

Welcome to Vision 7.4: What's New?



Agenda

1. Resources
2. WebEx Instructions
3. Presentation: Welcome to Deltek Vision 7.4: What's New?
4. Questions

Keep your business
on *course*.

Full Sail Partners



Other resources from Full Sail Partners:

Whitepapers & Publications

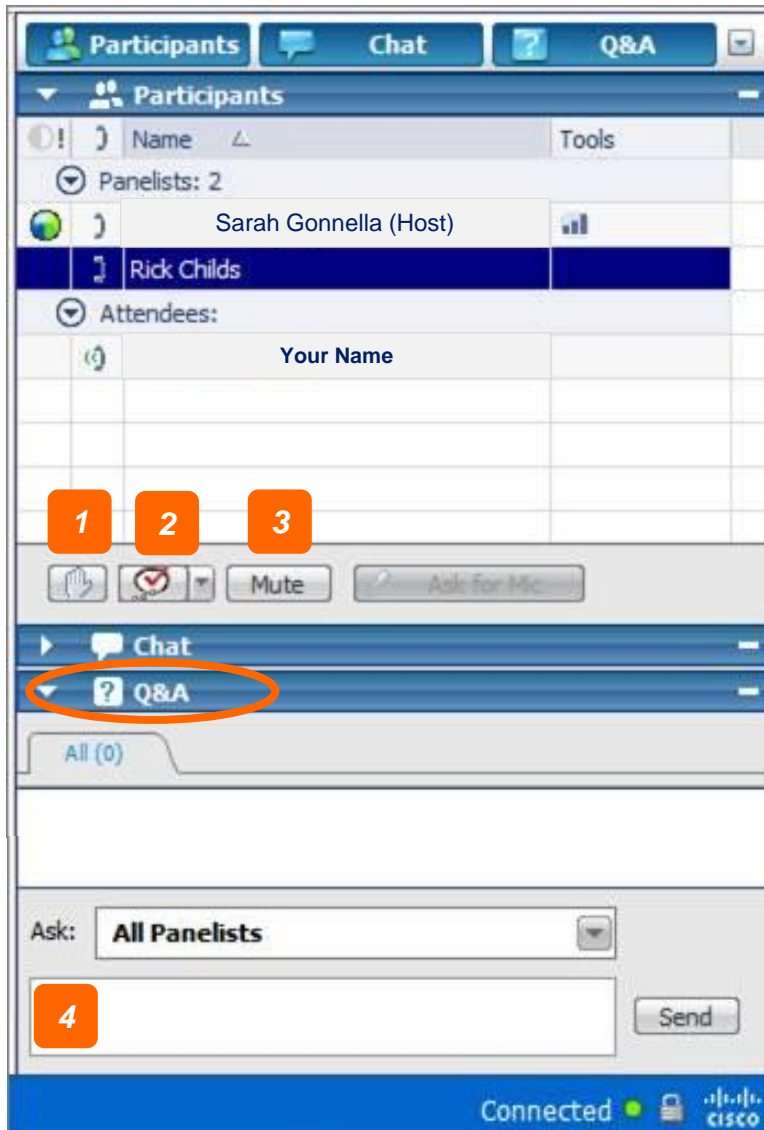
- **Client Feedback – Don't Wait 'Till It's Too Late!**
<http://bit.ly/1sElgYg>
- **Why Are CRMs So Important?**
<http://bit.ly/1CW6L9n>

Events, Webinars and Resources

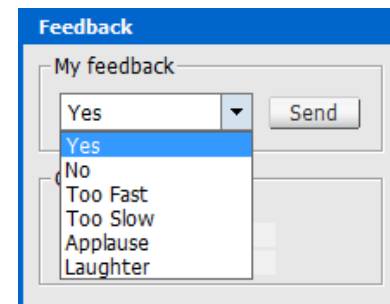
- **Full Sail Partners Online Events:**
<http://bit.ly/URI1K0>
- **Understanding the Client Mind Utilizing Feedback:**
<http://bit.ly/1vyweFy>
- **Client Innovation: Doing More With Your Deltek Vision CRM**
<http://bit.ly/18kRaFS>

***Join The Full Sail Partners' User Group Space on Kona:
Search for 'Full Sail Partners User Group' on Kona***





1. **Raise Hand** (be sure to click again to remove raised hand or feedback information)
2. **Feedback Tool** (use for yes/no questions or to provide the speaker feedback.)



3. **Mute** (mute yourself when you need to talk to someone in your office or put the line on hold)
4. **Q&A** (Type in the Q&A dialogue box [Not Chat] to ask a question. Be sure to choose All Panelist)



Welcome to Vision 7.4: What's New?



Fee Estimates



Fee Estimates

The new Fee Estimating tool is a part of the CRM Application.

With this tool Marketers and Accountants can work together to create a standardized fee structuring tool that can be used to create projects and build the Work Breakdown Structure within.

The Fee Estimate tool must be enabled in Opportunity Settings.



Fee Estimates

The screenshot displays the 'Fee Estimate Groups' configuration interface. On the left, the 'Navigation' pane shows the 'Configuration' menu expanded to 'Fee Estimate Groups', which is highlighted with a red box. The main window title is 'Fee Estimate Groups' and includes 'Save' and 'Help' buttons. Below the title bar, there are tabs for 'Cost Groups' and 'Functional Groups'. The 'Functional Groups' tab is active, showing a table with the following data:

Code	Description	Disabled
MEP	Mechanical, Electrical, Plumbing	<input type="checkbox"/>
TEL	Telecom Group	<input type="checkbox"/>

The next configuration step is to create Functional and optional Cost Groups

Functional Groups can be viewed as separate disciplines, offices, etc. Typically items found at WBS 3 in your firm.

Cost groups can be very specific and may correspond to your Labor or Activity Codes.



Fee Estimates

Fee Basis	Fee Band 1 from	Fee Band 2 from	Fee Band 3 from	Fee Band 3 to
100.00	2,000.00	3,000.00	4,000.00	6,000.00
500.00	10,000.00	15,000.00	20,000.00	30,000.00
1,000.00	20,000.00	30,000.00	40,000.00	60,000.00
2,000.00	40,000.00	60,000.00	80,000.00	120,000.00
3,000.00	60,000.00	90,000.00	120,000.00	180,000.00
4,000.00	80,000.00	120,000.00	160,000.00	240,000.00

Service Profiles drive the fee building process.

Fee Bands are created with 1 to 9 “strata” representing the levels of difficulty or risk.

The Fee Basis is chosen according to the basis for the fee. Construction costs and Hours are popular.



Fee Estimates



Fee Estimate Service Profiles

Search

Save New Delete Service Profile Help

Standard Profile

General Service Phases Cost Groups Functional Groups

Service Phases Insert

Phase	Description	Standard Percent of Fee	Disabled
1	Conceptual Design	20.0	<input type="checkbox"/>
2	Contract Documents	50.0	<input type="checkbox"/>
3	Bidding & Approvals	10.0	<input type="checkbox"/>
4	Construction Administration	20.0	<input type="checkbox"/>

Use the **Service Phases** tab to build the elements of your **WBS 2**.

The **Standard % of Fee** can be Overridden.



Fee Estimates

Opportunities Search

Save New Delete Opportunity Print Merge Email Photo List View Help

Fee Estimate

General Team Fee Estimate Companies/Contacts Proposals Service Estimate Proposal Team Activities Location Project Codes Marketing Campaigns Files Estimated Revenue IQ Info Competition

Service Profile STANDARD - Standard Profile

Function Groups Insert Delete Create Phases Grid

Fee Band	Rate	%	Cost Group	Hours	Fee
3	Average			2,300.00	115,000.00
Σ				2,300.00	

Fee	115,000.00
Special Services	2,500.00
Surcharge	1.00 % 1,150.00
Additional Expenses	3.21 % 3,808.67
Other	0.00 % 0.00
Net Fee	122,458.67

Phases

Phase	Description	Standard Percent	Percent	Fee	Total Fee
1	Conceptual Design	20.00	20.00	23,000.00	23,000.00
2	Contract Documents	50.00	50.00	57,500.00	57,500.00
3	Bidding & Approvals	10.00	10.00	11,500.00	11,500.00
4	Construction Admini	20.00	20.00	23,000.00	23,000.00
Σ		100.00	100.00	115,000.00	115,000.00

Special Services

Phase	Description	Fee
5	Additional Services	2,500.00



Fee Estimates

Fee Estimate

Apple & Bartlett, PC
 Architects and Engineers
 100 Cambridge Park Drive, 5th Floor
 Cambridge, MA 02140

2/25/2015
 Opportunity No: OPP20150224.0
 1

Opportunity: Fee Estimate
 Service Profile: STANDARD - Standard Profile

Basic Fee

Phase	Description	Standard Percent	Contract Percent	Fee
(Fee Band: 3 Fee Rate: Average)				
1	Conceptual Design	20.00	20.00	23,000.00
2	Contract Documents	50.00	50.00	57,500.00
3	Bidding & Approvals	10.00	10.00	11,500.00
4	Construction Administraion	20.00	20.00	23,000.00
Total		100.00	100.00	115,000.00

Special Services

Phase	Description	Fee
5	Additional Services	2,500.00

Special Services Total **2,500.00**

	Fee
Surcharge	1.00 1,150.00
Additional Expenses	3.21 3,808.67

Total **122,458.67**

Use the Fee Estimate Report to present as a coversheet on your proposals.



Fee Estimates

Create Project from...

