Deltek Time & Expense™
Version 10.0 (CU 10)

General Availability Release Notes

March 28, 2016

This edition published March 2016.

Contents

Overview

Welcome to Deltek Time & Expense version 10.0 Release Notes.

The General Availability release of version 10.0 is also Cumulative Update 10. Cumulative updates 01-09 were released during the Limited Availability period.

For the version 10.0 release, Deltek Time & Expense has been fully integrated into the Costpoint framework and interface. Time & Expense displays as its own domain within Costpoint. Although it has been ported to Costpoint, all the basic program functionality is unchanged.

If you already have a Costpoint installation, Time & Expense displays as a new domain in the left navigation pane, and depending on your role, you may already be familiar with the navigation, toolbars, and basic screen functionality of Costpoint.

If you did not previously have a Costpoint installation or, if you only used Time & Expense to enter timesheets and expense reports, you will need to acquaint yourself with the new interface before using version 10.0.

See "Available Documentation for this Release" on page 2 for a complete list of the training documentation available with this release.

Post-Installation Configuration

Following the successful installation of Time & Expense 10.0, there are additional configuration tasks which must be completed before users can log on. These include the following:

- File location configuration
- General Configuration
- Time & Expense module configuration
- User group and role configuration.

See the *Deltek Time & Expense 10.0 Post-Installation Configuration Guide* for more information.

Available Documentation for this Release

This section describes all the documentation available for this release.

Documentation in this section is broken down by category, as follows:

- **User Basics Documentation** – Guides and documents listed in this section are intended for all users who are unfamiliar with the Costpoint interface.
- **Technical Documentation** - Guides and documents listed in this section are intended for Time & Expense administrators.

Deltek Time and Expense 10.0 Online Help is not yet available. Except where noted, all the user guides and quick reference guides described below are available for download from the Deltek Customer Care Connect site.

User Basics Documentation

Getting Started Guide with the Interface and User Basics

The *Deltek Costpoint Interface Getting Started Guide* contains updated information about the Costpoint interface and application functions, with tips for navigating through Costpoint.

Use this guide as a starting point for learning about the Costpoint interface. There are many notable differences between version 10.0 and earlier versions of Time & Expense, because the application now resides within the Costpoint framework. Costpoint was previously used in conjunction with Time & Expense, but they were separate applications with distinct interfaces.

Before you begin using the version 10.0 screens, you should first familiarize yourself with the interface basics. The table below describes key areas of the guide.

Document Name	Description
Global Menu and Toolbars	The Global Menu provides easy access to commonly used functions, so you can carry out your tasks quickly and efficiently. Each menu item drills down to reveal options that are applicable to an open application/task or active window. Use the items in the Toolbar Menu to save work to the database, clone records, refresh the current application, manage printing tasks, and many other functions. To learn more about the Global Menu and Toolbar, see page 6 of the *Deltek Costpoint Interface Getting Started Guide*.
Domains and Modules	Costpoint is organized into five program areas, or domains. The Navigation screen displays these domains in the stack on the left side. These domains are further categorized in a series of three panes. Starting from left to right, you can navigate from the highest-level

Document Name	Description
	program domain down to the desired application. Each domain in Deltek Costpoint is subdivided into modules, which are displayed on the left pane next to the domain list. When you select a module, the list of application groups displays on the second pane. You only see those domains, modules, and applications to which you have access rights. If you have questions concerning access/permissions, please contact your administrator.
Ease of Access Features	Costpoint has a **Lookup** and **Autocomplete** feature that makes it easy for you to create new records and find the data that you need.
User Preference Functions	Costpoint has a **Change Default Period** feature which you can use to change your default fiscal year, period, and subperiod for the current module. It also has a **Maintain My Menu** feature which you can use to create a custom user menu for quick access to your most frequently used screens, including the Manage My Desktop screen.

Quick Reference Cards

A Quick Reference Card displays a visual presentation of summary information about a system feature or screen.

Currently, four quick reference cards are available:

- **User Interface** – This card contains information about the Costpoint interface and navigation.
- **Shortcut Keys and Toolbar Icons and Buttons** – This card lists the shortcut keys and icons available in Costpoint.
- **Query and Lookup** – This card shows you how to use the Query and Lookup features.
- **Views** – This card explains the differences between Table View and Form View.

You can also obtain these Quick Reference Cards from the Deltek Software Manager.

Costpoint Videos

You can download *DeltekCostpoint70Videos.pdf* from Deltek Software Manager. This opens a PDF from which you can run the videos. Currently, videos are available for the following topics:

- Basic Printing
- Copying to MS Excel

- Using Lookup and Query
- Changing the Global Icons
- Printer Setup and Saved Printer Parameters
- Error Messages
- How to Run Multiple Sessions
- Manage User Interface Profiles
- Job Server

Menu Maps

If you are moving to version 10.0 from version 9.0.1x or earlier, the Time & Expense Menu Maps can help you locate your applications. Menu Maps can be downloaded from the Deltek Software Manager.

- **9.0.1 to 10.0 Menu Mapping –**– The left column of this Menu Map lists the version 9.0.1applications in menu order. Find the application you want to open. The second column displays that application's menu path in version 10.0.
- **10.0 to 9.0.1 Menu Mapping ––** The left column of this Menu Map lists the version 10.0 applications in menu order. Find the application you want to open. The second column displays that application's menu path in version 9.0.1

Technical Documentation

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform. As a result, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

Installation Guides

There are several guides that will help you in the installation of Costpoint 7.1.1 and they are:

- *DeltekTimeAndExpense1000NewInstallationForOracle.pdf*
- *DeltekTimeAndExpense1000NewInstallationForMicrosoftSQLServer.pdf*
- *DeltekTimeAndExpense1000UpgradeInstallationForMicrosoftSQLServer.pdf*
- *DeltekTimeAndExpense1000UpgradeInstallationForOracle.pdf*
- *DeltekCostpoint711DeployingHotFixes.pdf*
- *DeltekCostpoint711FrameworkUpdateInstallation.pdf*

Post-Installation Configuration Guide

Following the installation of Time & Expense 10.0, refer to this guide for required configuration tasks. These include the following:

- Configure user group security groups
- Create user accounts for logon
- Set up expense attachments (required only if Attachments were enabled in version 9.0.1)

Administration Guide

The *Deltek Time & Expense 10.0 Administration Guide* is a print version of the online help associated with the Administration module screens in Deltek Time & Expense 10.0. It describes administrative tasks and procedures required to manage the software.

