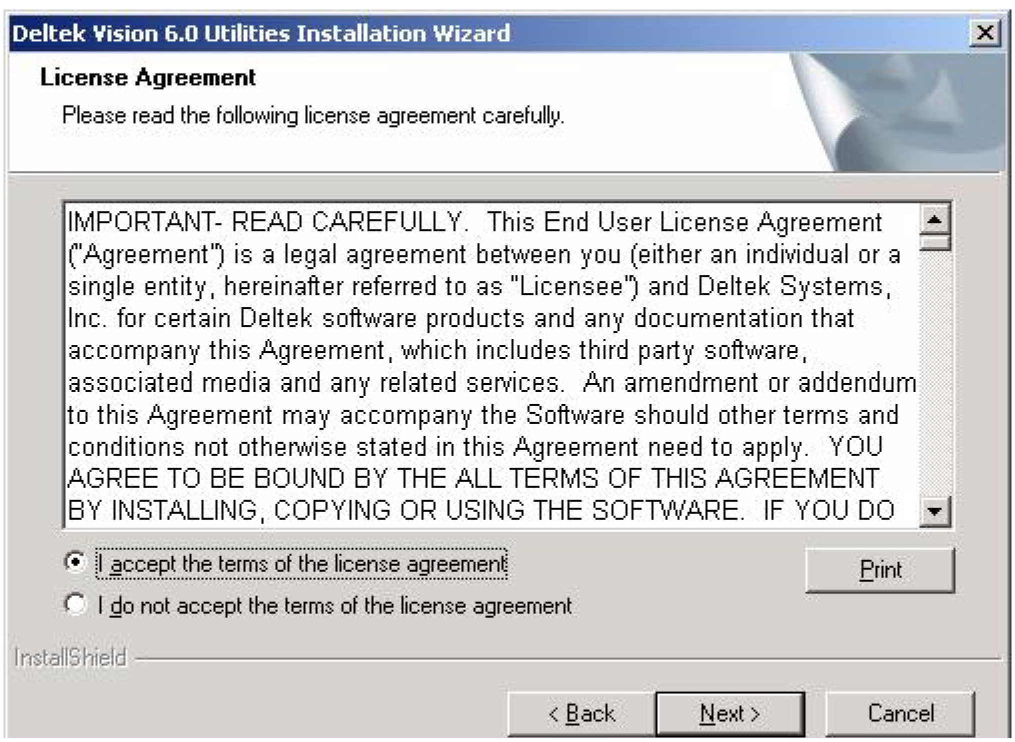
To install the the Conversion from Advantage utility, complete the following steps:

1. From the Vision Installation CD, start the **DeltekVisionUtilities.exe** program.
2. When you received a message that advises that Deltek does not recommend ithat you install the utilities onto a server that will be hosting any Deltek Vision tier, click **Yes** to continue.

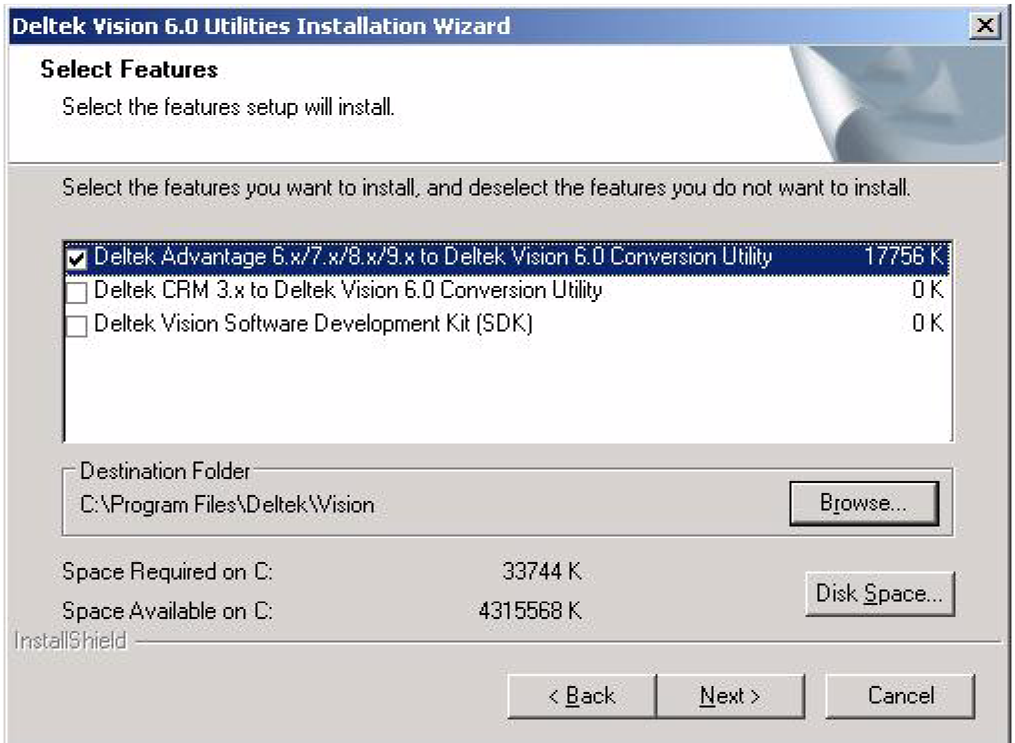
3. In the Welcome to the Deltek Vision 6.2 Utilities Installation Wizard dialog, click **Next** to continue.



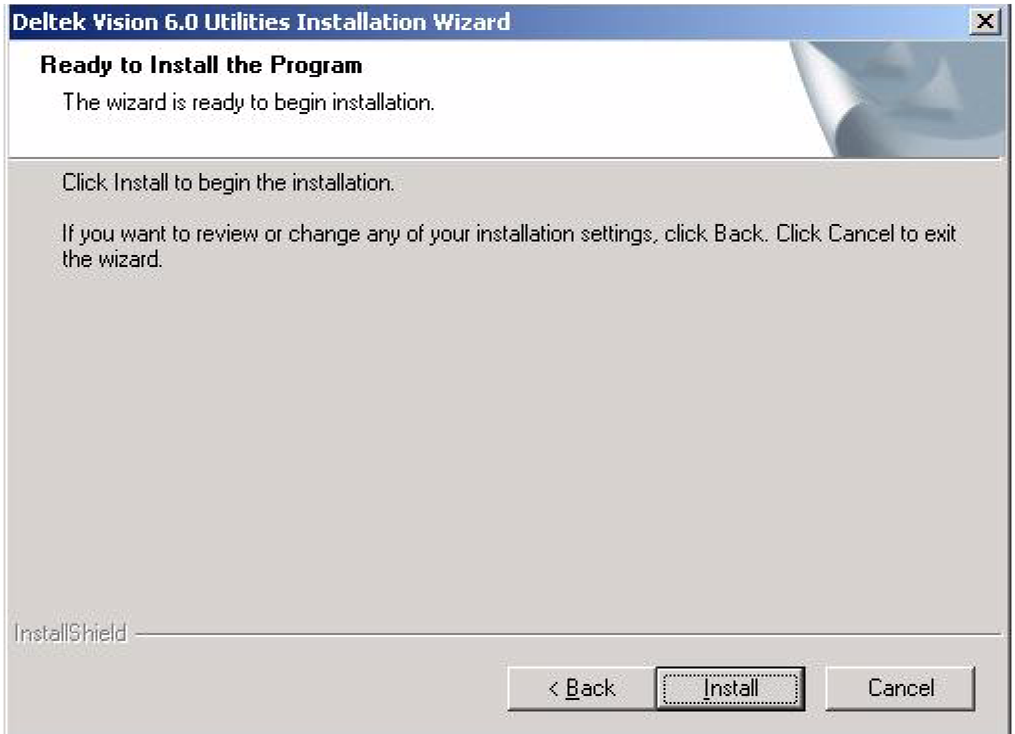
4. In the License Agreement dialog box, read the license agreement, select the **I accept the terms of the license agreement** option and click **Next**.



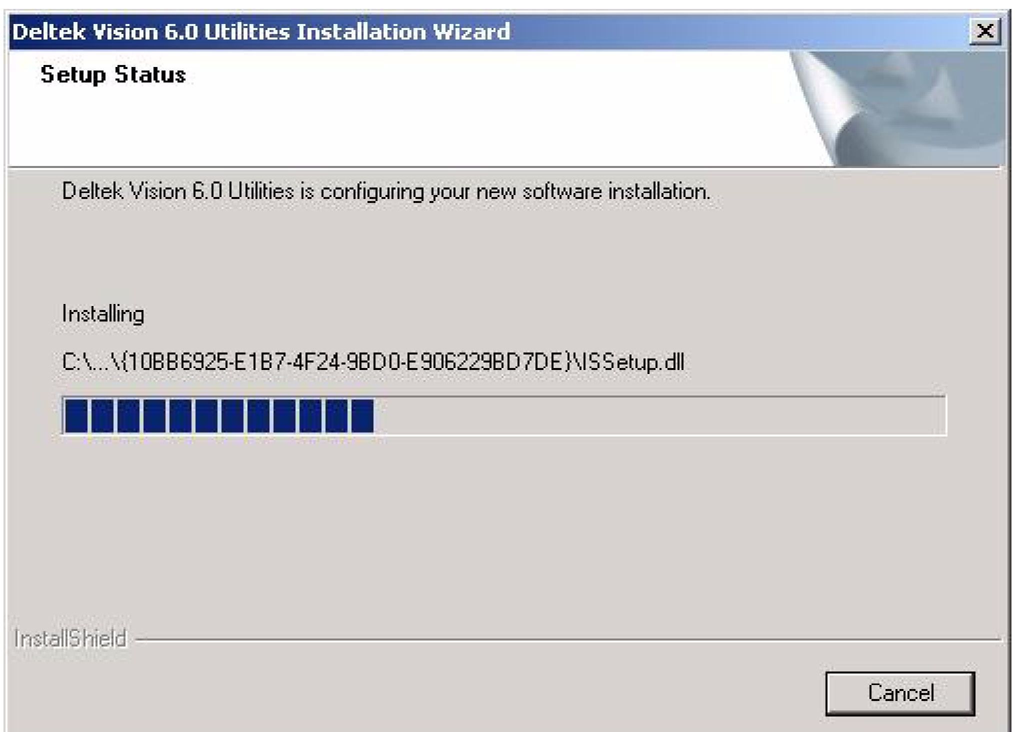
5. In the Select Features dialog box, select the **Deltek Advantage 6.x/7.x/8.x/9.x to Deltek Vision 6.2 Conversion Utility** option. By default, the utility is installed to C:\Program Files\Deltek\Vision. Click **Browse**, and select a different folder, if necessary. Click **Next** to proceed.



6. In the Ready to Install the Program dialog box, click **Install** to start the utility installation.



7. The Setup Status dialog box displays while the utility is installed.



8. When the installation is complete, in the Installation Wizard Complete dialog box, click **Finish**.

Running the Conversion from Advantage Utility

After you install the Conversion from Advantage utility, you are ready to convert your database. You can choose one of the following options to convert your database.

- **Option 1**

  It is possible to convert your Advantage production database directly to Vision. If you choose this option, you must:

  - Be sure that all users exit the Advantage application.
  - Modify the existing Advantage link file to use the SQL “sa” account.

  If your firm uses a local link file (non-shared) to run Advantage, or you can easily set aside a time for all users to exit the application, this option may work best for you.

- **Option 2 (Recommended)**

  Rather than run the Conversion from Advantage to Vision utility against your Advantage production database (which requires all users to exit the application), Deltek recommends that you restore a backup of your Advantage database into an Advantage test conversion database. This way, you do not impact users who are working in the Advantage production database. In addition, because you must re-link Advantage on the conversion workstation using the SQL “sa” account, this option eliminates the need to modify your network (shared) link file (advlink.mdb), if you use one.