Copy From: Opportunity Fee Estimate Copy Billing Items

Opportunity: Fee Estimate

Template Project:

New Project: 2015-0225-00

Short Name: Project from Fee Estimate

Long Name: Project from Fee Estimate

Use the Fee Estimate from the Opportunity to create a new Project.

Projects

Save New Delete Record Print Merge Email Photo Bill

2015-0225-00 - Project from Fee Estimate

General Contract Management Accounting Time & Expense B

2015-0225-00 Project from Fee Estimate

- 001 Conceptual Design
- 002 Contract Documents
- 003 Bidding & Approvals
- 004 Construction Administration
- 005 Additional Services

Project: 2015-0225-00

Short Name: Project from Fee Estimate

Long Name: Project from Fee Estimate

Organization:

Primary Company:

Company Address:

Primary Contact:



Fee Estimates

Navigation

- Info Center
- 31 Calendar/Activities
- Proposals
- Planning
- Billing
- Transaction Center
- Accounting
 - Accounts Payable
 - Employee Expenses
 - Void Payment
 - Accounts Receivable
 - Budgeting
 - Cost/Pay Rate Tables
 - Consultant Accruals
 - Labor Cross Charge
 - Overhead Allocation
 - Adjust Salaried Job Cost
 - Bank Reconciliation
 - Project Fee Estimate**
 - Credit Cards
 - Payment Review
 - Project Review
 - FEC File Generation

Project Fee Estimate

Save Help

2015-0225-00 - Project from Fee Estimate

Service Profile STANDARD - Standard Profile

Functional Groups

Insert Delete Cr

Fee Band	Rate	%	Cost Group	Hours	Fee
3	Average			2,300.00	115,000.00

Σ 2,300.00

Phases

Phase	Descri	Standard Per	Percent	Fee	Percent Complete	Fee Earned	Total Fee
1	Concept	20.00	20.00	23,000.00	50.00	11,500.00	23,000.00
2	Contract	50.00	50.00	57,500.00			57,500.00
3	Bidding	10.00	10.00	11,500.00			11,500.00
4	Constru	20.00	20.00	23,000.00			23,000.00

Σ 100.00 100.00 115,000.00 11,500.00 115,000.00

Special Services

Phase	Description	Fee	Percent Com	Fee Earned
5	Additional Services	2,500.00	30.00	750

Use the Project Fee Estimate Grids to track earned fees.



Planning: Task Dependencies Return



Task Dependencies

Task Dependencies have returned to Vision.

At one point they existed in the software, but due to errors and difficulty of use, were removed.

The Security settings are very limited and are toggled ON by default.

The “Schedule” tab is automatically visible to all users with access to the Planning Module.

The Dependency indicator column is available on ALL Planning grids by default.

You can turn off access to using Dependencies by hiding the tab in the User Defined Components area.



Task Dependencies

The screenshot shows the 'Project Planning' software interface. The title bar reads 'Project Planning'. The menu bar includes 'Save', 'Save Baseline', 'New', 'Delete', 'Actions', 'Options', 'Print', and 'Help'. The main header displays 'Kona Island Children's Center' and 'Retrieve Mode: All Data * ETC/JTD Date: 2/24/2015'. Below the header is a navigation bar with tabs: 'General', 'Schedule', 'Labor', 'Rates', 'Top-down Plan', 'Summary', 'Cost Analysis', 'Financial*', 'Expense', 'Consultant', 'Unit', and 'Billing Analysis'. The 'Labor' tab is selected, showing a table with the following data:

	Description	Project	Phase	Dependency	Start	Finish
▶	Kona Island Children's Center	2015-0224-00			3/1/2015	8/31/2015
	Preliminary Design	2015-0224-00	1PD		3/1/2015	5/31/2015
	Schematic Design	2015-0224-00	2SD		3/1/2015	8/29/2015
	Design Development	2015-0224-00	3DD		3/1/2015	8/3/2015
	Construction Documents	2015-0224-00	4CD		3/1/2015	6/18/2015
	Construction Admin	2015-0224-00	5CA		3/1/2015	8/31/2015

The standard Labor tab with the new Dependency column



Task Dependencies

Project Planning

Save Save Baseline New Delete Actions Options

Kona Island Children's Center Retrieve Mode: All Data * ETC/

eneral Schedule Labor Rates Top-down Plan Summary Cost Analysis Financial* Expens

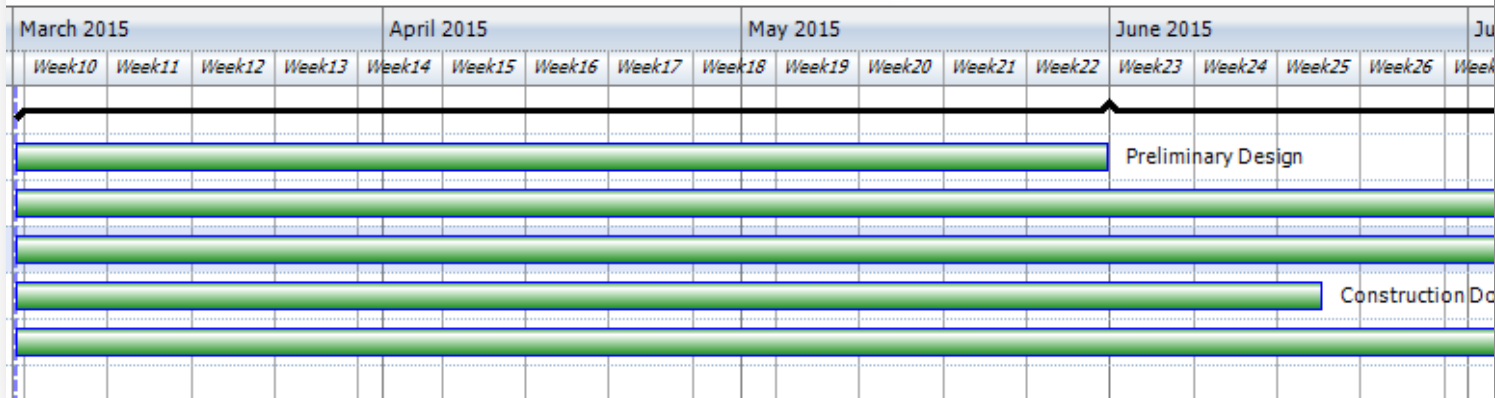
Description*	Start	Finish
<input checked="" type="checkbox"/> Kona Island Children's Center	3/1/2015	8/31/2015
Preliminary Design	3/1/2015	5/31/2015
Schematic Design	3/1/2015	8/29/2015
Design Development	3/1/2015	8/3/2015
Construction Documents	3/1/2015	6/18/2015
Construction Admin	3/1/2015	8/31/2015

The new Schedule tab.

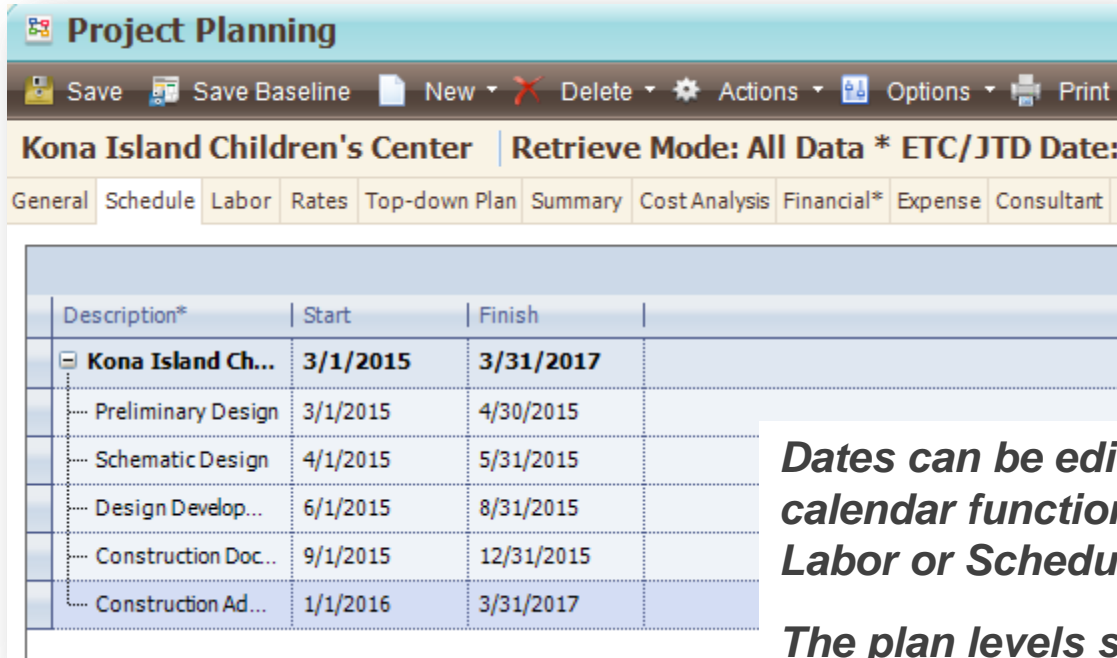
The Gantt appears to the right of the list of Plan Levels and Dates.

