Deltek Know more. Do more.®

Deltek Vision® Purchasing

Maintain a Paperless Purchasing Environment

Key Features:

- Manage the Entire Purchasing Cycle
- Integrated with other Vision Modules
- Create Accounts Payable Transactions Automatically
- Keep the Purchasing Process Moving
- Maintain a Secure Purchasing Environment
- Rely on Accurate Purchasing Reports

Deltek Vision's Purchasing module manages the entire requisition, purchasing and receiving cycle—no matter how simple or sophisticated—while maintaining full integration with Vision Accounting and Asset Management modules. With Vision Purchasing, you can create and track purchase orders for materials, supplies, capital items and services for both project-specific and firm operational needs. Built-in workflows and approvals ensure that all purchases are tracked accurately and efficiently.

Manage the Entire Purchasing Cycle

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

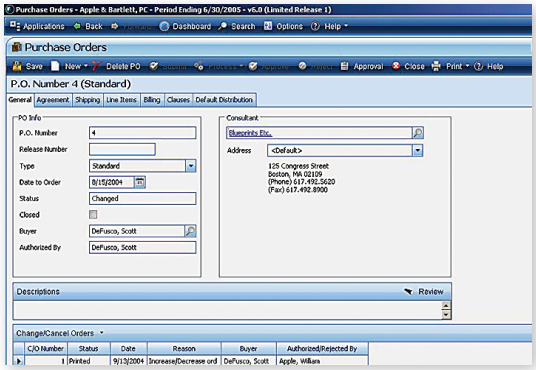

Figure 1: A single screen consolidates all information related to a purchase order.

Highlights include:

- Support for standard, blanket and service purchase orders and tracking change orders
- Automated requisitioning, including employee-created requisitions and online approvals
- Generate price quotes and requisitions
- Create purchase orders from quotes or requisitions, or based on previously entered purchase orders
- A complete receiving function, including support for partial receipts and backorders
- Numerous purchasing-related reports

Integrated With Other Vision Modules

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

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

Create Accounts Payable Transactions Automatically

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

Keep the Purchasing Process Moving

Built-in workflow alerts and approvals ensure that the purchasing process flows smoothly and that purchases are approved through appropriate channels. For example, when an employee submits an online purchase requisition, a Vision alert automatically notifies the individual responsible for approving the purchase and the approver can quickly review and approve the purchase all within Vision. Other timesaving features include the ability to:

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

Maintain a Secure Purchasing Environment

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

Rely on Accurate Purchasing Reports

Vision Purchasing reports provide a succinct view of purchase order detail, activity related to open purchase orders, the allocation of purchasingrelated expenses to projects, and more.

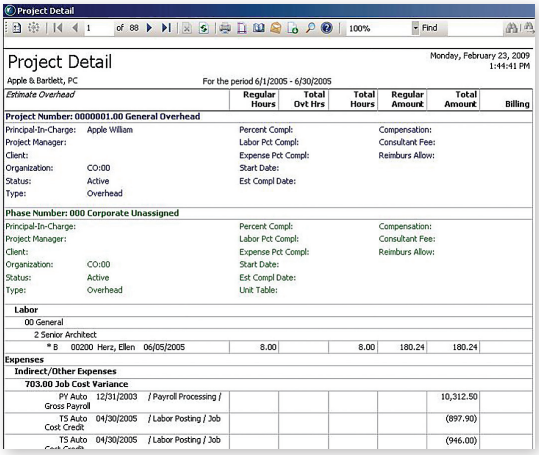

Figure 2: Committed costs can appear with other expenses on project reports.

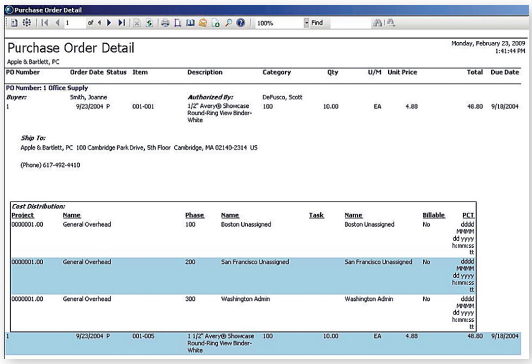

Figure 3: Purchase order detail report lists all purchase orders and line item detail.

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