Microsoft Access 2003 is not a supported platform for running the Advantage to Vision Conversion utility.

Before you run the conversion utility...

If you have not already done so, back up your Advantage database now.

Important!

Re-link to your Advantage database with the SQL “sa” account. This is necessary because the conversion utility must access not only your Advantage database, but also the newly created Vision database.

If you use a network (shared) link file for Advantage, reconfigure Advantage on the conversion workstation to use a local advlink.mdb file. You can find a local link file in the following directory:

C:\Program Files\Deltek\Advantage\<Version #>\Sample\advlink.mdb

If you are running the conversion utility using Option 1, you will link to your Advantage production database. If you are using Option 2, you will link to the restored Advantage test conversion database. In either case, you must modify your Advantage link file (advlink.mdb) to use the SQL “sa” account.

If you are running the conversion using Option 1, be sure all users have exited Advantage.

You are now ready to run the Conversion from Advantage utility.

To run the Conversion from Advantage utility, complete the following steps:

1. From the Windows **Start** menu, click **Programs » Deltek Vision 6.2 » Conversion from Deltek Advantage** to open the Deltek Advantage to Vision Conversion form.

   If you have the runtime version of Microsoft Access 2002 installed, you receive an error message before the Deltek Advantage to Vision Conversion form opens.

   If you have the full version of Microsoft Access 2002 installed, you receive a message before the Deltek Advantage to Vision Conversion form opens.

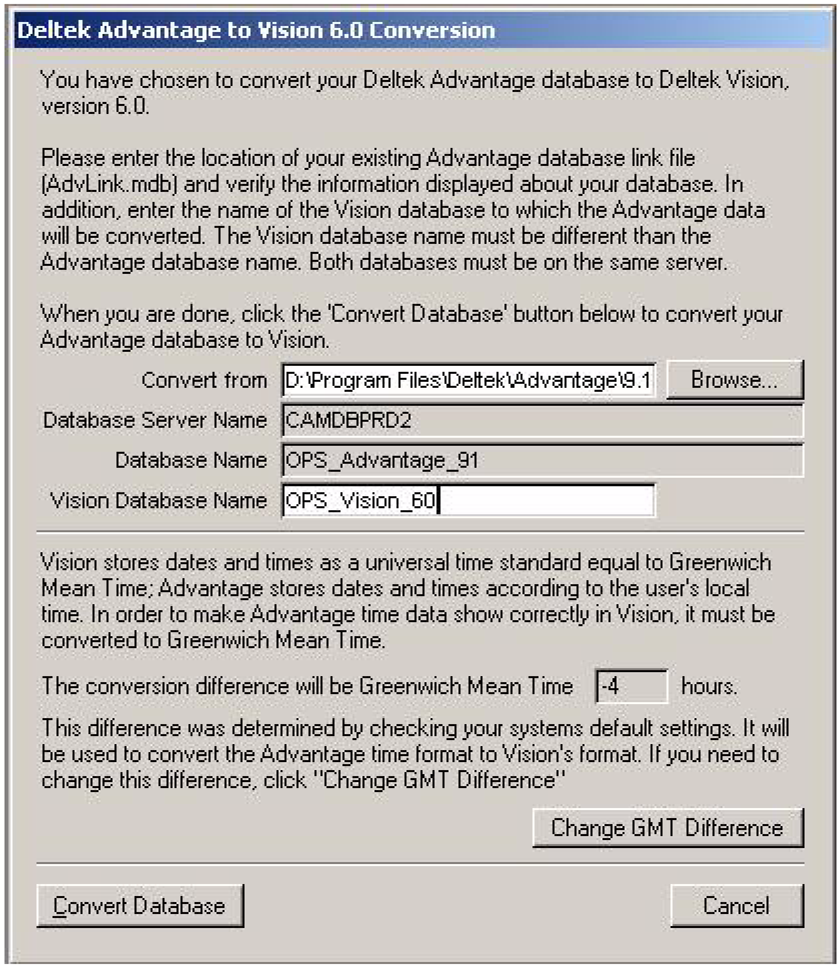
2. For either message, click **OK** to open the Deltek Advantage to Vision Conversion form.

3. Verify that the information in the following fields of the Deltek Advantage to Vision Conversion form is correct:

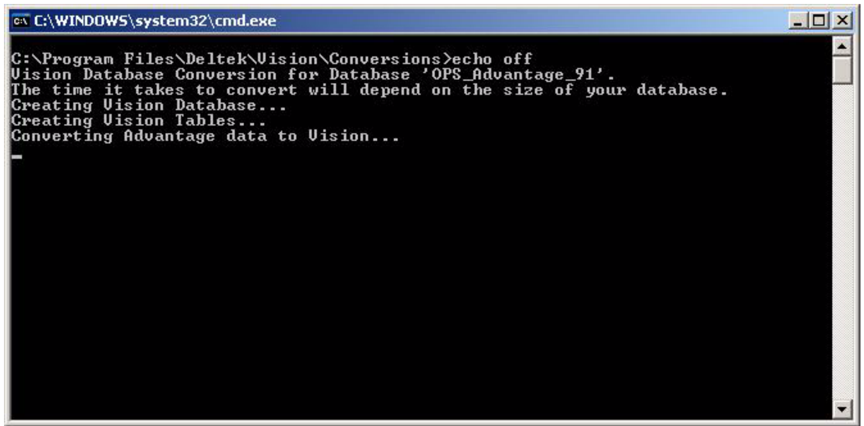
   Convert from — This field displays the location of your existing Advantage database link file (AdvLink.mdb). This is the Advantage database that will be converted.

   Database Server Name — This field displays the name of the server where your Advantage database and your converted Vision database reside. The Advantage database server must be the same as the Vision database server. You can move it later to a different database server, if necessary.

   Database Name — This field displays the name of the Advantage database that you are converting.



4. Enter a name for the new Vision database in the **Vision Database Name** field. This is the database that receives the converted data.
5. Verify the Greenwich Mean Time differential setting. This setting determines how the utility converts your Advantage date and time settings.
6. To modify the setting, click the **Change GMT Difference** button, and then select a new setting from the drop-down list on the Time Zone Selection form.
7. When you have verified that all the information on the form is accurate, click the **Convert Database** button.
8. A DOS window displays while the conversion runs. Do not close this window while the conversion runs. The DOS window closes automatically when the conversion is complete.



After you run the conversion utility, you must check to be sure no errors occurred during the conversion process.

1. At the workstation on which you installed the Advantage to Vision Conversion utility, use Windows Explorer to locate the folder where you installed the Advantage to Vision conversion utility and open the following file:

   DeltekAdvtoVisionConv.log

2. The file opens in Notepad. Use the Edit/Find feature in Notepad to search for the following entries:
   - msg
   - cannot
   - warning
3. If you find any of these entries, contact a Deltek Vision Support Representative for assistance.
4. If you do not find any of these entries, scroll to the bottom of the report and be sure the following entry appears:

   Database Converted to Deltek Vision Version 6.2

If you successfully converted your database, you are ready to install Vision. If Vision has already been installed, you must use the Weblink utility to create a new entry in **databases.enc** for the newly converted Vision database.

> To learn more about using the Weblink utility, see the *Deltek Vision Technical Installation Guide*, which is available on the Deltek Vision Installation CD (in PDF format) or at the Deltek Customer Care Connect site at https://support.deltek.com.

Installing Vision

After you have successfully converted your Advantage database, you are ready to install Vision and test and use the application.

The Vision installation process includes the following steps:

- Install Microsoft SQL Server or SQL Server Express with Reporting Services.
- Install the Vision application and any required prerequisites.
- Complete any Advanced Installation procedures required to run Vision.

For complete instructions and a detailed explanation of the Vision installation process, see the *Deltek Vision Technical Installation Guide*, which is available at the Deltek Customer Care Connect site at https://support.deltek.com.

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

After you install Vision, you must log on and activate the modules that you purchased before you can begin to use the application. You must also complete certain configuration processes as described in the following section of this chapter.

Preparing toTest and Use Vision

After you convert your database and install Vision, before you test and use Vision, you must:

- Log on to Vision (Note that the Microsoft .NET Framework 3.5 SP1 is a prerequisite that must be installed on any workstation that will be launching the Vision client-side application)
- Activate your Vision modules
- Configure Vision

Most of your configuration settings will convert from Advantage. However, you must set up security, email, and process server options, and configure any new Vision features that you plan to use.

You must complete these steps in the sequence presented to successfully prepare Vision for testing and general use at you firm.

Log on to Vision

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

To log on to Vision:

1. Go to your firm's designated Vision site.
2. Click **Deltek Vision**, or wait while the application is loaded. Vision displays the Deltek Vision splash screen.
3. Enter your user ID in the **User ID** field. If you are logging on to activate and configure Vision, enter **ADMIN** in this field.
4. Enter your password in the **Password** field. If you are logging on to activate and configure Vision, leave this field blank.
5. Use the drop-down list in the **Database** field to select your database.
6. Select the **Windows authentication** option if your firm uses this security feature. If you are logging on to activate and configure Vision, do not select this option.
7. Click **Login**. The Vision application opens to the Welcome page.
8. Configure Vision as needed.

Activate Your Vision Modules and Configure Vision

When you install Vision and log on for the first time, you must activate the modules that you purchased. In addition, you must complete some configuration steps before you can begin to test and use Vision.

Before you begin using Vision...

Specifically, you must complete the following configuration processes the first time that you log on:

- Module Activation
- Security Configuration
- Server-side Email Setup
- Process Server Setup

You may also need to complete a few additional configuration procedures before you begin to use Vision's new new processing features, options, and tools.

Module Activation

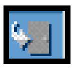
When you log on to Vision for the first time, you must activate the modules that you use. The modules that you activate depend on the applications that you purchased.

The available Vision modules are:

- Project Control
- Accounting
- Billing
- Time
- Expense
- Payroll
- Resource Planning
- CRM
- Custom Proposals
- SF330/SF254/SF255 Proposals
- Payroll Interface
- Abra HR Interface
- Synchronization Server
- Multicurrency
- Purchasing
- Document Management
- Mobile Application Suite
- Visualization

This guide assumes that you are activating only those modules with counterparts in Advantage — Accounting, Billing, Time, Expense, Payroll, Payroll Interface, and Abra HR Interface.

To activate Vision modules, complete the following steps:

1. From the Vision **Applications** menu, click **Configuration » Module Activation**.
2. On the Module Activation dialog box, enter the appropriate password in the **Password** column for each module that you want to activate. When you enter a password, Vision automatically enters license information in the **License** column.
3. Click **OK**.
4.  Click the **Logoff** icon in the upper right corner of the Vision application to log out of Vision.
5. Log back on to Vision. Vision opens with the appropriate modules activated.

Security Setup

When you convert your Advantage data to Vision, the following security information is brought over to the Vision database:

- All **Usernames** in your Advantage database
- One **ADMIN** username
- One **Default** role

> The Advantage to Vision conversion brings over usernames only; no passwords or roles are converted.

Each Vision user must have a username and a role.

Before your employees begin to use Vision, you must set up roles for each of them in Vision. You can then use these roles to define each employee's security access to the various Vision applications, forms, lookup options, and reporting options. You can also set up passwords.

> For detailed information on how to set up security for Vision, see Chapter 18 of the *Deltek Vision Implementation Guide.*

Server Side Email Setup

You can use Vision's email functionality to send emails to principals, project managers, and other interested personnel at your firm with attached reports. Users can also send emails to a default Help Desk for assistance with Vision processing.

Before you can use Vision's internal email features, you must configure your server-side email information. These settings apply only to Vision's -mail feature; they do not affect any other email applications that you use at your firm.

To configure server side email, complete the following steps:

1. From the Vision **Applications** menu, click **Configuration » General » System Settings**.
2. On the General System Settings form, click the **Email** tab.
3. Enter information in the fields on this tab as described in the following table.

