Deltek Vision® 7.6

Release Notes: New Features and Enhancements

July 29, 2016

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Contents

Overview

Welcome to the *Deltek Vision 7.6 Release Notes: New Features and Enhancements*. This guide describes the new enhancements available in this release.

> For information regarding installation of the software, software issues resolved, known issues, and database changes in this release, see the *Deltek Vision 7.6 Release Notes: Technical Considerations*.

Important Information

Upgrading to Vision 7.6 from an Earlier Vision Version if You Use the Expense Report Application

A new expense report approval process has been implemented in Vision 7.6 that replaces the approval process that was in Vision 7.5. If you are upgrading to Vision 7.6 from an earlier version of Vision and you use the Expense Report application in the earlier version, be sure to review the important information in the "Upgrading to Vision 7.6 if You Currently Use the Expense Report or Expense Line Approval Applications " subsection on page 8 in the "Employee Expense Approvals" section **before** you upgrade to Vision 7.6.

Upgrading to Vision 7.6 from a Version Earlier than 7.5

If you are upgrading to Vision 7.6 from a version earlier than Vision 7.5, you should read the release notes for all prior versions of Vision to ensure that you understand all of the technology, software changes, and enhancements that have been implemented and how these changes may affect you. You can download the release notes from the [Deltek Customer Care Connect site](#).

VisionXtend: Employee Info Center APIs and the Multicompany Feature

Significant changes were made to the Employee Info Center in Vision **7.5**. In Vision 7.5, if you use the Multicompany feature, you can associate an employee with one or more companies. This creates one employee record for each company, all using the same employee number.

If you are upgrading to Vision 7.6 from a version earlier than Vision 7.5 and you use the Multicompany feature, be sure to read the following:

- The "Employee Multicompany" section in the *Deltek Vision 7.5 New Features and Enhancements Release Notes*, which provides a brief summary of the feature. See the Concepts section of the Vision help system for more complete information.

- The "APIs for the Employee Info Center if You Use the Multicompany Feature in Vision" section of the *Deltek VisionXtend 7.6 Web Services and APIs for Deltek Vision* guide. This section explains how to set up Employee Info Center APIs and how to revise existing APIs for the Employee Info Center.

For Additional Information

Customer Care Connect Site

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

The following are some of the many options that the Customer Care Connect site provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Access Cloud specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Use Quick Chat to submit a question to a Customer Care analyst online

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

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

1. Go to http://support.deltek.com.
2. Enter your Customer Care Connect **Username** and Password.
3. Click Log In.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Documentation for this Release

Release notes and other guides are available for this release. You can download these documents in two ways.

Deltek Software Manager

The Documents tab in Deltek Software Manager lists all of the documents associated with a release and lets you download the ones that you want.

To download documents, complete the following steps:

1. On the Deltek Customer Care site, click the Product Downloads tab, then select **Launch Deltek Software Manager**.

2. When the Deltek Software Manager opens, highlight a release in the left pane.

> Do **not** enter a check next to the release name or click **Add to Download Queue**. If you do so, you will download the software as well as any documentation that you want.

3. Click the Documents tab to display a list of available documents for the release.

4. Select the documents that you want.

5. Click **View Download Queue** to see a list of documents that you selected.

6. Click **Download**.

Customer Care Site Enterprise Search

Use the search feature to find specific documents or to see a list of all documents associated with a release. Then open or download the ones that you want.

To download documents, complete the following steps:

1. On the Deltek Customer Care site, click **Enterprise Search**.

2. Select **Release Documentation** as the **Source**.

3. Perform one of the following actions:

   - To see a list of all available documentation for a release, enter the product and release number (for example, **Vision 7.6**) in the search field.

   - To find a specific document, enter a description of the document (for example, **Vision 7.6 release notes**) in the search field.

4. Click on the document, then choose to open or save it.

New Features and Enhancements

This section summarizes the new features and enhancements that are included in Vision 7.6.

> The new features and enhancements that were added between the Vision 7.5 and 7.6 releases via 7.5 cumulative updates (CU) are also included in the 7.6 release. For descriptions of these enhancements, see the appendix in *Deltek Vision 7.6 Release Notes: Technical Considerations*. The appendix includes all the 7.5 CU release notes.

Employee Expense Approvals

A new approval process that uses approval workflows has been implemented for the Expense Report and Expense Line Approval applications. This new process replaces the existing approval process for expense reports and provides more control and flexibility. The new employee expense approval process allows you to delegate approvers for the approval process, assign more approval conditions, and establish more levels of approval reviews.

Upgrading to Vision 7.6 if You Currently Use the Expense Report or Expense Line Approval Applications

If you are upgrading to Vision 7.6 from an earlier version and you currently use the Expense Report or Expense Line Approval applications, **Deltek strongly recommends** that you review all in-progress expense reports and post them before you upgrade to Vision 7.6. Otherwise, employees will be forced to submit their expense reports again when you enable the new expense report approvals. As you plan for your upgrade, be sure to set a deadline for expense reports to make this transition easier for you and your firm.

The following table identifies what happens to existing in-progress and submitted expense reports when you upgrade to Vision 7.6 from an earlier version **if you do not follow** the Deltek recommendation.

In Vision 7.5 and Earlier	If you do not follow the recomendation: After You Upgrade to Vision 7.6
You use Expense Report, but you do not use Expense Approval or Expense Line Approval.	- In-progress expense reports remain in-progress. - Submitted expense reports that are not posted remain available to post.
You use Expense Report and Expense Approval. You do not use Expense Line Approval.	- In-progress expense reports remain in-progress. - Submitted expense reports that are not approved are changed to in-progress. - Submitted expense reports that are approved but not posted remain available to post.
You use Expense Report and Expense Line Approval. You do not use Expense Approval.	- In-progress expense line items remain in-progress. - Submitted expense line items that are approved but not posted remain available to post. - Submitted expense line items that are not approved are changed to in-progress.