The Schedule and Labor tabs show the same information.

nsultant Unit Billing Analysis



Task Dependencies



The screenshot shows the 'Project Planning' software interface. The title bar reads 'Project Planning'. The menu bar includes 'Save', 'Save Baseline', 'New', 'Delete', 'Actions', 'Options', and 'Print'. The main window title is 'Kona Island Children's Center | Retrieve Mode: All Data * ETC/JTD Date:'. Below the title bar are several tabs: 'General', 'Schedule', 'Labor', 'Rates', 'Top-down Plan', 'Summary', 'Cost Analysis', 'Financial*', 'Expense', and 'Consultant'. The 'Schedule' tab is active, displaying a table with the following data:

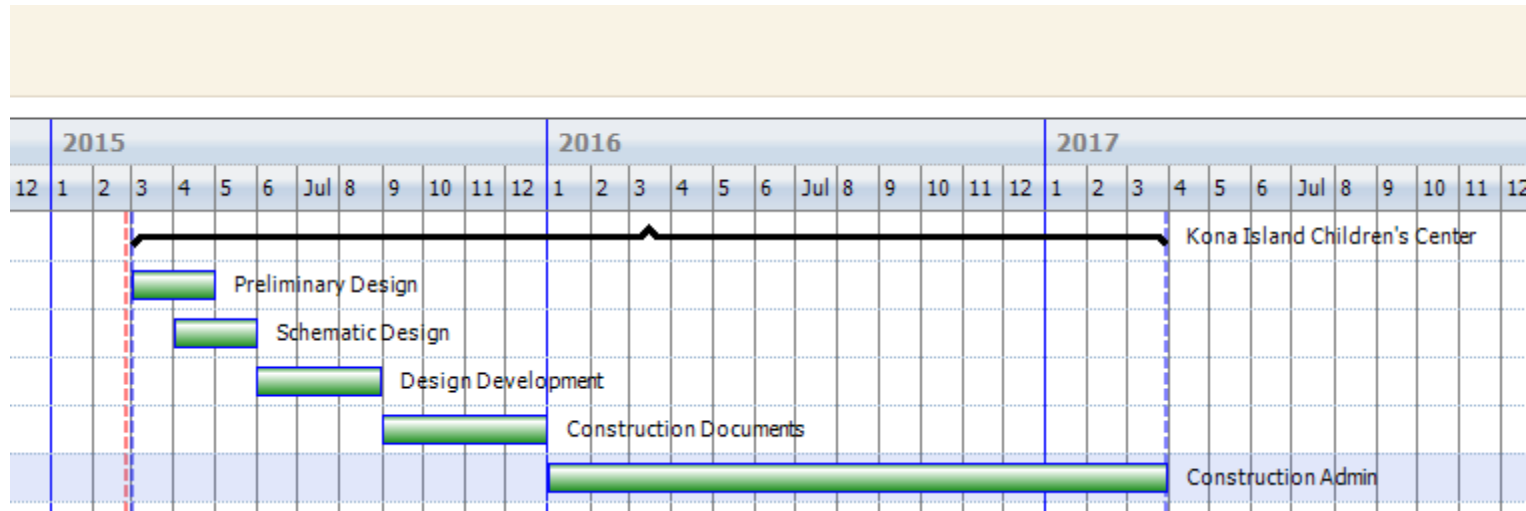
Description*	Start	Finish
<input checked="" type="checkbox"/> Kona Island Ch...	3/1/2015	3/31/2017
Preliminary Design	3/1/2015	4/30/2015
Schematic Design	4/1/2015	5/31/2015
Design Develop...	6/1/2015	8/31/2015
Construction Doc...	9/1/2015	12/31/2015
Construction Ad...	1/1/2016	3/31/2017

Dates can be edited using the calendar function on either the Labor or Schedule tabs.

The plan levels shown on the Schedule tab can only be edited from the Labor tab.



Task Dependencies



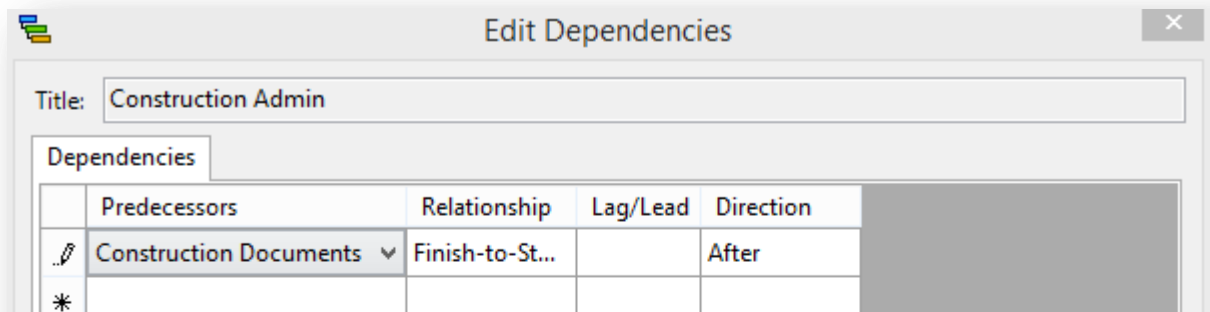
New functionality in Vision allows you to use the mouse-wheel to zoom in and out to see more or less information in the Gantt chart.

Also new to Vision is the ability to 'grab' the green bar element to move the dates around. Alternatively, you can hover to grab an edge to extend or shorten the bar.

Hint: Click once to select. Click and hold to move.

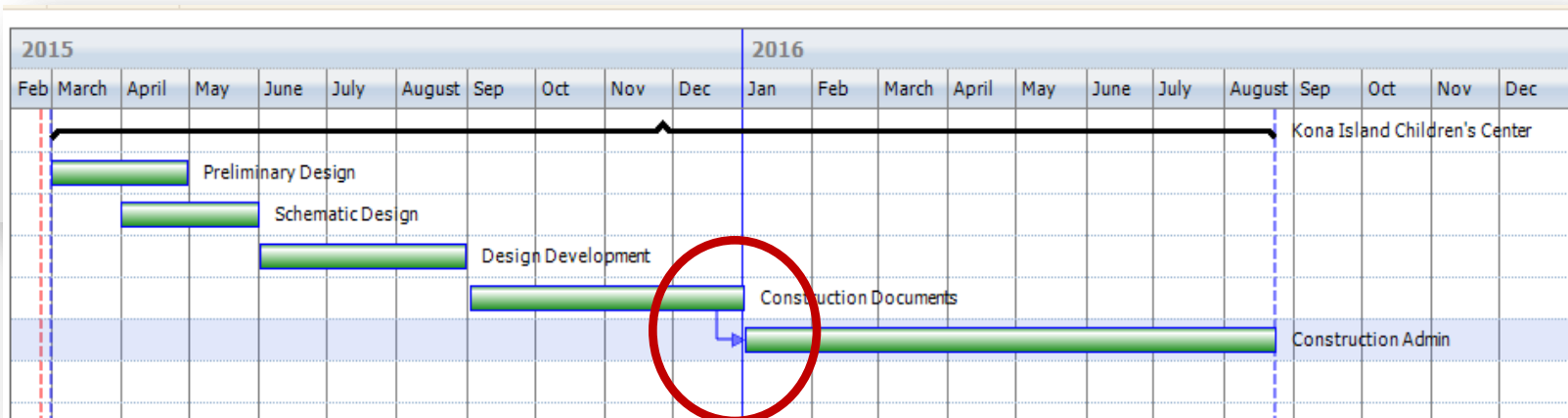


Task Dependencies



There are 4 types of Dependencies in Planning with Finish-to-Start being the most commonly used.

Like in MS Project, the ability to add Lag/Lead time is set on a relationship-by-relationship basis.



Task Dependencies

Project Planning

Save Save Baseline New Delete Actions Options Print Help

Kona Island Children's Center Retrieve Mode: All Data * ETC/JTD Date: 2/24/2015

General Schedule Labor Rates Top-down Plan Summary Cost Analysis Financial* Expense Consultant Unit Billing Analysis

Labor

Description	Project	Phase	Dependency	Start	End
<input checked="" type="checkbox"/> Kona Island Children's Center	2015-0224-00			3/1/2015	
Preliminary Design	2015-0224-00	1PD		3/1/2015	
Schematic Design	2015-0224-00	2SD		4/1/2015	5/31/2015
Design Development	2015-0224-00	3DD		6/1/2015	8/31/2015
Construction Documents	2015-0224-00	4CD	✓	9/2/2015	1/1/2016
Construction Admin	2015-0224-00	5CA	✓	1/2/2016	8/23/2016

Now that a Dependency has been created, the Labor tab Dependency column indicates there is a relationship with one or more tasks.

