

Deltek

# Deltek Expense®

Getting Started Guide

September 14, 2020

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# 1

## Introduction

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## Overview

### Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it [here](#) free from Adobe.

**To add a custom note using Adobe Reader X, complete the following steps:**

1. On the Reader toolbar, click **Comment** at far right.
2. In the **Annotations** pane that displays, click  **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.

**Note:** Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten

When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

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## Introduction

Welcome to Deltek® Expense 8.x, one of the premier web-based expense collection systems available today! It provides the power and flexibility to support companies large or small, regardless of financial, payroll, or Enterprise Resource Planning (ERP) system used.

This Getting Started Guide teaches you important concepts and how to implement and use the system. As you get started with Deltek Expense, remember these pointers:

- This Getting Started guide is exactly what its name implies. Once you complete it, you should have a better understanding what is required to initialize and implement the system.
- Deltek Expense features online help, which gives you instant access to information about the part of the system you are viewing. The online help teaches the basic functions of the user interface and includes detail documentation about every screen in the system.
- For more technical information, see the Deltek Time & Expense Technical Guide. This guide includes a technical overview of the system along with valuable materials about the database, security, integration, and so on.
- Sample data is installed as part of the standard Deltek Expense installation. The data is there for you to explore and experiment with. Please note that sample data is also configured for Deltek Time.
- This guide assumes that Deltek Expense has already been installed. It also assumes that you have a computer that meets the system requirements for operating system, browser, and so on. These requirements are outlined in the Deltek Time & Expense Technical Guide.
- Deltek Expense is an extremely flexible system. With that said, there may be special restrictions or recommendations on how it can be configured, depending on your financial, payroll, and/or ERP system. If you use Deltek® Costpoint® or Advantage, please review the relevant appendix on the system interfaces in this guide. If you use non-Deltek solutions, your system consultant can provide a wealth of knowledge and insight on how to configure the system appropriately.
- You can implement Deltek Expense with Deltek Time or without. Because of this, Deltek Time has a separate Getting Started Guide and there will be overlap between the guides.





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# 2

## Concepts

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## Overview

Before discussing the implementation and initialization of Deltek Expense, let's first cover some of the more important concepts in the system. The concepts included in this section are as follows:

- User-Defined Tables
- Employee Groups
- Charge Trees
- Functional Roles
- Security Roles
- Providers
- Expense Charge Types
- Pay Methods
- Currency Schedules
- Per Diem Schedules
- Tax Schedules
- Expense Types
- Expense Report Types
- Expense Classes
- Batch Expenses
- User-Directed Workflow
- Workflow
- My Desktop

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## User-Defined Tables

Deltek Expense has numerous configuration options because no two companies do expense reports the same way. Deltek Expense was designed for flexibility. You can use Deltek Expense with Deltek Costpoint accounting software, in addition to most other financial and payroll packages. At the heart of this flexibility are 15 User-Defined Tables (UDTs).

Each table is configured during setup to interact with the accounting software used by your company. The tables are validation tables. Each contains a "Code" and a "Description" along with other attributes. The 15 UDTs make up the contents of each expense charge line against which expenses are recorded. UDTs should contain your expense charges and other type of data that you need recorded.

In these guides, User-Defined Tables are numbered "UDT01," "UDT02," "UDT03," and so on. However, as part of the initialization, let's say you define UDT01 as "Account." Whenever you see "UDT01" in this documentation, you must translate that to "Account." Please keep this in mind, as the fields referenced in this guide may have different names in your system.

**Note:** The 15 UDT fields are shared with Deltek Time. It is possible to use certain UDTs in Deltek Expense but not in Deltek Time. However, if you use a UDT for a certain purpose in Deltek Expense, you must use that UDT for the same purpose in Deltek Time, and vice versa.

### UDT01

UDT01 is one of the most important UDTs in the system. The attributes of UDT01 are as follows:

- Up to 50 positions
- Can be linked to UDT02
- Can be linked to UDT07
- Can be linked to UDT09
- Start/end date
- Can have Functional Role Assignments
- Miscellaneous business rules based on Type
  - Can be used by Time, Expense, or both
  - Can you charge this UDT in advance? (Deltek Time Only)
  - Utilization category (Deltek Time Only)
  - Billable/Non-billable (Deltek Time Only)
  - Minimum daily regular hours (Deltek Time Only)
  - Maximum daily regular hours (Deltek Time Only)
  - Do hours charged to this UDT count towards OT (Overtime)? (Deltek Time Only)
  - Do hours charged to this UDT count towards Time In/Out? (Deltek Time Only)
  - Can employees enter work start and stop times for this UDT? (Deltek Time Only)
  - Are hours charged to this UDT included in proration calculation? (Deltek Time Only)
  - Do hours charged to this UDT get exported? (Deltek Time Only)

- 
- Required to be used
  - Active/Inactive
  - Date edit (hard/soft/no edit)
  - 3 user-defined text fields
  - 3 user-defined date fields
  - Can be line approved

Because of its attributes, you can use UDT01 as a General Ledger number or as a Project/Job number. Common configurations either use UDT01 as the prime charge number by itself or as a sub number when it is linked with UDT02. When you use UDT01 with UDT02, you can configure the system to always require a UDT02/UDT01 combination or sometimes allow UDT01 by itself.

**Note:** This field is the account number.

## UDT02

UDT02 can optionally be the charge number if it is linked to UDT01. In this configuration, the UDT02 can be a primary charge number. The attributes of UDT02 are as follows:

- Up to 50 positions
- Can be linked to UDT01
- Can be linked to UDT07
- Can be linked to UDT09
- Start/end date
- Can have Functional Role Assignments
- Can be used for Time, Expense, or both
- Active/inactive
- Date edit (hard/soft/no edit)
- 3 user-defined text fields
- 3 user-defined date fields
- Can be line approved

**Note:** This field is the Project ID and is linked to UDT01. Only charges that require projects use this field.

You should use UDT02 only if you plan to link UDT02 with UDT01. See the "UDT Links" section for further details on linking.

## UDT03

UDT03 has the following attributes:

- Up to 20 positions
- Can be linked to UDT09
  - Optionally different description

- 
- Active/inactive

**Note:** You should use this UDT only for Deltek Time. If you use it, it should not be shown or required in Deltek Expense.

## UDT04

UDT04 has the following attributes:

- Up to 20 positions
- Active/inactive

UDT04 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** UDT04 is used for the Reference 1 field. It will be used only if employees need to charge the Reference 1 code in the system or if the Reference 1 code is required on reports.

## UDT05

UDT05 has the following attributes:

- Up to 20 positions
- Active/inactive

UDT05 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** UDT05 is used for the Reference 2 field. It will be used only if employees need to charge the Reference 2 code in the system or if the Reference 2 code is required on reports.

## UDT06

UDT06 has the following attributes:

- Up to 20 positions
- Active/inactive

UDT06 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

You also have the option to specify labor rates for UDT06 codes in wage schedules to override an employee's hourly rate for labor costing purposes. To use this option, you must first select **Enhanced** in **Wage Determination** on the Miscellaneous tab of the **Configure Time Settings** screen.

**Note:** You should use this UDT only for Deltek Time. If you use it, it should not be shown or required for Deltek Expense.

---

## UDT07

UDT07 is one of the most important UDTs in the system. The attributes of UDT07 are as follows:

- Up to 20 positions
- Can be linked to UDT01
  - Optionally different description
- Can be linked to UDT02
  - Optionally different description
- Active/inactive
- Override Rates

Because of its attributes, you can link UDT07 to one of the prime UDTs (UDT02 or UDT01). More importantly, the UDT07 description can be different for the same UDT07 when it is linked to a different UDT01/UDT02. This makes UDT07 an excellent choice for data that is charge-specific and that requires a different description based on the UDT01/UDT02. For example, let's say that you use UDT07 as a labor category, and that a UDT07 of "P1" is "Programmer I" in the UDT07 table. For a specific Project/Job, you could use a different description such as "Programmer/Analyst."

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT08

UDT08 has the following attributes:

- Up to 20 positions
- Active/inactive

UDT08 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT09

UDT09 is another important UDT. The attributes of UDT09 are as follows:

- Up to 20 positions
- Can be linked to UDT01
- Can be linked to UDT02
- Can be linked to UDT03
- Active/inactive

Because of its attributes, you can use UDT09 for many purposes. Common configurations either use UDT09 as some type of sub number to the prime charge (UDT01 and/or UDT02), or as an organization field that can be filtered based on what charge is used or can filter the charge based on its value.