Other Costpoint Technical Guides

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform. As such, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

The guides and documents are described in the table below and can provide administrators with additional information about Costpoint features and benefits.

Document Name	Description
Deltek Costpoint 7.1.1 Configuration Utility	This document describes how to use the Costpoint Configuration Utility, which helps Costpoint administrators perform the most common configuration tasks.
Deltek Costpoint 7.1.1 Content Management Integration	This document describes how to configure and tune the Costpoint Content Management Integration (CMI) application to provide access to Microsoft SharePoint™, as well as other Content Management Systems (CMS) that are compliant with the Content Management Interoperability Standard (CMIS).
Deltek Costpoint 7.1.1 DB Wizard Utility	This document describes how administers can use the DB Wizard utility to apply hot fixes and database structure changes to Costpoint installations.
Deltek Costpoint 7.1.1 Deployment Options Technical Overview	This document provides a high level overview of various Costpoint configuration options, including server, database, and security options.
Deltek Costpoint 7.1.1 Integration Overview	This document provides a high level overview of how Costpoint reports, processes, and data can be integrated with third-party applications via Web services.
Deltek Costpoint 7.1.1 Integration Console	This document is a detailed guide to the Costpoint Integration Console, which automates the process of integrating Costpoint reports, processes, and data with third-party applications via Web services.
Deltek Costpoint 7.1.1 Message Boards	This document describes how integration between Costpoint and MS Exchange can enable collaboration among Costpoint users as well as between Costpoint and non-Costpoint users. This capability also allows

Document Name	Description
	you to link e-mails with attachments directly to Costpoint documents and view them directly from Costpoint.
Deltek Costpoint 7.1.1 Monitoring Utility	This document describes how to use the Monitoring Utility to diagnose Costpoint configuration problems.
Deltek Costpoint 7.1.1 Performance Optimization	This document contains Costpoint performance tips and tricks, information on the configuration of the Deltek performance lab, as well as a list of optimized applications for the Oracle parallel SQL execution option.
Deltek Costpoint 7.1.1 Post Installation Hardening Guide	This document presents common principles and recommendations that administrators should consider for post-installation hardening of the Costpoint server environment.
Deltek Costpoint 7.1.1 Process Execution Modes	This document describes the many options for executing reports and processes in Costpoint, including using interactive and batch modes and job servers.
Deltek Costpoint 7.1.1 Security	This document describes user authentication and other security safeguards in Costpoint.
Deltek Costpoint 7.1.1 User Migration Utility	This document describes how to migrate users from earlier Costpoint versions to Costpoint 7.1.1.
Deltek Costpoint 7.1.1 Extensibility Designer Coding Guide	This document contains java coding information for Costpoint Extensibility developers.
Deltek Costpoint 7.1.1 Extensibility Designer Quick Start Guide	This document outlines the basic steps for creating and deploying extensibility.
Deltek Costpoint 7.1.1 Extensibility Designer Report Guide	This document describes how to extend a report.
Deltek Costpoint 7.1.1 Extensibility Designer User Guide	This document contains detailed instructions for using the Costpoint Extensibility Designer.
Deltek Costpoint 7.1.1 Screen Customization and Business Logic Extensibility	This document is an overview of Costpoint’s screen customization and business logic extensibility features.

Overview of Version 10.0 and General Changes

The integration with Costpoint provides several key benefits to Deltek Time & Expense, including but not limited to the following:

- Web Services/Extensibility – Provides ability to customize and extend product functionality. Also provides ability to create custom integrations.
- Enhanced authentication methods – Provides enhanced LDAP, SSO, and mixed authentication capabilities.
- Infrastructure enhancements such as clustering support, Oracle RAC and parallel execution – Provides benefits such as true failover support where user does not lose session.
- Screen personalization – Modify screen layout by user or for a group of users
- Tablet\Phone Support – Provides automatic screen resizing when used with a tablet or phone (Smart Phone Mode)
- Content management integration – Provides content management integration with SharePoint and other CMIS compliant systems (same as CP).

Subcontractor Management

Time & Expense version 10.0 integrates the new Costpoint Subcontractor Management capabilities, enabling companies that co-deploy the systems to capture, approve, and export subcontractor labor and expenses. Consequently, various new fields have been added to key labor and expense screens, and the term “Employee” has been changed to “Resource” throughout the entire system.

Because Subcontractor Management utilizes a direct integration between Costpoint and Time & Expense, it requires a shared Costpoint 7.1.1 and Time & Expense 10 deployment model. To learn more about the Subcontractor Management, see the *Deltek Costpoint® 7.1.1 Release Notes: Subcontractor Management.*

Report and Inquiry Screens

Report and Inquiry screens in both the Time and Expense modules are more streamlined in version 10.0. In earlier versions, depending the screen, the report or inquiry results displayed on the Results tab, where you could preview or print.

In version 10.0, use the Print options to preview and print results. On inquiry screens, the results display in a table on the main screen. Since the report and inquiry screens are no longer tabbed, other fields, such as those relating to workflow notifications, have been consolidated on the main screen as well.

Before you begin using the reporting screens, you the “Report Output Options” section of the *Deltek Costpoint Interface Getting Started Guide*, and see “Basic Printing” in the *DeltekCostpoint70Videos.pdf.*

Employee Self Service

The Employee Self Service (ESS) module has been separated from Time & Expense and will be integrated within the People domain of Costpoint.

Overview of Framework and Application Changes

Content pending.

Time Module Application Changes

This section describes changes made to the time entry process, including entering timesheets, and for supervisors, approving and rejecting timesheets.