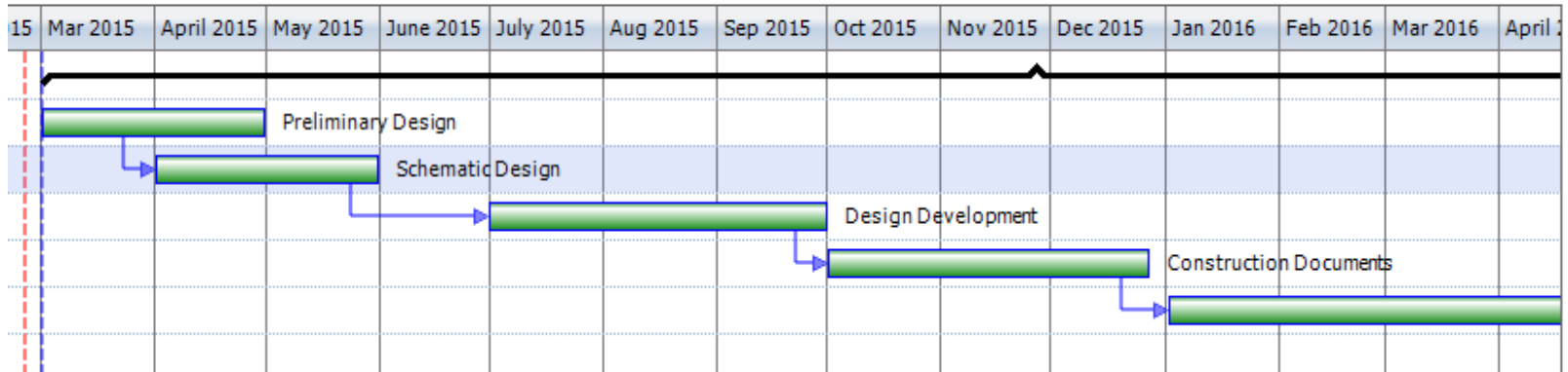


Task Dependencies

General Schedule Labor Rates Top-down Plan Summary C

Description*	Start	Finish
<input type="checkbox"/> Kona Island Ch...	3/1/2015	8/23/2016
... Preliminary Design	3/1/2015	4/30/2015
... Schematic Design	4/1/2015	5/31/2015
... Design Develop...	7/1/2015	9/30/2015
... Construction Doc...	10/1/2015	12/27/2015
... Construction Ad...	1/2/2016	8/23/2016

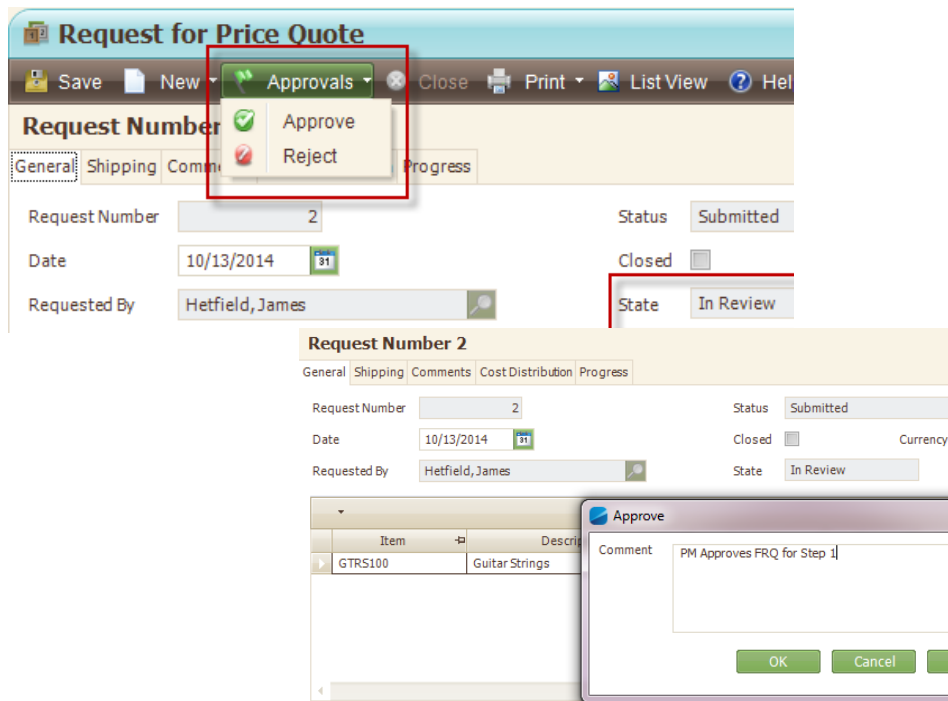
Use the ASAP feature to absorb any unwanted date gaps.



Purchasing Approval Workflows



New Approval Workflows



Simplify PO approval by using the new approval workflows in Vision 7.4. Delegate approvals, track comments and check status in one place.

Tired of tracking people down for a signature or endless email chains for an approval? With the new Approvals, you can let Vision do the work for you. Design simple or complex workflows to automate your purchasing approvals all in one centralized system.



Approval Workflows

For Purchasing, you choose whether or not purchase requisitions, request for price quotes, and purchase orders (including change orders and release orders) must go through an approval process that uses the new workflows.

Approval workflows identify:

- Steps in the approval process
- Approvers assigned for each step
- Notification alerts to send for each step to keep the approval process on schedule.



Pre-Invoicing



Pre-Invoices

The image shows two screenshots from a software application. The top screenshot is the 'AR Aged Options' dialog box, with the 'Options' tab selected. In the 'Print Pre-Invoices' checkbox, which is highlighted with a red box, is checked. Other options include 'Print Invoice Detail', 'Print Last Receipt by Project', 'Print Final Average Age', 'Print Final Receipt Date', 'Print all Invoices with Retainage', 'Only include invoices over', 'Print AR Comments', 'Age Interest', 'Exclude Unassigned Receipts', 'Age Unassigned Receipts', and 'Print Retainer's Balance'. The bottom screenshot is the 'Belgium Engineers' settings dialog box, with the 'Miscellaneous' tab selected. The 'Enable Pre-Invoices' checkbox is checked and highlighted with a red box. Below it, the 'Pre-Invoice Receipt Offset' is set to '0000000280'. Other settings include 'Release Holds Automatically', 'Enable effective dates for labor billing rates', 'Include Add-ons when Reporting at Billing Rates', 'Non-billable Activity Code' (set to '_6'), 'Unit of Measure' (set to 'Inches'), 'Enable Invoice Approvals', and 'Default Approval Process'.

Some projects require more invoicing flexibility. With pre-invoices, you don't have to wait until the project is complete. You can send a request for payment or retainer at anytime during the project lifecycle.



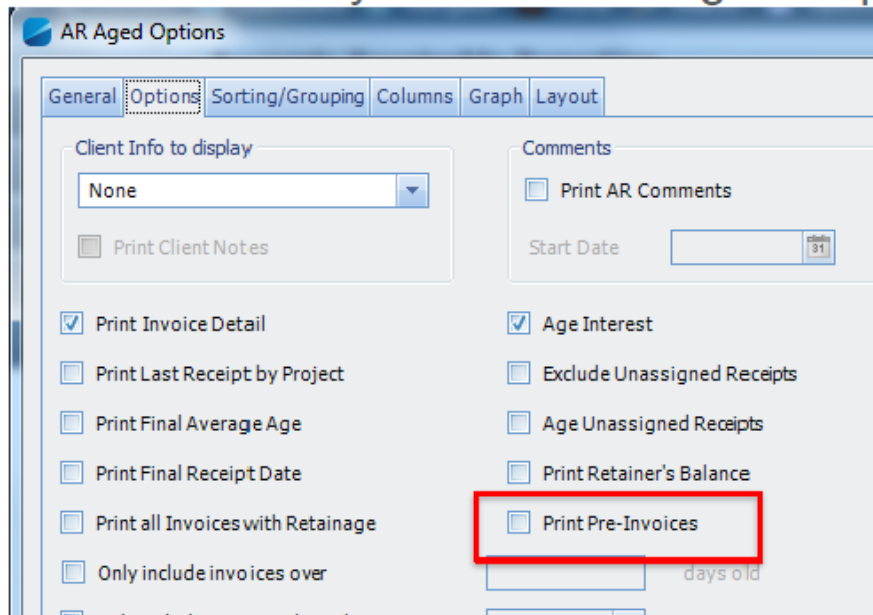
Pre-Invoices

1. Upon payment the pre-invoice will be treated like and act similar to a retainers. It can be applied (if paid), or canceled (if unpaid) when an actual invoice is generated.
2. New invoice template section determines pre-invoice presentation on an invoice.
3. Pre-invoicing needs to be enabled in configuration and then processed using the new fields in the billing terms of the project for “Process Pre-Invoice” using only current unit or fee.
4. Cash Receipt entry will also show a new field column for Pre-Invoice to be selected for payment. The entry will debit cash and credit the pre-invoice offset and any tax credits to be applied.



Pre-Invoices

The AR Aged report options allow you to include the pre-invoices. Unpaid pre-invoices are included in the report. Outstanding pre-invoices will only show on the AR Aged report if selected.



The screenshot shows the 'AR Aged Options' dialog box with the 'Options' tab selected. The 'Print Pre-Invoices' checkbox is highlighted with a red box. Other options include 'Print Invoice Detail', 'Age Interest', and 'Print Retainer's Balance'.

Option	Checked
Print Invoice Detail	Yes
Print Last Receipt by Project	No
Print Final Average Age	No
Print Final Receipt Date	No
Print all Invoices with Retainage	No
Only include invoices over	No
Print Client Notes	No
Print AR Comments	No
Age Interest	Yes
Exclude Unassigned Receipts	No
Age Unassigned Receipts	No
Print Retainer's Balance	No
Print Pre-Invoices	Yes

JTD billing amounts on reports will not include the pre-invoices.

Cash receipts that are applied to the pre-invoices will increase the project receipts and the retainer amount.

Once the pre-invoice is applied to a regular invoice, the retainer amount is reduced and billings are increased. Tax reports will not include pre-invoice tax amounts until they are paid.



Pre-Invoices

The pre-invoice feature allows you to produce a “request for payment” invoice that is not recorded in the GL

Payments can be applied to pre-invoices through the cash receipts entry. The fee amount from the paid pre-invoice is applied automatically to the next regular invoice that you generate for the project. It reduces the total billed amount on the regular invoices.

The paid pre-invoice will appear in the Pre-Invoice section of a regular invoice.

