

# Deltek Time & Expense with Employee Self Service™ 10.0

TEESS 10.0 to TEESS 9.0.1 Menu Mapping

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## Time Module

### Timesheets

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Manage Work Schedules	Time » Schedule » Employee Work Schedule
Manage Timesheets	Time » Record Time » Timesheet
Approve Timesheet Project Charges	Time » Process » TS Line Level Approval
Timesheet Approval	This is a button on the Timesheet form. See the Time & Expense Version 10.0 Release Notes for more information about this enhancement.

### Timesheet Reports/Inquiries

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Daily Floor Check Inquiry	Time » Audit » Daily Floor Check Inquiry
Timesheet Status	Time » Audit » Timesheet Status
Timesheet Correction Status	This screen does not exist in 9.0.1. See the Time & Expense Version 10.0 Release Notes for more information about this enhancement.
Print Resource Activity Report	Time » Analyze » Employee Activity

Print Charge Activity Report	Time » Analyze » Charge Activity
Print Resource Utilization Report	Time » Analyze » Utilization Inquiry
Print Timesheets by Charge	Time » Analyze » Print Timesheets by Charge
Print Billing Backup Report	Time » Analyze » Billing Backup
Print Interim Timesheet Report	Time » Analyze » Interim Timesheet

## Timesheet Interfaces

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Export Timesheets	Time » Process » Export Timesheets

## Time Controls

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Configure Time Settings	Time » Settings » Time Configuration
Manage Utilization Categories	Time » Settings » Utilizations
Manage Leave Types	Time » Settings » Leave Types
Manage Company Work Schedules	Time » Settings » Company Work Schedules
Manage Timesheet Schedules	Time » Settings » Timesheet Schedules
Manage Timesheet Classes	Time » Settings » Timesheet Classes
Manage Wage Schedules	Time » Settings » Wage Schedules

Manage Events	Time » Settings » Events
Manage Interim Charges	Screen does not exist in 9.0.1. See the Time & Expense Version 10.0 Release Notes for more information about this enhancement.

## Time Utilities

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Mass Correct Timesheets	Time » Utilities » Mass Correct Timesheets
Generate Timesheets	Time » Utilities » Record Time » Generate Timesheets
Change Timesheet Status	Time » Utilities » Change TS Status
Rebuild Leave Taken	Time » Utilities » Rebuild Leave
Clear Timesheets	Time » Utilities » Clear Timesheets
Timesheet Transfer	Time » Utilities » Timesheet Transfer

## Expense Module

### Expense Authorization

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Manage Expense Authorization	Expense » Plan Expenses » Expense Authorization
Approve Expense Authorization	Previously a button on the form.
Print Expense Authorization	Previously a button on the form.

### Expense Reports

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Manage Expense Report	Expense » Record Expenses » Expense Report
Approve Expense Report	Previously a button on the form.
Print Expense Report	Previously a button on the form.

### Expense Reports/Inquiries

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Outstanding Aging Report	Expense » Analyze » Outstanding Aging
Expense Authorization Status	Expense » Audit » Expense Authorization Status
Expense Report Status	Expense » Audit » Expense Report Status

## Batch Expenses

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Manage Expense Batch Types	Expense » Settings » Batch Types
Manage Batch Expense	Expense » Process » Maintain Imported Expenses

## Expense Interfaces

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Export ERs/Advances	Expense » Process » Export ERs/Advances
Export Commitments	Expense » Process » Export Commitments
Compute Commitments	Expense » Process » Compute Commitments

## Expense Controls

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Configure Expense Settings	Expense » Settings » Expense Configuration
Manage Currencies	Expense » Settings » Currencies
Manage M&IE Breakdown	Expense » Settings » M&IE Breakdown
Manage Providers	Expense » Settings » Providers
Manage Expense Charge Types	Expense » Settings » Charge Types
Manage Pay Methods	Expense » Settings » Pay Methods



Manage Currency Schedules	Expense » Settings » Currency Schedule
Manage Per Diem Schedules	Expense » Settings » Per Diem Schedules
Manage Tax Schedules	Expense » Settings » Tax Schedules
Manage Expense Types	Expense » Settings » Expense Types
Manage Expense Report Types	Expense » Settings » Expense Report Types
Manage Expense Classes	Expense » Settings » Expense Classes

## Expense Utilities

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Clear Expense Reports	Expense » Utilities » Clear Expense Reports
Clear Expense Authorizations	Expense » Utilities » Clear Expense Authorizations
Maintain Expense	Expense » Utilities » Expense Utility
Advance Utility	Expense » Utilities » Advance Utility
Maintain Payment	Expense » Utilities » Payment Utility
Per Diem Preprocessor	Expense » Utilities » Per Diem Preprocessor
Change Expense Report/Advance Status	Expense » Utilities » Change ER/Advance Status
Bar Code Processor	This used to be in Tech Console which is an application outside of TEES

## Configuration Module

### General Controls

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Configure General Settings	Administration » Product Configuration » General Configuration
Manage Account Types	Administration » Product Configuration » UDT 01 Types
Manage Resource Group Types	Administration » Product Configuration » Employee Group Types

### Resources


TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Manage Resource Information	Administration » Users and Groups » Employee Information
Manage Resource Groups	Administration » Users and Groups » Employee Groups
Manage Security Roles	Administration » Users and Groups » Security Roles
Manage Functional Roles	Administration » Users and Groups » Functional Roles
Manage Preferences	This is an icon on the global menu.
Manage Desktop	This is on the Home Page.
Manage Resource Licenses	Administration » Users and Groups » Password Utility

## Master Data

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Maintain Charge Trees	Administration » Master Data » Charge Trees
Manage UDT01	Administration » Master Data » UDT01
Manage UDT02	Administration » Master Data » UDT02
Manage UDT03	Administration » Master Data » UDT03
Manage UDT04	Administration » Master Data » UDT04
Manage UDT05	Administration » Master Data » UDT05
Manage UDT06	Administration » Master Data » UDT06
Manage UDT07	Administration » Master Data » UDT07
Manage UDT08	Administration » Master Data » UDT08
Manage UDT09	Administration » Master Data » UDT09
Manage UDT10	Administration » Master Data » UDT10
Manage UDT11	Administration » Master Data » UDT11
Manage UDT12	Administration » Master Data » UDT12
Manage UDT13	Administration » Master Data » UDT13
Manage UDT14	Administration » Master Data » UDT14
Manage UDT15	Administration » Master Data » UDT15

## Interfaces

TEESS 10.0 Screen Name	TEESS 9.0.1 Path and Screen Name
Import Master Data	Administration » Process » Import Console
Master Data Import History	This used to be on the Log tab on the Import Console screen



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