Overview of Changes by Menu Area

Refer to the tables below for a quick reference to screens described in the Time Module section of this document. The tables are organized according to the version 10.0 menu structure. If a screen includes additional information within this document, the page number is referenced in the last column; otherwise, refer to the online help for additional information.

Timesheets

Application	9.0.1 Path	Overview of Changes	See...
Manage Work Schedule	Schedule » Employee Work Schedule	Employee and supervisor functionality were separated into two screens. This is the employee-only screen.	
Manage Resource Work Schedule	Did not exist.	New screen for supervisors and proxies to manage Resource work schedules and assignments. Previously, employee and supervisor work schedule functions were performed from the same screen.	
Manage Timesheets	Record Time » Timesheet	▪ Display of timesheets in Table view or Form view. ▪ A **Correct** button now displays on the timesheet header and replaces the Reverse Timesheet toolbar icon (see page 21). ▪ Greater flexibility in how columns are arranged. In earlier versions, columns on the timesheet could be resized but not rearranged. Your display preferences can be saved in your UI Profile. ▪ Instead of opening as a dialog box, areas such as Leave and Time In/Out open as subtasks, which can be pinned to the screen the layout positions saved in your profile, making it easier to use and view these tasks as you enter time. ▪ Charge Favorites are easier to access and manage as it is now a separate subtask and no longer part of the Charge Lookup screen.	Page 13

Application	9.0.1 Path	Overview of Changes	See...
Approve Timesheet Charges	Process » TS Line Level Approval	Includes some changes that support Subcontractor Management.	
Manage/Approve Timesheets	Did not exist	New screen that enables managers to approve or reject timesheets and manage employee timesheets, including entering time and creating missing timesheets.	Page 19

Timesheet Reports/Inquires

Application	9.0.1 Path	Overview of Changes	See...
Daily Floor Check Inquiry	Audit » Daily Floor Check Inquiry	Pending	
Timesheet Status	Audit » Timesheet Status	Pending	
Timesheet Correction Status	Did not exist.	Pending	
Print Resource Activity Report	Analyze » Employee Activity	Pending	
Print Charge Activity Report	Analyze » Charge Activity	Pending	
Print Resource Utilization Report	Analyze » Utilization Inquiry	Pending	
Print Timesheets by Charge	Analyze » Print Timesheets by Charge	Pending	
Print Billing Backup Report	Analyze » Billing Backup	Pending	
Print Interim Timesheet Report	Analyze » Interim Timesheet	Pending	

Timesheet Interfaces

Application	9.0.1 Path	Overview of Changes	See...
Export Timesheets	Process » Export Timesheets	New fields related to the Subcontractor Management.	

Time Controls

Application	9.0.1 Path	Overview of Changes	See...
Configure Time Settings	Settings » Time Configuration	Pending	
Manage Utilization Categories	Settings » Utilizations	Pending	
Manage Leave Types	Settings » Leave Types	Pending	
Manage Company Work Schedules	Settings » Company Work Schedules	Pending	
Manage Timesheet Schedules	Settings » Timesheet Schedules	Pending	
Manage Wage Schedules	Settings » Wage Schedules	Pending	
Manage Events	Settings »Events	Pending	
Manage Interim Charges	Did not exist	This new screen replaces the ability to create timesheet charges directly from the timesheet.	

Time Utilities

Application	9.0.1 Path	Overview of Changes	See...
Mass Correct Timesheets	Utilities » Mass Correct Timesheets	Pending	
Generate Timesheets	Utilities » Record Time » Generate Timesheets	Pending	
Change Timesheet Status	Utilities » Change TS Status	Pending	

Application	9.0.1 Path	Overview of Changes	See...
Rebuild Leave Taken	Utilities » Rebuild Leave	Pending	
Clear Timesheets	Utilities » Clear Timesheets	Pending	
Timesheet Transfer	Utilities » Timesheet Transfer	Pending	

Other Changes of Note...

- Direct Charge Lookup — This functionality is no longer supported. Changes are underway that will improve the functionality and are forthcoming in a future release.

Manage Timesheets

The Manage Timesheet screen is located on the **Time » Timesheets » Manage Timesheets** menu. Use this screen to record time.

In earlier versions of Time & Expense, you opened this screen by clicking **Time » Record Time » Timesheet**.

To open an existing timesheet, choose from the following options:

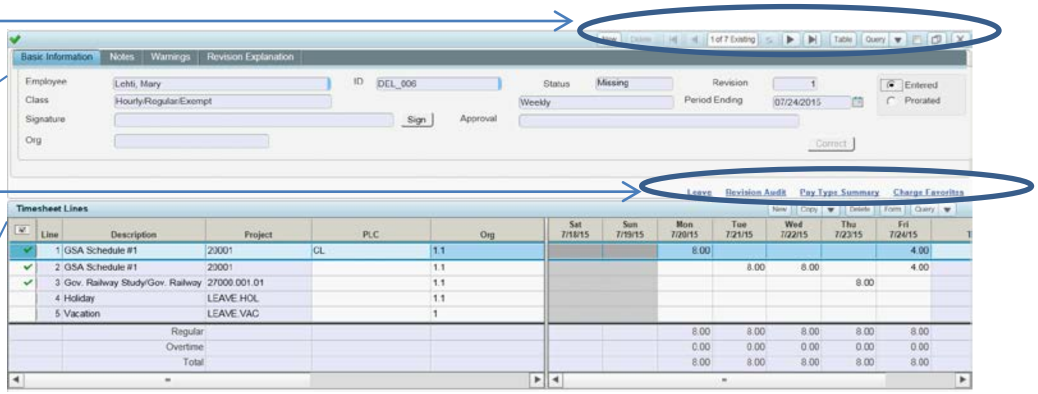
- Click **Time » Timesheets » Manage Timesheets** and use the navigational arrows or query function to locate the timesheet.
- Click **Configuration » Resources » Manage My Desktop** and select the timesheet task you want to open.

See "Application Toolbar" on page 14.

See "Timesheet Header" on page 14.

