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Overview

The following guide is designed to provide guidance to Deltek FMS customers that are considering the move to Deltek Vision. It provides an overview of important Deltek Vision features relative to FMS so that your firm can understand how this advanced product will help drive your business to even greater success.

Think of Deltek Vision as the next major iteration of FMS, with technology and features that will better support the way you do business.

From its web-based architecture, to its integration of critical business processes into one database, to its comprehensive suite of features, Vision goes beyond FMS in many important ways. We are pleased that you are evaluating the potential move to Vision and hope you find this guide helpful in illustrating major benefits relative to FMS.

To learn more about the cost effective data migration, implementation services and license fees that will streamline your move from FMS to Vision, see the FMS Future Choices Web site at http://www.deltek.com/specialoffers/fmsfuturechoices/ or call AES at (425) 653-5533.
The Feature Benefits of Deltek Vision

Many FMS customers have already made the move to Vision and many more are in the process. The attributes of Vision that these customers have found most important are provided in the following section.

For the accounting staff, Vision provides an excellent suite of features comparable to FMS, plus new features, including:

- Time and expense sheet preparation and submittal via the Web
- Multi-currency
- Substantially improved multi-company with inter-company billings and transfers
- Workflows to automate and standardize processes, including the building of custom Alerts
- New revenue recognition options and improved handling of departmentalized and multiple location revenue recognition
- Improved audit trail for Master File changes
- A much improved user reporting interface for filtering, grouping, column selection, font control, field formatting, and graphs and charts
- A much better reporting engine
- Extensive report drill down

For the IT staff, Vision:

- Is much easier to maintain (don't have to install updates on each workstation)
- Combines critical processes into one database
- Includes a much better security model
- Represents the best of new technology to support the company’s growth initiatives
- With VisionXtend, supports the transfer of information of between Vision and other legacy systems
- A much better reporting engine

Perhaps the most substantial positive benefits for moving to Vision are for the Executive, Project and Marketing Managers in your firm:

- Vision’s web-based technology allows access from anywhere, anytime
- It integrates—into one database—financial management, project management, resource management, and marketing automation
- Personalized dashboards to assemble information critical to the success of the company and its projects
- Managers can get to information on their own, without having to go through accounting every time they need a report or a metric
- Vision’s reporting interface is much better than FMS, including charting and graphing
- Significantly more report Drill Down
- More “Out of the Box” Management reports including the Key Financial Metrics, Opportunity Top-Bottom Performers, Project Top-Bottom Performers
- The Resource Planning module offers a suite of new features that improve resource utilization and project profitability
- Vision Performance Management dashboards replaces reams of paper reports and makes it easy to identify project and customer related issues
- The Mobile Applications Suite will let you record time and expense data and retrieve Vision’s contact, opportunity and activity data using your handheld device
- Vision provides a full-featured CRM system including contact management, opportunity and pursuit management, activity management, proposal automation (including the SF 330), and marketing metric/reports
- Integration with the Microsoft Office suite, including bi-directional synchronization with Microsoft Outlook

In the remainder of this document, these and other Vision attributes are discussed in more detail to help FMS customers better understand the many benefits of making the move to Vision.
Available Modules

Deltek Vision provides all of the core modules of FMS plus new modules in other important areas.

Modules offered by both products:

- Financial management and project accounting
- Time and expense management
- Billing
- Resource Budgeting and Scheduling in FMS; Resource Planning in Vision
- Payroll
- Purchasing

Modules available only in Vision:

- Customer Relationship Management (CRM), including MS Outlook synchronization
- Proposals
- Document management
- Multi-currency
- Vision Performance Management Dashboards
- Purchasing includes inventory
- Mobile Applications (for access to time, expense and CRM from handheld devices)
- Integration with Microsoft Office suite
- Vision Connect for Microsoft Office
- Vision Project Connect for Microsoft Project
- VisionXtend for sharing information with other legacy systems
Technology

FMS is built on a much older FoxPro platform that cannot support an advanced feature-set like that included in Vision.