In Vision 7.5 and Earlier	If you do not follow the recomendation: After You Upgrade to Vision 7.6
You use Expense Report, Expense Approval, and Expense Item Approval.	▪ In-progress expense line items and in-progress expense reports remain in-progress. ▪ Submitted and approved expense reports and expense line items that are not posted remain available to post. ▪ For approved expense reports with all their expense line items submitted, with some line items approved and some not approved: All expense line items and the expense report are changed to in-progress. ▪ For submitted expense reports that were not approved whose expense line items are all submitted but not all approved: All expense line items and the expense report are changed to in-progress. ▪ For submitted expense reports with all expense line items submitted and approved: All expense line items and the expense report are changed to in-progress.

Employee Expense Approval Configuration

Approval Workflow Configuration

You create an approval workflow for employee expenses in **Configuration » Workflow » Approval Workflows**. The workflow determines the steps and approvers for the employee expenses approval process.

On the General tab of the Approvals Configuration form, you must select **Employee Expenses** in the **Application** field for an employee expenses approval workflow.

In the Expense Options section on the General tab, you specify whether employees will be allowed to unsubmit their own expense report and the approval level for employee expenses. You also select the approval level for the approval workflow in the **Approval Level** field. This setting determines which of the following levels the approval workflow applies to. Options are:

- ▪ **Expense Report**: You approve a whole expense report in **Time & Expense » Expense Report**.

- ▪ **Expense Line**: You approve each line item that is entered for an expense report in **Time & Expense » Expense Line Approval**.

- ▪ **Both Expense Report and Expense Line**: You approve each line item that is entered for an expense report in **Time & Expense » Expense Line Approval** and the whole expense report in **Time & Expense » Expense Report**.

The Expense Report Line Item Approval form in **Time & Expense » Expense Line Approval** now displays only if **Expense Line** or **Both Expense Report and Expense Line** is selected in the **Approval Level** field on the General tab in Approvals Configuration.

On the Workflow tab of the of the Approvals Configuration form, you create and manage approval steps, step actions, and notification alerts for an employee expense approval workflow. The

Assignment Type field in the Approval Step grid displays the approval level that you entered in the **Approval Level** field on the General tab of the Approvals Configuration form.

In the Step Actions grid on the Workflow tab, you create notification alerts for the employee expenses approval workflow. The alert configuration for expense reports and expense report line item approval that was previously located in **Configuration » General » Company Alerts** has been removed.

Sample Employee Expenses Approval Workflows

Vision provides the following sample employee expenses approval workflows that you can use and modify instead of creating an approval workflow from scratch:

- **Expense Report Default**: This workflow applies if you want to enable approvals at only the expense report level.

- **Expense Line Default:** This workflow applies if you want to enable approvals at only the expense report line item level.

- **Expense Reports & Lines Default**: This workflow applies if you want to enable approvals at both the expense report and expense report line item level.

You must assign an approval administrator to a default workflow.

To see how these three default workflows are configured, you can access them in the **Search** field on the Approvals Configuration form in **Configuration » Workflow » Approval Workflows**.

If you want to use one of the sample approval workflows for approving expense reports, Deltek recommends that you make a copy of the sample approval workflow (using **New » Copy Current Approval Workflow** on the Approvals Configuration form) and then modify the copy to suit your needs. This way, you preserve a copy of the unmodified, original sample approval workflow. This practice is also recommended so that approval workflows are not restarted every time that you save your workflow changes, especially if you are editing a workflow that is selected in the **Approval Workflow** drop-down option. When a workflow restarts, all records that are in progress are restarted.

Company Expense Report Configuration

In **Configuration » Time & Expense » Company Expense**, a new Approvals section was added to the Setup tab. Use this section to turn on approvals for employee expense reports and specify the approval workflow to use for approving employee expense reports.

In the Global Options section of the Setup tab, the **Require expense reports to be approved before posting** check box was removed.

Updates to the Expense Report Application

This section describes the changes made in **Time & Expense » Expense Report** if you use an approval workflow at the expense report level.

The following tabs are included on the Expense Report form:

- **General:** This tab contains all the options from the Expense Report form in Vision 7.5, such as the **Report Name** field and the **Expense Report** grid. It also contains a new Expense Report Approval Information section with fields that display the status of an expense report. If you require expense line approvals, an Expense Line Approval Information section also displays on this tab.

- **Progress:** On this tab, you can view additional information about an expense report's approval status and history.

Using the **Approvals** option on the Expense Report form toolbar, you can select from a list of actions that are based on the current state and step of the approval process for an expense report. Possible actions are: **Unsubmit**, **Reopen**, **Review**, **Approve**, **Reject**, and **Reassign**.

The following approval-related fields were added to the grid on the Select Expense Report dialog box: **State**, **Step**, and **My Action Required**. This dialog box opens when you select an expense report by clicking **Employees » Select Employees** on the Expense Report form toolbar. Approval options were also added in the grid toolbar on that dialog box, so you can approve expense reports from the dialog box.

The grid in the Expense Report Selection dialog box, which opens when you click **Time & Expense » Expense Report** or when you click **Open** on the toolbar of the Expense Report form, has two new columns: **State** and **Step**. These columns let you easily see the approval state and step for an expense report.

Updates to the Expense Line Application

This section describes the changes made in **Time & Expense » Expense Line Approval** if you have enabled an approval workflow at the expense line level for expense reports.