Canceled pre-invoices: when an invoice is created in interactive billing or batch billing for projects with pre-invoices, all unpaid pre-invoices are automatically cancelled. You can add the unpaid amounts to a regular invoice by entering them in the Fee field on the fees tab in the billing terms. The unpaid pre-invoices will appear in the pre-invoice section of the regular invoice and show that they are canceled.

Pre-invoices can be seen in Interactive Billing in the invoices on file. From here they can be printed or previewed, or manually canceled using the new Cancel button.



Invoice Template Editor



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Template Assign Images Help

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Prof. Services Label Professional Services from [startdate] to [enddate]

Page Breaks

Project

Phase

Task

Project Header Label Project

Phase Header Label

Task Header Label Task

Hide

Hide Label and Total

Print Phase Name

Print Phase Long Name

Print Phase Number

Print Task Name

Print Task Long Name

Print Task Number

Project Total Label Total this Project

Phase Total Label Total this Phase

Task Total Label Total this Task

Line Separating Project None Line Weight 1.5

Line Separating Phase None Line Weight 1.5

Line Separating Task None Line Weight 1.5

Project Column Selection - this information will appear in the invoice header or footer

Select	Column Name	Label	Top Margin	Left Margin	Label Width	Col Width	Location	Bold
<input checked="" type="checkbox"/>	ProjectCustomTabFields.Cust PO #	PO #	1.20	4.10	1.25	1.75	Header	<input type="checkbox"/>
<input type="checkbox"/>	Project Manager	Project Manager			1.25	1.75	Header	<input type="checkbox"/>
<input type="checkbox"/>	Principal-in-Charge	Principal-in-Charge	0.20		1.25	1.75	Header	<input type="checkbox"/>
<input type="checkbox"/>	Supervisor	Supervisor	0.40		1.25	1.75	Header	<input type="checkbox"/>
<input type="checkbox"/>	Organization	Organization	0.60		1.25	1.75	Header	<input type="checkbox"/>
<input type="checkbox"/>	Fee	Fee	0.80		1.25	1.00	Header	<input type="checkbox"/>
<input type="checkbox"/>	Reimbursable Allowance	Reimb. Allowance	1.00		1.25	1.00	Header	<input type="checkbox"/>
<input type="checkbox"/>	Direct Consultant	Direct Consultant	1.20		1.25	1.00	Header	<input type="checkbox"/>

- Choose whether or not to print the Phase and Task Numbers
- Hide the Project/Phase/Task label fields in the headers
- Hide the Project/Phase Task Labels and Sub-totals
- Change (or remove) the lines between Projects/Phases/Tasks
- Add any field (standard or user defined) from the Project Info Center



Invoice Template Editor

On Fee Billed projects, hide the Total Earned, Previous Fee and Current Fee Billing rows

Fee	1,000,000.00			
% Comp	20.00	Total Earned	200,000.00	
		Previous Fee Billing	150,000.00	
		Current Fee Billing	50,000.00	
		Fee		50,000.00
		Total this Invoice		\$50,000.00

Fee	1,000,000.00			
% Comp	20.00			
		Fee		50,000.00
		Total this Invoice		\$50,000.00



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Template Assign Images Help

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Section Order

Fee Labor Consultants Reimbursables Units Additional Items

Section Labels/Options

Fee Heading: Fee

Factor 1: Estimated Construction Cost

Factor 2: Fee Percentage

Unit Factor 1: Number of units

Unit Factor 2: Fee Each

Fee Total: Total Fee

Billing Phase Columns

Select	Column Name	Heading 1	Heading 2	Width
<input checked="" type="checkbox"/>	Billing PhaseName		Billing Phase	
<input type="checkbox"/>	Percent of Fee	Percent	of Fee	
<input checked="" type="checkbox"/>	Fee		Fee	
<input checked="" type="checkbox"/>	Percent Complete	Percent	Complete	
<input checked="" type="checkbox"/>	Earned		Earned	
<input checked="" type="checkbox"/>	Previous Fee Billing	Previous Fee	Billing	
<input checked="" type="checkbox"/>	Current Billing	Current Fee	Billing	

Hide Total Earned Row

Hide Previous Fee Billing Row

Hide Current Fee Billing Row

Percent Complete: Percent Complete

BTD Section: Fee

Total Only (Hide All Detail)

Enable Format For Total Earned Calculation

Ready

Include Add-Ons and Tax amounts in your Previous Fee Billed Amounts.

NOTE: You will need to “Enable Format for Total Earned Calculation”.



Invoice Template Editor

First Invoice

Fee			
Total Fee	50,000.00		
Percent Complete	50.00	Total Earned	25,000.00
		Total Fee	25,000.00
Additional Fees			
Adm Fee		250.00	
Total Additional Fees		250.00	250.00
		Total this Invoice	\$25,250.00

Notice how Vision is calculating the subtotal and then subtracting the Total amount billed on the first invoice to calculate the “Total This Invoice” amount on the second Invoice

Second Invoice

Fee			
Total Fee	50,000.00		
Percent Complete	75.00	Total Earned	37,500.00
		Total Fee	37,500.00
Additional Fees			
Adm Fee		375.00	
Total Additional Fees		375.00	375.00
		Subtotal	37,875.00
Prior Invoices			
	Date	Invoice	Fee Amount
	2/9/2015	0000983	25,250.00
			25,250.00
		Total Prior Invoices	25,250.00
		Total this Invoice	\$12,625.00



Invoice Template Editor

Invoice Template Editor Search

Save New Delete Invoice Template Preview Template Assign Images Help

TSE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Section Order

- Limits
- Prior Invoices**
- Taxes
- Retainage
- Interest
- Outstanding A/R

Section Labels/Options

Prior InvoiceHeading

Total Label

Subtotal Before Prior Invoices

Invoice Number

Invoice Date

Fee Amount

Other Amount

Hide Headings

Total Only (Hide All Detail)

Hide Detail Subtotal

Section Order

You can format the Prior Invoice section by selecting “Prior Invoices” from the Section Order dialog.

Fee			
Total Fee	50,000.00		
Percent Complete	75.00	Total Earned	37,500.00
		Total Fee	37,500.00
Additional Fees			
Adm Fee			375.00
		Total Additional Fees	375.00
		Subtotal	37,875.00
Prior Invoices			
	Date	Invoice	Fee Amount
	2/9/2015	0000983	25,250.00
			25,250.00
		Total Prior Invoices	25,250.00
		Total this Invoice	\$12,625.00



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Template Assign Images Help

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Section Order

- Fee
- Labor
- Consultants
- Reimbursables
- Units
- Additional Items

Section Labels/Options

Labor Heading: Professional Personnel

Hours Label: Hours

Rate Label: Rate

Amount Label: Amount

Totals Label: Totals

Labor Total: Total Labor

Overtime Premium: Ovt. Premium

Overtime 2 Premium: Ovt-2 Premium

BTD Section: Labor

Total Only (Hide All Detail)

Hide Detail Subtotal

Section Order

Move Up

Move Down

Ready

Hide all the detail on the invoice

OR

Hide the subtotal of the detail

NOTE: You can not hide both



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Template Assign Images Help

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Section Order

- Fee
- Labor
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- Units
- Additional Items

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Overtime Premium: Ovt. Premium

Overtime 2 Premium: Ovt-2 Premium

BTD Section: Labor

Total Only (Hide All Detail)

Hide Detail Subtotal

Section Order

Move Up

Move Down

Ready

Professional Services from July 1, 2014 to July 31, 2014

BioMed Research Lab - PreDesign

Professional Personnel

	Hours	Rate	Amount	
Apple, William	8.00	125.00	1,000.00	
Totals	8.00		1,000.00	
Total Labor				1,000.00
		Total this Phase		\$1,000.00

BioMed Research Lab Schematic Design

Professional Personnel

	Hours	Rate	Amount	
Apple, William	10.00	125.00	1,250.00	
Totals	10.00		1,250.00	
Total Labor				1,250.00
		Total this Phase		\$1,250.00
		Total this Invoice		\$2,250.00



Professional Services from July 1, 2014 to July 31, 2014

BioMed Research Lab - PreDesign

				1,000.00
BioMed Research Lab Schematic Design				1,250.00
		Total this Invoice		\$2,250.00



Invoice Template Editor

Invoice Template Editor Search

Save New Delete Invoice Template Preview Template Assign Im

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Section Order

- Fee
- Labor
- Consultants
- Reimbursables
- Units
- Additional Items

Section Labels/Options

Labor Heading: Professional Personnel

Hours Label: Hours

Rate Label: Rate

Amount Label: Amount

Totals Label: Totals

Labor Total: Total Labor

Overtime Premium: Ovt. Premium

Overtime 2 Premium: Ovt-2 Premium

BTD Section: Labor

Total Only (Hide All Detail)

Hide Detail Subtotal

Section Order

Move Up

Move Down

Ready

Professional Services from July 1, 2014 to July 31, 2014

BioMed Research Lab - PreDesign

Professional Personnel

	Hours	Rate	Amount	
Apple, William	8.00	125.00	1,000.00	
Totals	8.00		1,000.00	
Total Labor				1,000.00
Total this Phase				\$1,000.00

BioMed Research Lab Schematic Design

Professional Personnel

	Hours	Rate	Amount	
Apple, William	10.00	125.00	1,250.00	
Totals	10.00		1,250.00	
Total Labor				1,250.00
Total this Phase				\$1,250.00
Total this Invoice				\$2,250.00

