



Vision 7.3 What's New

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Agenda

- Images for Invoice and PO Templates (as of 7.2)
- Reference Cards available for Vision 7.3
- Compensation Breakout Enhancements
- Credit Card Feature
- Trans. Auto Numbering by Co. for AP Vouchers
- AR Invoice Review Dashpart
- Dashboard Column Selection for System Dashparts
- View Supporting Documents in Project Review
- Opportunities changes
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- Timesheet Changes
- Expense Report Changes
- Additional Misc. Changes
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Images for Invoice and PO Templates

- As of Vision 7.2 you can upload images for customizing billing invoices and PO directly from Vision
- Previously you had to load directly to the Vision server
- To upload the images into Vision:
 - Click the Image option on the toolbar of the Inv. Template Editor form. (Billing/Inv. Template Editor or PO Template Editor)
- You can still load images directly to your server.
 - Deltek\Vision\7.3\Reports\Template\Images
 - If loaded here you only need the name of the image
- Images loaded anywhere else need the entire path and image name

Vision 7.3 Reference Cards

- Reference cards are now available for Vision 7.3
 - Accounts Payable – Create a Voucher from a Purchase Order
 - Create Client from Vendor Utility
 - Dashboard
 - Expense Report
 - Navigation Tree Designer
 - Project Planning
 - Purchasing (Create a standard Purchase Order)
 - Resource Management (Generic Resource Assignments and Resource Utilization)
 - Screen Designer
 - SF330 Proposals
 - Template Based E-Mails
 - Timesheet
 - User Options
 - Visualization

Compensation Breakout Enhancements

- Compensation is the contractual amount expected to receive
 - In 7.2 the total compensation =
 - Labor and direct expense fee
 - Consultant fee
 - Reimbursable allowance
 - In 7.3 Total Compensation is further broken out into:
 - Labor
 - Direct Expense
 - Direct Consultant
 - Reimbursable Expense
 - Reimbursable Consultants
- Compensation: The projects compensation is automatically calculated by summing the **Direct Expense and Direct Labor** fields on the Budget and Revenue tab in the Project Info Center
- Reimbursable Allowance: Is automatically calculated by summing **Reimbursable Expense and Reimbursable Consultants**
- The Sum of amounts in: Compensation, Direct & Reimb. Allowance fields on the Budget and Revenue tab in Project Info Center = Total amount of fee over the life of the project

Compensation Breakout Enhancements Continued

- Compensation Field in 7.3
 - This field is the sum of:
 - Direct Labor
 - Direct ExpenseBoth are new fields in 7.3

Note: in 7.2 and earlier you manually entered a value in the compensation field
- Direct Labor: New field in 7.3 displays the value from the Vision 7.2 or earlier Compensation Field
- Direct Expense: This is a new field in Vision 7.3 and is preset to 0
- Direct Consultant: New Field in 7.3 displays Consultant Fee in 7.2 and <
- Reimbursable Allowance: Sum of Values in Reimbursable Expense & Consultants fields (both new in 7.3)
- Reimbursable Expense: New Field in 7.3 = Reimbursable Allowance Field
- Reimbursable Consultant: New Field in 7.3 is set to 0

Compensation Breakout Enhancements Continued

Configuration

1. Configuration/Accounting/
System Settings / General Tab
 - Project Fee Entering Method Settings
 - Synchronize Fees from Contract to Plan (check)
2. Config/Planning/Plan Settings /
General Tab
 - Synchronize Fees from Contract to Plan (check)
 - Limit Plan Fees from Contract Totals (check)
 - Plan Compensation Values by Row & Period (check)
3. Config/Security/Roles / Planning Tab
 - Allow Changes to Direct Labor Fee
 - Allow Changes to Direct Expense Fee
 - Allow Changes to Direct Consultant Fee
 - Allow Changes to Reimbursable Expense Fee
 - Allow Changes to Reimbursable Consultant Fee

Check all boxes

Note: The General tab in Project Review was removed and replaced the following new tabs:

- **Billing**
- **Cost**

Compensation Breakout Enhancements Continued

Planning / Project Planning / Analysis Tab: Project Planning was updated to support the compensation breakout changes

1. Analysis Tab was removed and replaced with:
 - Cost Analysis
 - Billing Analysis
2. Planning/Proj Plan/Summary Tab was replaced with:
 - Cost Summary
 - Billing Summary