The following tabs are included on the Expense Report Line Item Approval form:

- **General:** This tab contains all the options from the Expense Report Line Item Approval form in Vision 7.5. New **State** and **Step** fields were added to the Line Items grid to display the status of a line item.

- **Progress:** On this tab you can view more details and historical information about the approval of an expense report line item.

Use the **Approvals** option on the Expense Report Line Item form toolbar to select from a list of actions that are based on the current state and step of the approval process for an expense report. Possible actions are: **Unsubmit**, **Reopen**, **Review**, **Approve**, **Reject**, and **Reassign**.

Approvals Review

You can view approval records for expense reports and expense report line items in **Accounting » Approvals Review**. Select the newly added **Expense Reports** or **Expense Line Item Approval** in the **Application** field.

You can filter the results in the Approvals Review grid using the options in the Filter section on the Approval Review form. Like other approval line items in the grid, you can click the link in the **Approval Record** column to open the corresponding approval application on a separate dialog box. You can perform necessary approval workflow related tasks on the dialog box.

Transaction Posting Changes

The expense report and expense line approvals have been consolidated into one setup that allows for approval of the expense report, expense lines, or both. To support this change, the following modifications were made to the Expense Reports tab of the Transaction Posting form in **Transaction Center » Transaction Posting**:

- The **Line Item Approval** field was removed since all line approvals are now located in **Time & Expense » Expense Line Approval**.

- In the expense report grid:

  - The **Line Item Approval** field was removed.

  - A **Group** field and **Organization Number** field were added.

Changes to the Employee Info Center

The Expense tab in the Employee Info Center was updated to support changes to employee expense approvals.

In the Administration section of the tab:

- The **Approval** check box and the **Approval** check box in the Administration grid were removed. You now enter approvers for expense reports on the Workflow tab in **Configuration » Workflow » Approvals Workflows** for an employee expense approval workflow.

- If you use an approval workflow for employee expenses: When you select the **Edit** check box or the **Editing** check box in the Administration grid, administrators can:

  - Access expense reports for their level of administration (system-wide, company-wide, group, or staff).

  - Edit any of the expense reports for their level of administration only while the expense reports are in progress, before employees submit them. After expense reports are submitted, only the employees who are designated as approvers for the employee expense approval workflow in **Configuration » Workflow » Approval Workflows** can edit the submitted expense reports.

- If you **do not** use an approval workflow for employee expenses: When you select the **Edit** check box or the **Editing** check box in the Administration grid, administrators can edit expense reports for their level of administration up until the expense reports are posted.

Changes to the Project Info Center

The Time & Expense tab in **Info Center » Projects** was updated to support the changes made to the employee expense approvals. The **System** option in the drop-down list in the **Expense Line Item Approval** field was removed.

The **Expense Line Item Approval** drop-down field settings no longer impact the Expense Line Approval. However, you can select this field as a condition for an approval workflow step on the Workflow tab in Approval Workflows Configuration.

If you are upgrading to Vision 7.6 and you currently have user initiated workflows that have **System** selected in the **Expense Line Item Approval** field in the Project Info Center, you must review them and determine whether to select **Yes** or **No** in the **Expense Line Item Approval** field or delete them completely from the user initiated workflow.

Changes to Company Alerts

When you select **Expense** in the **Folders** field in **Configuration » General » Company Alerts**, the following alerts are no longer available:

- Expense Report Approval Alert Configuration

- Expense Report Line Item Charge Alert Configuration

- Expense Report Line Item Rejected Alert Configuration

To configure alerts for Expense Reports and Expense Report Line Items, create or open an employee expense workflow in **Configuration » Workflow » Approvals Workflows**. On the Workflow tab, configure alerts and notifications in the Step Actions grid for an approval step.

System Expense

In **Configuration** » **Time & Expense, System Expense** has been removed from the menu. The settings from System Expense have been integrated with the changes made for the new employee expenses approval process. With the new employee expense approval process, line items must be approved to be posted. You now specify approvers and approvals by project charge type in **Configuration » Workflow » Approval Workflows**.

Expense line approvals are no longer system-wide. They are now implemented by company. Example, if you use multiple companies: If an expense report approval workflow uses line approvals and that approval workflow is used by only company A and no other companies, then only expense lines originating from company A expense reports require approval.

Accounting

Accounts Payable

New PO Number Field in Vendor Review

If you have the Purchasing module activated and a voucher was created from a purchase order (in **Accounting » Accounts Payable » Create Voucher from PO**), you can now see the purchase order that is associated with a voucher in **Accounting » Accounts Payable » Vendor Review**. The purchase order displays in the new **PO Number** field that was added to the Voucher Line Items grid in the Voucher Details dialog box. This dialog box opens from the Vouchers tab in Vendor Review when you click **View Details** on the toolbar of the Vouchers grid.

If your security role has access to the Purchase Orders menu item, the purchase order number displays as an active hyperlink. Click the link to open the purchase order record and view it in read-only mode.

Credit Card Reconciliation and Reviews

Import Credit Card Charges on Employee Paid Credit Cards

You can now define a credit card as employee paid. You upload credit card charges and make them available to the employee and the employee will be reimbursed for these expenses.

If a company-issued credit card is set as employee-paid on the General tab in **Configuration » Accounting » Credit Cards**, the Create Journal Entry tab in **Accounting » Credit Card » Credit Card Reconciliation** does not display.

Credit Card Review

The following changes have been made to the Credit Card Review form in **Accounting » Credit Cards » Credit Card Review**:

- In the Credit Card Transaction Filter section:

  In previous versions, either the **Search Merchant Description** field or the **Search Expense Report/Voucher** field displayed in this section, based on whether or not you were importing charges. Now they both display in this section at the same time. In addition, the **Search Expense Report/Voucher** field was renamed to **Expense Report/Voucher**. Both fields apply for credit cards that have or have not been set up to have credit card charges imported into Vision.