Field	Description
Email Server	Enter the host name or IP address of an SMTP-compliant email server.
Port	Enter the SMTP port that the SMTP server that you entered above uses. The default is port 25.
Default Sender	Enter the default email address that you want to use to send system-generated emails (such as alerts). Vision also uses this address if the employee sending the email from within Vision does not have an 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 that you entered in the **Default Sender** field. Do not select this option if you want the reply address to be different than the address that you entered in the **Default Sender** field. In this case, enter the address that you want in the **Default Reply To** field.
Default Reply To	Enter the email address that you want to use when users click the **Reply** button on system-generated emails.
Default Help Desk	Enter the email address that you want to use when users click the **Help Desk** email link from the **Help** menu in Vision. You can choose to send emails directly to Deltek, or you can set up an internal mailbox to receive and respond to questions from your staff.
Username	If your SMTP server requires domain authentication, enter the authenticated username in this field. This is a domain username, not a Deltek Vision username.
Password	If your SMTP server requires domain authentication, enter the authenticated password (that matches the domain username above) in this field. This is a domain password, not a Deltek Vision password.

Field	Description
Vision URL	Enter the Internet or Intranet web site address where your firm's users will access Vision. If you plan to use alert emails in Vision, you must enter your company's entire URL in this field (for example http://vision.deltek.com).
Send Test Email to Default Help Desk	Click this button to test the ability to send email to the email address entered in he **Default Help Desk** field.

4. Click **Save** to save your entries.

Process Server Setup

Use the Vision Process Server to submit jobs to a process queue and schedule them for processing. Users can submit reports, transaction postings, batch billings, and other Vision processes to a process queue in order to keep their workstation free for other jobs.

Before you begin to use process queues in Vision, you must set up your process server options. After you set up your process server options, you can use the Process Server utility to manage your process servers and process queues.

To set up process server options, complete the following steps:

1. From the Vision Applications menu, click **Configuration » General » System Settings**.
2. On the General System Setup form, click the **Servers** tab.
3. Enter data in the fields on this tab, as described in the following table.
    - To add a blank row to a grid, click the **Insert** grid option.
    - To delete a row from a grid, select the row and click the **Delete** grid option.

Field	Description
Retain job history for x days	Select this option if you want Vision to retain detail for completed jobs. If you do not retain process history, Vision deletes process entries from the queue after they have run, failed, or been cancelled. If the process entry has an alert pending, Vision deletes the entry after the submitter has been notified. If you retain process history, Vision deletes process entries from the queue after the number of days specified. If the job has a pending alert, Vision deletes the process only after the submitter has been notified.

Field	Description
Retain report output for x hours	Use this field to set a limit on the number of hours each generated report is saved on the server. By default, each report is saved for 24 hours.
Retain errors for x hours	This option allows you to set a limit on the number of days that the server retains error reports for successful runs. If you enter an error retention period of 0 days, Vision saves all error reports indefinitely.
Enable report usage logging	Select this option to enable report logging. If you select this option, Vision logs each report request (generate, print, email, and view) in the event viewer.
Process Queues	
Name	Enter a name (up to 40 characters) by which to identify the process queue.
Dedicated Server	Select a server from the drop-down list if you want to restrict the process queue to a specific server.
Max	Enter the maximum number of jobs that can run concurrently in the process queue. Enter zero (0) for no limit.
Priority	Enter the priority for the process queue. Zero (0) is the highest priority. The priority level that you enter is used to determine user access (by role) to the process queue.
Status	This field displays the status of the queue: **Running** or **Stopped**.
Microsoft SQL Server Reporting Servers	
Server Name	Enter a report server name. These servers are used to generate reports.
Application Servers	
Server Name	Enter an application server name. These servers run application processes, such as transaction posting.

4. Click **Save** to save your entries.

Testing Vision

After you activate your Vision modules and configure all the Vision settings and features that your firm plans to use, you are ready to test the Vision application. The testing process is designed to ensure that your data has converted properly and to give you and your staff time to become familiar with the various features and functions of Vision.

Prepare a testing plan before you convert your database.

You should prepare a detailed testing plan before you convert your database. Your plan should include staff assignments to test individual modules and/or processes, instructions for reporting errors, bugs, and data inconsistencies, and a time frame to complete the testing processing and addressing any resulting issues or concerns.

To carry out testing at your firm, you must:

- Train your staff to use and test Vision.
- Back up your Vision test database.
- Run Vision reports and compare them to Advantage reports.
- Verify records in Vision.
- Perform segment testing.

Train Your Staff to Test and Use Vision

A crucial part of the migration process is staff training. You must pepare your staff to set up, test, and begin to use Vision. The training process for Vision should be relatively simple because your staff is already familiar with the organizing principles behind Advantage.

However, your staff must learn how to use Vision's new browser interface to select configuration options; enter transaction data; complete and submit timesheets and expense reports; process accounting, payroll, and billing transactions; and run reports.

While much of our training is formal and follows a specific agenda with particular goals in mind, a great deal of the initial training for Vision is informal; it occurs naturally as our staff works with your staff.

Our training efforts concentrate on how to:

- Orient staff members to the Vision environment.
- Prepare them to convert to Vision and make the necessary system setting modifications to run Vision.
- Prepare them to test Vision with your database.

This initial training gives your staff the knowledge they need to begin testing Vision.

For training information, see our Website — www.deltek.com /training

During the test phase, we provide more in-depth training on specific applications (including billing, accounts payable, time and expense, and reporting) and specific concepts (such as revenue recognition, overhead allocation, and labor cross-charges). After you begin processing live on Vision, you may want to send staff members to some of our regularly scheduled training classes.

Back up Your Vision Test Database

Important!

Before you begin testing Vision, we recommend that you create a backup of your test database. This gives you the flexibility to restore your data at any time during the testing process.

For complete instructions on how to back up your Vision database, see one of the following guides:

- Deltek Microsoft SQL Server 2005 Express Edition/Microsoft MSDE 2000 Administrator's Guide
- Deltek Microsoft SQL Server 2000 Administrator's Guide
- Deltek Microsoft SQL Server 2005 Administrator's Guide

Generate Vision Reports

Which Vision reports should I generate after our Advantage database is converted?

Deltek recommends that you generate the following reports for all projects and organizations (profit centers) in your Vision database after you convert your data to Vision:

- **General Ledger Reports**
  - Balance Sheet
  - Income Statement
  - Account List
- **Project Reports**
  - Office Earnings
  - Project Summary
  - Project Detail
- **Employee Reports**
  - Employee List
  - Time Analysis
- **Payroll Reports**
  - Employee Payroll List
  - Withholdings by Category
- **Billing Reports**

- Billing Terms List
- Billing Groups List
- Unbilled Detail Report

- **Accounts Receivable (A/R) Reports**
    - Aged Accounts Receivable
    - Accounts Receivable Ledger
- **Accounts Payable (A/P) Reports**
    - Voucher Report
    - Vendor List
- **File Reconciliation Report**

Additional reports that may be helpful.

To verify the data in your Vision database, you may also find it useful to print the following database list reports:

- Billing Groups
- Labor Rate Tables
- Labor Category Tables
- Labor Override Tables
- Expense Account Category Tables
- Expenses by Vendor Tables
- Expenses by Category Tables
- Bank Codes
- Liability Codes
- Profit Centers
- Clients

> To access and run database list reports in Vision, you must open the corresponding application and click the **Print** option on the toolbar.

After you generate your Vision reports, you can compare the data on the reports with the data on the Advantage reports that you generated before you converted your data. Use these reports to help reconcile your converted data.

Verify Records in Vision

After you run the conversion utility, Deltek recommends that you verify the data in your Vision Info Center to ensure that records were converted properly. You should check several records in each Info Center and review record contents directly on the Vision screen.

Use the following instructions to open and verify data in a Project Info Center record. While tab and field names may differ, the general steps outlined in these instructions can also be used when you open and verify data in other types of Info Center records.

- On each tab, verify that all fields display.
- In each field, verify that the data is accurate.
- For all fields that contain drop-down lists, be sure all appropriate options are included in the list.
- In most cases, Vision drop-down lists derive their values from code tables, which are set up in Vision Configuration. If a drop-down list does not contain the appropriate values, there may have been a problem converting the values from Advantage, or the list may not have existed in Advantage.

- For additional information about code tables, see the instructions for Code Table Configuration in the Vision Help system.

Open a Project Info Center Record to Verify Data

To verify that your Advantage Table Maintenance records converted successfully to Vision Info Center records, you should open several records and verify that the data in each record is accurate.

To verify Project Info Center data for a project record, complete the following steps:

1. Log on to Deltek Vision.
2. From the Vision **Applications** menu, click **Info Center » Projects**.
3. On the Project Info Center form, open a project whose data you are familiar with. To open a project, do one of the following:
    - Type the full name or project number in the **Find** field and press **Enter**.
    - Perform a Quick Find by typing any part of the project name or project number in the **Find** field and then clicking **Enter**. If there is only one matching record, Vision automatically opens the record. If there is more than one matching record, Vision displays a list of possible matches. Click the appropriate project in the list to open the record.
    - Click in the **Find** field to open the Project Lookup. Perform a search from the lookup to find the project.
4. Click each of the following tabs and verify that the correct fields display on each tab. Confirm that the data in each field is correct.

- General
- Accounting
- Team
- Dates & Costs
- Location
- Sort/Select

When you convert your Advantage database to Vision, the Sort/Select tabs and fields in each Table Maintenance record are converted to custom Sort/Select tabs and fields in Vision. If you did not enter Sort/Select values in your Advantage records, the Sort/Select tab does not display as part of your Info Center records.

5. When you are satisfied that the project data has converted correctly, your review of this record is complete. Repeat steps 3 and 4 for any additional projects that you want to verify.

Perform Segment Testing

Segment testing is one of the most crucial parts of the migration process.

After you verify that the Advantage to Vision data conversion was successful, you are ready to begin segment testing, which is one of the most crucial parts of the entire migration process.

Segment testing involves testing each area of Vision using your firm's own data (test database). Typically the segment testing period lasts for a few weeks, but at some large firms it can span several months.

In preparation for segment testing, we help you create a test plan and work with your staff as they put Vision through its paces. Besides ensuring that Vision does what it's supposed to do, the test period gives your staff an opportunity to become comfortable with the Vision environment.

We can help you design a test plan that covers every important area of Vision. At the minimum, you should:

- Test security and configuration settings — Create users and roles, enter setting and modify various configuration options, and create custom tabs, fields, and labels.
- Test Info Center records — Add, modify, and delete data and/or records within each Info Center (Clients, Contacts, Employees, and so on).
- Test the transaction entry process — Enter sample data in Vision for each type of transaction (for example, timesheets, expenses, invoices).
- Test the posting process — Post your sample transaction entries, and analyze the results.

- Test revenue recognition — Complete a test run, and review the results on projects that have data posted to them.
- Test overhead allocation — Complete a test run, and review the results on projects that have data posted to them.
- Test report generation — Run various reports and analyze the data in the reports.
- Test interactive billing — Process various transactions using sample projects.

In general, processing in Vision should yield the same results as processing in Advantage. You should investigate and resolve any significant discrepancies before you firm begins processing live on Vision.

See Appendix B of this guide for a sample segment testing plan for Vision.

Going Live on Vision

Going live means you stop processing in Advantage and begin processing in Vision.

As part of planning your migration to Vision, you must choose a “go live” date, the date on which you plan to stop processing through Advantage and begin processing solely through Vision. The date that you choose depends upon several factors, including:

- Payroll processing needs
- Staff availability (for example, holidays, other critical assignments)
- Availability of data needed for cut-over
- Status of suspense posting

When you reach your “go live” date, you must convert your database, install Vision, and configure your application and security settings just as you did when you created your test database.

> You may be able to import some configuration and other settings from your test database into your live database.
>
> Contact a Deltek support representative for assistance if you plan to import any settings from your test database.