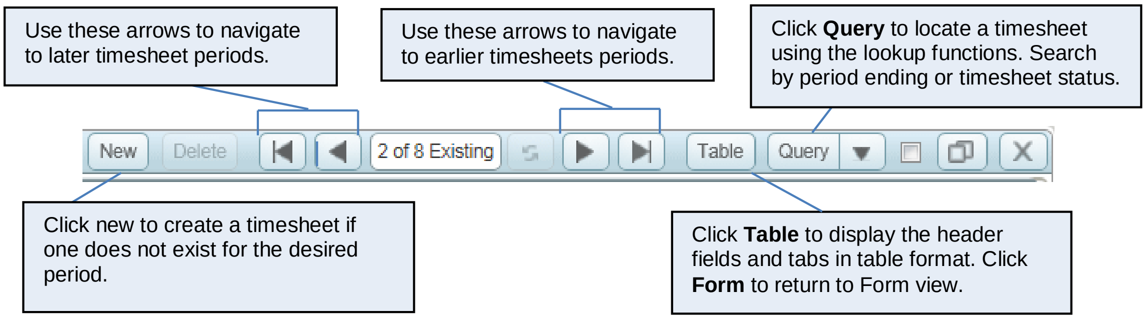
See "Subtask Options" on page 16.

See "Timesheet Lines Table" on page 18.



Application Toolbar

Use the application toolbar to create a new timesheet record or to navigate to existing records.



Note that the back arrows (left pointing) move to later timesheet periods, and the forward arrows (right pointing) move to earlier timesheet periods. In earlier versions, the arrows worked in the exact opposite manner.

Additionally, if you navigated to a timesheet period that did not yet exist, you were prompted to create a timesheet, but in version 10.0, you must click **New**.

When you switch from Form view to Table view, all the information in the header, including the tabs, display in a table. You should experiment with both layouts to see which you prefer. See the *Getting Started with the Interface and User Basics* guide to learn how to save your preferences.

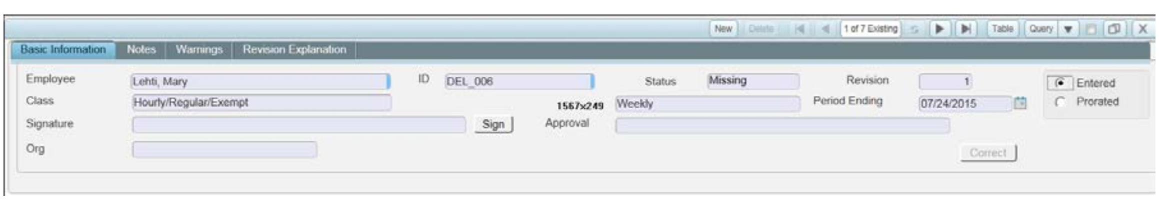
Timesheet Header

The header area of the version 10.0 timesheet includes the same basic information, but now includes tabs for functions or processes that previously opened in dialog boxes.

> The toolbar icons that displayed at the top of the 9.x header have been largely replaced by subtask links. Those changes are covered under "Subtask Options" on page 16 of this document.

Basic Information Tab

The Basic Information tab of the header area displays the employee name, timesheet status, revision number, timesheet class, and the timesheet period ending date.



However, it also displays fields that in earlier versions were located in the footer area, including the following:

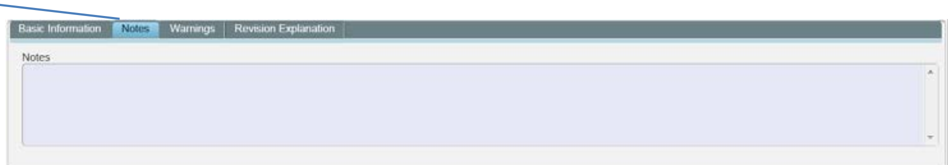
- **Signature** — If the timesheet has a status of Signed, this field displays the name of the signer and a time/date stamp.
- **Sign** — Click this button to sign your timesheet. A message displays confirming the action, but in the current version, you are not required to enter your password.
- **Approval** — If the timesheet has a status of Approved, this field displays the name of the individual who approved it a time/date stamp.

- **Correct** — This button is enabled on timesheets only under certain conditions. This new feature replaces the Reverse Timesheet function.
- **Entered** and **Prorated** — Toggle between these options to display entered or prorated hours. In version 9.x, these fields displayed if your company configured the Hours Proration settings. In version 10.0, they display on the interface even when Hours Proration is not enabled. In that case, either setting displays entered, not prorated, hours.

Notes Tab

Select the Notes tab in the Timesheet header to view notes associated with the timesheet.

The Notes tab is read-only and displays text added to the timesheet by your supervisor or administrator.



In earlier versions, notes displayed in the Notes dialog box after you clicked  on the timesheet toolbar.

Warnings Tab

Select the Warnings tab in the timesheet header to display all the Save, Sign, and Approve warnings associated with timesheet.

When you save or sign your timesheet, warnings initially display in a pop-up message window. After you click **OK**, the message is saved to the Warnings tab.

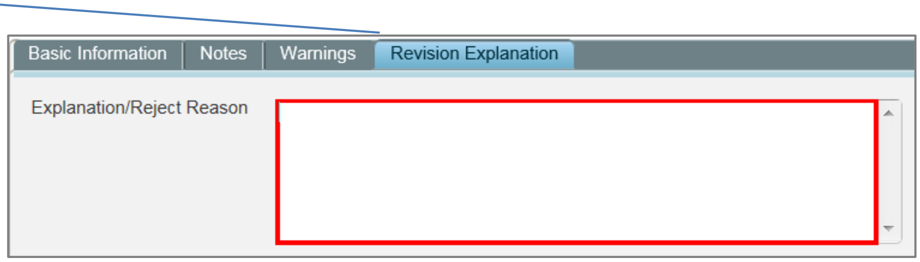
The Warnings tab is read-only and stores all the warning messages associated with the timesheet.

In earlier versions, warnings displayed in a dialog box that opened automatically during validation.