- In the Credit Card Transaction grid:
  - The **Expense Report/Voucher** field now displays for credit cards that have or have not been set up to have credit card charges imported into Vision.
  - A new **Account** field was added so you can see the general ledger account number that is entered for an expense report or AP disbursement.

Employee Expenses

Print Remittance Reports for Employee Expense Payments

When you process an employee expense payment run in **Accounting » Employee Expenses » Payment Processing**, you can now print a remittance advice report for each employee who was paid in the payment run. The report lists each expense report that is included in the payment to the employee.

To print the reports, click the new **Print Remit** option on the toolbar of the payments grid on the Payment Printing and Numbering form. This form displays when you click the **Process Payments** option on the Employee Payment Process form.

The remittance reports may or may not include the employee's bank ID and account number, depending on whether you selected the new **Print Bank ID and Account Number on Payments and Remittances** check box on the General tab in **Configuration » Accounting » Company Settings.**

Project Review

View Supporting Documents for Unit Transactions

Supporting documents for unit transactions that were added in **Transaction Center » Transaction Entry** and added on the Units tab of **Billing » Interactive Billing** are now viewable from **Accounting » Project Review**.

On the Cost tab in Project Review, click the amount in one of the following fields in the Planning Analysis at Cost section to display a drill-down dialog box with more information for the amount:

- **Actual Reimbursable Expense**
- **Actual Reimbursable Consultant**
- **Actual Direct Expense**
- **Actual Direct Consultant**

On the drill-down dialog box, click an amount in a row in the grid to display another drill-down dialog box where you can see details for the amount that you clicked. On the second drill-down dialog box, a **Document** field displays in the grid. Click the document icon in the column to display the Supporting Document dialog box.

All associated supporting documents for a unit transaction display on the Supporting Document dialog box. You can select a supporting document and click the **View** option to display a PDF version of the document in a separate window.

Billing

Billing Invoices and Billing Backup Report

Timesheet Detail Displayed on an Invoice and Billing Backup Report

In **Configuration » Billing » Default Terms** and in Billing Terms for a project, you can now specify how to identify the timesheet detail that displays on a project's invoices and on the Billing Backup report. For example, you can choose to show timesheet detail (such as date and comment) with the labor code description instead of the employee name.

To support this new capability, the following new fields were added to the Labor tab and the Billing Backup tab in **Configuration » Billing » Default Terms** and **Billing » Billing Terms**:

- **Show Employee As**
- **Table**

Using these fields, you can specify whether a timesheet line item is identified on invoices and Billing Backup reports by employee name, employee title, labor category description, or labor code description.

Show Expenses, Consultant Expenses, and Unit Expenses on the Billing Backup Report for Draft Invoices

You now have the option to show expenses, consultant expenses, and unit expenses on the Billing Backup report for **draft** invoices even if these expenses are not being billed on the **final** invoice. This can be useful as part of your invoice review process for fixed fee invoices. You can review the detailed transactions that are associated with an invoice for a billing cycle before you produce the final invoice.

To support this capability, a new **Use Project Reporting Default Terms for Draft Invoices** check box has been added to the Billing Backup tab in **Billing » Billing Terms** and in **Configuration » Billing » Default Terms**.

For more information on all the settings that you must complete for this feature, see the online help topic titled "The Billing Backup Report and the Invoice Review Process."

Billing Credit Memos

Credit Memo Template Uses Settings from Invoice Template Editor

Any template that you entered in the **Credit Template** field on the General tab in **Billing » Billing Terms** for generating credit memos now uses the following settings that you entered for the template in **Billing » Invoice Template Editor**:

Invoice Template Editor Tab	Field on the Invoice Template Editor Tab
General	**Hide 2nd Page Header** check box
Project Info	All settings on this tab
Section	**Total Only (Hide All Detail)** check box
Totals	All settings on this tab

Billing Terms

Include Supporting Documents for Unit Transactions on the Interactive Billing Invoice Report

In **Billing » Billing Terms**, a new **Units** check box was added in the Print Supporting Document section on the Billing Backup tab. When you select the **Units** check box, any supporting documents that are associated with a units transaction are included at the end of the Interactive Billing invoice report.

Interactive Billing

Supporting Documents for Unit Transactions for Invoices in Interactive Billing

The Units tab in **Billing » Interactive Billing** now has a **Document** column in the grid. Click the icon in the **Document** column to open the Supporting Documents dialog box for a transaction record. Use the dialog box to manage supporting documents for the transaction.

The new supporting document feature for unit transactions also updates the invoice report generated in **Billing » Interactive Billing**. The invoice report now displays a document icon beside the unit transaction lines if a supporting document is associated with it. In preview mode, you can click the document icon to view the supporting document. When printed, the supporting documents are included at the end of the invoice.

Intercompany Billing Invoices

Intercompany Invoice Template Uses Settings from Invoice Template Editor

In **Configuration » Accounting » Intercompany Billing**, any template that you enter in the **Template** field in the Invoice section on the Subledger Terms tab for generating intercompany billing invoices now uses the following settings that you entered for the template in **Billing » Invoice Template Editor**:

Invoice Template Editor Tab	Field on the Invoice Template Editor Tab
General	**Hide 2nd Page Header** check box
Project Info	All settings on this tab
Section	**Total Only (Hide All Detail)** check box
Totals	All settings on this tab

Configuration

Accounting » Company Settings

Print Bank ID and Account Number on Payments and Remittances

A new **Print Bank ID and Account Number on Payments and Remittances** check box was added to the Employee Expense Payments section on the General tab in **Configuration » Accounting » Company Expenses**. It controls whether or not the employee's bank account information is displayed on payments and remittances. The check box is selected by default.