Because the go live date marks the beginning of “live” processing in Vision, you should not perform any processing in Advantage after the go live date.

Ongoing Consulting and Training

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

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

We strongly recommend that your staff take part in our ongoing training programs. We offer a full roster of courses at training facilities across the United States. We also offer training courses at client sites and user group meetings as well as over the Internet.

3 Vision Overview

In this chapter

This chapter provides an overview of Vision and an introduction to the various applications and new features available to you.

Vision Overview

This chapter introduces you to some of the new features that you will encounter as you begin to use Vision. In this chapter, you will learn how to navigate through the application, and you will be introduced to a number of system-wide features and tools.

This chapter will be a helpful introduction to Vision and will serve as a reference as you review the remaining chapters of this guide, which contain details about the new features in each of the Vision applications.

In this chapter you will learn how to:

- Log on to Vision.
- Select a company.
- Select an accounting period.
- Select a menu choice.
- Navigate through the application using the Vision global icons, main menu, and toolbars.
- Select user options.
- Access record and transaction data.
- Access the Vision Text Editor.
- Access, configure, and manage your Vision Dashboard.
- Configure and use Vision lookups.

In this chapter, you will also learn about:

- Vision applications
- Vision alerts
- Vision utilities
- Vision multicompany processing
- Vision printing guidelines
- Internet Explorer

The contents of this guide refer to Vision default tabs and fields. Some of the tabs and fields in your application may have been modified or added to meet your firms business requirements.

If you use the Vision CRM, Document Management, Multicurrency, Proposals, Purchasing, Resource Planning, and/or Synchronization applications, additional menu items, tabs, and fields will also be available for these applications.

Contact your system administrator for more information about the Vision applications that your firm uses.

Accessing Vision

To begin working in Vision, you must do the following:

- Log on.
- Select a company (if you use the Multicompany application).
- Select an accounting period.
- Select a menu choice.
- Open multiple menu choices in separate windows (optional).

Log On

How do I log on to Vision?

Go to your firm's designated Vision site to access the Vision splash screen. The splash screen is where you enter the data required to access Vision.

To log on to Vision, complete the following steps:

1. Complete the fields on the splash screen. See the following table for descriptions.

Splash Screen Field	Description
User ID	This is the individual identification for each user. See your system administrator if you do not have a user ID.
Password	This is the individual password for each user. See your system administrator if you do not have a password.
Database	Use the drop-down arrow to select the database that you want to access.
Do not load Startup Application	Select this option if you do not want Vision to open the application specified on the User Options dialog box. Instead, Vision opens the Welcome Page.

2. Click the **Login** button. Vision opens. Depending on your configuration settings, you may need to select a company and/or an accounting period before you begin to use Vision (see the instructions below).

Windows Integrated Security

What is Windows Integrated Security?

Vision includes an option to use Windows Integrated Security, which allows users to log in one time for both Windows and the Vision application. Windows Integrated Security is configured to use each user's Windows NT/200 Domain network login. This means that the user's Vision username and password are the same as their Windows username and password.

To log on to VIsion using WIndows Integrated Security, complete the following steps:

1. Open Internet Explorer and go to your firm's designated Vision site to run Vision. You do not need to enter a password. If you are not properly logged on to the network, you will be prompted for you network username and password.
2. If only one database exists, you will automatically be logged in at this point. If more than one database exists, you must select the database that you want to access (unless you have set your user preferences to always connect to a specific database).

Select a Company

If you use the Multicompany application (see page 3-75), the Company Selection dialog box displays when you log on to Vision.

Click the Help button on the dialog to learn more about how to select a company.

To select a company, complete the following steps:

1. Click the name of the company for which you want to enter or review data or process transactions.
2. Select the **Automatically default to my home company at startup** check box if you want Vision to open your home company each time you log on. When you select this option, you bypass this dialog box each time you log on. To enable or disable this option at any time, select **Utilities » Change Company** from the Vision Applications menu. This opens the Company Selection dialog box.
3. Click **OK**. Vision opens the Period Selection dialog box.

Select an Accounting Period

If you use the Accounting application, the Period Selection dialog box displays when you log on to Vision.

Click the Help button on the dialog box to learn more about accounting periods.

To select an accounting period, complete the following steps:

1. Click the accounting period for which you want enter or review data or process transactions.
2. Select the **Automatically default to current period at startup** check box if you want Vision to open the current period each time you log on. When you select this option, you bypass the Period Selection dialog box each time you log on. To enable or disable this option at any time, select **Utilities » Change Period** from the Vision Applications menu to open the Period Selection dialog box.

To learn about the User Options dialog box, see page 3-58 of this guide.

3. Click **OK**. Vision opens the startup application specified on the User Options dialog box.

> If you select a period other than the current period, a **Prior Period Active** notice displays above the Application menu. Although you can process data in historical periods, these periods should be opened only to print reports reflective of that time frame. When you process data in prior periods, it can lead to unexpected results in your database.

Select a Menu Choice

When you log on to Vision, the Applications menu displays on the left side of the screen and the startup application displays to the right of the menu. If you do not select a startup application, Vision displays the Welcome page each time you log on.

Click an application on the the Applications menu to display the menu choices available for that application. Then, click on an option in the group bar to open the associated application or form in the current browser window.

Open Multiple Menu Choices

You can have multiple applications or forms open at the same time in Vision. To open multiple applications or forms, click an application on the Vision Applications menu to display the menu choices available for that application. Then, right-click on an option in the Applications menu and select the **Open in new Window** option to open the associated application or form in a new browser window.

Any record that displays as a hyperlink in a field or grid can also be opened in this way. A hyperlink displays as blue text with an underline. Click a hyperlink in Vision to open an associated record or dialog box.

Using Vision

Vision's user-friendly interface is designed to help you maneuver quickly and easily among all the applications, records, and forms in the application. In addition, you can customize the look of your interface to match your working requirements. And, if you have questions, you can access the Vision Help system from anywhere within the application.

The Vision interface components are:

- Vision Terminology
- Global Icons
- Application Menu
- Toolbars
- User Options
- Internet Explorer

Vision Terminology

There are certain terms that are used throughout Vision, its online help system, and all related guides. Review the following definitions to properly understand and use Vision.

Records

A record is a collection of data that pertains to an individual item (such as project, employee, or client). Information about the record is collected on various tabs and forms in Vision. For example, each project is a record that contains data from the General, Accounting, and Team tabs in the Project Info Center. An existing record can be modified, deleted, and copied at any time. Also, new records can be added at any time. Records are maintained in the Info Center.

Options and Buttons

Options and buttons are selections or choices that display on a menu, form, or dialog box. Options usually display in drop-down lists. Options allow you to select the desired item or response. Options also display in grids, in which case they are used to add, remove, or manage the data in the grid. Buttons display on toolbars and on various forms throughout Vision. Typically, buttons are used to initiate a process in Vision.

Configuration

Configuration refers to all the forms within Vision that you use to set up the Vision application. This term is no longer intended solely for your system administrator. Vision offers a variety of options that allow individual users to modify the look and feel of the application.

Global Icons

Use global icons to maneuver around the Vision applications. The global icons are located on the toolbar at the top of the Vision screen, and you can access them from any place in Vision.

- **Applications** — This opens the Vision Applications menu pane if you closed it. To close the Applications menu, click the red X on the Applications menu title bar:
- **Back and Forward Arrows** — The **Back** arrow moves you back to the last application or record that you had open. The **Forward** arrow returns you to the application or record that you had open before you used the **Back** arrow.
- **Dashboard** — This sends you to the Dashboard application.
- **Search** — This opens the Info Center Search tool, which allows you to search for records across all the Info Centers.
- **Options** — This opens the User Options dialog box where you select various options for your personal use of Vision. For example, the color scheme and startup application.

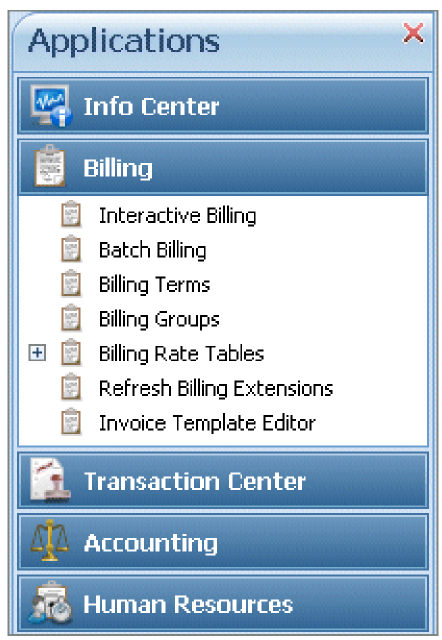
Help buttons found on an application, form, or dialog box allow you to open Help topics related to the specific application in which you are working.

- **Help** — This opens a drop-down menu, which allows you to open the Vision Help system, access e-Learning modules, send emails to your Vision Help Desk or to Vision Support, access Deltek's Customer Care Connect site and online Knowledge Base, join a WebEx session, or view details about Vision and the database that you are running.
- **Logoff** — This takes you out of Vision and back to the splash screen. From there you can either log on again or exit Vision.

Applications Menu

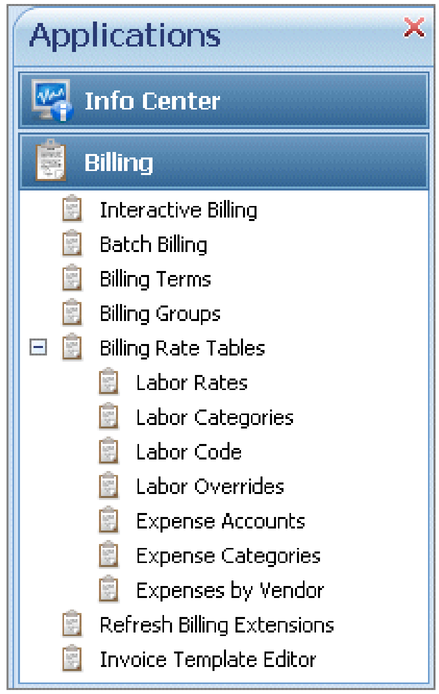
The Vision Applications menu, located on the left side of the Vision screen, provides easy access to each Vision application.

Click an application to open a drop-down menu tree that displays the application's items. A plus sign icon beside a menu item indicates that there are additional options below that item.



Billing Application Options

Click the plus sign icon beside a menu item to display the additional options, and then click an option to open the application or form.



Billing Rate Tables Options

Open an Application in a New Browser Window

From the Applications menu, you can open an application or form in a new browser window. This allows you to have multiple applications or forms open at the same time.

Any record that displays as a hyperlink in a field or grid can also be opened this way. To do so, right-click on an item in the Vision Applications menu, then select the **Open in new Window** option.

Hiding the Vision Applications Menu

You can hide the Vision Applications menu at any time to enhance the size of the Vision screen. To do so, click the red X at the top of the Applications menu. To reinstate the menu, click the Applications global icon.

Toolbars

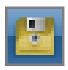
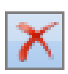
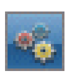
Toolbars allow you to perform a variety of processes in Vision.

Each application form in Vision includes a toolbar to help you quickly manage record creation and transaction processing. The toolbar displays at the top of the form, beneath the Vision global Icons.

Billing Terms Toolbar

Vision toolbars include options that allow you to create and save new records, delete records, initiate transaction processes, and access the Vision Help system. The options available on individual toolbars within Vision depend on the application or form itself and on your security access rights to the application or form.

The most common toolbar options are:

-  **Save** — Save entries to the current record.
-  **New** — Create a new record.
-  **Copy** — Copy a record to create a new record.
-  **Print** — Print one or more records.
-  **Delete** — Delete the current record.
-  **Run** — Initiate a transaction processing run.
-  **Schedule** — Schedule a transaction processing run for a later date.
-  **Help** — View help for the current application or form.

User Options

Vision's User Options feature allows you to determine how Vision displays when you open it on your workstation.