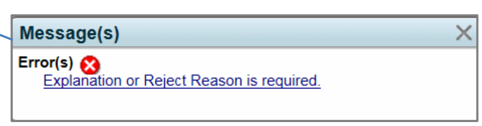
Revision Explanation

Select the Revision Explanation tab in the timesheet header to display revisions.

The Revision Explanation tab displays when you make revision that requires an explanation.



Dismiss the message after you enter a reason.



The tab displays automatically if you make a revision that requires an explanation after you click Save or Save & Continue. Type your explanation in the **Explanation/Reject Reason** field. The field is outlined in red when a revision explanation is required.

To view the revision history of the timesheet, click the **Revision Audit subtask**. For more information, see "Subtask Options" on page 16 of this document.

Subtask Options

Subtasks collect and store additional information (also known as child data) related to the selected record on the main screen.

The subtasks for the Timesheet display between the header area and Timesheet Lines table. The links that that display can vary based on company configuration settings.

After you click a link, the selected subtask displays below the Timesheet Lines table

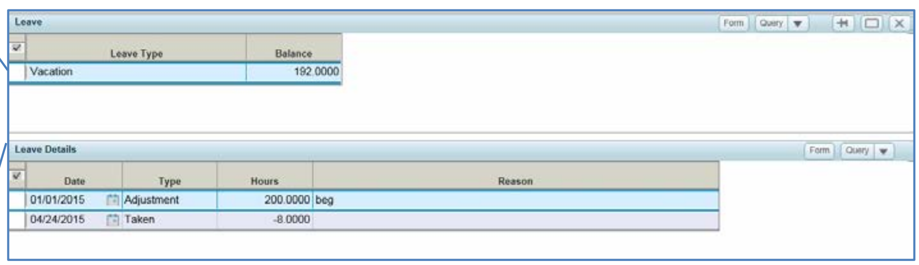
You can control where on the screen subtask tables display, and you can have multiple subtasks open at the same. After you position them, you can save your settings, and Costpoint will remember them next time you display the Timesheet screen. See *Getting Started with the Interface and User Basics* guide for more information.

Leave Subtask

Click the **Leave** subtask to view leave hours. To print leave information, click on the Global menu and select **Leave Status** on the short-cut menu.

In the Leave table, select the type of leave you want to view.

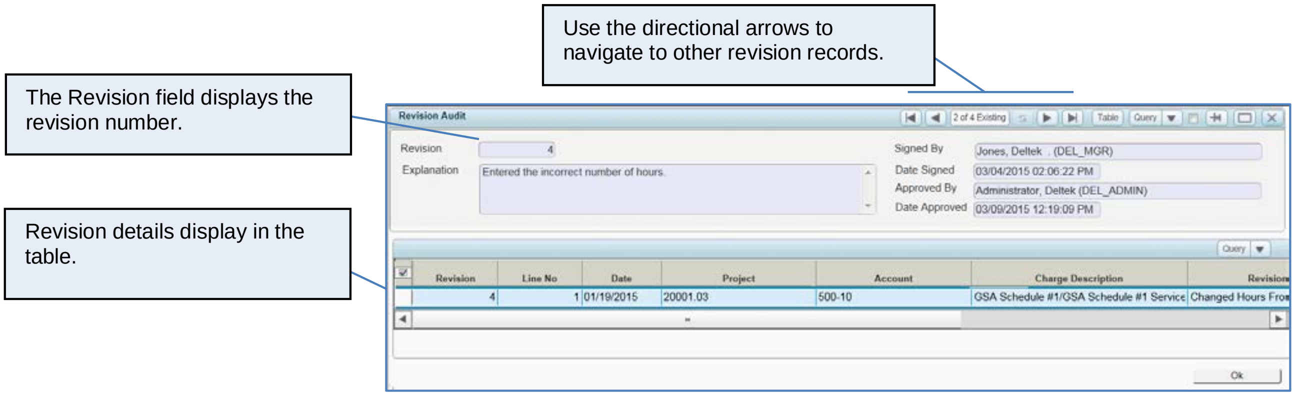
Leave balances for the selected leave type display in the Leave Details table.



In version 9.x, you clicked on the timesheet toolbar to display the Leave dialog box, which included a Print/Preview button.

Revision Audit Subtask

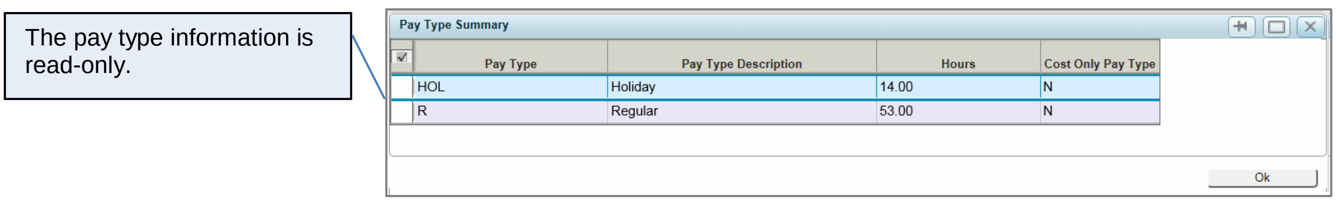
Click the **Revision Audit** subtask to view the revision history for the timesheet.



In earlier versions, you clicked  on the toolbar to open the Revision Audit dialog box, and instead of using directional arrows, you selected revisions from the Revision drop-down list.