Vision is also built on a platform of the most advanced, fully supported contemporary technology using Microsoft.NET. It provides high levels of scalability, stability, and flexibility in deploying web-based applications.

Vision was built with usability as a top priority. It provides a very rich, intuitive user interface through Smart Client Technology, unlike many browser-based systems. And if you don’t need anywhere, anytime access, it can be run in a local area network environment without web access.

With FMS, system components reside on both the central servers and individual user workstations. Users must have access to their own workstation to use FMS, and their workstation must be updated regularly with new versions of FMS software.

Vision employs 100% browser-based technology, which makes it possible to access information from anywhere, anytime with any computer that has Internet access. Today’s managers demand this level of access and Vision fills the void.

Other than a Web browser, the computer accessing Vision does not need any special software—no ActiveX® controls, plug-ins, applets or proprietary controls. It does not require any setup on individual workstations—just install or update Vision software on your servers and it is automatically available to all users. What a huge time saver!

The Deltek VisionXtend™ platform also gives users the power to extend Vision’s reach with features that include:

- The ability to build workflows and automatic alerts
- Seamless integration with other applications and Web services
- An open Application Programming Interface (API)
- The option to enter and access Vision data on a laptop or other mobile device while disconnected from the Internet
Dashboards

One very popular feature of Vision—with no counterpart in FMS—is the Dashboard, which puts personalized content at the fingertips of each of your team members. By combining information drawn from various areas of Vision, as well as external content, such as favorite Web sites or Microsoft Outlook, the Dashboard allows each team member to configure a single page that brings together all of the reports, charts, alerts, performance metrics, and other key information that afford greater visibility into your projects and business. Or, the content can be automatically assigned to them depending on their role in the firm.

For senior managers, Vision Performance Management offers a series of dynamic Dashboard components or ‘Dashparts’ that provide immediate access to the key metrics your firm managers need to make informed and timely decisions. From core financial data—such as year-to-date revenue, expense, and profit—to employee utilization forecasts that can be sliced by division or by other parameters, these dashparts give senior managers the information they need to make decisions that align with strategic corporate goals.

Figure 1: Vision Dashboards give users a personalized gateway to the information and processes they rely on most.
User-Configurable Reports

Vision's interactive reporting model creates considerable excitement among FMS customers. In many ways it is much easier to use than Crystal Reports®. It provides end users with an intuitive environment for customizing, previewing, printing, and e-mailing reports. Many of the standard reports in Vision are available only as custom reports in FMS. And almost every report provides the option to drill down to summary level detail, a feature FMS customers have wanted for a long time.

Vision tightly integrates the SQL Reporting Services reporting toolset into its user interface and provides users with a variety of report formatting options, including:

- Filtering
- Grouping
- Column selection
- Font control
- Field formatting
- Graphs and charts
- Ability to add calculated fields
- Ability to save to Excel® and RTF formats
- Ability to e-mail reports in multiple formats
- Ability for any field added to the Vision database to be included automatically in column selection, filtering, and grouping options
- Drill-down
Vision Performance Management

FMS and Vision both provide an abundance of standard project reports. However, quickly identifying problems that require management attention can be a daunting task that grows in complexity along with the growth in your project portfolio.

Vision Performance Management offers your project-focused organization a powerful business intelligence tool to help you proactively improve performance and mitigate risk across your organization. It empowers your company to move beyond financial reporting to a more comprehensive view of strategic and operational indicators. From interactive graphing options such as trendline, sparkline, and dashboard gauges to visualization reporting, Vision Performance Management allows for easy and efficient analysis of your data – creating better alignment and improving your organization’s ability to compete.

The Deltek Vision Analysis cubes provide the foundation for Vision Performance Management. These cubes empower executives and managers by allowing you to take advantage of the vast amount of information stored in the Vision database to make more informed business decisions. Dashboards can be deployed through the standard Vision Dashboard, SharePoint or Internet browsers, including Internet Explorer, Safari and Firefox.