What options can individual users define?

The User Options feature allows individual users to do the following:

- Select a Vision color scheme.
- Modify their own passwords.
- Select a startup application.
- Determine how Vision retrieves records in lookups.
- Determine whether Vision hides or displays the navigation menu.
- Specify date, time, and number formats for Vision records and reports.
- Select the default printer, font, page size, and margins for reports.

How do I select my options?

To select User Options, complete the following steps:

1. Click the **Options** global icon:
2. On the User Options dialog box, click a tab and complete or modify the available fields.

Click the Help button on the dialog box to learn more about user options.

3. Click **OK** to save your modifications.

For your modifications to take effect, you must log off Vision and then log on again.

The User Options tabs, fields, and buttons are explained in the following table.

User Options	Description
General Tab	The options on this tab are: **Default Country** — This field populates with the default country that is entered on the Users tab of Role Security, which you can modify. The country in the **Default Country** field is used as the default when you create new Info Center records. Vision filters all **States/Provinces** drop-down lists based on the default country. The lists include all countries entered in the Country Code Table (**Configuration » General » Code Tables**). **Automatically hide navigation menu** — Select this check box if you want Vision to hide the Applications menu after you select a menu item. Otherwise, Vision keeps the Applications menu open. **Find words that sound the same when performing searches** — Select this check box if you want Vision to return words that sound similar to the search words that you enter when you perform lookups. For example, if enter John Smythe as your search criteria, Vision returns John Smythe and John Smith. **Automatically retrieve records when opening lookups** — Select this check box if you want Vision to retrieve all records each time you open a lookup. If you do not select this option, lookups are blank when you open them. Vision will retrieve records only after you enter your search criteria. **Automatically retrieve your record in Employee Info Center/Employee Review** — Select this check box if you want your employee record to be automatically loaded when you go to Employee Info Center (**Employee Review** option on the Info Center toolbar) or Employee Review in Human Resources. This option is related to the feature that allows employees to update their own employee record and to view details associated with their payroll checks.

<table>
<tr><th>User Options</th><th>Description</th></tr>
<tr><td>Startup Tab</td><td>Select one of the following options on this tab to determine what displays when you log on to Vision:
• Blank Page — This opens the Vision Welcome Page.
• Dashboard — This opens your Vision Dashboard.
• Selected Application — Select the Vision application that you want to display when you log on to Vision.
Remember window sizes and positions for Vision screens and reports — When you select this check box, Vision recalls the last window settings used each time you log on.
Default Database — Select a default database to connect to when you log on to Vision.</td></tr>
<tr><td>Reporting Tab</td><td>Enter the default settings to use when reports are generated:
• Default Printer
• Default Font
• Page Size
• Margins (Top, Bottom, Left, and Right)
At the time you generate a report, you can use the Print Report dialog box to modify the default settings.</td></tr>
<tr><td>Activity Tab</td><td>Use the Activity tab of User Options to:
• Enable email and popup reminders.
• Change your user password.</td></tr>
<tr><td>Support Tab</td><td>Enter or modify the User ID and/or Password that you use to access the DeltekCustomer Care Connect site. This information allows you to automatically access the Customer Care Connect site from the Help global icon in Vision.</td></tr>
</table>

User Options	Description
Mobile Tab	I f you use the Vision Mobile Application Suite, users can use the Mobile tab in User Options to select the following to download to their mobile devices: • Projects for Mobile Timesheet and Expense report. • Clients, contacts, opportunities, and activities for Mobile Client Relationship Management (CRM) applications. The selection that users make here overrides the records-to-download selection made by a Vision system administrator on the Mobile tab in **Configuration » General » Company Settings**. In General Company Settings, records are selected to download for all users with the same role for each application.
Buttons	Click **Change Password** to open the Change Password dialog box, and modify the password that you use to log on to Vision. Click **OK** to close the User Options dialog box and save your user options settings. Click **Cancel** to close the User Options dialog box and not save any of the modifications that you have made to your user options settings. Click **Help** to view help for the User Options dialog box.

Internet Explorer

Deltek developed Vision with the highest current standards for Web-based applications. All Vision components run under the latest version of Microsoft Internet Explorer.

Deltek Vision and the Internet

Vision's functionality is similar to many Web sites. An Applications menu on the left side of the window displays the information that you can access. The applications also contains hyperlinks that allow you to access various application forms, screens, and dialog boxes.

For Further Information...

You can find more information about Microsoft® Internet Explorer, such as Features, Web Accessories, and Internet Service Providers, by visiting the following Web site:

http://www.microsoft.com/windows/ie/default.mspx

Vision Applications

Vision applications are accessed through the Vision Applications menu, except for the Dashboard, which is accessed from the toolbar at the top of the Vision screen. The function of each application is explained in detail in the Vision Help system. The following table provides an overview of the Vision applications.

Application	Description
Dashboard	The Dashboard can be the first screen that displays when you open Vision—your "portal" into Vision. It allows you to create a personalized view of your business world. You combine information drawn from different areas of Vision, to design a single Web page that brings together all of the information and tools that you rely on most. Because Dashboard content is delivered based on role-based security, administrators can easily manage the content for individuals or groups of users.
Info Center	The Vision Info Center is a collection of information centers that you use to manage all of your business-related data—projects, clients, contacts, employees, accounts, and units. In each info center, you can enter, view, and revise your data in one convenient location. The Info Centers are fully integrated and designed to work together to make it easier for you to find and use the data that you need.
Billing	With Vision Billing you can bill labor, expenses, fees, and units in all industry-standard formats; process, modify, accept, and print invoices; and generate billing-related reports.
Transaction Center	Vision Transaction Center is the data processing center for most of your business processes. Use the Transaction Center to enter and post A/P vouchers and disbursements, cash receipts and disbursements, employee expenses and repayments, invoices, journal entries, miscellaneous expenses, prints and reproductions, timesheets, and units.

Application	Description
Accounting	Use Vision Accounting to enter and post accounts payable vouchers, process payments, generate Form 1099's, produce accounts payable checks (automatically or manually), review accounts payable vendor and voucher data, void checks, reconcile bank statements, maintain a consultants ledger, run overhead allocation and revenue generation, process cross charges and salary cost adjustments, manage budgets, and review project financial data.
Human Resources	Vision Human Resources allows you to maintain and process benefit hour accrual and payroll data for your employees. It includes an interface for processing Payroll with Paychex, ADP, or Ceridian PowerPlay. It can can also be used to link Vision to your Microsoft Visual FoxPro® software by collecting and updating your employee data in a Sage Abra® mapping table, and then importing the data into Vision for processing.
Time & Expense	Vision Time & Expense allows employees to enter and submit their own timesheets and expense reports.
Reporting	Vision Reporting offers you a wide range of reports that contain information about all aspects of your projects, clients, contacts, employees, vendors, and accounts.
Utilities	Vision Utilities allow you to manage your accounting and benefit accrual periods, W-2 quarters, 1099 data, transaction posting data, record formats, process server options, history loading, and reporting functions. You can also import data, search for and replace data, perform batch deletions, interface with Deltek Time Collection, and monitor user activity in Vision.
Configuration	Vision Configuration contains all the tools that you need to set up and configure the Vision application.

The applications described in the previous table correspond to the applications available in Advantage—except for the Dashboard, which is a new feature. You should note, however, that Vision offers a number of other applications that have no counterparts in Advantage. Your firm may purchase these applications at any time. The following table provides an overview of the additional Vision applications.

Application	Description
Customer Relationship Management (CRM)	Vision CRM provides you with a variety of options to schedule and manage your daily activities, including phone calls, meetings, tasks, and other important business functions.
Document Management	Vision Document Management provides you with a set of tools to manage a wide-range of document types. You can associate documents with Vision records and access those documents from within Vision.
Mobile Application Suite	With Vision Mobile Application Suite, you can enter Timesheet and Expense Report data on mobile devices, such as PDAs or laptops, that are disconnected from the Vision database. These devices give you the freedom to enter information while in a remote environment, and then upload, or synchronize that data back to the main Vision database when it is convenient. Vision Customer Relationship Management applications are also available for hand-held devices.
Multicurrency	Vision Multicurrency allows you to process all of your business transactions and maintain your firm’s financial data using any number of global currencies.
Proposals	Vision Proposals streamlines production of SF254, SF255, SF330, and Custom proposals. This minimizes preparation time and improves communication among the proposal team.
Purchasing	Use Vision Purchasing to generate purchase orders, track change orders, create receiving records, and post accounting entries for all your purchasing transactions
Resource Planning	Use the Vision Planning application to pro-actively construct and manage resource plans for opportunities and projects. Within Planning, you can assign, budget, and forecast all resource hours, expense costs, and consultant costs across the life cycle of a project.
Synchronization Server	Vision Synchronization Server allows you to coordinate data sharing between Vision and certain outside applications, such as Outlook and Lotus Notes.

Application	Description
Visualization	Vision Visualization is a performance management tool that provides executives and managers with immediate insight into their entire project portfolio by providing quick visual analysis of large amounts of project-related information.

Vision Application Features

Vision's new application features include various data management and word processing functions designed to simplify your daily tasks and enhance the efficiency of your business processes.

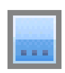
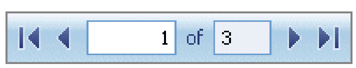
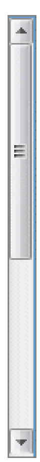
This section provides you with an overview of the following Vision application features:

- Vision Data Access Methods
- Vision Alerts
- Vision Utilities
- Vision Text Editor
- Vision Multicompany
- Vision Dashboard
- Vision Lookups

Vision Data Access Methods

Vision is designed to allow easy data access when you work in an application, so that how you update and search for information is as simple as possible. The following table outlines the ways in which data may be selected or entered in Vision.

Access Method	Description
Drop-Down Lists 	Drop-down lists are available in fields that contain a drop-down icon, either at the left or right side of the field. Drop-down lists are available in most Vision applications. Drop-down lists display valid choices for which to enter in a data entry field. Click once on the drop-down arrow, then click your choice from the drop-down list to select and enter it in the field. For example, the drop-down list in the **Prefix** field of Employee Info Center displays **Dr.**, **Mr.**, **Mrs.**, and **Ms.** Select any of these default options for the **Prefix** text field.
Find Icon 	The **Find** field and some data entry fields contain a Find icon. Click this icon once to open a corresponding lookup list for the field. Then select an item in the list.

Access Method	Description
Calendar Icon 	This calendar icon displays for fields that require you to enter a date. Click the icon to display a drop-down calendar that you can use to select the date you want to enter in the date field.
Edit Icon 	**Notes**, **Memo**, and **Description** text box fields, are linked to the Vision Text Editor. In those fields, click the edit icon to open Text Editor, and enter or edit text. When you close Text Editor, your text displays in the text field. When you enter or modify text directly in a text field, you must press **Shift+Enter** to start a new line or **Enter** to start a new paragraph.
New or **Add-on-the-Fly Icon** 	Some fields in the Info Center have this icon. Click it to open a blank Info Center record to create a new record (while you keep the original record open). The new record is then added to your database and linked to the original record.
Ellipsis Icon 	This icon indicates that additional data is available for a data entry field. Click this icon to view or enter additional data in the selected field.
Navigation Arrows 	In some places in the software (for example, A/P Voucher Transaction Entry), when you have more than one record open in the same browser window, Vision displays a set of navigation arrows and fields. Use the arrows to scroll through the records, or jump to the first or last open record. Use the fields to access a specific record in the open list.
Slide Bars 	Slide bars let you maneuver among the rows and fields within table grids when there are too many rows or fields to display on the screen at one time. The slide bars allow you to view data that may not be displayed when you initially access the grid. Horizontal slide bars are located at the bottom of the grid and vertical slide bars are located along the right side of the grid, where applicable.