The check box applies for:

- Email remittance reports

- Previewed payments

- Printed payments

- Printed file copies

- The Employee Expense Payment report in **Accounting » Payment Review**. See the **Payee** column for an employee expense payment.

- The Employee Expense Payment report in Employee Review, in the Employee Info Center.

- The new printed remittance report described in the "Accounting — Employee Expenses" section of these release notes.

Accounting » Credit Cards

Display User-Defined Credit Card Fields in Credit Card Reconciliation and Credit Card Review

In **Configuration » Accounting » Credit Cards**, a new **Display in Review/Reconciliation** check box was added to the "Select fields you want to import" grid on the Import tab. This check box applies for the user-defined 1–5 fields that you enter in the grid.

When you select the check box for a user-defined field, the user-defined field displays for the credit card in the following applications in **Accounting » Credit Card**:

- **Credit Card Reconciliation:** The user-defined fields display as columns in the Credit Card Charges grid on the Charges tab.

- **Credit Card Review:** The user-defined fields display as columns in the Credit Card Transactions grid.

Map Fields from Imported Credit Card Statements to Vision Expense Reports

A new **Map to expense report description** field was added to the General tab in **Configuration » Accounting » Credit Cards**. From the drop-down list in this field, select a field to import from the credit card statement. The selected field will update the description field on the expense report from the associated credit card charge.

From the drop-down list in the **Map to expense report description** field, you can choose to display the **MerchantDescription** field, any of the user-defined 1–5 fields that you defined for a credit card on the Import tab in Credit Cards Configuration, or **{None}** to not display anything at all.

When Employees Pay for Charges Made on Company-Issued Primary Credit Cards

A new **Employee Paid** option was added to the General tab in **Configuration » Accounting » Credit Cards**. When you select this option, the company-issued primary credit card statement is paid by the employee. Expense reports associated with employee paid credit cards will be reimbursed to the employee. For employee-paid credit cards, if the currency of the imported transactions is different from the functional currency set for the employee (which is the currency used for payment), the imported and posted amounts will be in different currencies in the credit card reconciliation. You must **manually** clear these transactions.

Accounting » User Defined Revenue

New Fields for User-Defined Revenue Methods

In **Configuration » Accounting » User Defined Revenue**, the following fields are now available to use when you create a revenue formula for user-defined revenue methods:

- Fee Direct Labor
- Fee Direct Expense
- Fee Reimb Consultant
- Fee Reimb Expense
- Contract Direct Labor
- Contract Direct Expense
- Contract Reimb Consultant
- Contract Reimb Expense

These fields have been added to the **Fields** list on the Revenue Methods dialog box, which opens when you click **Insert** from the User Defined Methods grid toolbar on the User Defined Revenue form.

Billing

Print Fee Amount and Add-On Fees on the Billing Backup Report

You can now choose to print the fee amount and the add-on fees on the Billing Backup report by selecting the new **Show Fee Total** field and the **Show Add-ons** field on the General tab in **Configuration » Billing**. If there are multiple WBS levels (phases/tasks) displayed on the invoice, the fees print with each WBS section.

When you select the **Show Fee Total** field, the fee amount displays only as a single item in the Backup Billing report. To see the details of the fee amount, view the actual invoice.

General » System Settings

Add DeltekAdmin_Prefix to the Default Sender Email Address

On the Email tab in **Configuration » General » System Settings**, the **Add DeltekVisionAdmin_Prefix to the Default Sender Email Address** check box was renamed to **Add DeltekAdmin_Prefix to the Default Sender Email Address**. Now "DeltekAdmin_" is included in the prefix instead of "DeltekVisionAdmin_."

Purchasing & Inventory » Company Settings

Include Vendor Responses with Purchase Requisitions and Request for Price Quotes

You can now configure Purchasing & Inventory to include vendor responses with purchase requisitions and request for price quotes. In **Configuration » Purchasing & Inventory » Company Settings**, use the Vendor Response tab to record a maximum of ten vendor responses that can be applied to Purchase Requisitions and Requests for Price Quotes. These responses are useful for providing additional details when first evaluating and then making decisions related to purchases. When included, vendor responses will follow the purchase

requisition and request for price quote and be incorporated into the agreement terms in the final purchase order.

Human Resources

Payroll » Export to Pay Interface

Export Overtime-2 Hour Codes Separately from Overtime Hour Codes

If you use secondary overtime in Vision, you can now export overtime-2 hour codes separately from overtime hour codes when you use the Export to Pay Interface feature. This feature allows you to export Vision timesheets to ADP, Ceridian, or Paychex.

On the Hours tab of the Export Timesheets to ADP/Ceridian/Paychex form (in **Human Resources » Payroll » Export to <ADP/Ceridian/Paychex>**), the following changes were made to the options in the drop-down list in the **Hours Type** field:

- Added a new **Overtime-2** option.
- Replaced the **Both** option with **All**.

If you already have secondary overtime enabled in Vision (in **Configuration » Accounting » System Settings**) and you upgrade to Vision 7.6, you must make changes to the entry in the **Hours Type** field if you want secondary overtime to export separately from overtime.

Payroll » Payroll Processing

Benefit Accruals

You can calculate benefit accruals either through payroll processing or separately through benefit accrual processing. In both cases, you can base the accrual calculation on the number of hours worked by selecting the **Enable Accruals Based on Hours Worked** check box on the Timesheet tab in **Configuration » Accounting » Company Settings**.

When you select the **Accrue benefit hours when payroll is processed** check box on the Timesheet tab in **Configuration » Accounting » Company Settings**, any accrual set to calculate based on hours worked will calculate using the hours worked that are associated with the specific payroll run.