3. Reporting / Project Reports - You can now add columns to Project Reports to display the new compensation fields:

- Contract Management
- CRM Project Summary
- Office Earnings
- Project Earnings
- Project List
- Project Summary
- Project Planning Analysis

4. Reporting / Data Export - You can add columns to these reports:

- Project List Export
- Project Expense Export
- Project Labor Export
- Project Summary Export

Credit Card Feature

- The new Credit Card feature in Vision allows you reconcile the credit card charges from your credit card company with the expenses entered in Vision that were paid with the company-issued credit cards.
- After you enable and configure the Credit Card feature:
 - The employees who are responsible for reconciling credit card statements:
 - Create the statements in Vision.
 - Import the credit card charges from a credit card company into the stmts.
 - On expense reports, employees (the cardholders):
 - Add a charge that they made with a company-issued credit card by selecting the charge from a list of imported charges on the Expense Report form.
 - Only the charges that they made are included in the list.
- You can set up alerts to notify employees that imported credit card charges that apply to them are ready to add to an expense report.
- When you enter an A/P disbursement, you can specify that the vendor invoice was paid with a credit card rather than a check or electronic payment.
- The employees who are responsible for reconciling credit card statements:
 - clear the imported charges that have a matching posted expense report or A/P disbursement transaction in Vision
 - Identify and follow up on missing credit card charges; and close the statement after all charges are reconciled.

Credit Card Feature- Continued

Enable Credit Card Feature by Co.

- Configuration / Time & Expense / Co. Expense
 - Allow Entry of Co. Paid Items (check)
- Configuration / Accounting / Co. Settings / General Tab
 - Turn on Credit Card Feature
- Setup primary & secondary Credit Cards in: Configuration / Accounting / Credit Cards
- Alerts in the Expense Folder in Configuration / General / Co. Alerts
 - New Credit Card Transactions Available
 - Past Due Credit Card Transactions
- Credit Card Reconciliation in Accounting / Credit Cards / Credit Card Reconciliation
 - Create Statements
 - Import Charges from CC Co.
- Record CC expenses on Expense Reports and AP Disbursements

Transaction Auto Numbering

- **Transaction Auto Numbering by Company for Accounts Payable Vouchers**
- Multiple companies: Now maintains separate sequence of automatically assigned numbers for A/P vouchers for each of your companies.
- New **Starting Voucher** field and **Ending Voucher** field have been added to the Transaction Entry Auto Numbering grid on
 - Transaction Auto Numbering tab in **Configuration » Accounting » Company Settings**.
 - The voucher numbers are auto assigned when you post A/P vouchers, A/P disbursements, and vouchers that you create from purchase orders
- Upgrading from earlier versions
 - After 7.3 has been installed
 - Enter the starting and ending voucher numbers in Accounting System Settings
 - Posting will not be allowed until all companies are setup if activated

AR Invoice Review Dash part

- Select AR Invoice Review dash part type field when you add a system dashpart in Vision
- Make available in Security Access Rights tab
- Select the projects whose invoice you want to include in the dashpart
- Click drop down arrow to select aging date
- Filter invoices and choose which will display in the Aged Accounts Recv. Grid.
- You can now select the columns that display for the following system dashpart types:
 - Clients
 - Contacts
 - Employees
 - Leads
 - Marketing Campaign
 - Opportunities
 - Projects
 - Vendors
 - User-defined Info Centers

View Supporting Docs in Project Review

- Accounting / Project Review
 - View Supporting docs that are attached to expenses on:
 - Employee Expense Reports
 - AP Vouchers

- To View Supporting Doc:
 1. Project Review, open Cost Tab or Billing Tab
 2. Click the Blue, underlined amount in one of the fields for expenses, reimbursable or consultants
 3. Click the underlined amount field in the drill down
 4. Click the icon with the green check mark in the doc field
 5. Select the document to view, click view to open

Opportunity Changes

- Default Currencies for Projects Created from Opportunities
 - For Multi-Currencies only
 - Defaults from:
 - Project if service estimate is not enable
 - Billing Currency if service estimate is enabled
 - Project Template if selected
 - Billing Template if selected
- Closed Reason and Notes Fields
 - Added to the General Tab
 - Opportunity Forecast
 - Opportunity Summary
 - Opportunity List
 - Opportunity Hit Rate List

Look Ups & Editor Updates

- Look up an Account Based on Company in the Account Info Center
 - Chart of Accounts
 - Search for an account based on the Co. in the advanced search
- Activity Grid in Activity Manager & Info Centers now Editable
 - Edit fields direct in the Activities grid located on Activity Manager
 - Start and End dates are still read only
- Text Editor has new Spell Checker
 - All memo & Text box fields now use text editor
 - Spell Check
 - Custom Dictionaries
- Note: Know issue that will be fixed in future release:
 - Text Indented from previous versions will not be indented. You will have to Re-Indent.