---

**Note:** This field is the Organization. You can link it to Accounts (UDT01) or to Projects (UDT02).

## UDT10

The attributes of UDT10 are as follows:

- Up to 20 positions
- Can be linked to Timesheet Classes
- Can require a comment
- Can be overtime
- Can be cost only
- Labor mapping
- Payroll mapping
- Active/inactive
- Required
- Rate 1
  - Factor amount
  - Fixed amount
  - Calculation method
- Rate 2
  - Factor amount
  - Fixed amount
  - Calculation method
- Recast labor
- Recast payroll
- Prorate
- Allow hours to be charged to future date

Use the special attributes of UDT10 with pay codes. You can limit the pay code by timesheet class, force comments when certain UDT10s are charged, indicate whether the pay code is overtime, map the pay code to a labor and/or payroll code, and so on.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT11

The attributes of UDT11 are as follows:

- Up to 20 positions
- Active/inactive

---

UDT11 has no special attributes. You can use this UDT to capture information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense. This UDT is reserved for passing the state code for the working state when you are using the Costpoint multi-state payroll capability.

## UDT12

The attributes of UDT12 are as follows:

- Up to 20 positions
- Active/inactive

UDT12 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT13

The attributes of UDT13 are as follows:

- Up to 20 positions
- Active/inactive

UDT13 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT14

The attributes of UDT14 are as follows:

- Up to 20 positions
- Active/inactive

UDT14 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## UDT15

The attributes of UDT15 are as follows:

- 
- Up to 20 positions
  - Active/inactive

UDT15 has no special attributes. This field is very useful for capturing information that is not dependent on any of the other UDTs. Many companies use it to capture reference type information.

**Note:** You should use this UDT only for Deltek Time. If you use this UDT, it should not be shown or required for Deltek Expense.

## Types of UDTs

There are two types of UDTs, Charge and Supplemental. Charge UDTs represent the prime charge such as project, job number, or account. Supplemental UDTs represent miscellaneous information that needs to be recorded for the charge. The system supports one Charge UDT, which is typically either UDT01 or UDT02. If UDT01 is the Charge UDT, the potential links to UDT07 and UDT09 will give these UDTs greater flexibility because you can assign a greater number of attributes to them. If UDT02 and UDT01 are the charge UDTs, the link between UDT02 and UDT01 is applicable. Under this configuration, you could require UDT02 and UDT01 on all expense report lines or configure it so that sometimes UDT02 is not needed. No matter which configuration you use, UDT01 is always required.

**Note:** UDT02 will most likely be the Charge UDT because it contains the Project Number. It is possible that UDT01 will be the Charge UDT for non-project charges unless you are using Costpoint's Indirect Project Feature. This requires you to link UDT01 and UDT02. Depending on whether all charges need a Project, the following are considered prime charges:

- UDT01 (If Project not Required)
- UDT02

## UDT Links

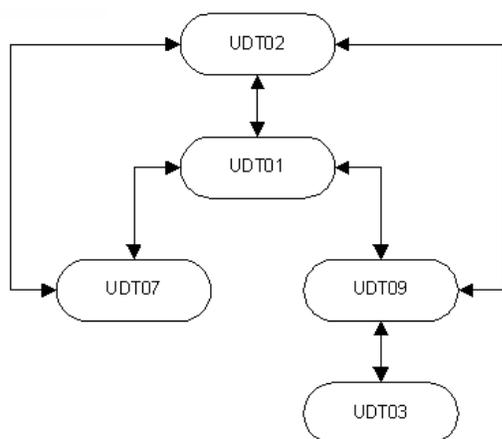
You can link certain UDTs with other UDTs. With linkage, you can:

- Validate a UDT
- Restrict the use of certain UDTs

Thus, when a certain UDT is charged on an expense report, you can restrict the valid values for another UDT by linking. For example, many companies link the GL Account to Project IDs, and Project IDs to Labor Categories. Most links are between Charge UDTs and Supplemental UDTs (for example, you might link labor/billing categories to the Charge).

---

The following diagram will help you visualize the potential linkage options:



You can optionally link one UDT to one UDT or one UDT to many UDTs. Links are enabled in the UDT Options tab of the Configure General Settings screen. If enabled, the link can be either a "Direct" or "Wildcard" link.

## Direct Link

Use a direct link to link two specific UDTs. This type of link requires a link record for every combination. For example, if Project XYZ can have only accounts ABC and ABCD charged, there will be two records linked like this:

Project	Account
XYZ	ABC
XYZ	ABCD

Use Direct links to establish very specific valid combinations. The volume of combinations depends on the number of projects and accounts you have.

**Note:** Whether the project will be restricted based on the account or whether the account will be restricted based on the project depends on which UDT has higher priority and how default UDT values are populated. This is discussed in the "UDT Hierarchy" section.

## Wildcard Link

Use "wildcard" links to define links by criteria. The criteria are based on the UDT beginning or ending, or the values it contains. Wildcards can be on both sides of the link or on only one side. Please note that, when wildcard links are used, direct links are still possible.

### Example 1 — Wildcard on Both Sides

Project	Account
X%	ABC%

In this example, any Project beginning with "X" is valid with any Account beginning with "ABC," and any Account beginning with "ABC" is valid with any Project beginning with "X."

---

### Example 2 — Wildcard on One Side

Project	Account
XYZ	ABC%
X%	ABCD

In this example, Project "XYZ" is valid with any Account beginning with "ABC," and any Account beginning with "ABC" is valid with any Project "XYZ." Also, any Project beginning with "X" is valid with any Account beginning with "ABC," and any Account beginning with "ABC" is valid with any Project beginning with "X."

### Example 3 — Wildcard on Neither Side

Project	Account
XYZ	ABC
XYZ	ABCD
XYZ	ABCDE

The example is the same as the Direct Link example.

### Example 4 — Mixed Direct and Wildcard Links

Project	Account
XYZ	ABC
XYZ	ABCD%

The use of wildcards in the links can dramatically reduce the number of records stored in the link tables within the system. This can increase the speed with which the information from outside systems is fed into the system via the interface or lessen the amount of effort required to maintain the links manually within the system.

The valid syntax for links is as follows:

- "%" represents one or more positions.
- "\_" represents one position.

### Examples

Value	Notes
ABC%	Begins with ABC
%ABC	Ends with ABC
%ABC%	Contains ABC
AB_	Begins with AB and is three positions
_BC	Ends with BC and is three positions
A_C	Begins with A, ends with C, and is three positions
A_B%	Begins with A, and third position is B

## UDT01/UDT02 Link

The UDT01/UDT02 Link is the only link between potential Charge UDTs. In the hierarchy, UDT02 is the more important. If you need to track both a project ID and a GL number, this link is appropriate because

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they are two different UDTs but need an association. Depending on the configuration, you can define a Charge to require a UDT01, or require a UDT02 with a UDT01.

Do not use this link to define structure within a charge. For example, you have projects with tasks. Because a specific task code will probably need a different description for each project, we recommend building the project and task structure into a single UDT with delimiters between them. In addition, the project structure will be much better represented using the Charge Trees.

**Note:** The UDT01/UDT02 link is always used. The link is a wildcard link because of the potential to use the Project Account Wildcard feature. Please note that the account/project combinations come from the following sources in Costpoint:

- Project Account Group
- Project Account Wildcard
- Project/Org/Account

## UDT01/UDT07 Link

UDT01/UDT07 is the link between a potential Charge UDT and a Supplemental UDT and has the following special features.

First, you can make the link required based on the UDT01. Even though the link is at the system level, you can turn it on/off at the UDT01 level. You can also have a specific UDT01 require a UDT07, meaning that you can have certain UDT01s that require a UDT07 and some that do not. If a UDT07 is required, you can define the valid "subset" of UDT07s in the link.

Second, you can make the link provide an override description for the UDT07. When the system performs a lookup on the UDT07, it displays the description of the UDT01/UDT07 combination, rather than the description of the UDT07, although they can be the same. This means that you can have special descriptions for UDT07s for a specific UDT01.

