

Deltek Vision[®] Purchasing

Maintain a Paperless Purchasing Environment

DELTEK VISION PURCHASING:

- Manage the entire purchasing cycle
- Integrated with other Vision Modules
- Create accounts payable transactions automatically
- Keep the purchasing process moving
- Maintain a secure purchasing environment
- Rely on accurate purchasing reports

Deltek Vision's Purchasing module manages the entire requisition, purchasing and receiving cycle—no matter how simple or sophisticated—while maintaining full integration with Vision Accounting, Billing, Project Reporting and Project Planning modules. It supports the creation and tracking of purchase orders for materials, supplies, capital items and services for both project-related and in-house needs. Built-in workflow and approval features ensure that all purchases are tracked accurately and efficiently.

MANAGE THE ENTIRE PURCHASING CYCLE

Maintain a paperless purchasing environment with online, browser-based requisitions, Requests for Quotes (RFQs), purchase orders and receiving. Highlights include:

- Support for standard, blanket and service purchase orders and change order tracking
- Automated requisitioning, including the ability for employees to create requisitions and have them approved online
- Automatic generation of requests for quotes
- Purchase orders created automatically from requisitions, or based on previously entered purchase orders
- A complete receiving function, including support for partial receipts and backorders
- Numerous purchasing-related reports

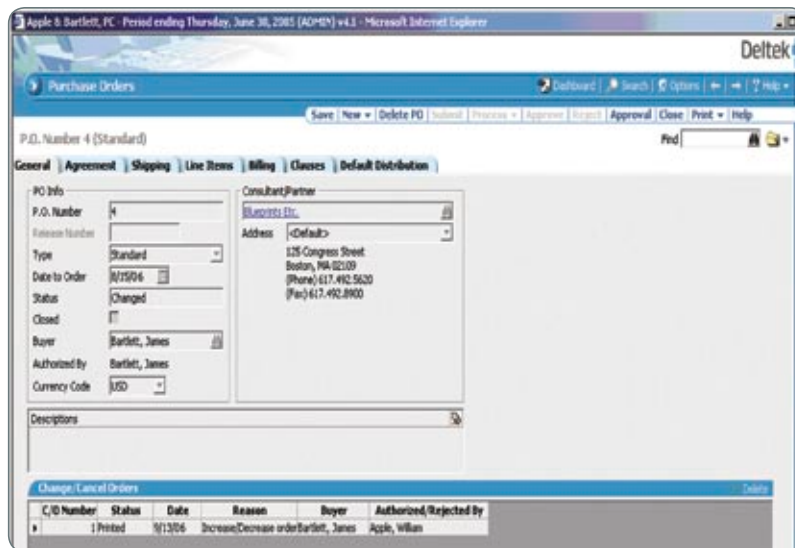


Figure 1: A single screen consolidates all information related to a purchase order.

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Solution Strategists, Inc. is a Deltek Partner. Solution Strategists, Inc. is a leading business software consulting firm. With offices in New Jersey and New York, Solution Strategists supports over hundreds of clients, both regionally and nationally. Solution Strategists supports Project Management, Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) software. For over two decades, our fully trained and certified consultants have assisted our clients with their challenges, from discovery, planning, data conversion and implementation through training and go-live.

INTEGRATED WITH OTHER VISION MODULES

Throughout the procurement and purchasing cycle, Vision Purchasing shares information with other Vision modules—saving time and greatly improving the accuracy of accounting, project, budgeting and planning data. Committed costs can appear on project reports, along with other expenses, keeping you mindful of upcoming expenses that will affect a project’s bottom line. Furthermore, while in review of the status of a project budget or project plan, committed expenses appear with other actual expenses, so that a project’s performance can be accurately assessed against budget.

Vision Purchasing is fully integrated with Vision Multi-Currency, so that all purchasing activities can be conducted in multiple global currencies.

CREATE ACCOUNTS PAYABLE TRANSACTIONS AUTOMATICALLY

Vision Purchasing automatically creates accounts payable transactions using information entered on purchase orders. Vision uses purchase order information to update the accounts payable subsidiary ledger and general ledger and generate vendor payments.