Look Ups & Editor Updates continued

- **Enhanced Support for Custom Invoices in Invoice Template Editor**
 - Previously, edited invoices and invoices generated by Batch Billing always used the standard .DLL file
 - Even if you developed a custom .DLL for invoicing and referenced it in the .RDL file, it was not used for those invoices.
 - That restriction has been removed.
- **Use an Image as a Signature in Purchase Template Editor**
 - On the Signature tab in **Purchasing » Purchase Template Editor**
 - You can now select an image that was uploaded to Vision as a signature on the **Electronic Signature File Name** drop-down field.
 - Click the **Electronic Signature File Name** drop-down to select an image from the list that will be used as the signature for the invoice
- **HTML Formatting for the Detailed Timesheet Reports**
 - Setup tab in **Configuration » Time & Expense » Company Timesheet**
 - New **HTML Formatting** check box was added under the **Include comments** check box in the Detailed Timesheet Report Options section.
 - The **HTML Formatting** check box is enabled if you select the **Include comments** check box.
 - By default, the **HTML Formatting** check box is selected. Clear the **HTML Formatting** check box to disable HTML formatting on the detailed timesheet report.

Timesheet Changes

- **Timesheet Audit Label Change in Company Timesheet Configuration**
 - Timesheet Audit tab in **Configuration » Time & Expense » Company Timesheet**
 - The label for the **Require after initial save** option under the **Enable revision explanation** check box was changed to **Require for updates prior to current day** to more accurately indicate the purpose of the option.
 - Select this option to require that, after saving a timesheet for the first time, employees and timesheet administrators enter an explanation each time that they make revisions to a timesheet for a date that is earlier than the current date.
- **Work Week Number in Company Timesheet Configuration**
 - Display Week Number with timesheet information
 - To enable: Check box on Calendar tab in Configuration/ Time & Expense / Company Timesheet
 - In the Label Field choose label for Timesheet Period Number or Week Number

Expense Reports Changes

- **Print Supporting Documents in Expense Reports**
 - When printing or displaying expense reports for Summarized or Detail
 - Option to View or Print Supporting documents with the report
 - Enable Filestream option must be selected on the General tab of the Weblink utility. Otherwise printing supporting documents are not enabled
- **Status Report Option Moved**
 - In T&E the Select Exp. Rept. Dialog box opens when you click Employees / Select Employees
 - Moved to Print Drop Down list as an option
- **Remove Orphaned Documents on Submit for Expense Reports**
 - Previously, if you uploaded a document into Vision for an expense report and later cleared the **Select** check box on the Supporting Documents dialog box for that document for all expense report rows, the “orphaned” document was removed from Vision as soon as you saved the expense report.
 - 7.3, orphaned documents are instead retained until you submit the expense report. At that point, Vision displays a message that lists all “orphaned” documents and notifies you that they will be deleted from Vision when you submit the expense report. You then have the option either to submit the report and delete the documents or to postpone the submission so you can review the documents to determine if they should be associated with the expense report.

Additional Misc. Changes

- **Additional Sorting Options for AR Aged and AR Ledger Reports**
 - The Client info to Display field on the AR Aged and AR Ledger reports can now sort by Billing Contact or Primary Contact
- **New Posting Date Column on the Account Analysis Report**
 - Now includes **Posting Date** column to display transaction posting dates
- **Opportunity Forecast Report Based on Fiscal Year**
 - The Fiscal Year and Year Determined by fields have been added to the General tab of Opportunity Forecast Report options
- **User Account Report Column Updates**
 - The Windows Authentication, Domain, and Reset Password at Next Login columns were added to the User Account Report

Additional Misc. Changes- Continued

- **Change an Event Sequence in Workflow Configuration**
 - Move the event to where you want it in the event sequence. Events are executed based on the order in the grid.
- **Open and Close Periods by Company**
 - For Multi-Co: Open periods for the currently active company or open it for all companies
- **Track User Login Activity**
 - Audit Trail tab in Configuration » General » System Settings, a new Log User Activity check box added to the Info Center/User Activity Audit Trail section allows you to enable user login activity tracking
- **User Activity Utility**
 - In Utilities » User Activity, the Email Users option in Actions drop-down list on the toolbar of the User Activity form was changed to Email Logged In Users
- **Web Service Timeout Value Is Now Configurable**

