

# Deltek Vision<sup>®</sup> Purchasing

## Maintain a Paperless Purchasing Environment

### DELTEK VISION PURCHASING:

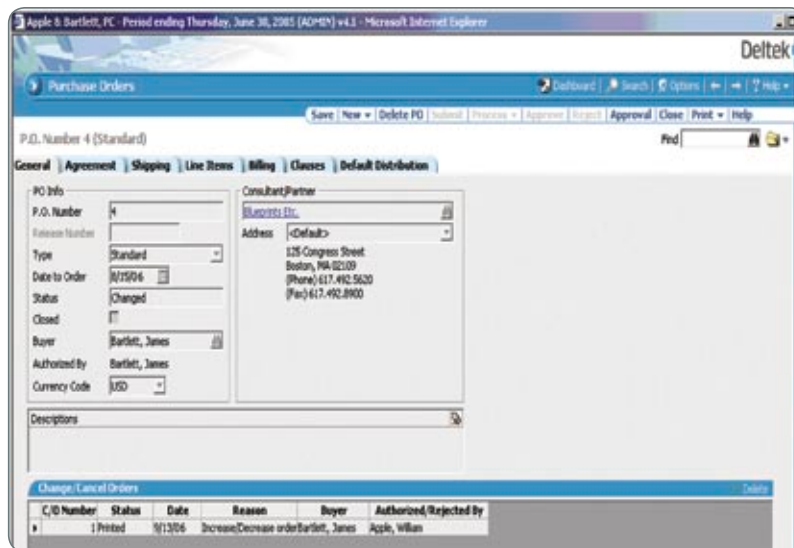
- Manage the entire purchasing cycle
- Integrated with other Vision Modules
- Create accounts payable transactions automatically
- Keep the purchasing process moving
- Maintain a secure purchasing environment
- Rely on accurate purchasing reports

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, Billing, Project Reporting and Project Planning modules. It supports the creation and tracking of purchase orders for materials, supplies, capital items and services for both project-related and in-house needs. Built-in workflow and approval features 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. Highlights include:

- Support for standard, blanket and service purchase orders and change order tracking
- Automated requisitioning, including the ability for employees to create requisitions and have them approved online
- Automatic generation of requests for quotes
- Purchase orders created automatically from requisitions, or based on previously entered purchase orders
- A complete receiving function, including support for partial receipts and backorders
- Numerous purchasing-related reports



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