KEEP THE PURCHASING PROCESS MOVING

Built-in workflow alerts ensure that the purchasing process flows smoothly and that purchases are approved through appropriate channels. For example, when an employee submits an online purchase requisition, a Vision

alert automatically notifies the individual responsible for approving the purchase. Other timesaving features include the ability to:

- Establish default values for many purchase requisition and purchase order fields
- Create built-in tables of frequently ordered items and services
- Associate specific expense accounts with specific types of purchases (for example, charge all mail room supplies to the appropriate account)
- Apply taxes, shipping and handling, and other fees to individual line items or, proportionally, to all items on a purchase order

MAINTAIN A SECURE PURCHASING ENVIRONMENT

Vision Purchasing lets managers control which employees have access to each stage of the requisition and purchasing cycle. Predefined authorization levels and limits control who can create and approve requisitions and purchase orders and to what dollar limit.

RELY ON ACCURATE PURCHASING REPORTS

Turn to Vision Purchasing reports to review purchase order detail, activity related to open purchase orders, the allocation of purchasing-related expenses to projects, and more. Or, use Vision project review to see all of purchase orders associated with a specific project, or vendor review to see all purchase orders associated with a specific vendor.

Description	Register	Amount	Register	Amount	Mining
105 COV-001 10500	MC780 Conversion				-0.00
Total for 105-001					
105 COV-001 10500	MC780 Conversion	140.00			170.00
105 COV-001 10500					
P AP 000010 8000	Federal Expense /Shipping	14.00			14.00
P AP 000010 8000	Federal Expense /Shipping	20.00			20.00
P AP 000010 8000	Federal Expense /Shipping	10.00			10.00
P CO 000010 8000	Federal Expense /FSA (P) 100%	22.75			28.16
P AP 000010 12000	Federal Expense /Shipping	10.00			10.00
P AP 000010 12000	Federal Expense /Shipping	10.00			14.00
H AX 000010 24100	New England Telephone /Tel. PAX. 0000	4.00			4.00
H AX 000010 24100	New England Telephone /Tel. PAX. 0000	3.00			3.75
H AX 000010 24100	New England Telephone /Tel. PAX. 0000	0.10			0.40
Total for 105-001					
105 COV-001 10500	MC780 Conversion	110.40			128.25
105 COV-001 10500					
P UN 000010 8000	Customer Sample Test / F20 (tests @ 0.00 / 20 tests @ 11.00)	10.00			10.00
P UN 000010 8000	Customer Sample Test / F10 (tests @ 0.00 / 10 tests @ 11.00)	120.00			120.00
H AX 000010 24100	Customer Sample Test / F20 (tests @ 0.00 / 20 tests @ 11.00)	20.00			20.00
H AX 000010 24100	Customer Sample Test / F10 (tests @ 0.00 / 10 tests @ 11.00)	14.00			17.50
H UN 000010 30000	F Customer Sample Test / F10 (tests @ 0.00 / 10 tests @ 11.00)	10.00			14.00
H UN 000010 30000	F Customer Sample Test / F20 (tests @ 0.00 / 20 tests @ 11.00)	20.00			28.00
H UN 000010 30000	misc expenses /miscellaneous for sale	0.00			0.75
Total for 105-001					
Total for Accounts Payable Expenses			10,000.00		10,000.00
Total for Expenses		100.00	1,400.75	21,000.00	26,700.00
Total for 1000001-001			10,100.00	22,400.75	26,700.00

Figure 2: Committed costs can appear with other expenses on project reports.

PO Number	Order Date	Status	Item	Description	Quantity	Unit	Unit Price	Total	Order Date	Vendor
000001	10/10/00	Open	100	Customer Sample Test / F20 (tests @ 0.00 / 20 tests @ 11.00)	100	EA	11.00	1100.00	10/10/00	ABC Vendor
000001	10/10/00	Open	100	Customer Sample Test / F10 (tests @ 0.00 / 10 tests @ 11.00)	100	EA	11.00	1100.00	10/10/00	ABC Vendor
000001	10/10/00	Open	100	Customer Sample Test / F20 (tests @ 0.00 / 20 tests @ 11.00)	100	EA	11.00	1100.00	10/10/00	ABC Vendor
000001	10/10/00	Open	100	Customer Sample Test / F10 (tests @ 0.00 / 10 tests @ 11.00)	100	EA	11.00	1100.00	10/10/00	ABC Vendor

Figure 3: Purchase order detail report lists all purchase orders and line item detail.