**Note:** This link is not normally used with Costpoint.

Because of the UDT07 description contained in the link, you cannot wildcard the UDT07 value. You can wildcard only the UDT01 value

## UDT01/UDT09 Link

UDT01/UDT09 is the link between a potential Charge UDT and a Supplemental UDT. The link does not provide the special feature found in the UDT01/UDT07 link. You can use wildcards on both sides of the link.

**Note:** The UDT01/UDT09 is the valid Account/Org combination. You can use the link if Orgs are being downloaded to the system and there is a validation on the Account and the Org. The link is normally a direct link because Costpoint does not allow the wildcarding of Account/Org combinations. The source of the data is the Account/Org table in Costpoint.

## UDT02/UDT07 Link

UDT02/UDT07 is the link between a potential Charge UDT and a Supplemental UDT. The link has the following special features:

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First, you can make the link required based on the UDT02. Even though you define the link at the system level, you can turn it on/off at the UDT02 level. You can also have a specific UDT02 require a UDT07, meaning that you can have certain UDT02s that require a UDT07 and some that do not. If a UDT07 is required, you can define the valid "subset" of UDT07s in the link.

Second, you can have the link provide an override description for the UDT07. When the system performs a lookup on the UDT07, it displays the description of the UDT02/UDT07 combination, rather than the description of the UDT07, although they can be the same. This means that you can have special descriptions for UDT07s for a specific UDT02.

**Note:** Because of the UDT07 description contained in the link, you cannot wildcard a UDT07 value. You can, however, wildcard a UDT02 value.

This link represents the link between projects and PLCs. Not all projects require PLCs. The link is a wildcard link because you can set up job-specific labor categories at the top level of the project.

## UDT02/UDT09 Link

UDT02/UDT09 is the link between a potential Charge UDT and a Supplemental UDT. The link does not provide the special features found in the UDT02/UDT07 link. You can use wildcards on both sides of the link.

**Note:** The UDT02/UDT09 is the valid Project/Org combination. You can use the link if Orgs are being downloaded to the system and there is a validation on the Project and the Org. The link is a wildcard link because Costpoint does allow the wildcarding of Project/Org combinations. Please note that the Project/Org combinations come from the following sources in Costpoint:

- Project/Org/Account
- Project Org Wildcard
- Project/Account Group and Account/Org

## UDT09/UDT03 Link

UDT09/UDT03 is the link between two Supplemental UDTs. You can have this link provide an override description for the UDT03 just as you can with the UDT07 Links. You can use wildcards on the UDT09 side of the link.

**Note:** This link is not normally used with Costpoint.

## UDT Configuration Options

UDTs are configured in three places in Deltek Expense. First, define the UDTs as being used or not used in the UDT Options tab of the General Settings screen in Configuration. This screen is also available if you are licensed for Deltek Time. Secondly, you can further configure the UDTs in the UDT Options subtask of the **Expense » Expense Controls » Expense Settings**. Lastly, you can set further

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configuration options in the **Expense » Expense Controls » Expense Charge Types** screen. The last two screens are available only if you are licensed for Deltek Expense.

## General Configuration Options

The UDT Options tab on the **Configuration » General Controls » General Settings** screen contains general configuration options for UDTs. Because this screen is part of both Deltek Time and Deltek Expense, pay special attention to whether your company is licensed for both products.

### Use

To use a UDT, click the **UDT Labels subtask** and select the **Use** check box for that UDT in the UDT Options tab of the General Settings screen. If you select this check box for a UDT, both Deltek Expense and/or Deltek Time will use the UDT. If you need to use the UDT in Deltek Time but not in Deltek Expense, you must select the **Use** check box here. Then you can use the UDT Options subtask in the Expense Settings screen to disable its use in Deltek Expense.

This table shows how UDTs are used in Deltek Costpoint:

UDT	Deltek Expense Use	Deltek Time Use	Notes
UDT01	Yes	Yes	Account — Required.
UDT02	Typical	Typical	Project — You will use UDT02 unless projects are not used in Costpoint.
UDT03	N/A	Rare	Labor Location — You need to use UDT03 only if employees charge Labor Location or if you need reports by Labor Location from Deltek Time.
UDT04	Rare	Rare	Reference 1 — You need to use UDT04 only if employees charge Reference 1 or if you need reports by Reference 1 from Deltek Time.
UDT05	Rare	Rare	Reference 1 — You need to use UDT05 only if employees charge Reference 1 or need reports by Reference 1 from Deltek Time.
UDT06	N/A	Typical	GLC — You need to use UDT06 only if employees charge GLC or if you need reports by GLC from Deltek Time.
UDT07	N/A	Typical	PLC — You need to use UDT07 only if employees charge PLC or if you need reports by PLC from Deltek Time.
UDT08	N/A	Rare	Worker's Comp — You need to use only if employees charge Worker's Comp code or if you need reports by Worker's Comp code from Deltek Time.
UDT09	Typical	Typical	Org — You need to use only if employees charge Org or if you need reports by Org from Deltek Time.
UDT10	N/A	Yes	Pay Type — Required for Deltek Time
UDT11	N/A	Rare	Working State – Only required if you are using the multi-state payroll capability
UDT12	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint.
UDT13	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint.

UDT	Deltek Expense Use	Deltek Time Use	Notes
UDT14	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint.
UDT15	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint.

### Order

To specify the order in which the UDTs display on Expense Report and/or Timesheet, use the Order column in the UDT Labels subtask on the UDT Options tab of the Configure General Settings screen.

### Labels

You can specify the description, or label, of the UDT in the Label column. Not only can you use singular and plural labels (Plural Label column), you can use any language.

### Size

You can configure the size of the UDT in the Size column. You can use up to 50 characters for UDT01 and UDT02 and up to 20 characters for UDT03 through UDT15.

**Note:** You may want to make size of the UDT larger than its data capacity since the system uses this setting as the default column width.

Following are the recommended sizes for UDTs in Deltek Costpoint:

UDT	Size
UDT01	1 – 20
UDT02	6 – 30
UDT03	1 – 6
UDT04	1 – 20
UDT05	1 – 20
UDT06	1– 6
UDT07	1 – 6
UDT08	1 – 6
UDT09	1 – 15
UDT10	1 – 3
UDT11	N/A
UDT12	N/A
UDT13	N/A
UDT14	N/A
UDT15	N/A

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## Expense Configuration Options

The UDT Options subtask of the **Expense » Expense Controls » Expense Settings** screen contains specific expense configuration options for UDTs. The screen will be available only if you are licensed for Deltek Expense.

### Label

This non-editable field displays the label assigned to the UDT in the UDT Labels subtask on the UDT Options tab of the Configure General Settings screen.

### Required

To require a value for the UDT on an expense, select the **Required** check box for that UDT in the UDT Options subtask of the Configure Expense Settings screen. UDT01 is always required.

### Validate

If you want a UDT to be validated, select the **Validate** check box for that UDT in the UDT Options subtask of the Configure Expense Settings screen. You can use this option only for UDT02 if it is not linked to UDT01 and UDT03 through UDT09.

This turns the UDT into a free-form field. Note that this check box is valid only for non-linked UDTs, excluding UDT10.

**Note:** You can use this option to capture certain information not known to the system. For example, you may need to track a customer PO number when the valid numbers are not known to the system.

### Show

To make a UDT visible to the user in the expense report charge allocation screen, select the **Show** check box for that UDT in the UDT Options subtask of the Expense Settings screen.

### Export Filter

If you have a UDT value that you do NOT wish to export, enter that value in the appropriate UDT column. The system removes the UDT that is entered here on those expense reports that contain it.

**Note:** You can determine those UDTs that should not be exported by including them in the Export Filter table and determine the file layout for Labor Distribution and Payroll.

If you have a range of UDTs that should not be exported, you can use a Wildcard to remove values that start with a specific character or characters. By entering % after the character, the system removes any UDT that starts with the character. By entering % before the character or characters, it filters out any UDT that ends with that value.

### Export

Select this check box if you want the system to export the UDT. The system exports all UDTs except for any that are specified in the Export Filter field(s). The default value is selected.

## Charge Types Options

In the **Expense » Expense Controls » Expense Charge Types** screen, you can configure UDT rules down to level of expense type and whether the expense is under ceiling, over ceiling, and/or unallowable. For further information, see the "Expense Charge Types" section in this guide.