Professional Services from July 1, 2014 to July 31, 2014

BioMed Research Lab - PreDesign

	Hours	Rate	Amount	
Apple, William	8.00	125.00	1,000.00	
Total Labor				1,000.00

BioMed Research Lab Schematic Design

	Hours	Rate	Amount	
Apple, William	10.00	125.00	1,250.00	
Total Labor				1,250.00
Total this Invoice				\$2,250.00



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Template Assign Image

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection Misc

Invoice Total

Invoice Total Label

Single Line Above

Double Line Below

Print Total in Invoice Header

Invoice Total

Top Margin

Left Margin

Label Width

Column Width

Font Size

Bold

Box Around Invoice Total Label and Value

Grand Total \$10,050.00



Invoice Template Editor

Invoice Template Editor

Save New Delete Invoice Template Preview Temp

TEMPLAE

General Images Project Info Sections Totals Signature Invoice Selection M

Invoice Total

Invoice Total Label

Single Line Above

Double Line Below

Print Total in Invoice Header

Invoice Total Invoice Total

Top Margin 3.16

Left Margin 3.6

Label Width 1.25

Column Width 1.75

Font Size 9

Bold

Box Around Invoice Total Label and Value

You can have the invoice total (or the Total Amount Due) display in the header or footer of the invoice. It will still show in the body of the invoice

Invoice

Acme Environmental Engineers
100 Cambridge Park Drive, 5th Floor
Cambridge, MA 02140

111 Wazee Street
Denver, CO 80202

PO # C-553881
February 9, 2015
Project No: 2013001.00
Invoice No: 0000979

Invoice Total	\$10,050.00
---------------	-------------

Project 2013001.00 New Belgium
Professional Services from July 1, 2014 to July 31, 2014



Invoice Template Editor

Other Invoice Template Enhancements:

- **Hide 2nd page header - Checkbox on General Tab**
This hides all the header information that would typically show on all pages after the first page of the invoice. There is a new checkbox on the General Tab to hide the 2nd page header
- **Show Currency Symbol on Section Totals as well as Invoice Totals – Drop down on the Miscellaneous tab**
If you display currency on invoices, it typically only shows on the Invoice Total. There is a new dropdown on the Misc. tab that allows you to show currency on the Section Subtotals as well as the Invoice Total



Billing Terms



Billing Terms – Billing Phase Groups

Billing Terms Search

Help

2003005.00 - Adelphi Research Lab

General Labor Exp/Con/Unit Fees Add-Ons Sub-Level Terms Misc AR & BTD Billing Backup

Fee Method: Percent Complete by Phase, as Fixed

Fee Basis:

Show Fee

Enable Posting by Billing Phase

Phase Grouping

Billing Phases

Group	Pha	Name
-------	-----	------

Billing Phase Grouping

Billing Phase Grouping Insert Delete

Phase Group	Name	Print Header	Print Subtotal	Hide Detail	Add Space A
1	Phase Group 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Phase Group 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Help



Billing Terms – Billing Phase Groups

The screenshot shows the 'Billing Terms' window for '2003005.00 - Adelphi Research Lab'. The 'Billing Phases' table is highlighted with a red box. The table has the following data:

Group	Phase	Name	Pct Compl	Fee to Date	Pct of Fee	Fee	Billed-to-date	Project	Phase	Task
Phase Group 1	1	Group 1 Phase 1	10.0000	10,000.00		100,000.00	5,000.00		1PD	COD
Phase Group 1	2	Group 1 Phase 2	15.0000	11,250.00		75,000.00	1,000.00		1PD	SIT
Phase Group 2	3	Group 2 Phase 1	10.0000	10,000.00		100,000.00			2SD	PCE
Phase Group 2	4	Group 2 Phase 2				75,000.00			6CA	

This allows you to group multiple phases together...

While still mapping revenue to the correct Project/Phase/Task



Billing Terms – Billing Phase Groups

You can now display the invoice by billing phase grouping. If you wish to hide the detail lines in the billing phase grouping you can by selecting the “Hide Detail” option in the Phase Grouping set up.

Phase	Contract Amount	% Comp	Earned	Previous Billed	Current Billing
Group 1 Phase 1	100,000.00	10.00	10,000.00	5,000.00	5,000.00
Group 1 Phase 2	75,000.00	15.00	11,250.00	1,000.00	10,250.00
Total Phase Group 1	175,000.00		21,250.00	6,000.00	15,250.00
Group 2 Phase 1	100,000.00	10.00	10,000.00	0.00	10,000.00
Group 2 Phase 2	75,000.00	0.00	0.00	0.00	0.00
Total Phase Group 2	175,000.00		10,000.00	0.00	10,000.00
Total Fee	350,000.00		31,250.00	6,000.00	25,250.00



Accounting



Schedule Journal Entries



Schedule Recurring Journal Entries

Recurring Journal Entries can operate just like always (open, re-create and change dates)

The Clear Amounts After Posting checkbox will clear the JE Amounts once the file is posted

The screenshot shows a 'New File' dialog box with the following fields and options:

- File Name: Depr-F&F
- End Date: 1/31/2014
- Control Total: 850.00
- Recurring
- Clear Amounts After Posting (highlighted with a red box)
- Manage Recurring
- Schedule Posting
- Queue: New
- Send Alert to Submitter
- First Recurrence: 2/28/2014
- Frequency: Monthly
- Number of Recurrences: 12
- Expiration Date
- Reverse On
- Schedule Posting
- Queue: (empty)
- Send Alert to Submitter

Buttons: OK, Cancel, Help



Schedule Recurring Journal Entries

To have the dates update after posting, **Select Manage Recurring**, enter a recurring date, frequency, and # of recurrences.

Posting remains a manual process, but the dates will update to the next date automatically.

The screenshot shows the 'New File' dialog box with the following settings:

- File Name: Depr-F&F
- End Date: 1/31/2014
- Control Total: 850.00
- Recurring
- Clear Amounts After Posting
- Manage Recurring
- Schedule Posting
- Queue: New
- Send Alert to Submitter
- First Recurrence: 2/28/2014
- Frequency: Monthly
- Number of Recurrences: 12
- Expiration Date
- Reverse On
- Schedule Posting
- Queue: [Empty]
- Send Alert to Submitter

Buttons: OK, Cancel, Help



Schedule Recurring Journal Entries

Schedule posting automatically schedules the file to post with the frequency needed.

The file posts with the most recent open period date.

The screenshot shows a 'New File' dialog box with the following fields and options:

- File Name: Depr-F&F
- End Date: 1/31/2014
- Control Total: 850.00
- Recurring (highlighted with a red box)
- Clear Amounts After Posting (highlighted with a red box)
- Manage Recurring
- Schedule Posting
- Queue: New
- First Recurrence: 2/28/2014
- Frequency: Monthly
- Number of Recurrences: 12
- Expiration Date
- Reverse On
- Schedule Posting
- Queue: (empty)
- Send Alert to Submitter: (unchecked)

Buttons at the bottom: OK, Cancel, Help.



Schedule Recurring Journal Entries

Reverse works the same as “Manage Recurring” except it reverses the entry automatically.

The screenshot shows the 'New File' dialog box with the following settings:

- File Name: Depr-F&F
- End Date: 1/31/2014
- Control Total: 850.00
- Recurring
- Clear Amounts After Posting
- Manage Recurring
- Schedule Posting
- Queue: New
- First Recurrence: 2/28/2014
- Send Alert to Submitter
- Frequency: Monthly
- Custom Dates: [button]
- Number of Recurrences: 12
- Expiration Date: [calendar]
- Reverse On: [calendar]
- Schedule Posting
- Queue: [dropdown]
- Send Alert to Submitter

Buttons: OK, Cancel, Help



Profit Planning Monitor



Profit Planning Monitor

In the past the Profit Planning Monitor would only display open periods. The new enhancement will allow the inclusion of periods that have not been opened but are included in the budget

Profit Planning Monitor Tuesday, February 10, 2015
3:01:40 PM

Acme Environmental Engineers As of period 7/31/2014

	Open Periods				Not Open Periods						
	Actual Q1 2014	Actual Q2 2014	Actual Q3 2014	Actual YTD 2014	Budget 08 2014	Budget 09 2014	Budget 10 2014	Budget 11 2014	Budget 12 2014	Budget 8-12 2014	Expected 2014
Revenue											
50 PSMJ - Revenue	560,850	625,000	135,300	1,321,150	91,233	91,233	91,233	91,233	91,233	456,165	1,777,315.00
Total Revenue	560,850	625,000	135,300	1,321,150	91,233	91,233	91,233	91,233	91,233	456,165	1,777,315.00
Reimbursables											
55 PSMJ - Outside Prof Service					2,226	2,226	2,226	2,226	2,226	11,130	11,130.00
62 PSMJ - Project Travel			1,280	1,280	3,152	3,152	3,152	3,152	3,152	15,760	17,039.63
Total Reimbursables			1,280	1,280	5,378	5,378	5,378	5,378	5,378	26,890	28,169.63
Revenue Less Reimbursables	560,850	625,000	134,020	1,319,870	85,855	85,855	85,855	85,855	85,855	429,275	1,749,145.37
Directs											
71 PSMJ - Direct Labor	24,103	28,000	15,134	67,237	26,709	26,709	26,709	26,709	26,709	133,545	200,781.82
Total Directs	24,103	28,000	15,134	67,237	26,709	26,709	26,709	26,709	26,709	133,545	200,781.82
Revenue Less Reimbursables, Directs	536,748	597,000	118,886	1,252,634	59,146	59,146	59,146	59,146	59,146	295,730	1,548,363.55
Indirects											
90 PSMJ - Indirect Labor (non BD)	147,555		107,839	255,394	15,833	15,833	15,833	15,833	15,833	79,165	334,558.83
98 PSMJ - Training & Ed	1,000	1,500	350	2,850	845	845	845	845	845	4,225	7,075.00
104 PSMJ - All Other General Overhead	12,450	500	500	13,450							13,450.00
80 PSMJ - Payroll Taxes	11,413		8,559	19,972	3,229	3,229	3,229	3,229	3,229	16,145	36,117.29
82 PSMJ - Group Insurance	8,720	8,720	2,200	19,640	2,426	2,426	2,426	2,426	2,426	12,130	31,770.00
83 PSMJ - Annual Pension Expense	25		27	52							52.24
Total Indirects	181,163	10,720	119,475	311,358	22,333	22,333	22,333	22,333	22,333	111,665	423,023.36
Total Operating Expenses	205,266	38,720	135,889	379,875	54,420	54,420	54,420	54,420	54,420	272,100	651,974.81
Total Operating Profit/Loss	355,584	586,280	(589)	941,275	36,813	36,813	36,813	36,813	36,813	184,065	1,125,340.19