Access Method	Description
Forms and Tabs	Forms and tabs contain data for a specific record type or process. For example, the Client Info Center has a General, Contacts, and Associations tab on the Info Center form. Click a tab name to access it.
Table Grids	Table grids are the rectangular blocks found on certain tabs, forms, and dialogs boxes (such as on the Experience tab of Employee records). Use them to add record associations, link files to records, and enter transaction and configuration data. You can sort data in most table grids using any one of the available grid column headings. Click a grid column heading to establish a sort order (ascending or descending). Click the column heading again to reverse the sort order. Columns within the grids can be reduced, enlarged, or moved. To modify the size of a column, place your pointer on the vertical line at the end of the column name and slide it to the left or right. To move a column, click and hold on the column name, and then use your pointer to move the column to the desired location in the grid.
Grid Options	The options that are available on each grid vary from application to application. Use the available options to insert, edit, copy and delete items in the grid and perform other grid-specific functions. The **Associate**, **Remove**, and **New** options are available only on certain Info Center record grids. They are used to add record associations, remove record associations, and simultaneously create new records when adding record associations.
Required Fields	When you create new records or add items to a grid, you must enter data in fields that are required. Required fields are highlighted in yellow when empty and become white after you enter data in them.

Access Method	Description
Relational Fields	Vision's relational database allows you to link information from one area of the database to another to create relationships between various data elements. If a data entry field is relational, the data that you enter in the field displays as a hyperlink with blue, underlined text. You can click the hyperlink to jump to the related record in the database. Right-click the hyperlink to open the record in a new browser window.

Vision Alerts

Vision Alerts are a workflow function designed to remind users when certain processes must be completed or notify users when certain types of transactions have occurred.

You can set up alerts for:

- **Accounting** — Notify your accounting staff when accounts receivables pass a specified aging mark.
- **Time** — Notify users when they must submit timesheets; notify administrators when they must approve timesheets; notify principals, project managers, and supervisors when time has been charged to their projects; and notify users when specific timesheet entries have been rejected.
- **Expense** — Notify administrators when they need to approve expense reports; notify principals, project managers, and supervisors when expenses have been charged to their projects; and notify users when specific expense report entries have been rejected.
- **Transaction Center** — Notify approvers that a transaction file is ready to be approved and notify those who enter transaction files when entries are rejected.

Alerts Configuration

How do I access Alerts Configuration?

You set up alerts at the system or company level. System-level alerts apply to all compaines in your enterprise; company-level alerts apply to a specific company inyour enterprise.

To access the Alerts Configuration form to set up alerts, select **Configuration » General » System Alerts** or **Configuration » General » Company Alerts** from the Vision Applications menu.

How do I set up alerts?

The fields on the Alerts Configuration form for either system or company alerts are described in the following table.

Alerts Field	Description
Folders	Use the drop-down list in this field to select an alert category — **Accounting** (for system alerts) and **Time**, **Expense**, or **Transaction Center** (for company alerts).
Alert	This field displays the list of alerts that Vision provides you with for the category that you selected in the **Folders** field.
Active	This check box determines whether or not the alert is activated and currently in use.
Options	In the alert grid, click anywhere in an alert's row to select it, and then click the **Options** field to display an icon. Click the icon to open the alert configuration dialog box. In the alert configuration dialog box, enter the information appropriate for the alert—employee groups, delivery method, recipients, and email options. For example, on the Time Sheet Due Alert Configuration dialog box, you: • Select the employee groups who will receive the alert. • Specify how many days prior to the timesheet due date to send the alert. • Select the timesheet status types that trigger the alert. • Select a delivery option for the alert (email or dashboard), and create a message if you choose to send an email alert. After you set up and save rules for an alert, **<options selected>** displays in the **Options** field on the alert grid for that alert.

Vision Utilities

Vision includes a set of utilities that allow you to manage the data in your database. All of the utilities are accessed from the Utilities menu from the Vision Applications menu. The following list contains a brief description of each utility.

Utility	Description
Change Company	Use this utility to switch to a different company in Vision if you use the Multicompany feature.
Change Period	Choose a different accounting period in Vision with this utility.
Open New Period	Use this utility to open a new accounting period.
Period Setup	Use this utility to set up your accounting periods, and close a period after you process all data and print all reports for the period.
Open New Benefit Year	This utility lets you open a new benefit year for the purposes of accruing, tracking, and reporting employee benefit hours.
Open New W-2 Quarter	Use this utility to open a new W-2 quarter for payroll purposes.
1099 Initialization	Use this utility to clear out the previous year's 1099 data so that you can begin to accumulate 1099 data for the current year.
User Activity	With this utility, you can view information about active logged on users, application servers, process servers, and process queues.

Utility	Description
Advanced Utilities	Use this utility to: • Run a file reconciliation or tolerance report. • Review, resubmit, undo, or reset incomplete postings. • Unlock transaction files. • Update AR, VO, or EX paid periods • Refresh the Vision Project Summary table and General Ledger table • Search and replace values in your Info Center records • Perform batch deletes for Info Center records • Change the W-2 quarter year in which you are processing. • Access to the Data Import utility, the Project Closeout utility, and the Datastage TX Integration utility.
Key Conversions	This utility lets you convert the structure of your project numbers, employee numbers, account numbers, client numbers, and so on. These routines also allows you to change an existing number to a new number.
Key Formats	Use this utility to set the length and delimeters for you project number, employee numbers, account numbers, client numbers, and so on.
Process Server	Use this utility to manage the Vision process server, which allows users to off load time-consuming processes from their workstations to another workstation, so that they can continue to use Vision without interruption.
History Loading	This utility allows you to enter historical information about your firm (for example, projects, employees, accounts) when you first set up Vision.
Backup Database	Use this utility to back up your Vision database.
Report Administration	With this utility, you monitor reports currently processing on your report server.
Download Merge Macro	Use this utility to download the list of supported merge codes.
Down Integration	Use this utility to download the Microsoft Integration files.

Utility	Description
Mobile Application Suite	If you want to use the Mobile Application Suite feature, this utility allows you to download the necessary components.

Vision Text Editor

What is the Vision Text Editor?

The Vision Text Editor is an integrated word processor that provides the tools to format text in text box fields, such as **Notes**, **Memo**, and **Comments** fields that display throughout Vision

Although you can enter text directly into text box fields, you must use the Text Editor to manipulate text (for example, to change a font size from 8 to 10 point or change a text style from regular to bold).

Accessing the Vision Text Editor

How do I access the Vision Text Editor?

To access the Vision Text Editor, complete the following steps:

1. Open an application (such as the Employee Info Center or Client Info Center) and select a record.
2. In the **Memo**, **Notes** or **Comments** field, click the Edit icon in the title bar of the field. Vision opens the Vision Text Editor dialog box. The following example shows the **Memo** field on the Personal tab in the Employee Info Center.
3. On the Text Editor dialog box, enter text and any formatting options for the text.
4. When you finish, click the X in the upper right corner of the Text Editor dialog box to save your modifications and close the Text Editor. The text displays in the **Memo** text box field on the Employee Center Personal tab.

Vision saves your Text Editor files in Rich Text Format, which allows you to copy and paste text from any standard Windows application into the Text Editor. Some Windows programs and Web pages have unique formatting and graphics options that Vision may not support; thus, you may have to reformat text that you copy and paste from other systems.

You can set the default font and size for the Text Editor on the Miscellaneous tab in **Configuration » General » System Settings**.

To learn more about the Vision Text Editor, see the Text Editor book in the Vision Help system.

Vision Multicompany

What is Vision Multicompany?

If your firm consists of more than one company doing business within a larger corporate entity (the “enterprise”), you can use the Vision Multicompany feature to manage data for each of your companies—independent of the others—while you still maintain consolidated data for the entire enterprise.

The Multicompany feature allows you to set up individual companies, and then add records, process transactions, and generate reports separately for each company. Because you maintain data for all your companies in a single database, the data can easily be combined to create consolidated budgets and financial reports at the enterprise level. In addition, the single database also makes it easy for you to process cross-company transactions, such as labor cross charges.

> The Multicompany feature is an optional tool, which must be turned on manually when you initially configure Vision or anytime thereafter. However, keep in mind that after you enable the Multicompany feature, you cannot “turn it off” and reset your organization structure and Vision database to the way it was before you enabled Multicompany.
>
> Please review your company’s needs and goals carefully before you enable the Multicompany feature.

Multicompany Terminology

- **Enterprise** — In Vision, the enterprise is the umbrella under which multiple companies operate. You could think of the enterprise as the "parent" company. Settings at the enterprise level support cross-company transactions and reporting. For example, a single chart of accounts for the enterprise provides the ranges of accounts used by all the companies.
- **Company** — Each company within the enterprise is a separate legal entity. Each company sets its own business rules. For example, within the chart of accounts structure established at the enterprise level, each company can set up accounts specific to its needs.

  The company is the highest level of the organization structure within the enterprise. Individual companies might also be divided further into organizations or profit centers (for example, into branch offices, regions, or disciplines) whose revenue and expense, and therefore, performance is tracked separately.
- **Active Company** — The company you select at login, or when switching to a different company, is the active company. You may also see the active company referred to as the "current" company or the “owning” company.

  The active company determines ownership of and access to the data in your Vision database. In general, records belong to the company that is active when the records are created. The active company also determines:

  - Which company "owns" transactions and which transaction files are available for you to review, edit, and post.
  - The accounts payable vouchers you can review or submit.

  - The vendors available for use in accounting applications.
  - Which accounts are available for charging.
  - Which projects are available for charging.
- **Initial Company** — When you first enable Multicompany, you are simultaneously converting your existing Vision database to support multiple companies and creating the initial company in your enterprise.
  - If you have a single Vision database, all data in it will belong to the initial company.
  - If you have more than one Vision database, all data in the database that you select as you log in to Vision before you enable Multicompany will belong to this initial company.

For a detailed discussion of Multicompany concepts and how this feature impacts other areas of the Vision application, see the Multicompany Concepts book in the VIsion Help system.

Vision Dashboard

What is the Vision Dashboard?

The Vision Dashboard is your “portal” into the Vision application that allows you to create a personalized view of your business world. You combine information drawn from different areas of Vision to design a single Web page that brings together all of the information and tools that you rely on most.

Because Dashboard content is delivered based on role security, administrators can easily manage the content for individuals or groups of users.

How do I access the Vision Dashboard?

You can choose to display the Vision Dashboard automatically when you log on to Vision. You can also access the Dashboard at any time by clicking the **Dashboard** global icon.

Dashboard Content

Your Dashboard content is easily managed, because it is divided into individual sections called dashparts. Each dashpart provides access to specific records, Web sites, reports, or applications. You can access any dashpart without affecting your other dashparts.

The available dashparts are described in the following table.

Dashpart	Description
Alerts	This dashpart displays alerts set up by your system administrator to remind you of tasks (such as completing your timesheet) that need to be completed.

Dashpart	Description
Applications	This dashpart provides you with one-click access to any menu option. For example, you can use this dashpart to create a shortcut to your timesheet.
Clients	This dashpart provides you with one-click access to key client records.
Contacts	This dashpart provides you with one-click access to key contact records.
Deltek eSupport Alerts	This dashpart displays notifications from the Deltek Customer Care Connect site. Click a link to go to the Customer Care Connect site and view details.
Employees	This dashpart provides you with one-click access to key employee records.
Links	This dashpart provides you with one-click access to frequently used Internet, Intranet, or FTP sites.
Metrics	This dashpart provides you with one-click access to key report metrics.
Projects	This dashpart provides you with one-click access to key project records.
Reports	This dashpart provides you with one-click access to key reports.
System Dashparts	The Add System Dashpart dialog lets you create multiple dashparts of the same type for your Dashboard.
Vendors	This dashpart provides you with one-click access to key vendor records.
Web	This dashpart option allows you to link and display individual URLs on your dashboard.
Vision Tip of the Day	This dashpart provides useful information about Vision. Tips include time-saving shortcuts and information regarding new Vision features.