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## Employee Groups

In the **Configuration » Resources » Resource Groups** screen, you can logically group employees for the following purposes:

- Define your organization to the system.
- Assign employees to supervisors/ administrators.
- Assign/restrict employees to charges.
- Set up standard charge favorites.
- Provide employee selection criteria for reports and exports.

An employee group can be a department, office, division, project, and so on. In general:

- Employees can be members of multiple groups.
- You can assign supervisors/ administrators to multiple groups.
- You can assign charges to multiple groups
- Groups may or may not have supervisors/administrators assigned.
- Groups may or may not have charges assigned.

## Group Types

You can categorize groups by type. For example you could have a group type called "Department." You could assign all groups that represent departments to that type.

**Note:** The system uses group types to filter the list of groups displayed. You can restrict an employee to one group of this type. Then, when you add an employee to a group of this type, the system removes that employee from any other group of this type.

## Members vs. Owners

Groups have members who are called employees and owners who are called supervisors or administrators. A member inherits the charges and owners assigned to the group, whereas owners have rights over the members of the group. You can classify owners by the function they perform.

Define functions in the **Configuration » Resources » Functional Roles** screen. For more information see the Functional Roles section of this chapter.

## Employee Group Examples

With the general concepts outlined, let's discuss employee groups with some concrete examples.

### Employee Groups by Primary Supervisor

It is common practice to create employee groups by primary supervisor. By using such groups, you can assign employees to primary and backup supervisors. Common attributes for this type of group are as follows:

- Group ID is primary supervisor's employee ID.
- The group type restricts membership to one group of this type.

- 
- One primary supervisor is assigned appropriate modification and approval authority.
  - One or more backup supervisors are assigned appropriate modification and approval authority.
  - Charges are not usually granted in this type of group.

## Employee Groups by Department/Organizational Unit

It is also common to create groups based by department or organizational level. If your organization has many levels or tiers, you can define each level as a group type and create groups for every unit on each level. With such groups, you can:

- Group employees for reporting.
- Assign administrators responsible for monitoring the department/organizational unit.
- Assign charges that are common for the department/organization. These can include charges such as overhead, leave, and so on.
- Assign backup supervisors.
- Common attributes for this type of group are as follows:
  - The group ID can be department/organizational code.
  - The group type restricts membership to one group of this type (level).
  - One primary administrator is assigned appropriate modification and approval authority.
  - One or more backup administrators are assigned appropriate modification and approval authority.
  - You can assign overhead charges to the group. You can assign direct project charges in some circumstances.

## Employee Groups by Company/Division

You can create groups by high-level organizational units for the same purposes as lower ones. Additional advantages include:

- Selection criteria during the export of expense reports.
- You can restrict which employees an administrator can see.
- Common attributes for this type of group are as follows:
  - The group ID can be the company/division code.
  - The group type restricts membership to one group of this type.
  - One primary administrator is assigned appropriate modification and approval authority.
  - One or more backup administrators are assigned appropriate modification and approval authority.
  - You can grant charges at this level, especially if you need to prevent one company/division from charging another company/division's charges. Please note that the charges should have "office" as a part of their hierarchy.

## Employee Groups by Office

Groups by office are no different than any other organizational unit except that they are based on location. Typically, companies assign administrators that are responsible for a specific office's expense reports. It is also common to have certain charges that are office related. Common attributes for this type of group are as follows:

- 
- The group ID can be the office code.
  - The group type restricts membership to one group of this type.
  - One primary administrator is assigned appropriate modification and approval authority.
  - One or more backup administrators are assigned appropriate modification and approval authority.
  - You can grant charges at this level, especially if you need to prevent one office from charging another office's charges. Please note that the charges should have "office" as a part of their hierarchy.

### Employee Groups by Project

Groups by project do not have "owners," apart from the project manager or client. More often than not, companies create groups by project to provide some type of charge control. Common attributes for this type of group are as follows:

- The group ID can be the project ID.
- The group type does not restrict membership to one group of this type.
- You can grant charges at this level, especially if you need to define a project-level workforce. Please note that the charges should have "office" as a part of their hierarchy.

### Employee Groups by Type of Employee

Occasionally, groups based on the type of employee provide some benefit. For example, you could create a group that has all the "Senior Engineers." The main purpose of this type of group is reporting. Common attributes for this type of group are as follows:

- The group ID can be the employee type code.
- The group type restricts membership to one group of this type.
- You can grant charges at this level.

## Maintaining Employee Groups

With the importance of employee groups and the vast numbers involved, maintaining employee groups can be overwhelming. Currently, you can maintain them two ways: manually, through the system; or automatically, via system interface. Unless you have some outside system that contains such organizational information, you will need to maintain it in the system. However, if most of the data resides in outside systems, you can perform the bulk of the maintenance through the system's interface.

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**Note:** The program will create the following employee groups, using fields in the Resource Information screen, when you use the Costpoint Export Data to Deltek Time and Expense application:

- Org (Every Level)
- Supervisor
- Manager

The program will create the following employee groups, using fields in the Resource Information screen, when you use the Costpoint Export Data to Deltek Time and Expense application:

- Company
- Org (Every Level)
- Supervisor
- Manager

Employees are segregated into the appropriate groups based on the data in Costpoint. However, you must assign the appropriate supervisors and administrators to these groups in Deltek Time & Expense. This includes both primary and backup. Earlier versions of the interface do not include group information. This means you must set up groups and maintain them in Deltek Expense.

## Charge Trees

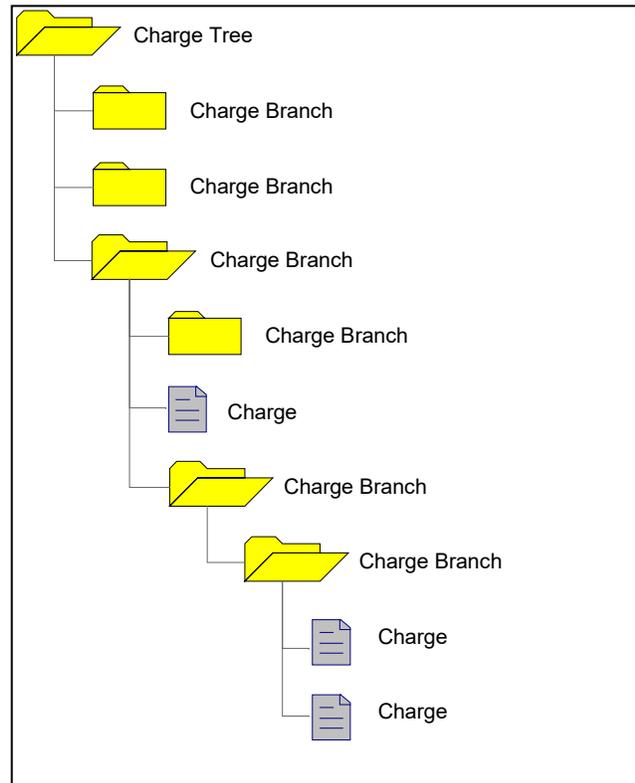
Charge trees are an important concept within Deltek Time & Expense. They determine how charges are presented and authorized. Like the rest of the system, charge trees are very flexible. The structure of charges can change between systems and even within a charge tree. Before going any further, let's look at the anatomy of a charge tree.

At the top level of a charge tree is the **Tree** itself. Trees can represent almost anything, such as offices, projects, type of charges, and so on. The system can have virtually an unlimited number of trees.

Trees are further broken down into **Branches**. Again, branches can represent anything. Branches can have more branches below them. There is no limit to the number of branches in a tree structure. The branches add structure to the tree and provide the logical organization of charges within the tree.

A **Charge** is a generic term that identifies a specific combination of UDT values. For example, a charge could be a project ID or a project ID/labor category combination.

To display the Maintain Charge Tree screen, click **Configuration » Master Data » Charge Trees**.



## Trees

As mentioned earlier, you can set up a virtually unlimited number of charge trees. Being at the top level, charge trees represent the first breakdown of charges. The Charge Lookup function in the Expense Report application first displays a list of the charge trees to which the user has access. From there, a user can drill down into a specific tree or use other functions. Because trees are visible to users and represent the first breakout of charges, it is important to plan how your charge trees are structured. Common types of trees are as follows:

- Type of Charge (Overhead, Leave, Project, Bid and Proposal, and so on)
- Company/Division
- Office
- Client

**Note:** Because Charges are not allowed at the Tree level, you should not define Trees as "Projects" unless you plan to start actual Charges at a lower level. Charges are allowed only after the first Branch level. If you can incur expenses at the project top level, the project and its structure must start at the first Branch level.