Key Features and Benefits:

- Highlight key indicators to determine project health and resolve issues
- Identify and analyze business trends in specific geographies, markets or disciplines to determine future opportunities and risks
- Point and click filtering, including side-by-side comparisons, that dynamically update dashboard metrics
- Interactive drill down to transaction level details
- Using shapes and colors in one view, Visualization gives your managers laser focus!

Figure 2: Vision Performance Management Dashboards
Complete Integration with Marketing Automation System

An aggressive, targeted and consistently executed marketing program is essential to your success. Unfortunately, for many FMS customers, mission critical marketing data does not reside in one place for easy access by your team from anywhere, anytime. FMS can not help you automate the marketing process, including proposal development, and measure its performance. Furthermore, for FMS users, considerable time is spent maintaining accounting and project data in both FMS and disconnected marketing databases.

Even for the FMS customers that use Deltek Award, the interface between the two products is very limited. This results in inefficiency because information must be maintained in two different places, and frustration because up to the minute marketing information is unavailable to FMS and FMS project information is unavailable to Award.

With Vision, the CRM and Proposals modules provide a feature-rich framework for building a winning marketing program, including contact management, activity management, opportunity and pursuit management, boilerplate development (including resumes), proposal automation, SF330 automation, and reporting.

And these modules are fully integrated with Project Control and Accounting, sharing a single database of information. Changes made in one area of Vision flow immediately and automatically to other areas. Furthermore, the entire project lifecycle is tracked in one place, from lead, to opportunity, to project — including all associated accounting, labor tracking, and billing functions. When a project ends, information about the project is available to you’re your marketing team to use in future proposals and resumes. This saves lots of time and substantially increases data accuracy.

Figure 3: Vision’s fully integrated CRM and Proposals let you execute a winning business development program in less time!
Resource Planning

Both FMS and Vision provide job-to-date information that is useful in understanding where projects are at today relative to budgets, resource utilization and profitability. By understanding the current situation you can react accordingly to try to change an unfavorable situation.

But with Vision Resource Planning, an add-on module to Vision, you can combine past project data with future planning data to proactively manage the outcomes on your projects. It will help identify project overruns before they occur and bring attention to over and under-utilized resources in future weeks, months, or years. The result: improved project performance, which means a stronger bottom line!

Specifically, with Resource Planning you can:

- Build an initial fee estimate, resource assignment, and schedule for a project or proposal. Project personnel can be selected using a skill search of the Vision database.
- Create project and accounting records from the plan once a proposal is accepted
- Update the project plan on a pre-determined frequency
- Forecast the remaining work on a project by updating planned estimate to complete hours (ETC)
- Compare ETC with Budget to Complete (BTC) at any time to identify important variances
- Assign project resources on a job-type (e.g., surveyor) or actual employee basis
- Instantly understand over and under-utilization of resources by project and employee and re-assign to achieve objectives
- Look at Full Time Equivalent demand by Organization and across the entire company, including projects under contract, projects pending and future opportunities with a project plan

Although Resource Scheduling and Budgeting is available as an add-on module for FMS, but it is lacking many very important elements relative to Vision. Among the major differences, it does not allow access from anywhere—whether a job site, home, a remote office, or a hotel room; it will not allow the creation of a project plan from an existing project or do an employee skill search to put the right personnel on a project; its user interface is not as intuitive; and it does not provide as much on screen information in key areas.
**Figure 4:** Resource Planning allows managers to be proactive in managing their projects, which improves project performance.
Mobile Applications Suite

Although FMS offers very comprehensive time and expense entry modules, their use is limited to access by a personal computer. This may be an inconvenience for personnel that would rather stay connected through their handheld device or that do not have a PC with an internet connection available.