v7.4.700 (ADMIN) - Page 1 of 1

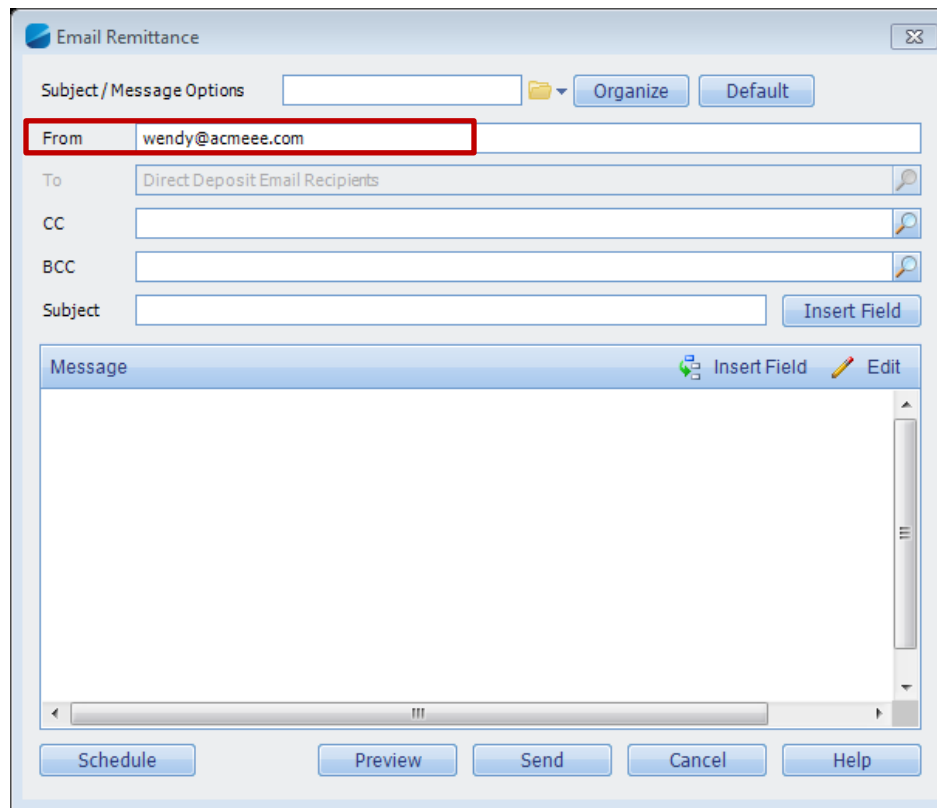


Other Enhancements



Email Remittances

In the past, Remittance Emails came from the user logged in and there was no way to change it. Now when an Email Remittance are prepared, the sender email can be edited

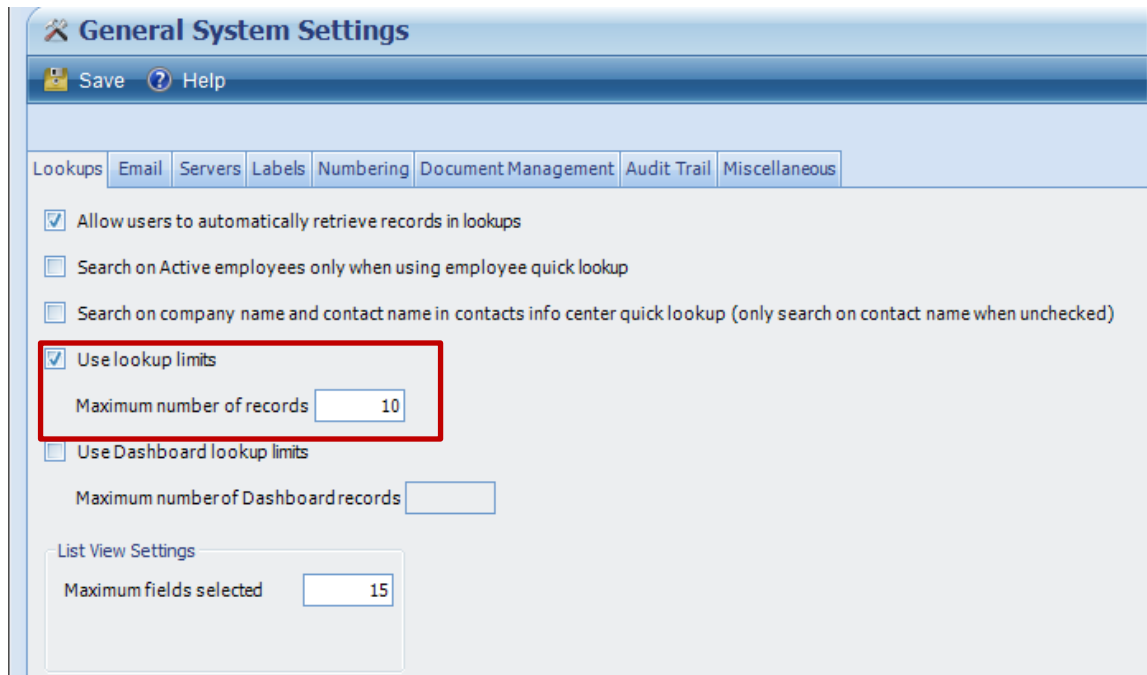


The screenshot shows a software window titled "Email Remittance". At the top, there is a "Subject / Message Options" section with a folder icon, an "Organize" button, and a "Default" button. Below this, the "From" field is highlighted with a red border and contains the email address "wendy@acmeee.com". The "To" field is populated with "Direct Deposit Email Recipients". There are empty fields for "CC" and "BCC", each with a search icon. The "Subject" field is empty and has an "Insert Field" button next to it. Below the header fields is a large "Message" area with a scroll bar, containing "Insert Field" and "Edit" options. At the bottom of the window, there are five buttons: "Schedule", "Preview", "Send", "Cancel", and "Help".



Lookup Limit Override

Lookup limits were created to improve processing time and provide some control over the number of records a user was “subjected” to



The screenshot displays the 'General System Settings' interface. At the top, there are 'Save' and 'Help' buttons. Below this is a navigation bar with tabs for 'Lookups', 'Email', 'Servers', 'Labels', 'Numbering', 'Document Management', 'Audit Trail', and 'Miscellaneous'. The 'Lookups' tab is selected. The settings are as follows:

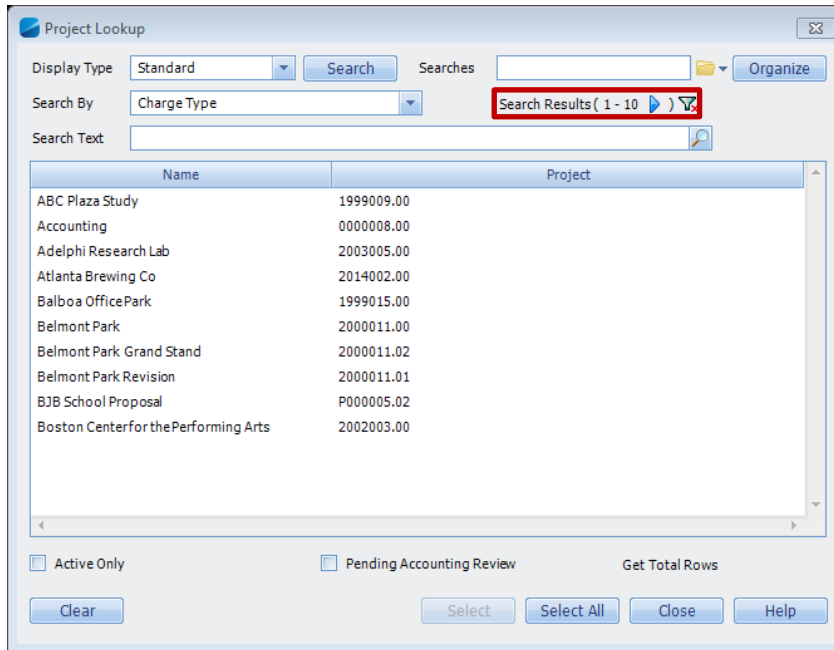
- Allow users to automatically retrieve records in lookups
- Search on Active employees only when using employee quick lookup
- Search on company name and contact name in contacts info center quick lookup (only search on contact name when unchecked)
- Use lookup limits
 - Maximum number of records:
- Use Dashboard lookup limits
 - Maximum number of Dashboard records:

Below these settings is a 'List View Settings' section with a 'Maximum fields selected' input field containing the value '15'. A red rectangular box highlights the 'Use lookup limits' checkbox and its associated 'Maximum number of records' input field.