Configuring Your Dashboard

You can configure your Dashboard at any time or change the configuration to suit your particular needs.

Use the **Configure** option on the Dashboard toolbar to:

- **Show Unused Dashparts** — Select available dashparts to display on your Dashboard.

- **Add System Dashparts** — Create multiple dashparts of the same type on your Dashboard. For example, you can create an additional Vendor dashpart called "Vendors in my region." System dashparts have the same functionality as your other dashparts.
- **Add Web Dashparts** — Create individual and multiple URL dashparts for your Dashboard. You can have dedicated Web dashparts for such daily operations as key reports, Outlook Web access, and your firm's intranet Web sites. Web dashparts have the same functionality as your other dashparts. You can create five types of web dashparts — HTTP, FTP, file, Web Outlook, and Report.
- **Save Dashboard for Users** — Save Dashboard selections for other users.

After you have selected dashparts to display on your Dashboard, you can configure individual dashpart content using the menu options at the top of each dashpart.

The menu options allow you to:

- Select applications, records, and reports to display in your dashparts
- Clear dashpart contents
- Hide dashparts
- Set colors for dashpart display
- Print reports from selected dashparts
- Maximize dashpart display (selected dashpart fills the dashboard — all other dashparts are hidden)
- Refresh dashpart content
- Open and close dashpart display (only the dashpart heading and menu options display when you close the dashpart — dashpart contents are hidden)

When you have added and configured all your dashparts, use the **Windows** option on the Dashboard toolbar to select a display option:

- Cascade
- Tile Horizontally
- Tile Vertically
- Tile Grid

> To learn more about configuring your Dashboard, see the Dashboard book in the Vision Help system.

Vision Lookups

Use lookup lists to locate records in your Vision database. For example, you can use a lookup list to search for all of your contacts that live in a particular state, to find all your dormant projects, or to locate a specific employee record.

How do I access lookups in Vision?

Lookup lists are available wherever you see **Magnifying Glass** icon in the upper-right corner of a field. Click once on the **Magnifying Glass** icon to open a lookup list.

The following is an example of the Client Lookup dialog that opens when you click the **Magnifying Glass** icon in the **Find** field of the Client Info Center.

Configuring Lookup Lists

Using General System Settings, you can allow users to automatically retrieve all records in a lookup or you can establish a lookup limit.

To set up lookup list options:

1. Click **Configuration**, **General, System Settings** from the Vision main menu. Vision displays the General System Settings tabs.
2. Click the **Lookups** tab.
3. Complete or modify the options and fields on this tab.

Lookup Tabs Field	Description
Allow users to automatically retrieve records in lookups	If you select this option, users can choose to automatically retrieve records when opening Lookups by selecting the appropriate option on the User Options dialog. If you do not select this option, Vision does not retrieve records until search criteria are entered.
Use lookup limits	Select this option to apply lookup limits for all users. This limits the number or records (rows) that display on the lookup dialog when records are retrieved.
Maximum number of records	If you select the **User lookup limits** option, enter the maximum number of records (rows) to display on the lookup dialog when records are retrieved. When the maximum is exceeded, users can click the **Next Rows** link on the lookup dialog to see the next records. Users can also see the total number of rows by clicking the **Get Total Rows** link.
Use Dashboard lookup limits	Select this option to apply lookup limits when retrieving records for display on users' Dashboards.
Maximum number of records	If you select the **Use Dashboard lookup limits** option, enter the maximum number of records to allow. If the maximum is reached on any search, the rest of the results are not returned.
Maximum fields selected	Enter the maximum number of fields to display in the lookup grid.

4. Click **Save**.

Lookup List Options

There are four basic search types to choose from when using a lookup list:

- **Direct** — The Direct lookup functions much like a Standard lookup, but it has fewer search options.
- **Standard** — Use the Standard lookup for one-time searches using simple criteria, such as name or number.
- **Advanced** — Use the Advanced lookup to enter additional criteria to limit the data retrieved by the search. You can also perform queries in an Info Center based on a field from another Info Center.
- **SQL Where Clause** — Use the SQL WHERE Clause lookup to enter your own SQL Where clause to limit the data retrieved by the search.

Which search type you choose depends on the complexity of your search. Each type of lookup is explained in detail in the Vision Help system.

Record Grouping/Saved Searches

Record grouping allows you to use lookups to create group folders, and then associate records with the group through saved searches or queries. When you develop and save a search, you may then use the search as the basis for retrieving and opening records that belong to the group. Any new records added to the database that match the search criteria automatically become part of the group. This is helpful in providing users easy access to common records within the database.

Global Searches are available to all users. Personal Searches are available only to the user who created the search.

Your saved searches can be stored in Global Searches or Personal Searches folders, as shown in the following illustration.

If a search is saved in a global folder, it becomes available to all users. If a search is saved in a personal folder, it is only accessible to the user who created the search. In addition, users must be given security rights to add queries to the global folders.

Global searches are available to all users. Personal searches are private.

The record grouping functionality is available on all lookups (except Direct lookups) and saved searches can be accessed throughout Vision.

Quick Find Searches

An example of a key code is an Employee's last name or a Client number.

Quick Find searches let you access a record by entering part of a valid key code, providing a valuable method of simplifying a record search.

To perform a quick find search:

1. Click once in the **Find** field of any record.
2. In the **Find** field, enter either a single character (for example, the letter “a” or the number “3”) or a string of characters (“ab” or “13”) and then press **Enter**. If you enter a single character, Vision produces a list of every record beginning with that

character. If you enter more than one character, Vision produces a list with every record that contains that string of characters. You can choose any item in these lists.

3. If the information you have entered matches a value in the Vision database, then Vision automatically opens the record.

> You can also use the Quick Find feature to enter data in any field that contains a **Magnifying Glass** icon. Simply enter a character or string of characters in the selected field. If the information you have entered matches a value in the Vision database, Vision automatically enters the record name in the selected field.

Multiple Record Matches

Sometimes, when you use the Quick Find search, the information you enter produces more than one result. In the case of multiple record matches, Vision displays a drop-down list showing all the records that match the criteria you entered.

To open a record from the list (or insert the record name in a data entry field), simply click on the record you wish to access.

Vision Printing Guidelines

You must follow certain guidelines when printing the following types of documents in Vision:

- Reports
- Checks
- Invoices

Printing guidelines for each area are explained in the following sections.

Reports

You have six printing options when generating a report:

- You can email the report and allow recipients to print it.
- You can download the report as a PDF file and then print the PDF file from your local printer. To print PDF files you must first install the free Adobe® Reader® on your client workstation.
- You can download the report to Microsoft Word and print the Word file from your local printer.
- You can download the report as a Rich Text Format (RTF) file and then print the RTF file from your local printer.
- You can export the report to Microsoft Excel and print the spreadsheet file from your local printer.
- You can set up network printers on the report server and print the report directly from the Vision Reporting application to one of the network printers.

Checks

Your checks are generated as an Actuate® report. This report can then be previewed, printed, or emailed.

Before you can print checks in Vision, you must obtain Vision check stock.

For information about vendors that work with Deltek, please follow these steps to view the vendors page on the Deltek Web site (www.deltek.com).

1. Go to www.deltek.com.
2. From the main menu, click **Partners**, **Find a Partner**.
3. From the **Partner Type** drop-down list, select **Forms Vendor**.

Invoices

Vision includes a standard invoice for you to use when processing billing transactions. In addition, you can create your own custom templates using the Vision Invoice Template Editor.

To access the Invoice Template Editor, click Billing, Invoice Template Editor from the Vision main menu.

The Invoice Template Editor for the Vision Billing application is an easy to use feature which you access from within Vision. The Invoice Template Editor allows you to select and set the content, format, and field position options you want for your custom invoice templates. You can then select which template to use when you process individual billing transactions.

Custom Template Options

You can specify the following options for a custom template:

- Up to three images, positioned in various locations on the invoice.
- Margins for many sections and elements on the invoice.
- The font to use for invoice text.
- The order in which sections appear on the invoice.
- The labels to use for section headers and footers.
- Where to insert page breaks on the invoice.

A

Database Tables

In this appendix

- Advantage Tables Converted to Vision
- Advantage Tables Not Converted to Vision

This appendix contains two tables.

- The first table contains a list of Advantage database tables that are converted to your new Vision database when you complete the conversion process. This table indicates which Vision database tables are populated by the converted Advantage tables during the conversion.
- The second table contains a list of Advantage tables that are not converted to your new Vision database during the conversion process.

The tables in this appendix do not represent a comprehensive list of the tables in your Vision database. Your Vision database contains many new tables that store data types not found in your Advantage database.

For a complete list of all the Vision database tables — and further information about the data elements in each table — see the *Deltek Vision Data Dictionary*.

You can access the *Deltek Vision Data Dictionary* from the Vision Installation CD or from within the Vision Help system.

Advantage Tables Converted to Vision

This Advantage Table	Populates this Vision Table	Comments
ABRAMapping	AbraMapping	
ADPExport	ADPExport	
apControl	apControl	
apDetail	apDetail	
apMaster	apMaster	
apppChecks	apppChecks	
AR	AR	
ARC	ARC	
BIED	BIED	
BILD	BILD	
billAddDetail	billAddDetail	
billARDetail	billARDetail	
billBTDDetail	billBTDDetail	
billConDetail	billConDetail	
billExpDetail	billExpDetail	
billFeeDetail	billFeeDetail	
billINDetail	billINDetail	
billNMaster	billINMaster	
billIntDetail	billIntDetail	
billInvMaster	billInvMaster	
billInvSums	billInvSums	
billLabDetail	billLabDetail	
billLimDetail	billLimDetail	
billRetDetail	billRetDetail	
billTaxDetail	billTaxDetail	
billUnitDetail	billUnitDetail	
BT	BT	
BTA	BTA	
BTBG	BTBG	

This Advantage Table	Populates this Vision Table	Comments
BTBGSubs	BTBGSubs	
BTEA	BTEA	
BTEAAccts	BTEAAccts	
BTEC	BTEC	
BTECAccts	BTECAccts	
BTECCats	BTECCats	
BTEV	BTEV	
BTEVVends	BTEVVends	
BTF	BTF	
BTRCT	BTRCT	
BTRCTCats	BTRCTCats	
BTRCTCats	BTLaborCats	New Table
BTRCTEmpls	BTRCTEmpls	
BTRLT	BTRLT	
BTRLTCodes	BTRLTCodes	
BTROT	BTROT	
BTROTEmpls	BTROTEmpls	
BTRRT	BTRRT	
BTRRTEmpls	BTRRTEmpls	
CA	CA	
CAB	CAB	
CABDetail	CABDetail	
cdControl	cdControl	
cdDetail	cdDetail	
cdMaster	cdMaster	
CFGAccountStatus	CFGAccountStatus	
CFGADPLaborCodes	ADPCode	New Table Name
CFGAPDiscount	CFGAPDiscount	
CFGAPForm1099	CFGAPForm1099	
CFGAPLiability	CFGAPLiability	
CFGAPMain	CFGAPMain	

This Advantage Table	Populates this Vision Table	Comments
CFGAPStateID	CFGStateID	New Merged Table
CFGAPVendorType	CFGVendorType	New Table Name
CFGARLedgerHeadings	CFGARLedgerHeadings	
CFGARMap	CFGARMap	
CFGBanks	CFGBanks	
CFGBillMain	CFGBillMain	
CFGBillTaxes	CFGBillTaxes	
CFGCashAcctSetup	CFGCashAcctSetup	
CFGCashHeadings	CFGCashHeadings	
CFGCashSetup	CFGCashSetup	
CFGCASortSelect	AccountCustomTabFields	New Merged Table
CFGClientStatus	CFGClientStatus	
CFGCLSort Select	ClientCustomTabFields	New Merged Table
CFGDates	CFGDates	
CFGEKCategory	CFGEKCategory	
CFGEKEmployeeGroup	CFGEKEmployeeGroup	
CFGEmployeeStatus	CFGEmployeeStatus	
CFGEmployeeType	CFGEmployeeType	
CFGEMSortSelect	EmployeeCustomTabFields	New Merged Table
CFGInvMap	CFGInvMap	
CFGLabels	CFGLabels	
CFGLC1-5	CFGLCCodes	New Merged Table
CFGMain	CFGAccounts	New Table
CFGMain	CFGAutoPosting	New Table
CFGMain	CFGFormat	New Table
CFGMain	CFGMainData	New Table Name
CFGMain	CFGSystem	New Table
CFGOHAccounts	CFGOHAccounts	
CFGOHMain	CFGOHMain	
CFGPCCodes	CFGOrgCodes	New Table Name
CFGPCControl	Organization	New Table Name