Vision resolves this problem with the Mobile Applications suite, which allows:

- Access to Vision Time and Expense with a handheld device
- Disconnected access to Vision time and expense from a PC or laptop. Data entered can be uploaded to Vision when internet access is available
- Access to Vision CRM data from a handheld device, including contacts, opportunities, and activities

![Handheld Device](image)

**Figure 5:** Time, Expense, and CRM access from anywhere, anytime with a handheld device
Integrated Document Management

The Vision Document Management module lets you store, share and collaborate on a set of documents for every project, employee, customer, contact, opportunity or other key Vision record. You can link a single document to just one record, or to multiple records.

Vision Document Management provides:

- Full text document searching capabilities, combined with powerful search options found within Vision
- Web-based access to all documents
- Ability to link documents to specific records
- Ability to organize documents into libraries and folders
- Ability to store photos, graphics and other digital assets
- Check-in/check-out capabilities, so that multiple users do not update a document at the same time
- Document changes that are tracked and assigned different version numbers for auditing and rollback
- Cross-document text searches spanning various formats, including Microsoft® Word, Excel, and Adobe® PDF
- Security settings to control document access and editing
- Ability to share documents with customers, partners, and suppliers by creating outward facing portals

Vision Document Management employs Microsoft Windows® SharePoint Services® (WSS), a leading collaboration platform in use by many professional services firms. Documents are stored in a scalable Microsoft SQL Server™ 2000 or MSDE 2000 database.

FMS does not offer integrated document management, or any features similar to Vision Document Management.
Screen Designer

Professional services firms share many goals and business practices, but no two firms and no two employees are alike. A key goal in designing Vision was to make it as easy as possible to customize the user interface, so that each user can work in an environment that supports their individual security and information requirements.

Smart Client technology comes with controls that provide enhanced functionality and options for creating custom tabs within Vision with the screen designer.

- All fields, including standard fields, can be moved to different tabs.
- Grids can be positioned side by side.
- Crosshairs make it easy to align fields and labels.
- Security (hidden) and other properties can be assigned to multiple controls at one time.
- Radio buttons and images can be repositioned.

Set up of screen labels for each enabled language in the multi-language feature can be done.

With FMS, you can use Classification labels to track additional information for particular record types (for example, projects or employees), but that capability is far short of the flexibility offered by the Vision Screen Designer.

Figure 6: Open a screen in “design mode” and customize it to meet your firm’s business practices
Workflow Engine

Think of the complexity of some of your firm’s business processes—those that have numerous steps, require coordination between multiple departments or offices, and span days, weeks, or months. Each step of the way, the opportunity exists for someone to drop the ball or make a costly mistake. The Vision Workflow engine keeps processes on track, automates time-consuming manual tasks, and keeps players informed and involved. The payoff: lower operational costs, greater agility, and quicker response to customer needs.

The Workflow engine works with all of the Info Centers. For example, you can set up a project initiation workflow that fires whenever you change the status of an opportunity from Pending to Awarded. The workflow creates a new project record in Vision, sends e-mail alerts to all key team members to let them know that the contract has been awarded, and automatically schedules a kickoff meeting for the project team.

Or, you can set up a scheduled work flow that creates a sweep of the database on a predetermined schedule. In this way, for example, management can be alerted whenever a project budget is exceeded or an effective multiplier drops below a certain threshold.

Workflows are not available in FMS.
More Flexible and Advanced Lookups

Vision lookups offer a greater variety of search options and more advanced search capabilities than those found in FMS. Vision users can perform detailed queries based on any of the fields in the Info Centers (Master Files in FMS), whereas most lookups in FMS are limited to only a few criteria. In Vision, numerous query operators provide almost unlimited searching options.
Audit Trail Reporting

Most firms share the same concerns when they move to an integrated information system. How can we give employees the power to use and maintain data while ensuring that the data isn’t compromised? How can we encourage employees to access and update key information on people, projects and customers and still be certain that standards are maintained?

Vision Audit Trail Reporting lets you see — down to the field level — who is making changes to the Vision database and what these changes are. When a field is updated, Vision documents the user who modified the field, the time of the update, and the new and previous values for the field that was updated. You can run Audit Trail Reports by date range, user name, and type of operation (add, update, delete, or all) or you can click on any field to see the most recent changes to that field.