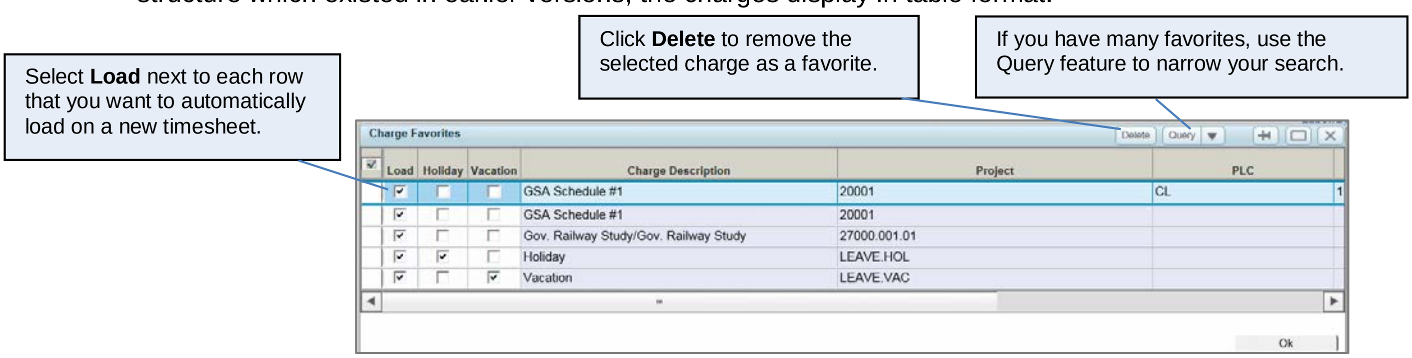
Pay Type Summary Subtask

Click the Pay Type Summary subtask to view a summary of hours by Pay Type, such as regular hours and vacation hours.



Charge Favorites Subtask

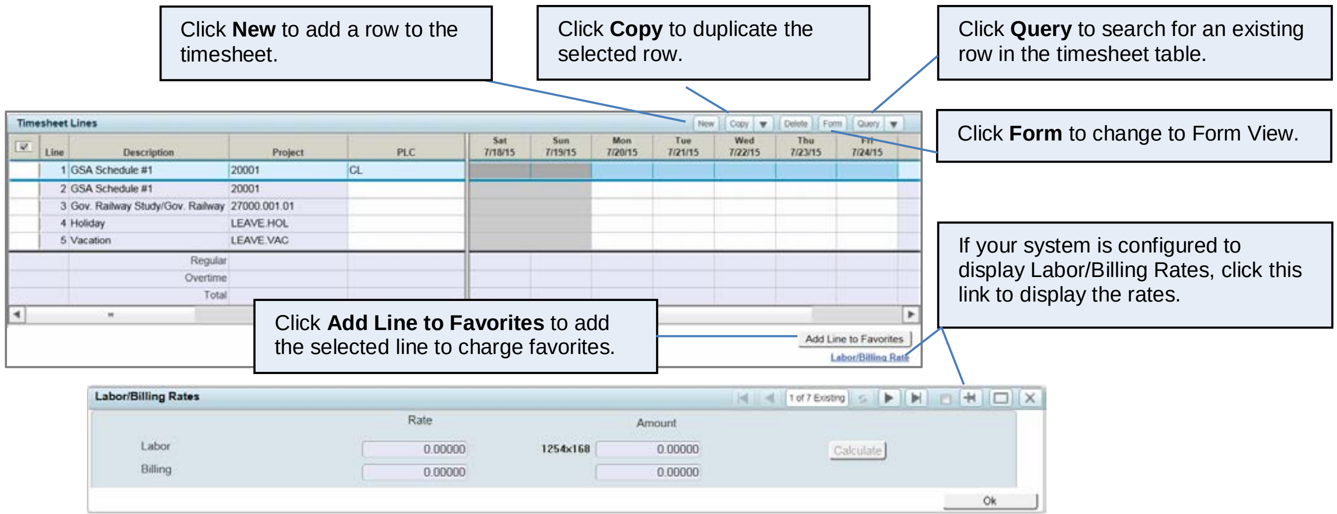
Click the Charge Favorites subtask to manage existing charge favorites. Instead of the tree structure which existed in earlier versions, the charges display in table format.



In earlier versions, you clicked the Lookup icon on a timesheet row and then clicked Favorites in the Charge Lookup dialog box. Charge Favorites were navigated using a tree structure.

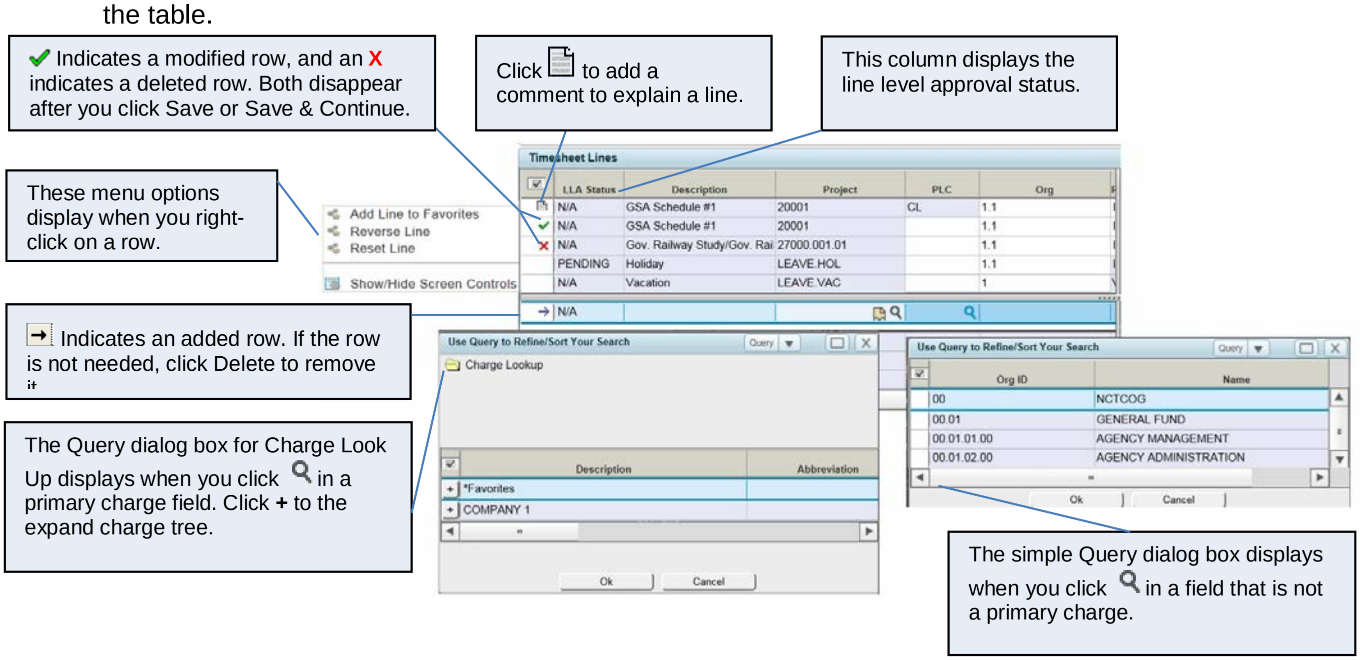
Timesheet Lines Table

Enter hours in the Timesheet Lines table. Similar to version 9.x, you select charge codes on the left side of the table, and enter hours on the right side.