Payroll » Quarterly Processing

Payroll Classification Code Field

The Payroll tab of the Employee Info Center was updated to include a payroll classification code field that can be applied for quarterly processing. This is the **Standard Occupational Classification Code** field, which you can use to identify the employee's occupational classification code. In addition, clients filing in Louisiana no longer have to enter the pay rate and classification code every quarter. Instead, Vision can pull that information directly from this new field.

The Payroll tab of the Employee Info Center also includes an **Alaska Geographic Code** field for clients who are completing electronic filing in Alaska only. This allows you to select a geographic code for each employee.

Miscellaneous Tab

The Quarterly Processing form in **Payroll » Quarterly Processing** now has a Miscellaneous tab. It contains entry fields that are based on the state that you selected for quarterly processing in the **Search** field of the Quarterly Processing form. For specific state-by-state information about these fields, see your state's individual quarterly electronic filing specifications guide.

Info Center

Attachments Tab

A new Attachments tab was added to the following Info Centers:

- Project
- Clients
- Contacts
- Leads
- Marketing Campaigns
- Opportunities
- Employees
- Vendors
- Equipment

Use this tab to upload, view, and store documents such as contracts, waivers, and images for your Info Center records.

The Attachments tab requires that the FILESTREAM feature is enabled in Weblink.

Types of Attachments

Vision supports all file types as attachments except the following:

.EXE	.JAR	.WSH	.PIF
.BAT	.PS1	.APPLICATION	.CMD
.PS1XML	.GADGET	.VB	.PS2
.MSI	.VBS	.PS2XML	.MSP
.VBE	.PSC1	.COM	.JS
.PSC2	.SCR	.JSE	.RE
.HTA	.WS	.JNF	.CPL
.WSF	.MSC	.WSC	

User-Defined Info Centers and Attachments

After you create and save a user-defined Info Center in **Configuration » General » User Defined Components**, you can modify its properties at any time. Properties display on the Info Center Properties dialog box and include the singular and plural labels for the Info Center. You also specify whether or not activities, links, and/or attachments can be included in the Info Center.

Audit Report and Info Center Attachments

When documents are attached to an Info Center record, Vision includes an entry that lists the **Category**, **Filename**, and **Description** for each attachment, as well as any changes made to it, on the audit report.

Links Tab

The name of the Files tab in each Info Center and all associated references to it were changed to **Links**. The Links tab allows you to link one or more external text files, graphics files, or email messages to an Info Center record. This creates a hyperlink between the link path that is specified in the **Link Path** field and the associated file. When you click the link path, Vision opens the file from the current record.

Reporting and Links

All associated references to the Files tab in Reporting were modified to include "Links" as needed. This includes the columns on the Sorting/Grouping tab, Options tab, as well as Saved Favorites.

However, if you upgrade from Vision 7.5 to 7.6, the **Label** column on the Sorting/Grouping tab does not automatically update to reflect the reference change from **Files** to **Links** for saved reports.

Employee Info Center

Payroll Classification Code Field

The Payroll tab of the Employee Info Center was updated to include a payroll classification code field that can be applied for quarterly processing. This is the **Standard Occupational Classification Code** field, which you can use to identify the employee's occupational classification code. In addition, clients filing in Louisiana no longer have to enter the pay rate and classification code every quarter. Instead, Vision can pull that information directly from this new field.

The Payroll tab of the Employee Info Center also includes an **Alaska Geographic Code** field for clients who are completing electronic filing in Alaska only. This allows you to select a geographic code for each employee.

Equipment Info Center

Internal Notes Text Box

The **Internal Notes** text box on the General tab of the Equipment Info Center form was renamed **Line Item Internal Notes**. This text box prefills with the text from the same field in Purchase Orders.

Opportunity Info Center

Our Role Field Changed to Responsibility

On the General tab of the Opportunities form, the name of the **Our Role** field was changed to **Responsibility**. The function of the field remains the same.

This change also affects the following:

- **Custom Opportunity reports**: If you are upgrading to Vision 7.6 from an earlier version and you have custom reports that include the **Our Role** field, you must updated the reports so that they use the **Responsibility** field instead of the **Our Role** field.

- **Deltek-provided Opportunity reports:** On the Sorting/Grouping tab and Columns tab of the opportunity report options dialog box, **Our Role** has been replaced with **Responsibility** in the **Sort/Group By** column and **Column Name** column.

- **Merge templates for merging documents in Info Centers and Custom Proposals:** If you are upgrading to Vision 7.6 from an earlier version and you have existing merge templates that use the **Our Role** field, these templates will continue to work with the new name. You do not need to update the merge templates. (The **Our Role** field was re-mapped to the Project Responsibility code table. The **Responsibility** field now maps to that same field in the Project Info Center if you create the project from the opportunity.)

Lookups

Client and Vendor Lookup

The following changes were made to the Client and Vendor lookup search results when you use address fields as the search criteria:

- The search results grid address fields were updated for the Vendor lookup and are now labeled with the word **Primary** to match the current implementation on the Clients lookup.

- To determine if a client or vendor has multiple addresses, a new **Other Addresses** field was added to the search results grid. If the client or vendor has multiple addresses, the **Other Addresses** field displays a ***Yes**. If the client or vendor does not have any other address on record, the **Other Addresses** field displays **None**. The **Other Addresses** field is displayed only when you use an address option in the **Search By** field when you perform a search.

  To view the other addresses of a client or vendor, select an address option in the **Search By** field and run a search. Select the line item that displays *Yes in the **Other Address** field, and click *****Other Addresses for the Selected Client** or *****Other Addresses for the Selected Vendor** located at the bottom of the lookup dialog box. The new Client Addresses and Vendor Addresses dialog box displays all the addresses for the Client or Vendor record. The *****Other Addresses for the Selected Client** or the *****Other Addresses for the Selected Vendor** link only displays when you select a record with multiple addresses. The links do not display when you select a record without multiple addresses.