FMS provides audit trail reporting at the record level, where you can track the record’s creator, creation date, who last revised the record, and what date it was revised. However, FMS is limited in that it does not track this information at the field level or let you see the old and new values for a field.

![Employee Audit Detail Report](image)

**Figure 7:** Maintain security by reviewing all of the changes made to key records and who made them
Robust Security

Vision security controls access at a much more granular level than FMS security. Vision provides record level security that can be set using any standard query, as well as the ability to limit reporting and lookup fields by role. For example, Vision will let you define the level of access for Project Managers, and then each new project manager you set up in the system will automatically have access rights for that role.

Vision also automatically applies security features using what is referred to as the ‘Is Me’ clause, which applies security filters specific to the logged-in user, automatically varying job cost security rights and report field security.

All of these advanced Vision security features save time and help prevent unwanted data access.
Support for Multiple Companies

Vision supports the most complex multi-company accounting operations by balancing the need for company-specific financial controls and processing operations with the need for easy enterprise-wide financial consolidation. Features include:

- The ability to track an unlimited number of separate companies within a single database
- The ability to set up projects so that different segments are “owned” by different companies
- Business rules established at both the enterprise and company levels, allowing for consistent and meaningful enterprise-wide reporting, as well as flexibility at the company level
- Role-based security between and within companies
- The ability to operate Vision in one company’s environment, or “context,” then switch to another company’s environment, without logging off and on
- Intercompany cross-charges for labor and expense associated with shared work efforts, with automatic posting of intercompany payables and receivables
- Consolidated reporting, merging the financial data of any combination of companies you wish, with automatic intercompany elimination entries
- Consolidated reporting rules that can be configured to comply with Generally Accepted Accounting Principles (GAAP), International Accounting Standards (IAS), or another prevailing accounting standard

The only way to track multiple companies in FMS is to set up multiple separate databases and, if desired, set up consolidation companies used specifically to produce consolidated financial statements. With this structure, you cannot track labor shared across companies, or process intercompany billing charges for shared labor or expense. For many FMS customers this has been a significant limitation and an important reason for moving to Vision.
Organization Reporting

While the Vision Multi-company feature tracks multiple legal entities in a single enterprise, Vision Organization Reporting operates at the next lower level, tracking the individual profit centers or business units within a single company. These separate organizations incur expenses and/or generate revenue, and can be looked at in terms of profitability. For example, if your firm is divided into regions and offices, you may create a separate organization for each region and office, and maintain information for each of these discrete portions of your firm’s business.

With Organization Reporting, each transaction that you enter in Vision—each labor charge, expense charge, journal entry, and so on—is linked to the organization or organizations responsible for that transaction. With transactions linked to organizations, you can generate financial statements, project reports, and other reports for a single organization, a group of organizations, or all of your firm’s organizations.

Organization Reporting allows for automated labor cross charges, letting you track labor borrowed and lent between organizations, as well as automatically make adjusting entries between organizations to share profit, revenue, or labor cost.

Figure 8: Calculate revenue based on numerous standard methods or on formulas of your own design

Firms tracking multiple departments on general ledger reports in FMS need to embed the department number in the account number, creating a complex chart of accounts. One main account number (for example, 615.00, electrical consultant) might have 15 account numbers (615.AR, 615.CH, 615.BL, etc.) on the general ledger, to represent the 15 departments using that account. In Vision, the organization is defined at the time of transaction posting, based on the attributes of the project charged.
Overhead Allocation

In FMS, you can calculate overhead using multipliers or period-specific amounts in selected general ledger overhead accounts, or you can manually calculate the overhead amount to apply. Calculating and allocating department-specific overhead may require that you process overhead several times.

In Vision, you can establish different overhead rates for different organizations or have Vision calculate the overhead rate based on the specific overhead associated with that particular organization.