Left Side of the Timesheet Lines Table

After you add a row to the Timesheet Lines table, select or enter project charges on left side of the table.



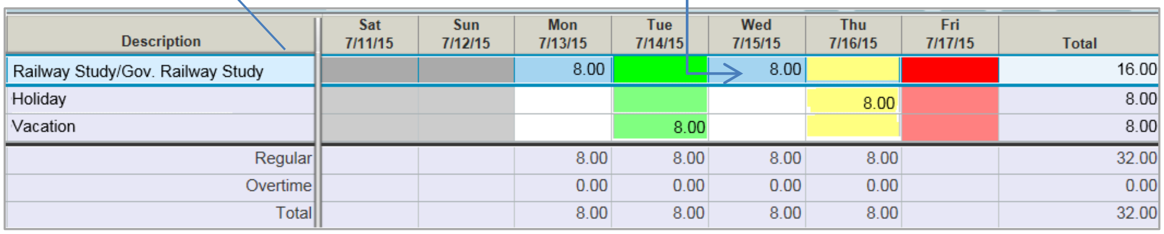
Columns on your timesheet may appear in different order than the screen image above.

Right Side of the Timesheet Lines Table

Enter hours by typing directly in the table cell, or enter hours in Form view.

The row where you are entering hours is highlighted in blue. In the example image below, the top row is active.

Click the Tab key to advance horizontally through a row. However, unlike earlier versions, the Enter key is not enabled for vertical navigation within a column.



Description	Sat 7/11/15	Sun 7/12/15	Mon 7/13/15	Tue 7/14/15	Wed 7/15/15	Thu 7/16/15	Fri 7/17/15	Total
Railway Study/Gov. Railway Study			8.00		8.00			16.00
Holiday						8.00		8.00
Vacation				8.00				8.00
Regular			8.00	8.00	8.00	8.00		32.00
Overtime			0.00	0.00	0.00	0.00		0.00
Total			8.00	8.00	8.00	8.00		32.00

As in earlier versions, color coding in the cells indicates the work status for a given day:

Cell Color	Meaning	Cell Color	Meaning
Gray	Non-Work Day	White	Work Day (On Site)
Yellow	Holiday	Blue	Work Day (Off Site)
Green	Leave		
Red	Pending Leave		

Approve Timesheets Screen

To open the Approve Timesheet screen, click **Time » Timesheets » Approve Timesheet**.

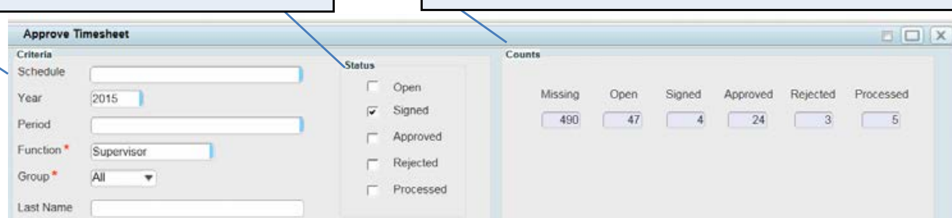
If you are a supervisor, use this new screen manage employee timesheets, or if you have proxy rights to create or sign timesheets on behalf of others, you can do so from this screen. The use and various states of this screen are illustrated in the two examples that follow below.

Example 1: Initial Default Values

(2.) Under **Status**, select the timesheets you want to display. In the example below, only timesheets with a status of Signed will display, limiting the results to timesheets that are ready for approval.

(3.) This section displays the total number of timesheets by status. The totals are based on selections you made under **Criteria**. In this example, values shown are for the entire year.

(1.) Under **Criteria**, select search parameters. In this example, the results, which display under **Counts**, are for the entire year.



Example 2: Timesheets by Schedule, Period, and Status

In this example, **Schedule** and **Period Ending** are added to narrow the results.

Click to refresh the timesheet counts.

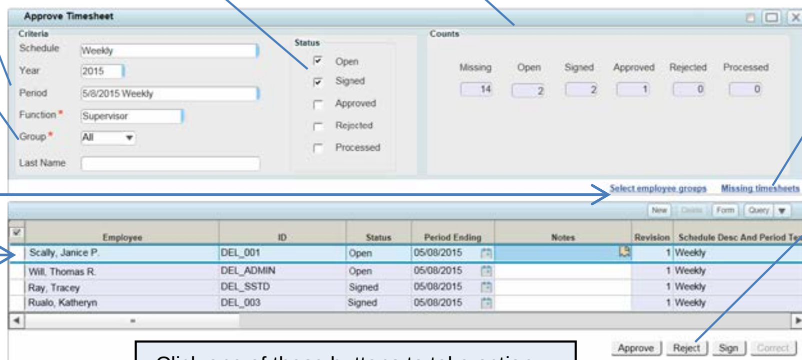
The **Open** status was also selected.

The updated counts are reflected below.

Click this subtask to display missing timesheets. See “Create Missing Timesheets” below.

If All is selected in Groups, records all groups display. If you choose Selected, click the Select Employees Groups subtask to select the group.

If you click **Reject**, a rejection explanation is required.