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## Branches

Branches represent the structure within a charge tree. Branches are not chargeable entities. Think of them as the directory structure within the tree. When users drills into a charge tree, they are presented with the branches under that tree to which they have access. Further drilling may result in more branches or even charges being displayed. The number of branch levels within a tree is virtually unlimited, and the meaning of each level can differ from tree to tree. If your projects have structure to them, this can be represented in the charge branch structure. For example, a tree could be "Projects," the first branch could be "Project XYZ," the next-level branches could be tasks "001" and "002," and the next level could represent the subtasks. However, this structure may not work for an "Overhead" tree, which can be broken out into types of overhead.

## Charges

Charges are the final level. A charge is a combination of UDTs that users can charge on their expense reports. Charges can be found within any branch level. The same charge can be found multiple times within a tree or in different trees. Examples of charges are as follows:

Project (UDT02)	Account (UDT01)	Labor Category (UDT07)	Pay Type (UDT10)	Description
NASA.001				NASA task 001
NASA.001	500.001			NASA task 001 Offsite
NASA.001		SE		NASA task 001 Senior Engineer
	200.001		VAC	Vacation
	700.001			Overhead — Accounting

Depending on how your UDTs are configured, your charges may look different.

**Note:** Charges must have at least one prime UDT. See the "Types of UDTs" section in this guide for further information.

## Authorizations

In the Charge Trees/Branches subtask of the Manage Resource Groups screen in Time & Expense, you can prevent users from having access to certain trees, branches, or charges.

### Tree Authorization

Charge trees have only two attributes: a description and an indicator restricting it to certain employee groups. A charge tree can have three states:

- Public — No employee group restrictions exist.
- Denied — Employee group restrictions exist, and this user is not member of one of the groups.
- Granted — Employee group restrictions exist, and this user is a member of one of the groups.

### Branch Authorization

You can restrict branches, like trees, to certain employee groups. A charge branch can have three states:

- Public — No employee group restrictions exist.
- Denied — Employee group restrictions exist, and this user is not member of one of the groups.
- Granted — Employee group restrictions exist, and this user is a member of one of the groups.

## Charge Authorization

Charge authorizations are a little different. The authorization/restriction is done at the employee level and not at employee group level. A charge has the same three states:

- Public — No employee group restrictions exist
- Denied — Employee restrictions exist, and this user is not one of the employees.
- Granted — Employee restrictions exist, and this user is not one of the employees.

**Note:** This authorization is equivalent to "Project Work Force."

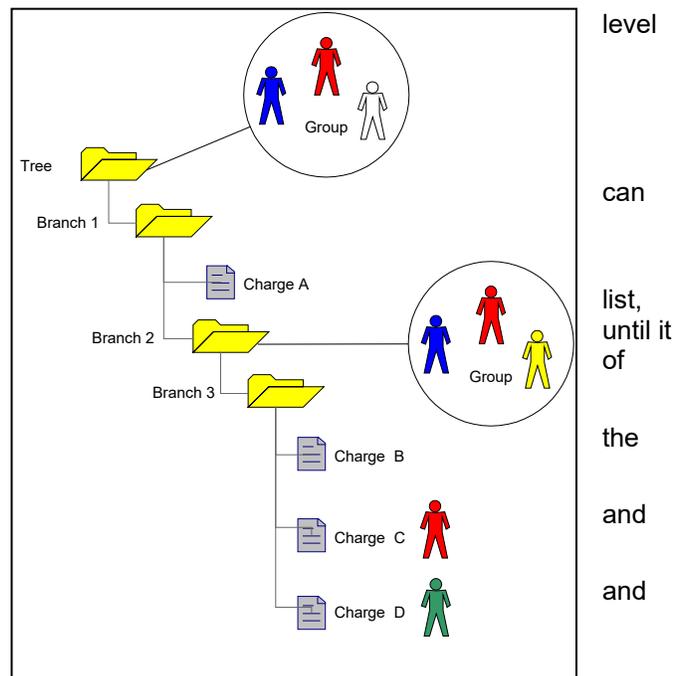
## Hierarchy/Inheritance

Because authorizations can occur within any in the tree, an employee's access to a specific charge can default from many places. In general, the rules are as follows:

- If a charge has a restriction list of employees, only employees on that list charge it, regardless of higher authorizations.
- If a charge does not have a restriction the system checks the higher levels finds a restriction list or reaches the top charge tree.

The picture shows these rules being applied. In picture, the following charges are authorized:

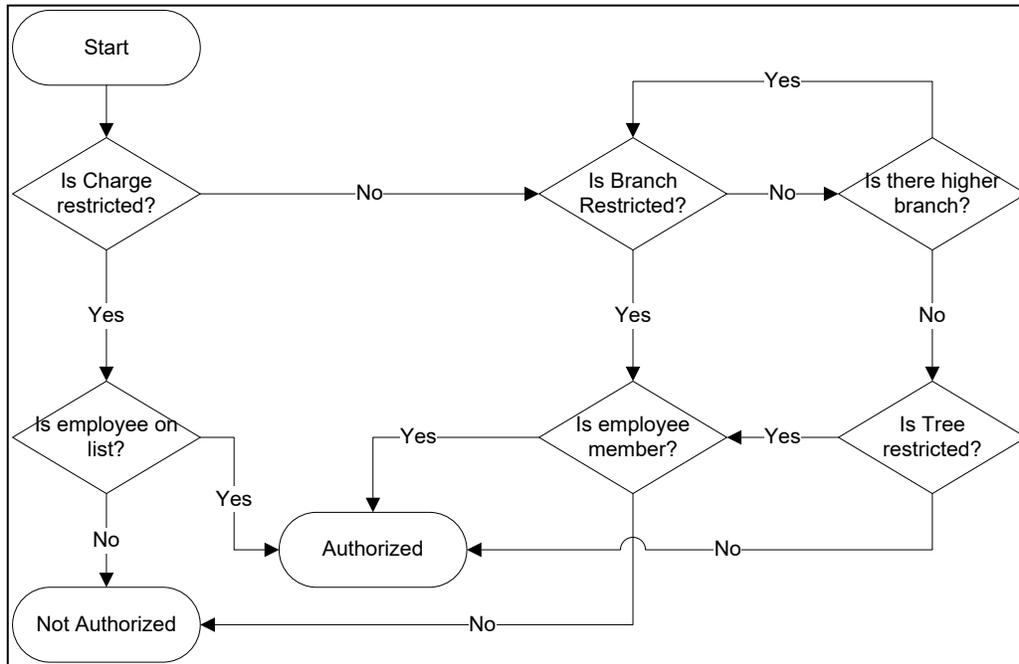
- Charge A — Employees: Red, Blue, White
- Charge B — Employees: Red, Blue, Yellow
- Charge C — Employee Red
- Charge D — Employee Green



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## Authorized Charge Logic

The following flowchart gives a visual representation of the authorization logic:



## Allow Unauthorized Charging

This system-wide setting allows employees to use unauthorized charges; however, you must consider the following:

- Charges will not appear in Charge Lookup, and the employee must manually enter drill-downs.
- These charges will appear in red in Employee favorites.
- The charges cannot be searched.

## UDT Types

You can use both UDT01 and UDT02 in Time, Expense, or Both. These settings have a profound effect on the charge trees. For example, if a Charge has UDT01 assigned to it and that UDT01 cannot be used for expenses, that charge will NOT appear in the charge Lookup and will not be treated as a valid charge in the Expense Report screen.

## Maintaining Charge Trees

Because of the vast number of charges, maintaining the charge trees can be overwhelming. Currently, there are two ways to maintain them: manually, through the system; or automatically, through the system interface. Unless you have some outside system that contains such charging information, you will need to maintain it in the system. However, if most of the data resides in outside systems, you can perform the bulk of the maintenance through the system's interface. The Deltek Time & Expense Technical Guide explains the format of charge tree imports.

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## Security Roles

Use the **Configuration » Resources » Security Roles** screen to organize application screen rights into common roles within the system. For example, you can create security roles for employees, HR staff, or project managers. Each role can have preset access to certain screens. You can define this access as "Full Rights," "Browse Only," or "No Rights." Create these roles in the Security Roles screen. Once you have set up an employee, use the Resource Information screen in the same menu to assign the employee a role. The system assigns a default role to new employees using the value from the Configure General Settings screen.