Additional Misc. Changes- Continued

- **Bank Account Number Fields Expanded in the Employee and Vendor Info Centers**
 - Accounting tab of the Employee Info Center, the **Account Number** column in the Direct Deposit grid now allows up to 32 characters
- **Transaction Date Validation**
 - For companies operating in some countries, transaction dates must fall within the currently active accounting period. Now in Vision you can enforce this
- **Learning Portal**
 - Click **Help » Learning Portal** on the toolbar for the main Vision screen to open the Vision Essentials Plus learning portal where you can access video resources on using Vision.
 - This new option is available only if the **SaaS/Hosted Instance** check box on the General tab of the Weblink is selected.

Custom Report Administration

- **Uploading, Downloading, Synchronizing, and Report Status**
 - Utilities / Report Administration
 - The **Upload** option has been enhanced to upload a custom report to your Vision database as well as to your report server
 - **Synchronized** — This status displays after you successfully upload a custom report
 - **Missing in report server** — This status signifies that the custom report is uploaded to the Vision database (as a backup copy), but it no longer exists on the report server
 - **Missing in database** — This status signifies that a custom report is uploaded to the report server, but it does not have a backup copy saved in the Vision database
 - **Download** – Use this option to download a copy of a custom report that is saved in the Vision database.
 - **Synchronize** – Use this option to reload a custom report that is missing from the report server

Performance Management Configuration

- You can now configure the settings of the Tableau workbooks, apply KPIs, modify workbooks settings, upload, and reload workbooks in Vision. With this addition, functionality from the Performance Management tab of the Vision Resource Kit is now available directly from within Vision.
- **Configuration » General » Performance Management » Configuration Tab**
- On the Configuration tab, you can specify settings related to the Tableau workbooks that contain the Vision performance dashboards.
- **Configuration » General » Performance Management » Workbooks Tab**
- Organization levels can now also be configured by using the **Organization Level to Use** settings.
- On the Workbooks tab, you can also use the new **Upload** button on the Workbooks grid toolbar to upload custom workbooks. When you upload a custom workbook, it is published to the Tableau server and is made available within the Vision dashboard.
- After you upload a custom report, verify role security settings to ensure that the desired users have access to the newly uploaded reports. Contact your Vision administrator to verify and update the role security settings for the custom report.

Navigator Updates

- Configuration Enhancements
 - Configuration / Security / Roles
 - The Navigator Access section on the Navigator tab in Roles Security has a new Invoices Tab check box
 - Select this check box to grant a role access to the Invoices tab in Vision Navigator.
 - Additional Planning Security options that display when the Resource Planning module is not licensed in Vision.
 - Use the Allow Changes to Budget Type and Allow Changes to Overhead % options to enable a role to change the Navigator plan's budget type and overhead percent in Navigator's Plan Settings.
 - Vision Role Summary Report displays the new Invoices Tab setting for a role in the Navigator section of the report.
- **Navigator and Invoice Approval Process Alerts**
 - If Invoice Approval process alerts are configured (**Configuration » Billing » Invoice Approval Process**)
 - And you are the approver of a project's invoices
 - An email or dashboard alert will be sent when an invoice is ready to approve.
 - When a URL is entered in the **Navigator URL** field on the Email tab in **Configuration » General » System Settings**, the email or dashboard alert will now contain links to both Vision and Navigator, so you can quickly access the approval process in either system.

Other Software Updates

- **New Kona Log In and Log Out Procedure**
 - The Misc. tab on the User Options dialog box has a different procedure for connecting your Kona account to Vision.
 - To open the User Options dialog box, click **Options** on the Vision toolbar.
 - To connect to Kona, click the **Connect** button on the Misc. tab to open the new Kona dialog box and enter your Kona credentials
 - After you are connected to Kona, the **Connect** button on the Misc tab changes to the **Connected** button.
 - To log out of Kona, click the **Connected** button to open the Kona dialog box. Click **OK** on the Kona dialog box to disconnect
- **GovWin IQ: Enhanced Integration with Vision**
 - A new **Added by** grid on the IQ Info tab of the Opportunity Info Center displays all employees who initiated the downloading of the opportunity from GovWin IQ to Vision
 - The Web Service Calls – Log grid on the General tab of the GovWin IQ Web Service utility now includes a **Message** column