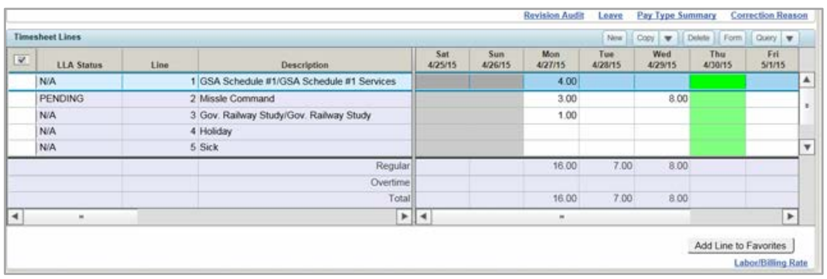


In Table view, the results display in list format. The timesheet for the selected employee displays below. I this example, the first row is selected.

Click one of these buttons to take action on the timesheet.

Based on timesheet status, one or more of these buttons may be disabled.

If you have rights and want to modify the timesheet, select the line to display the timesheet, or click Sign if you only need to sign it.



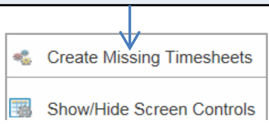
Correct is enabled only under certain conditions. Documentation for this feature is forth-coming

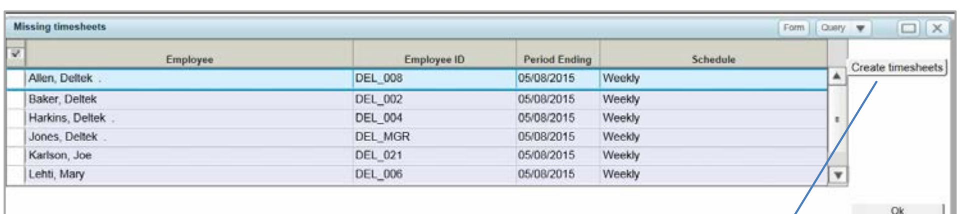
For information on entering timesheets, see Manage Timesheets on page 12.

Create Missing Timesheets

When you click the **Missing Timesheets** subtask, missing timesheets display in a separate table.

To create a timesheet, select the employee record, and right-click to display the short menu.





Or click the Create Timesheets button.

Additional Notes…

- After you create a timesheet, the status changes from Missing to Open. The record, therefore, no longer displays in the Missing Timesheets table.
- The numbers which display under **Count** are dynamically updated, so, for example, if you created three timesheets, **Missing** decreases by three, and **Open** increases by the same number.
- After you close the Missing Timesheets subtask, the timesheets you created display only if **Open** is selected under **Status**. You can, however, use the query function to search for the timesheet.

Timesheet Correction

Reversal and correction of processed timesheets was enhanced to include the following changes and improvements:

- A **Correct** button displays in the timesheet header. This button replaces the Reverse Timesheet toolbar icon available in earlier versions.

  The **Correct** button displays only when **Must Use Correct Timesheet** is selected in **Time » Time Controls » Manage Timesheet Classes**. The button remains dimmed on the timesheet until the status changes to *Processed*.

- Clicking **Correct** creates a reverse (negative) copy of the timesheet. This copy is hidden from the employee but exports along with the corrected version.

  In earlier versions, the Reverse Timesheet function added the negative (reversing) lines directly to the timesheet. These lines displayed in addition to the original positive lines, as well as the new correcting lines. So for example, a timesheet with only six original lines became an 18 line timesheet.

- If the timesheet status is *Processed*, but the period is closed, the following enhancements were made:
  - The button label changes to **Request Correction**.
  - Via workflow, the supervisor is notified of the correction request.
  - A Timesheet Correction Status screen was added that enables supervisors to approve/reject timesheet correction requests.
  - If the correction request is approved, the period is opened for the requesting individual only. In earlier versions, the period had to be opened for all employees.

Configure Timesheet Correction

To enable the **Correct** button on the timesheet form, click **Time » Time Controls » Manage Timesheet Classes** and select **Must Use Correct Timesheet**.

This feature is configured by timesheet class, and is typically enabled for salaried employees whose wages are distributed across multiple job codes.

Correct a Timesheet in an Open Period

If the timesheet has a status of **Processed** and the period is open, the **Correct** button is enabled on the timesheet form.

When you click **Correct**, the following occurs:

- Lines on the timesheet change from read-only to editable.
- The status of the timesheet changes to *Open* if edits are made.
- The button label changes from **Correct** to **Undo Correct**, enabling the employee to revert to the original entries if necessary.
- A negative copy of the timesheet is created and stored for export.

After you sign the form, the corrected timesheet follows the standard workflow process.

Submit a Timesheet Correction Request

If the timesheet has a status of **Processed** but the period is closed, the **Request Correction** button is enabled on the timesheet form.

When you click **Request to Correct**, the following occurs:

- The Reason for Correction dialog box displays, where the employee provides a reason for the correction.
- Via workflow, the supervisor is notified of the request.

Manage Timesheet Correction Requests

If you are timesheet administrator, you are notified via workflow when an employee submits a timesheet correction request.

Use the new **Time » Timesheet Reports/Inquires » Timesheet Correction Status** screen to approve or reject the requests.

You can create additional workflow events to notify employees when requests are approved or rejected.

When you approve a request, the timesheet period is opened, but only for the employee who requested the correction. When the employee opens the timesheet, the **Correct** button is enabled.

Expense Module Application Changes

Documentation for this area is under development.

Configuration Module Application Changes

Documentation for this area is under development.

Screens in the version 10.0 Configuration module existed in the Administration module in version 9.x.

Administration Domain

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform, and as such, it includes much new functionality related to the Costpoint framework.

Refer to the *Deltek Time & Expense 10.0 Administration Guide* to learn more about administrative tasks and procedures required to manage the software.

Time & Expense 9.0.1 also included an Administration module. In version 10.0, those screens now exist within the Configuration module.

For Additional Information

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Customer Care Connect site provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Access Cloud specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Use Quick Chat to submit a question to a Customer Care analyst online

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to http://support.deltek.com.
2. Enter your Customer Care Connect **Username** and Password.
3. Click Log In.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

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