**Note:** If users are not licensed for a certain module (Deltek Expense, Deltek Time, and so on), they will not be able to see the screens related to that module even if their security roles grant them such access. See the "Licensing" section in this document for a list of screens.

### Apply Employee Level Security

Besides setting access rights for screens, you can activate Employee Level Security for certain roles. Employee Level Security filters the employees a user sees in the Resource Information and Resource Groups screens. These two screens are mainly used by administrators. A super administrator can use this feature to limit the individual administrators to a pool of employees that they can maintain. You can find a more detailed discussion of this feature in the online help.

**Note:** In all other screens, users will see only those employees to which their Functional Roles have access.

### Apply Charge Level Security

You can activate Charge Level Security for certain roles. Charge Level Security filters the UDT01 (Accounts) and/or UDT02 (Projects) a user sees in the UDT01 and UDT02 screens in General Settings. These two screens are mainly used by administrators. A super administrator can use this feature to limit the individual administrators to a pool of charges that they can maintain. You can find a more detailed discussion of this feature in the online help.

### Modify Employee Role

This feature controls whether users with this security role can change another employee's security role within the Resource Information screen. Of course the security role must have rights to the Resource Information screen for this setting to be applied.

### Modify Time Zone

This feature controls whether users with this security role can change their time zone within their preference screen. Of course the security role must have rights to the Profile screen for this setting to be applied.

**Note:** If employees do not have a time zone assigned when they first log in to the system, they will be asked to select one after successfully logging in the first time.

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## Allow Delegation

This feature controls whether users with this security role can delegate their roles/responsibilities. Users cannot delegate if they do not have the correct roles over employees/groups or if their roles are not set up for delegation.

## Sync User Groups

Click **Sync User Groups** to remove user groups that no longer exist in Costpoint.

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## Functional Roles

Use the **Configuration » Resources » Functional Roles** screen to define common permissions over employees and/or charges. For example, you can create functional roles for supervisors, administrators, project managers, or contract administrators. There are three types of functional roles. They are:

- **Employee** — This type of functional role has domain or access over employees. You can define the employees for which a specific role has permissions in the employee groups. You can also use employee groups to define which users have that role.
- **Charge** — This type of functional role has domain or access over charges (UDT02 or UDT01). You can define the charges (UDT02 or UDT01) for which a specific role has permissions in the UDT02 or UDT01 screen. In these screens, you can also define which users have that role.
- **Employee and Charge** — This type of functional role has domain or access over both employees and charges.

A Supervisor is normally an employee type role. In the Resource Groups screen in Time & Expense, you can define certain users as supervisors for specific employee groups. A Project manager is normally a "Charge" type role. In the Project (UDT02) screen, you can define certain users as project managers for specific projects.

## Permissions

When you assign a user a role in relation to a group of employees or a specific charge, the user inherits the permissions configured for the role. The types of permissions that you can assign to a functional role (in the Manage Functional Roles screen) are as follows:

### General Permissions (Basic Information tab)

- **Modify Charges** — Determines whether users with this role can modify the charge in the UDT02/UDT01 master screen. With this permission, a user can change information such as active flag, start date, end date, and so on.
- **Approve Charges** — Determines whether users with this role can approve hours charged to the UDT02/UDT01. This permission will apply only if UDT02/UDT01 is configured for line-level approval.
- **Modify Employee Data** — Determines whether users with this role can modify the employee master screen for employees in specific groups.
- **Modify Employee Group** — Determines whether users with this role can modify specific employee groups. With this permission, a user can add/remove employees, add/remove other owners (roles), and change charge tree access for specific groups.
- **Allow Delegation** — Determines whether users with this role can assign their roles to someone else for a specific period of time. For example, a primary supervisor can delegate his or her roles to a backup supervisor while on vacation, causing the backup supervisor to receive the primary supervisor's workflow. The settings in this screen determine WHETHER the role can be delegated to and potentially limit which roles can be delegated to.

### Deltex Expense Permissions (Expense Rights tab)

## Expense Report

- **Create** — Determines whether users with this role can create expense reports for employees within specific employee groups.

- 
- View — Determines whether users with this role can view the expense reports of employees within specific employee groups.
  - Modify — Determines whether users with this role can modify the expense reports of employees within specific employee groups.
  - Adjust Ceiling Amounts – Determines whether a user with this role will be allowed to adjust the ceilings for expenses.
  - Approve — Determines whether users with this role can approve/reject the expense reports of employees within specific employee groups.
  - Void — Determines whether users with this role can void expense reports of employees within specific employee groups.
  - Record Attachments — Determines whether users with this role can record attachments being received on the expense reports or authorizations of employees within specific employee groups.
  - Image Attachments — Determines whether users with this role can upload attachments for employees within specific employee groups.
  - View Attachments — Determines whether users with this role can view attachments on the expense reports or authorizations of employees within specific employee groups.
  - Allow Revisions Without Status Change – Determines whether a user with this role can revise an existing expense report without altering the expense report’s current status.
  - Allow User Option to Revise Without Status Change – Allows a user with this role to revise an existing expense report without altering the expense report’s current status.

## **Expense Report Corrections**

- Expense Corrections — Determines the type of corrections that can be made to processed expense reports by members of this Functional Role.
- Days Past Expense Report Date — Determines the number of days past the date of the original expense report members with this Functional Role can correct their processed expense reports.
- Active Charges Only — Limits expense corrections to active charges only.

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## Providers

Providers are companies that provide a service or product to employees when they incur an expense. Examples of providers are Delta Airlines, Hertz, Hilton, Staples, and so on. You can set up providers and then assign valid providers by Expense Type. The use of providers supports four major system features:

- Reporting — You can use a reporting tool such as Impromptu (a Cognos® product) to figure out how much money is being spent on certain providers.
- Compliance — If employees are required to use certain providers, the capture of providers can be useful in reporting.
- Payment — If you want to directly pay a vendor for an expense submitted by an employee, you can use the provider to provide the alternate vendor ID.
- Visa Supplier Names – If you are using Batch Processing for Visa cards, you may link supplier names or the name the company is "doing business as" to Providers.

Click **Expense »Expense Controls » Providers** to set up providers.

## Business Rules

When you set up providers, you assign them certain expense types. Thus, if an expense type is for car rental, you can have all your Car Rental providers linked to it. In addition, when you set up an expense type, you can indicate whether it requires the provider to be specified. If you indicate that a provider is not required, the *Provider* field will not display.

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## Expense Charge Types

Use the **Expense » Expense Controls » Expense Charge Types** screen to define the accounting rules for various types of expense charges. Within the charge types, you can assign the defaulting rules for UDTs and define the data entry rules for users. Thus, expense charge types insulate end users from the accounting codes and rules.

### Expense Portions

When creating expense charge types (Type column drop-down), you must create the charge defaults and rules for different portions of the expense. The portions are as follows:

- Under Ceiling — The part of the expense that is within the system-defined ceilings for the expense.
- Over Ceiling — The part of the expense that is in excess of the system-defined ceilings for the expense.
- Unallowable — The part of the expense that has been classified as unallowable for the expense.
- Tax 1 — The tax amount associated with the expense. This field only displays if the expense report type is set up to distribute taxes.
- Tax 2 — The second-tier tax amount associated with the expense. This field only displays if the expense report type is set up to distribute taxes.

### UDT Options

When creating the charge type, you can define UDT default logic for each portion of the expense. The UDT options are as follows:

- None — The UDT is not defaulted. If the UDT is shown, the user will be unable to enter or change it.
- Charge Tree — The UDT defaults from the Charge Tree. If the UDT is shown, the user will be unable to enter or change it.
- Charge Type — The UDT defaults from the Charge Type. If the UDT is shown, the user will be unable to enter or change it.
- Employee History — The UDT defaults from the expense report employee's history file. If the UDT is shown, the user will be unable to enter or change it.
- User Input — The UDT default is blank. If the UDT is shown, the user can enter or change it.
- UDT02 User-Defined 1 — The UDT defaults from the user-defined field #1, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.
- UDT02 User-Defined 2 — The UDT defaults from the user-defined field #2, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.
- UDT02 User-Defined 3 — The UDT defaults from the user-defined field #3, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.
- Tax Schedule — Select **Tax Schedule** if you want the system to get the UDT value from the defaults set up on the Charge Defaults tab of the Tax Schedules screen for the tax schedule associated with the expense. **(This option is available only for Tax 1 and Tax 2.)**

- Charge Allocation — The UDT defaults from the value the user provided in the Charge Allocation screen when creating the expense report. This option is valid only for UDT09.