In addition, if appropriate, Vision lets you set up a tiered structure in which overhead is passed from an all-overhead organization (such as an administrative or corporate organization) to revenue-producing organizations and their projects. For example, a firm can pass corporate overhead expenses to all the organizations that represent professional disciplines. With this approach, the prorated overhead amount passed to disciplines and projects includes both the expenses directly associated with the disciplines and the disciplines' share of corporate overhead.
Revenue Recognition

Vision’s powerful and easy-to-use revenue recognition system accrues revenue on a project-by-project, phase-by-phase, or task-by-task basis, according to the revenue calculation methods you assign to each project, phase, and task. Vision comes with numerous built-in revenue calculation methods that address different contract types, including Job To-Date (JTD) billings, JTD billings plus work-in-progress, percent complete of the project’s compensation amount, labor times a multiplier, and JTD receipts. You can also create methods of your own (for example, labor at cost or billing value, expenses at cost or billing value, lesser of two calculations, percent complete based on budgets). The revenue generation system automatically generates journal entries based on its revenue calculations.

In FMS, you can track work in progress, but you have less flexibility in calculating revenue amounts by project. You have a fixed number of options for calculating WIP, based on the billing type of the project and the company configuration. Furthermore, in FMS, you do not define the actual mathematical formula used to calculate work in process; instead, you choose from a number of predetermined options.
Support for Multiple Currencies

The Vision Multi-currency module allows you to transact business in any number of global currencies, while maintaining core financial records in a single functional currency. It is designed to meet the accounting, project control, project planning, resource management, and CRM needs of any enterprise that uses multiple currencies—from a complex global enterprise that transacts business daily in numerous currencies, to a single company that occasionally does business in foreign currencies. Core features include:

- The ability to process transactions in any currency, including:
  - Record vendor invoices
  - Generate customer invoices
  - Process payments and receipts
  - Process employee expense reports containing expense items in different currencies
  - The option to manage a project in one currency and bill for the project in a different currency
- Integration with the Vision multi-company feature, which supports the management of multiple legal entities in a single Vision database. Each entity can have its own functional currency.
- Flexible multi-currency reporting features, including:
  - The ability to generate reports in any currency
  - Currency revaluation, to restate foreign currency balances as exchange rates fluctuate
  - Consolidated financial reporting for multiple companies using multiple currencies
  - The option to generate consolidated financial statements using the accounting standards specific to your country, including Generally Accepted Accounting Principles (GAAP) and International Accounting Standards (IAS)

FMS does not offer multicurrency features.
Consultant Accruals

The Vision Consultant Accrual feature allows a firm to accrue expenses for work done by a consultant before the firm is actually invoiced by the consultant. This feature is especially helpful for tracking fixed fee projects in which a consultant lags behind in sending out invoices, but the customer has already been billed based on the consultant’s work effort. The Consultant Accrual feature lets you match revenue and expense in the same period, giving you a better sense of the project’s profitability.

This automated process is not available in FMS.
About Deltek

Deltek is a global leader dedicated to delivering software that integrates all critical business processes for the project-focused firm. More than 12,000 customers worldwide rely on Deltek to streamline operations, improve performance, and win more business.

Contact Deltek

Deltek • 13880 Dulles Corner Lane, Herndon, VA 20171
US & Canada: 800.456.2009 or 703.734.8606
UK: +44 (0) 20 7518-5010

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About AES

Advanced Enterprise Systems is a Deltek partner and was founded in 1987. We offer a variety of services to business organizations which includes: needs analysis, consulting, implementation, training, conversion services, and accounting related services. AES maintains a staff of highly trained, experienced professionals who maintain technical certifications from all of our partners. Our staff is dedicated to each client's success from implementation through applying the software's features and functionality to best serve their specific needs.

Contact AES

Advanced Enterprise Systems
(425) 653-5533
(425) 653-0303 fax
2122 112th Ave NE
Suite C
Bellevue, WA 98004-2974
info@aesystems.net
www.aesystems.net