Equipment and Asset Management Lookup

If you use organizations in Vision, you can now use organization levels as search criteria for equipment record lookups in the Equipment Info Center and Asset Management applications. Your organization levels display in the drop-down list in the **Search By** field on the Equipment Lookup dialog box that opens when you use the **Search** field on the Equipment Info Center form.

The organization levels also display when you click the search icon in the **Asset** field in Asset Management Depreciation Processing, Transfer/Split Processing, and Disposal Processing.

The names of the organization levels that you see in the **Search By** field are defined on the Labels tab in **Configuration » Organization » Codes**.

Multicurrency

XE Rates

As part of the Vision 7.6 release, we are enhancing how Vision interfaces with XE.com to pull up-to-date foreign exchange rates. With this enhancement, the prior method of downloading rates no longer applies.

Migrate from an Existing Vision License

If you have a current XE.com license, you must complete a new license agreement with XE before you begin. Click here to access and complete the XE Currency Data Migration Request Form. When the form is complete, XE will contact you to complete the new agreement and you will receive a new Account ID and API Key.

After you complete the upgrade to Vision 7.6, you will then enter the new ID and API key on the XE Licenses grid (**Configuration » General » System Settings » XE.com Rates**).

If you have one or more previous licenses entered on this grid, you must delete them before adding the new API's information.

Install with a New Vision License

If you are a new XE.com user, you will need to register with XE.com. Click here to register and reference **Deltek Vision** as the permitted application and **Deltek** as the vendor referral.

XE.com will provide you with an Account ID and associated API Key for your license.

After you complete the upgrade to Vision 7.6, you must enter the ID and API key on the XE Licenses grid (**Configuration » General » System Settings » XE.com Rates**) to enable the XE.com foreign exchange rate service.

Purchasing

Purchase Orders

Internal Notes Text Box

The **Internal Notes** text box on the Notes tab of Purchase Order Line Detail dialog box was renamed **Line Item Internal Notes.** This dialog box opens from the Purchase Orders Line Items tab when you click **View Details** on the Line Items grid toolbar.

Comments Tab

A new Comments tab was added in **Purchasing » Purchase Orders**. Use this tab to enter, edit, or review additional internal comments about the purchase order.

Purchase Requisitions

The **Total** field displays the total cost of the item, and it now includes the amount for any change order. Also, if you use multiple currencies in Vision, the value of the field is displayed in the functional currency of the active company that you selected when you logged into Vision.

Reporting

Hide Document Map Information

Reports that you can export to a Microsoft Excel file have a new option that allows you to hide the document map information. The **Hide Document Map** check box was added to the Sorting/Grouping tab on the report Options dialog box. Select this option to hide the document map information from the report and the exported Excel file.

This check box is also available for scheduled reports that you want to send as an Excel file.

Accounts Receivable

AR Statement

The Heading tab on the Accounts Receivable Statement report (**Reporting » Accounts Receivable » AR Statement**) now includes a Margins and Images grid that allows you to insert new images that will display in the report's heading. The image will display for all projects and clients that are included on the report selection. In addition, you can choose to print the project's long name in the heading, instead of it automatically printing the short name.

Retainer Ledger Report

A new Retainer Ledger report has been added to the Accounts Receivable reports in **Reporting » Accounts Receivable**. This report is available if you have the retainer feature enabled (the **Enable Retainers** check box is selected on the General tab in **Configuration » Accounting » System Settings**).

Use this report to review summary or detailed retainer information for your projects. This can help you track the history of received retainers on projects, identify the retainer balance on projects, and reconcile to the retainer account on your balance sheet.

When you run the report to show retainer summary information, it includes the following for a project:

- Total retainer amount collected in advance.
- Total retainer amount applied to billing invoices.
- Any retainer balance that has not yet been applied to an invoice.

When you run the report to show detailed retainer information, you will see all the invoice and cash receipt transactions for which retainer amounts have been received or applied for a project.

Billing

Billing Terms List Report

A new **Units** check box was added to the Billing Backup Print Supporting Document section of the Billing Terms List Report. This check box reflects the new **Units** check box on the Billing Backup tab of **Billing » Billing Terms**. The **Units** check box in the report is selected or cleared based on the settings on the Billing Backup tab in Billing Terms.

Equipment

Sort and Group Equipment Reports Data by Organization Level

If you use organizations in Vision, you can now sort and group data on Equipment reports by organization level. The organization levels that you set up in Vision now display in the **Sort/Group By** column in the grid on the Sorting/Grouping tab on the options dialog box for Equipment reports. The names of the organization levels that you see in the **Sort/Group By** column are defined on the Labels tab in **Configuration » Organization » Codes**.

Opportunity

Opportunity Reports and Competition Information

For the following Opportunity reports in Reporting, you can now add or sort by columns from the Competition grid that is located on the Competition tab in the Opportunities Info Center.