This Advantage Table	Populates this Vision Table	Comments
CFGPCMain	CFGOrgSetup	New Table Name
CFGPostControl	CFGPostControl	
CFGProjectStatus	CFGProjectStatus	
CFGProjectType	CFGChargeType	New Table
CFGPRSortSelect	ProjectCustomTabFields	New Merged Table
CFGPYAccruals	CFGPYAccruals	
CFGPYFormW2	CFGPYFormW2	
CFGPYMain	CFGPYMain	
CFGPYStateID	CFGStateID	New Merged Table
CFGPYWHCodes	CFGPYWHCodes	
CFGPYWHMethod	CFGPYWHMethod	
CFGPYWHType	CFGPYWHType	
CFGRGFormulas	CFGRGFormulas	
CFGRGMethods	CFGRGMethods	
CFGTimeAnalysis	CFGTimeAnalysis	
CFGTimeAnalysisHeadings	CFGTimeAnalysisHeadings	
CFGTKCategory	CFGTKCategory	
CFGTKEmployeeGroup	CFGTKEmployeeGroup	
CFGTKMain	CFGTKMain	
CFGTKMain	CFGEKMain	
CFGVendorStatus	CFGVendorStatus	
CFGVESort Select	VendorCustomTabFields	New Merged Table
CL	CL	
CLA	CLAddress	New Table Name
CR	CR	
crControl	crControl	
crDetail	crDetail	
crMaster	crMaster	
cvControl	cvControl	
cvDetail	cvDetail	
cvMaster	cvMaster	

This Advantage Table	Populates this Vision Table	Comments
EB	EB	
ED	LedgerAP	New Table
ED	LedgerAR	New Table
ED	LedgerEX	New Table
ED	LedgerMisc	New Table
ekDetail	ekDetail	
ekMaster	ekMaster	
EM	EM	Merged Table
EMP	EMPayroll	
EMPA	EMAccrual	New Table Name
EMPAD	EMAccrualDetail	New Table Name
EMPD	EMPayrollDetail	New Table Name
EMPE	EMDirectDeposit	New Table Name
EMPED	EMDirectDepositDetail	New Table Name
EMPW	EMPayrollWithholding	New Table Name
EMPWD	EMPayrollWithholdingDetail	New Table Name
EMTKGroups	EMTKGroups	
EMTKGroups	EMEKGroups	New Table
erControl	erControl	
erDetail	erDetail	
erMaster	erMaster	
EX	EX	
EXAdvance	EXAdvance	
exChecks	exChecks	
exChecksE	exChecksE	
exControl	exControl	
exDetail	exDetail	
exMaster	exMaster	
Form1099Data	Form1099Data	
Form1099Data2001	Form1099Data	
FormW2Data	FormW2Data	

This Advantage Table	Populates this Vision Table	Comments
GLGroup	GLGroup	
GLGroupDetail	GLGroupDetail	
GLTable	GLTable	
inControl	inControl	
inDetail	inDetail	
inMaster	inMaster	
jeControl	jeControl	
jeDetail	jeDetail	
jeMaster	jeMaster	
laControl	laControl	
laDetail	laDetail	
laMaster	laMaster	
LB	LB	
LD	LD	
micontrol	micontrol	
miDetail	miDetail	
miMaster	miMaster	
OverheadAllocation	OverheadAllocation	
plAccountSS	AccountCustomTabFields	New Merged Table
plClientSS	ClientCustomTabFields	New Merged Table
plEmployeeSS	EmployeeCustomTabFields	New Merged Table
plProjectSS	ProjectCustomTabFields	New Merged Table
plVendorSS	VendorCustomTabFields	New Merged Table
PR	PR	
prControl	prControl	
prDetail	prDetail	
PRF	PRF	
prMaster	prMaster	
PRTemplates	PRTemplate	New Table Name
PRTemplates	ProjectCustomTabFieldsTemplate	New Table
PYChecks	PYChecks	

This Advantage Table	Populates this Vision Table	Comments
PYChecksA	PYChecksA	
PYChecksE	PYChecksE	
PYChecksW	PYChecksW	
tkComments	tkComments	
tkControl	tkControl	
tkDetail	tkDetail	
tkMaster	tkMaster	
tkSecurity	EM	Merged Table
tsControl	tsControl	
tsDetail	tsDetail	
tsMaster	tsMaster	
UN	UN	
unControl	unControl	
unDetail	unDetail	
unMaster	unMaster	
VE	VE	
VEA	VEAddress	New Table Name
VO	VO	
XChargeWk	XChargeWk	

Advantage Tables Not Converted to Vision

Advantage Tables Not Converted to Vision		
AdvPWPMapping	ETChargeGroupMP	pwpMapping
AdvPWPMappingDefault	ETLeaveMP	pwpMappingDefault
billBatchList	ETMapping	RPTProjectList
BillingTemplates	FormW2Data2001	SE
CFGETInterface	PBLReportColumns	SEMenu
CFGInstall	PBLReportFavorites	SEPrincipal
CFGProcessQueue	PBLReportOptions	SEProftCtr
CFGProcessQueueStatus	PBLReportWhere	SEProjMgr
CFGProcessStatus	PBLSearchCriteria	SESupervisor
CFGPWPInterface	PRInitiation	SEUser
CFGReportOptions	ProcessPrinters	VEF
CLInitiation	ProcessQueue	VEInitiation
EMInitiation	ProjectCloseout	

B Segment Testing Plan

In this appendix

This appendix contains a sample segment testing plan that you can use as a basis for testing your data migration from Deltek Advantage to Deltek Vision.

Segment Testing Overview

Segment testing is the process of testing each major application area of Vision by entering, processing, and reporting on discrete populations of data. Ideally, you should select data and information that you can match against your Advantage database. For example, to conduct voucher segment testing, select a small batch of vouchers for which you have an Advantage voucher posting log to compare against the Vision posting.

The purpose of segment testing is to:

- Provide a standard method for reviewing your converted data.
- Familiarize your staff with the Vision application.
- Ensure that processing in Vision yields the same results as processing in Advantage.
- Identify internal processes that need to be revised for use with Vision.
- Identify forms that need to be revised based on new procedures.
- Identify any conversion issued that need to be resolved before the final — live — conversion.

When you create a segment testing plan, you should determine who is responsible for each area of testing, and when all testing should be completed.

Appendix B contains a sample segment testing plan for Vision. It is not a comprehensive plan and is intended only to provide you with ideas as you begin developing a segment testing plan for your firm.

Be sure to create and execute a segment testing plan that includes all the Vision applications you plan to use.

Segment Testing Plan for Deltek Vision

Data Type	Vision Application	Volume	Process	Verification Reports
Projects **Phases** **Tasks**	Info Center	25-30 projects, with phases and tasks, if applicable	• Add • Copy • Modify • Test lookups • Verify data	Office Earnings Project Summary Project Detail Project List
Employees	Info Center	5-10 employees	• Add • Copy • Modify • Test lookups • Verify data	Time Analysis Employee List
Clients	Info Center	3-5 clients, with multiple addresses	• Add • Copy • Modify • Test lookups • Verify data	Client List
Units	Info Center	5-10 unit tables	• Add • Copy • Modify • Test lookups • Verify data	Unit List
Vendors	Info Center	10-15 vendors	• Add • Copy • Modify • Test lookups • Verify data	Voucher Report Vendor List
Chart of Accounts	Info Center	3-5 accounts	• Test lookups • Verify data	Account List
Billing Terms	Billing	25-30 projects, with phases and tasks, if applicable	• Test lookups • Verify data	Billing Terms List
Billing Groups	Billing	5-10 groups	• Test lookups • Verify data	Billing Groups List

Data Type	Vision Application	Volume	Process	Verification Reports
Labor Tables	Billing	6-10 labor tables	• Test lookups • Verify data	Labor Tables Database Lists
Expense Tables	Billing	6-10 expense tables	• Test lookups • Verify data	Expense Tables Database Lists
Timesheets	Transaction Center or Time & Expense	25-30 timesheets, with multiple entries	• Enter • Edit • Submit/Approve • Post	Posting Logs Project Reports GL Reports
Expense Reports	Transaction Center or Time & Expense	25-30 expense reports, with multiple entries	• Enter • Edit • Submit/Approve • Post	Posting Logs Project Reports GL Reports
Payroll	Payroll	25-30 employees	• Process draft run • Enter Adjustments • Process final run	Payroll Processing Posting Log Payroll Journal
Vouchers — New	Transaction Center	25-75 new vouchers	• Enter • Edit • Post	Posting Logs Project Reports GL Reports
Vouchers — Existing	Transaction Center	10-15 existing vouchers	• Modify • Post	Posting Logs Project Reports GL Reports
A/P Disbursements	Transaction Center	10-15 existing vouchers	• Enter • Edit • Post	Posting Logs Project Reports GL Reports
Process Checks	Accounting	20-30 A/P and employee expense repayments	• Select vouchers and employees • Process Payments	Posting Logs Project Reports Voucher Review GL Reports Verify check format with check stock

Data Type	Vision Application	Volume	Process	Verification Reports
Void Checks	Accounting	5-10 checks	• Select checks • Void checks	Posting Logs Project Reports Voucher Review GL Reports
Cash Receipts	Transaction Center	15-20 cash receipts	• Enter • Edit • Post	Posting Logs AR Reports GL Reports Cash Journal
Journal Entries	Transaction Center	5-10 journal entries, including recurring entries	• Enter • Edit • Post	Posting Logs GL Reports
Units	Transaction Center	15-25 unit charges, including multiple tables	• Enter • Edit • Post	Posting Logs Project Reports GL Reports
Interactive Billing	Billing	25-30 invoices	• Insert, modify, delete, and transfer labor, expenses, units • Bill, hold, and write-off labor, expenses, units • Preview invoices • Review billing terms • Update fees • Accept invoices	Posting Logs Project Reports GL Reports
Invoices	Billing	25-30 invoices	• Post files created in Interactive Billing	Posting Logs Project Reports AR Reports GL Reports Invoice Register
Overhead Allocation	Accounting	Run once after posting timesheets and run again after posting expense payments	• Review Overhead Allocation Configuration	Overhead Allocation Report

Data Type	Vision Application	Volume	Process	Verification Reports
Cross Charge	Accounting	Run after posting timesheets	• Review Cross Charge Configuration	Labor Cross Charge Project Reports GL Reports
Revenue Generation	Accounting	Run after all test data has been processed	• Review Revenue Generation Formulas	Project Reports GL Reports
Project Budgeting	Accounting	10-15 projects	• Set up project budgets	Project Reports
Corporate Budgeting	Accounting	Optional	• Set up corporate budget	Profit Planning Monitor
Project Reports	Reporting	10-15 reports	• Select reports • Set report options • Save reports • Run reports	Various
Time Analysis Report	Reporting	5-10 groups	• Select reports • Set report options • Save reports • Run reports	Time Analysis Report
AP Reports	Reporting	5-10 reports	• Select reports • Set report options • Save reports • Run reports	Various
Open a New Period	Configuration	Once	• Process some data with two periods open. • Review ways to ensure data is processed in correct period	N/A

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