## Examples

Charge types are assigned to expense types. See the discussion of expense types later in this document. An example of an expense type is "Car Rental." You can assign one or more charge types to each expense type. For Car Rental, you might have the following charge types:

- Direct Car Rental
- Bid and Proposal Car Rental
- Overhead Car Rental
- G&A Car Rental

The number of charge types for Car Rental depends on a number of different accounting scenarios. In this example, the general ledger account charge for each is different. If you add a Car Rental expense to a Bid and Proposal project, for example, the system will analyze which charge types are valid and provide a drop-down list in the Charge Allocation screen of the wizard from which the user can select. If only one charge type is valid, the charge type will be used along with UDT settings.

**Note:** Typically, expenses for Costpoint are broken down into two types: project-related and account-related. Besides being charged to projects, project-related expenses are charged to different accounts (UDT01), depending on expense type. In addition, the org may default from the project or employee, or the user can enter it.

If you do not use indirect projects, indirect expenses will be charged to accounts (UDT01), depending on expense type. In addition, the org may default from the project or employee, or the user can enter it.

When setting up project-related charges, most users embed the proper account into the charge type and set the source as the charge type. For orgs, you can have the charge type default the project org or the employee's home org, or you can allow users to select the org via Lookup.

For account-related charges, there are two different setups: In the first setup, you have a charge-type code for every org and embed the account and org into the charge type. This makes you select the proper org by selecting the proper charge type. In the second setup, you embed the account in the charge type and make the user enter the org. (You can select the proper Org via Lookup in the *Org* field.)

Charge Type	Account	Account Source	Org	Org Source
B&P Car Rental	500-10	Charge Type	Blank	Employee or Project or User Input
G&A Car Rental	710-00	Charge Type	Org or Blank	Charge Type or User Input

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## Pay Methods

Pay methods are methods of payment for expenses. Examples of Pay Methods are as follows:

- Corporate Amex
- Corporate Visa
- Personal Credit Card
- Personal Visa
- Cash
- Allowance
- Company Paid

You define all the valid payments for the system, and then you define which pay methods are valid by employee expense class. You can also define the default payment method for each expense type. To configure pay methods, click **Expense » Expense Controls » Pay Methods**.

**Note:** The system has a *Payment Type* of "ADVANCE" already set up. Use this payment to determine the business rules for employee advances.

## Type

When creating a pay method in the Pay Methods screen, you must assign it a type. The type controls various business rules related to the pay method. The valid types and their business rules are as follows:

- **Employee Paid** — The employee makes the payment. Thus, if an expense is reimbursable to the employee, the employee will be paid for expenses that have this payment.
- **Company Paid** — The company makes the payment. If you use this pay method, you must provide charge credit information so that a credit adjustment is made and the employee is NOT reimbursed for the expense. The credit charge information also allows the clearing of the prepaid expense account.
- **Direct Pay** — Payment is made directly to the provider. If you use this pay method, a provider with a vendor ID will be required. If you export the expense, the system will make the vendor ID match the provider's vendor, so the employee will not be reimbursed and the provider will be paid directly.
- **Advance** — This type of payment is reserved for the "ADVANCE" Payment Type. If you use this pay method, you must provide charge credit information so that the advance asset accounts are relieved.
- **Receivable** — The Receivable Pay Method uses a payment type set to Receivable. You cannot change the payment type for the Receivable pay method. Use this pay method when the employee owes the company money after completing the expense report.

If your system is configured to create a Receivable entry (one of the Charge Receivable radio buttons is selected on the Expense Configuration screen), you must select an employee-specific pay method, which determines how the Receivable accounts are broken up - either one account for the entire company or one account for each person that owes the company money. The system will create the receivable record using the general ledger accounting information set up either on the Charge Defaults tab of this screen or the Pay Methods screen of the Resource Information screen

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- **Cash Receipt** — The Cash Receipt pay method uses a payment type set to Cash Receipt. You cannot change the payment type for the Cash Receipt pay method. Use this pay method when the employee owes the company money after completing the expense report and has provided the company with that mon

## Employee Pay Method Options

As mentioned earlier, you create pay methods at a system level, and their use is restricted by expense class. In addition, you can have employee-level business rule overrides for each pay method. With employee overrides, you can restrict pay methods by employee and use different credit charge information for advances and/or company-paid pay methods. The employee pay method options (the *Employee-Specific Pay Method* in the Basic Information tab of the Pay Methods screen) for each system-level pay method are as follows:

- **Required** — An employee override is required. An employee cannot use this pay method unless the pay method is set up in the Resource Information screen, even if the pay method is valid for the employee's expense class. You can use this option for advances if each employee has his or her own advance account. This option also allows the configuration of the advance credit charge. If you only have one advance account, you should set up the "ADVANCE" Payment Type with the "Not Allowed" Employee-Specific Pay Method (in the Basic Information tab of the Pay Methods screen).
- **Optional** — An employee override is optional. If the pay method is valid for the employee's expense class, the system will use the employee-level pay method for business rules. If this is not present, the system will use the system-level pay method.
- **Not Allowed** — You cannot use an employee override for the pay method. If the pay method is valid for the employee's expense class, the system will use the system-level pay method for business rules.

## Charge Defaults (Credit Charge)

If the pay method has a type of "Company Paid" or "Advance," you can use the Pay Methods screen to set charge defaults that are used in creating credit entries. Use the Charge Defaults tab to specify the UDT values required for the credit charge.

## Export

Leave **Export** selected to export to your financial system all expenses that have a **Company Paid** payment type.

In most cases, company paid expenses should be exported to your financial system.

For example, where a credit card is provided to an employee for business travel, expense amounts charged to that card are paid by the company accountant, and when the associated company paid expense is later exported to your financial system, it offsets the credit card payment.

For certain company paid expenses, however, exporting may not be desirable, and you should leave the **Export** check box clear.

For example, suppose a consultant enters hours on an expense report, but those hours are paid by a different payroll system.

In this instance, the company needs the consultant to account for the hours, but does not want that expense exported, since those hours are paid through another source. In cases such as these, leave the **Export** check box clear.

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When **Payment Type** is Direct Pay or Employee Paid, **Export** is selected by default and cannot be changed. These types of expense payments are exported by default.

## **Allow Employee Deletion**

Select the **Allow Employee Deletion** check box to allow employees to delete from their desktops any outstanding expenses associated with this pay method, regardless of payment type.

These are most often personal expenses paid directly by the employee, and therefore, deleting them has no effect on the database.

Note: System administrators can restore deleted expenses to the employee's desktop from the Expense Utility.

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## Currency Schedules

Currency Schedules are tables of exchange rates that are used for calculating and defaulting currency exchange rates. The system supports multiple currency schedules, with each schedule handling multiple currencies. Each exchange rate in a schedule is date sensitive, and the system allows exchange rates down to the daily level. To configure currency schedules, click **Expense » Expense Controls » Currency Schedules**.

**Note:** If your company does not need expenses incurred or expenses paid to employees in a currency other than the system currency, there is no need to configure a currency schedule. You need multiple currency schedules only if you wish to use different exchange rates for different types of expense reports or employees in the system.

The rules within a currency schedule are limited to a tolerance percentage. If a user's expense class allows him to override the default exchange rate, this percentage gives the limits to which the exchange rate can be modified. For example, if the percentage is one percent, this means the user can adjust the exchange rate up or down a maximum of one percent.

**Note:** If the expense report type supports multicurrency transactions, you must provide a currency schedule. The system will use this currency schedule for any expense report of this type.

## Types of Currencies

The system supports three types of currencies with each expense report. They are as follows:

- **Transactional** — The transaction was incurred in this currency. The valid currencies are those used (Settings/Currencies) that have exchange rates set up with the other currency types (Pay and Base). For an expense report, an employee can have a different transactional currency for each expense. For example, an employee may incur airfare in US dollars and Car Rental in Euros.
- **Pay** — The employee is reimbursed in this currency. The employee can be reimbursed only in one currency for an expense report. This currency is determined at the time the expense report is created, depending on the value in the employee file (Personnel/Employee Information).
- **Base** — This is the common currency for the system. For companies whose financial system does not support multicurrency, this currency represents the system's currency. You use this currency for most reporting, and when you need to add amounts to the system.