- **Opportunity List, Opportunity Forecast, and Opportunity Hit Rate Reports**
    - On the **General tab** of report options, **Competition** has been added in the drop-down list in the **Grid Type** field.
    - On the **Sorting/Grouping tab** of report options, if you select **Competition** in the **Grid Type** field on the General tab, the following columns display in the **Sort/Group By** column:
        - **Competition – Incumbent**
        - **Competition – Name**
        - **Competition – Type**
    - On the **Columns tab** of report options, if you selected **Competition** in the **Grid Type** field on the General tab, the following columns display in the **Column Name** column:
        - **Competition – Incumbent**
        - **Competition – Name**
        - **Competition – Notes**
        - **Competition – Strengths**
        - **Competition – Weaknesses**
- **Opportunity Summary Report**
    - On the **General tab** or report options, a new **Competition** check box has been added in the **Report Sections To Include** section.
    - On the **Columns tab**, the following items display in the **Column Name** column, and they all display whether or not the **Competition** check box is selected in the **Report Sections to Include** section on the General tab:
        - **Competition – Incumbent**
        - **Competition – Name**
        - **Competition – Notes**
        - **Competition – Strengths**
        - **Competition – Weaknesses**

Opportunity Audit and Opportunity Audit Detail Reports

The **Opportunity Audit** and **Opportunity Audit Detail** reports have been updated so that when users make changes to the **Competition** field in the Opportunity Info Center, those changes appear on the audit reports.

Projects

Expense Detail Report

The Expense Detail report in **Reporting » Project** now displays a document icon for Unit and Units by Projects transactions if the **Supporting Document** column is selected on the Columns tab on the Expense Detail Report options dialog box, and if the transaction has an associated supporting document.

Unit and Units by Projects transactions with supporting documents display the corresponding document icon when you preview the report. You can click the document icon in the report preview window to view the supporting documents on a separate window as a PDF. Supporting documents are found in the end of the report when you print it.

Time & Expense

Expense Report

Expense Reports

The **Description** column on the expense report can now be populated with the **MerchantDescription credit card** field if you have selected an option in the **Map to expense report description field** in **Configuration » Accounting » Credit Cards**.

Specify a Credit Card Charge as Personal

In **Time & Expense » Expense Report**, a new **Mark Personal** button was added to the Credit Card pane of the Expense Report form. This allows you to a specify that a credit card charge is personal. This option is available only for employee-paid credit cards (the employee is responsible for paying the credit card directly). When you click the **Mark Personal** button, the selected credit charge is removed from the Credit Card pane and will not be imported into the expense report.

Transaction Center

Supporting Document for Units and Units by Project

Supporting documents can now be added to Unit and Unit by Project transaction types in the Transaction Center. To enable this feature, contact your Vision Administrator to enable FILESTREAM in Weblink.

The Transaction Entry and Posting Logs applications of the Transaction Center were updated for this new feature.

- In Transaction Entry, the **Document** column is displayed in the grid of the Units or Units by Project form when you create or open a unit or unit by project transaction. Click the icon in the **Document** column of a transaction record to open the Supporting Documents dialog box. Use the dialog box to manage supporting documents for the transaction.

- In Posting Logs, the **Supporting Documents** column is displayed in the Units or Units by Project posting log report. A document icon is displayed for transactions with at least one associated supporting document. Click the document icon to view the supporting document.

Transaction Security

The ability to limit the access that a user has to transactions is now supported in Vision Role Security. On the Accounting tab in **Configuration » Security » Roles**, you assign a role's access to each transaction type, as in previous versions. This includes **Full Access to all Transaction Types**, which allows all access rights to all transaction types.

In Vision 7.6, you can use the Transaction Type grid to assign specific access rights to each transaction type, including:

- **Enter**: This enables the ability to create a new transaction file for the selected transaction type.

- **Report**: This enables the ability to create a transaction list report and view and print posting logs for the selected transaction type.

- **Post**: This enables the ability to post and print posting logs for the selected transaction type.

- **Company:** If you use the Multicompany feature, a **Company** column displays. This prefills with **<All>**, which provides access to all of the companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one specific company if needed.

Transaction Security impacts the following areas:

- Transaction Entry
- Transaction Lists
- Transaction Posting
- Posting Logs
- Web Services API
- AP Invoice Approvals
- Alerts
- Import Utility
- Payment Review
- Bank Rec

When converting from Vision 7.5 to 7.6, the **Enter**, **Report**, and **Pos**t check boxes are automatically selected on any existing rows of the Transaction Type grid on the Accounting tab. If you also use multiple companies, the **Company** column in the grid prefills **<All>**.

Utilities

Files Administration

Filter File Selection by Units and Units by Project

Units and Units by Project can now be used as filters when you search for a file in **Utilities »
Files Administration**. You can select **Units** or **Units by Project** in the **Application** field of the
Files Administration form.

Report Administration

Delete Cached Invoice Templates

In **Utilities » Report Administration**, the Database Cleanup tab now includes the ability to
delete cached invoice templates. This allows you to view the number of templates that will be
deleted, specify the number of days old the templates should be before deletion, and schedule
the deletion process to run at a later time.

Backup Database

Back Up the FILESTREAM Database

If you use the Vision Transaction Document Management feature, the Vision Backup Utility
application under the Utilities menu will automatically back up both the Vision transaction
database and the FILESTREAM database. It is important to ensure that your nightly backup
routine (and any other backup processes) backs up the FILESTREAM database at the same time
as your Vision transaction database. Failing to ensure synchronized backups and then restoring
one database or the other will cause data issues. See the *Deltek Vision Advanced Technical
Administration Guide* for more information.

Advanced Utilities » Data Import

Data Import for Purchase Orders

Now that purchase orders can be processed with an approval workflow, there are new guidelines
for importing a purchase order in **Utilities » Advanced Utilities » Data Import**.

If you are using a Purchase Order approval workflow, make the following changes to the import
file:

- Hide the **Status** check box column.
- Use only **In Progress** for the value in the **Status** column.

If you are **not** using a Purchase Order approval workflow, make the following changes to the
import file:

- Display the **Status** check box column.
- Use one of the following purchase order statuses in the **Status** column:
  - **In Progress**
  - **Printed**
  - **Changed**
  - **Approved**

▪ **Released**

If the status in the import file is **Submitted**, change it to **Approved**.

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