Key Conversions Overview

The **Key Conversions** utility allows you to change certain numbers or codes in your database to new numbers or codes.

The changes made by this utility apply to all of the data in your database.

Key Conversions in Deltek Vantagepoint will create an entry on the **Posting Log Review** report.

Comment field displays the type of conversion performed with a transaction type of **KC**.

How to access: **Utilities > Key Conversions**

**Warning**: Deltek strongly recommends that you create a backup copy of your database before running the utility. There is **no way** to undo this process.

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Project Key Conversions

Change a project number to a new project number throughout Deltek Vantagepoint. (Example: 1.00 to 1.10)

**To Change a Project Number**

1. Back up your Deltek Vantagepoint database.
2. In the Browser, go to **Utilities > Key Conversions > Projects**.
3. On the **CHANGE NUMBER** tab, click + Add Project.
4. In the **Existing Project** field, select the project that needs to be changed.
5. In the **New Project** field, enter the new project number.
6. Click **Run** to process immediately or click **Schedule** to process at a later time.

Combine Projects

When you combine project numbers, Deltek Vantagepoint does the following:

- Combines budgets and data in the project financials tables.
- Deletes billing terms and invoice detail so you cannot reprint old invoices.
- Updates the accounts receivable paid period to the most recent period.
- Combines plan data for the projects.
- Removes the link to a promotional project, if a link exists for the existing project.

**Note**: Consider if the projects have any associated plans.
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To Combine Projects

1. Back up your Deltek Vantagepoint database.
2. In the Browser, go to Utilities > Key Conversions > Projects.
3. On the COMBINE RECORDS tab, click + Add Project.
4. In the Existing Project field, select the project(s) to be combined.
5. In the New Project field, select the project to merge the existing project into.
6. Click Run to process immediately or click Schedule to process at a later time.

Firms Vendor Number Key Conversion

This utility changes the Vendor Number, not the Firm ID, and applies only if the firm’s type on the Summary pane of the Firms hub is “Vendor”.

To Change a Vendor Number

1. Back up your Deltek Vantagepoint database.
2. In the Browser, go to Utilities > Key Conversions > Firms.
3. On the CHANGE NUMBER tab, click + Add Firm.
4. In the Existing Firm Name field, select the vendor that needs to be changed.
5. In the New Firm Number field, enter the new vendor number.
6. Click Run to process immediately or click Schedule to process at a later time.

Combine Firms

This utility combines existing duplicate firms from the Firms hub.

Note: When combining existing vendors, Budgets and 1099 amounts are also consolidated.

To Combine Firms

1. Back up your Deltek Vantagepoint database.
2. In the Browser, go to Utilities > Key Conversions > Firms.
3. On the COMBINE RECORDS tab, click + Add Firm.
4. In the Existing Firm Name field, select the vendor(s) to be combined.
5. In the New Firm Number field, select the vendor to merge the existing vendor into.
6. Click Run to process immediately or click Schedule to process at a later time.