

Expand Your Deltek Vision[®] Learning Opportunities with New Virtual Classes

Take Learning to a New Dimension

BENEFITS:

- Learn from your home or office
- Apply concepts immediately to practical activities within your organization
- Interact live with certified instructors
- Share Vision learning experience across the globe through a virtual classroom

ONLINE ENVIRONMENT FEATURES:

- Interactive question-and-answer sessions
- Downloadable training guides
- Live, online private chat with instructors
- Hands-on activities
- Participant feedback tools

INTRODUCING LIVE VIRTUAL LEARNING FOR DELTEK VISION'S CORE APPLICATIONS

The accessibility and flexibility of learning in today's economy is essential to maximizing your organization's bottom line. That's why Deltek University has created Vision Virtual, Live Hands-on classes in the areas most important to you and your organization – Accounting, Accounts Payable, and Billing. Management and staff can optimize learning in a live classroom environment – virtually, thereby reducing travel costs while driving significant value for your organization.

Select from new Vision virtual configuration and processing courses:

- Vision Accounting and Accounts Payable Configuration (1 day)
- Vision Accounting and Accounts Payable Processing (2 days)
- Vision Billing Configuration (1 day)
- Vision Billing Processing (1 day)

Virtual classes can save your organization money and allow more staff to be involved in these critical courses by eliminating travel, hotel and meal costs.

The ease with which employees can access virtual learning accommodates learning from home, office or on-the-road. With greater flexibility, firms can register for scheduled courses or develop their own timelines in order to educate essential staff members as necessary, whether at the implementation, go-live phase, or for continuing education after the solution is live.

DELTEK UNIVERSITY PROVIDES UNPARALLELED VIRTUAL ONLINE TRAINING

- Certified Vision instructors, utilizing advanced instructional techniques, engage students and simulate real-life application
- Active instructor shadowing provides live support and interactive dialogue
- Step-by-step, comprehensive lab activities build knowledge and assess understanding
- Personalized computer lab environments enable students to practice lessons privately while receiving instructor support

Contact Deltek

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Deltek (NASDAQ: PROJ) is the leading provider of enterprise applications software and solutions designed specifically for project-focused businesses. For more than two decades, our software applications have enabled organizations to automate mission-critical business processes around the engagement, execution and delivery of projects. More than 12,000 customers worldwide rely on Deltek to measure business results, optimize performance, streamline operations and win new business.

LIVE, HANDS-ON VIRTUAL CLASS COURSE DESCRIPTIONS

The following classes are live, instructor-led virtual classes in which you can participate from any location – your home, office, or on the road – simply through your Internet browser. To reinforce instruction, hands-on lab activities are offered to enable clients to work with the application.

VISION ACCOUNTING AND ACCOUNTS PAYABLE CONFIGURATION (1 DAY)

Vision Accounting and Accounts Payable Configuration focuses on the design of system and company settings, as well as GL account mappings. Students will become familiar with bank codes, tax codes, employee types, labor codes, labor categories, benefit accruals, and AP expense codes. Participants will also learn how to establish multiple organization structures, project budgets, overhead allocations, consultant accruals and automate labor cross charges. In addition, the Transaction Center Approval process is demonstrated.

VISION ACCOUNTING AND ACCOUNTS PAYABLE PROCESSING (2 DAYS)

Vision Accounting and Accounts Payable Processing focuses on adding new Employees, Clients, Projects, Units, Vendors, and Accounts to Info Centers. Students will learn how to enter, review and post transactions in the Transaction Center. We cover the processing of overhead allocation, labor cross charges, revenue generation, job cost salary adjustments, consultant accruals, and accounts receivable alerts. This class also reviews voucher entry, automatic and manual AP check processing, transaction posting, and correcting Accounts Payable vouchers. Students examine vendor activity, generate cash requirement reports, initiate electronic funds transfers, perform bank reconciliations, void checks, and process 1099s.

VISION BILLING CONFIGURATION (1 DAY)

Vision Billing Configuration focuses on configuration design for general billing instructions, GL account mappings for revenue and AR, and the establishment of default billing and reporting terms. Also covered is instruction on labor and expense billing tables, taxes, establishment of unique billing terms for each project, sub-level billing terms for phases and tasks, and the configuration of the Invoice Template Editor.

VISION BILLING PROCESSING (1 DAY)

Vision Billing Processing covers initiating billing tables, billing terms and groups, pre-billing, interactive billing, and the invoice template editor. Students will run draft bills in batch billing, open and process changes in interactive billing, create invoice templates, and accept and post invoices.

Visit Deltek University's website or email us at deltekuniversity@deltek.com

To contact an education representative, please call 800.456.2009 x3