Lookup Limit Override

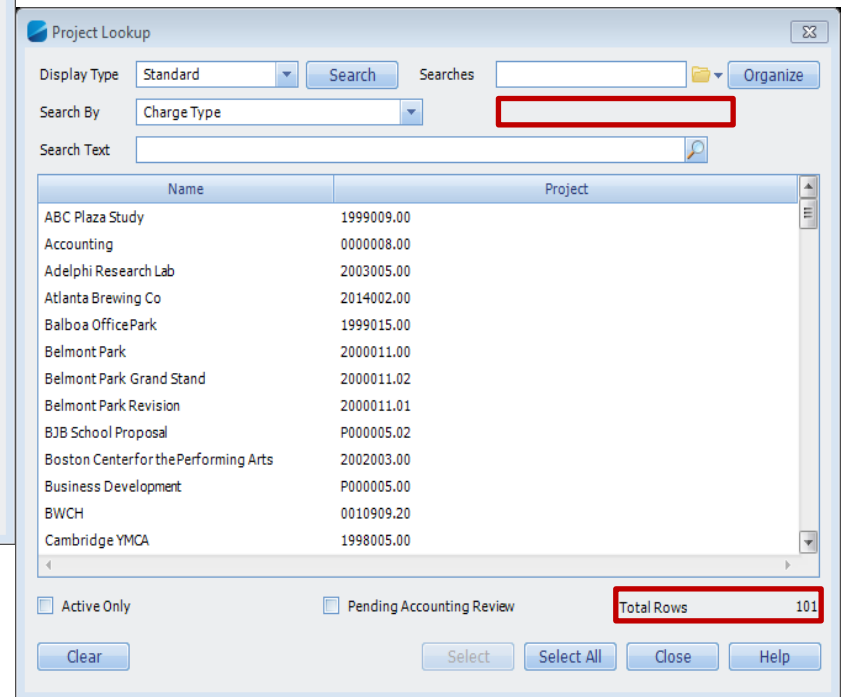
Individual Roles can be given the ability to override the standard lookup limits so they can view all records in the search (including list views).



The screenshot shows the 'Project Lookup' window with the following settings: Display Type: Standard, Search By: Charge Type, and Search Results (1 - 10) displayed. The search results table is as follows:

Name	Project
ABC Plaza Study	1999009.00
Accounting	0000008.00
Adelphi Research Lab	2003005.00
Atlanta Brewing Co	2014002.00
Balboa OfficePark	1999015.00
Belmont Park	2000011.00
Belmont Park Grand Stand	2000011.02
Belmont Park Revision	2000011.01
BJB School Proposal	P000005.02
Boston Center for the Performing Arts	2002003.00

Buttons at the bottom include: Clear, Select, Select All, Close, Help.



The screenshot shows the 'Project Lookup' window with the following settings: Display Type: Standard, Search By: Charge Type, and Search Results (1 - 101) displayed. The search results table is as follows:

Name	Project
ABC Plaza Study	1999009.00
Accounting	0000008.00
Adelphi Research Lab	2003005.00
Atlanta Brewing Co	2014002.00
Balboa OfficePark	1999015.00
Belmont Park	2000011.00
Belmont Park Grand Stand	2000011.02
Belmont Park Revision	2000011.01
BJB School Proposal	P000005.02
Boston Center for the Performing Arts	2002003.00
Business Development	P000005.00
BWCH	0010909.20
Cambridge YMCA	1998005.00

Buttons at the bottom include: Clear, Select, Select All, Close, Help. A 'Total Rows' field is highlighted in red, showing the value 101.



TDM – Associate with all lines

Once line items have been entered into an expense report, TDM documents would have to be associated one line at a time. The enhancement is to allow TDM documents to be associated with all lines of the report

The screenshot displays the 'Expense Report' interface for 'Gustafson, Wendy'. The report name is 'Office Purchases'. A table lists three line items: Paper, Toner, and Etc, all dated 2/10/2015. A red box highlights the document icon in the 'Document' column for the first row. A 'Supporting Document' dialog box is open, showing a table with one row for 'BESTBUY.pdf'. The 'Associate with All' button in the dialog is highlighted with a red box.

Date	Description	Document	Detail
2/10/2015	Paper		
2/10/2015	Toner		
2/10/2015	Etc		

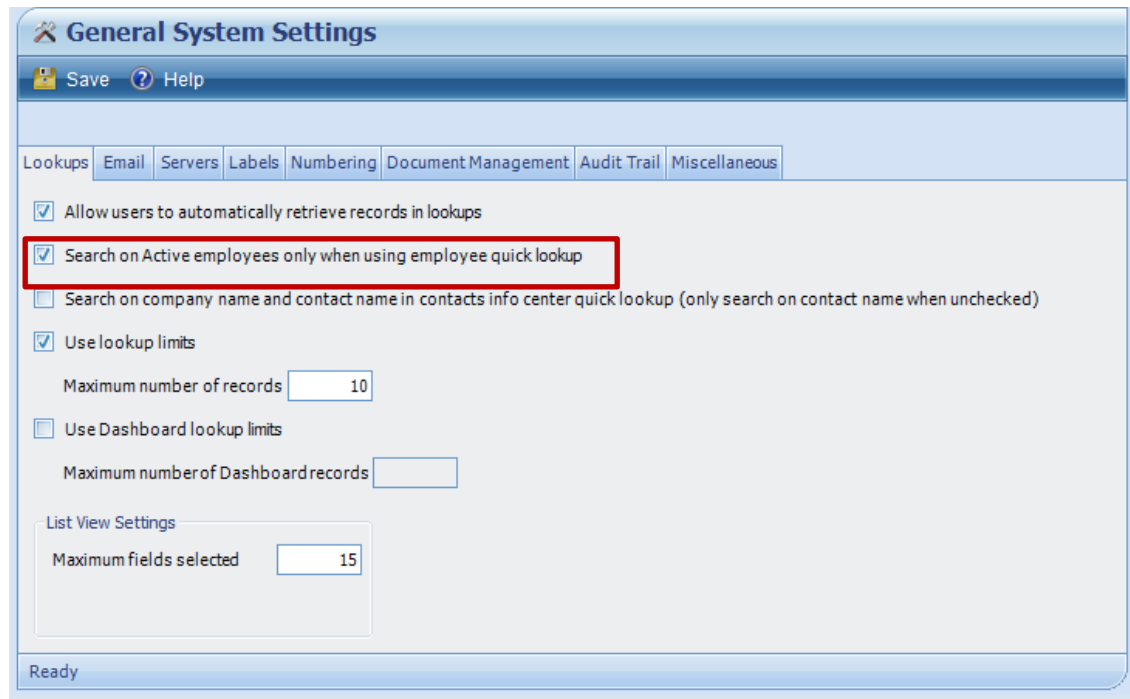
Select	File Name	Description	Associate With New Expense Lines
<input checked="" type="checkbox"/>	BESTBUY.pdf	BESTBUY.pdf	<input type="checkbox"/>



Employee Quick Find

When performing a quick find (entering a name in the search field) all employees returned regardless of their status (Active, Terminated).

In configuration, there is now the ability to set the system to only return active employees (you can still access terminated in the standard or advanced lookups).



The screenshot displays the 'General System Settings' configuration page. The 'Lookups' tab is selected, and the 'Search on Active employees only when using employee quick lookup' checkbox is checked and highlighted with a red box. Other settings include 'Allow users to automatically retrieve records in lookups' (checked), 'Search on company name and contact name in contacts info center quick lookup' (unchecked), 'Use lookup limits' (checked) with a maximum of 10 records, 'Use Dashboard lookup limits' (unchecked), and 'List View Settings' with a maximum of 15 fields selected.

General System Settings

Save Help

Lookups | Email | Servers | Labels | Numbering | Document Management | Audit Trail | Miscellaneous

- Allow users to automatically retrieve records in lookups
- Search on Active employees only when using employee quick lookup
- Search on company name and contact name in contacts info center quick lookup (only search on contact name when unchecked)
- Use lookup limits
 - Maximum number of records: 10
- Use Dashboard lookup limits
 - Maximum number of Dashboard records:

List View Settings

- Maximum fields selected: 15

Ready



Features Announced for 7.5

Release in Fall 2015

- **Asset Management available in Vision core**
- **Transfer Employees from one company to another**
- **Approvals Workflow Expanded to Accounts Payable plus Activities for Vendors**
- **Employee Time-Off Requests**
- **CRM Proposal & In-Design Enhancements**
- **Commission Reporting**
- **KPIs and Metrics on General Ledger Reports**
- **Profit Planning across Fiscal Years**
- **Bank Reconciliation – Import Bank Statements & Create Misc. Transactions**



Mobility Enhancements

Navigator Enhancements Coming in Summer 2015

- Graphical changes to Employee Workspace
- Business Development Workspace

Touch Enhancements Coming in Summer 2015

- Timesheet Auditing & Timesheet Approvals
- CRM Interaction with device Contacts and Calendar
- Activity Editing Enhancements



Questions?



Thank you for attending!

For more information contact:

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Sr. Consultant
E-Mail Rana!

Wendy Gustafson
Controller / GM
E-Mail Wendy!

Nicole Temple
Sr. Consultant
E-Mail Nicole!

info@fullsailpartners.com

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