

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

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.

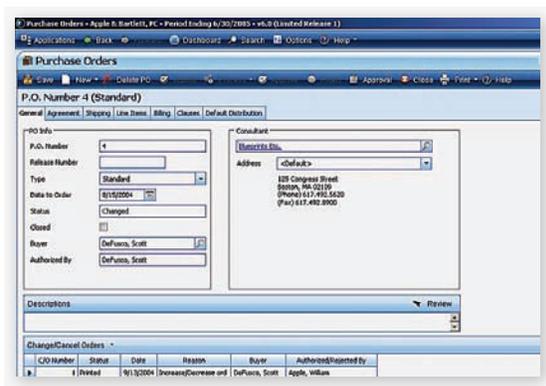


Figure 1: A single screen consolidates all information related to a purchase order.

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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 authorisation levels and limits control who can create and approve requisitions and purchase orders and to what pound limit. associated with a specific project, or vendor review to see all purchase orders associated with a specific vendor.

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

Project Detail
Monday, February 23, 2009 1:44:13 PM

Apple & Bartlett, PC For the period 01/20/2005 - 02/02/2005

Estimate Overhead	Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Amount	Billing
Project Number: 0000001.00 General Overhead						
Principal In-Charge: Apple William	Percent Compl:			Compensation:		
Project Manager:	Labor Pct Compl:			Consultant Fee:		
Client:	Expense Pct Compl:			Reimburs Allow:		
Organization: CO-00	Start Date:					
Status: Active	Est Comp Date:					
Type: Overhead	Use Table:					
Phase Number: 000 Corporate Unassigned						
Principal In-Charge:	Percent Compl:			Compensation:		
Project Manager:	Labor Pct Compl:			Consultant Fee:		
Client:	Expense Pct Compl:			Reimburs Allow:		
Organization: CO-00	Start Date:					
Status: Active	Est Comp Date:					
Type: Overhead	Use Table:					
Labor						
00 General						
2 Senior Architect						
* B 00200 Herz, Ellen 06/05/2005	8.00		8.00	180.24	180.24	
Expenses						
Indirect/Other Expenses						
703.00 Job Cost Variance						
PY Auto 12/31/2003 / Payroll Processing / Gross Payroll					10,312.50	
TS Auto 04/30/2005 / Labor Posting / Job Cost Credit					(897.90)	
TS Auto 04/30/2005 / Labor Posting / Job Cost Credit					(946.00)	

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

Purchase Order Detail
Monday, February 23, 2009 1:45:04 PM

Apple & Bartlett, PC

PO Number	Order Date	Supplier	Item	Description	Category	Qty	U/P	Unit Price	Total	Over Date
PO Number: 1 Office Supply	02/22/2004	127 Averdy Showcase	100	127 Averdy Showcase	Supplies, Suppl	100	EA	4.88	488.00	01/03/2004
<p>Ship To: Apple & Bartlett, PC 100 Cambridge Park Drive, 5th Floor Cambridge, MA 02140-2244 US (Phone) 617-412-4410</p>										
Cost Distribution										
Project	Name	Phase	Name	Task	Name	Billable	ECY			
000001.00	General Overhead	100	Boston Unassigned	100	Boston Unassigned	No	0000			
000001.00	General Overhead	100	San Francisco Unassigned	100	San Francisco Unassigned	No	0000			
000001.00	General Overhead	100	Washington Admin	100	Washington Admin	No	0000			
1	02/22/2004	127 Averdy Showcase	100	127 Averdy Showcase	Supplies, Suppl	100	EA	4.88	488.00	01/03/2004

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

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