## Types of Exchange Rates

When an expense is entered, the system calculates three exchange rates. They are as follows:

- **Trans to Pay** — This exchange rate converts the Transactional currency to the Pay currency. The user does not see this rate. The system uses this rate to check whether the User exchange rate is within limits.
- **Trans to Base** — This exchange rate converts the Transactional currency to the Base Currency. Again, the user does not see this rate. The system uses it to:
  - Calculate the Base Currency amounts.
  - Convert Ceilings from Base Currency to Transaction Currency.

- 
- User Exchange Rate — This exchange rate defaults from the Trans to Pay exchange rate. The user sees this rate and may have rights to change it, within certain limits. The system uses it to:
    - Calculate the Pay Currency amounts.
    - Convert Ceilings from Transaction Currency to Pay Currency.

## **Maintaining Currency Schedules**

How often you update your currency schedules is a matter of business need. If you pay your employees in the same currency as the system's base currency, the need will be less if exchange rates are defaults that the employees can change, albeit within certain limits. The system can accept exchange rates daily; however, you are more likely to update your exchange rates monthly or quarterly. You can maintain the exchange rates manually or via import. We do not recommend manual maintenance because it is prone to error. We recommend import. For further information on importing currency schedules, please see the "Import ASCII Layouts" chapter in the Deltek Time & Expense Technical Guide.

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## Per Diem Schedules

Per diem schedules provide meal and lodging ceilings or allowances that are location driven. The system supports multiple per diem schedules, with each schedule handling multiple locations. Typically, per diem schedules use the US government schedules.

To configure currency schedules, click **Expense » Expense Controls » Per Diem Schedules**.

These per diem schedules are the shared responsibility of the Department of State (DOS), the General Services Administration (GSA), and the DOD Per Diem, Travel and Transportation Allowance Committee (Per Diem Committee).

- General Services Administration (GSA) — Provides rates for the continental US locations (CONUS). GSA updates the schedule once a year, usually in October, or as necessary.
- Department of State (DOS) — Provides rates for non-US overseas locations. DOS updates these rates monthly.
- Per Diem Committee — Provides rates for non-continental US and overseas non-foreign areas. This includes Alaska, Hawaii, Guam, and so on. The Per Diem Committee updates these rates monthly.

The Per Diem Committee simplifies the process by adding DOD military installations to the rate information from DOS and GSA. At the end of the month, the Per Diem Committee provides a new Outside Continental US (OCONUS) per diem schedule, which consists of DOS (non-U.S. overseas) and the Per Diem Committee (overseas US areas) per diem rates. Once a year or as necessary, the Per Diem Committee posts the Continental US (CONUS) per diem schedule, which includes the GSA per diem rates plus rates for military installations. They publish .pdf, text, and ASCII versions of these schedules on their Web site. Deltek Time & Expense accepts these files for import into per diem schedules.

**Note:** For more information on importing per diem schedule information, see the "Import ASCII Layout" chapter in the *Deltek Time & Expense Technical Guide*.

## Schedule Options

Time & Expense supports multiple per diem schedules. You can define an expense report type as per diem or not. If you define an expense report type as per diem, you also specify which per diem schedule applies to the expense report type. (See "Expense Report Types" on page 57 for further information.) Also, if you create an expense type for lodging or meals, you can indicate whether the expense type is per diem or not and, if so, whether it functions as an allowance or as a ceiling. (See "Expense Types" on page **Error! Bookmark not defined.** for further information.)

When creating a schedule, you have the following options:

- Source — The source of the information in the per diem schedule. The valid options are as follows:
  - User — The schedule is based on user-provided per diem information.
  - CONUS — The schedule contains per diem information for locations in the continental United States, Alaska, Hawaii, and U.S. territories.
  - OCONUS — The schedule contains per diem information for locations outside of the continental United States (OCONUS) plus the overseas non-foreign locations.
  - CONUS/OCONUS — The schedule includes both the CONUS and OCONUS locations.

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**Note:** You may find it beneficial to create separate per diem schedules for CONUS and OCONUS. You can then create an international expense report type and a domestic US expense report type and tie each to the appropriate per diem schedule. This will cut down the number of locations your employees must search through to find the location they want.

**Tip:** If you instead choose to create one combined schedule, employees can quickly limit the list of locations by clicking directly on the **State/Province** field if the location they want is within the United States.

- Contents — The type of locations you want in the schedule. The valid options are as follows:
  - Civilian — Civilian locations only
  - Military — Military locations only
  - Both — Both civilian and military locations

**Note:** If your company does not do Department of Defense (DOD) work, you may find it useful to include only civilian locations in your per diem schedules. The Per Diem Committee supports selective use of per diem information by making it available in the following files:

- CONNOW-0X.TXT — CONUS (Civilian & Military)
- CONUSNM-0X.TXT — CONUS (Civilian)
- CONUSMIL-0X.TXT — CONUS (Military)
- OCONUS.TXT — OCONUS (Civilian & Military)
- OCONUSNM.TXT — OCONUS (Civilian)

- Input Requirements — Use these fields to specify the location. The four location fields are as follows:
  - Country
  - State/Province
  - City
  - County

**Note:** For CONUS schedules, the input requirements selected should generally be just **State/Province** and **City**. That should give enough granularity for user searches. For OCONUS schedules, just **Country** and **City** should be satisfactory.

## Schedule Contents

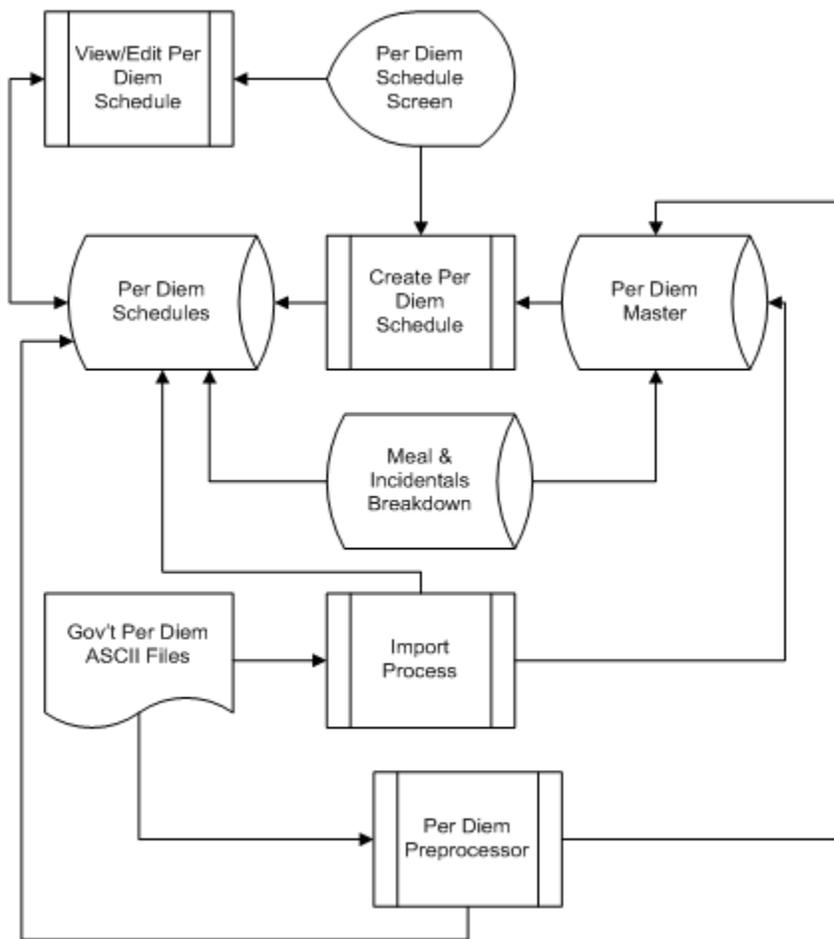
Each schedule record is location, date, and season sensitive. The attributes of these detail records are as follows:

- Source — Where the schedule record came from. The valid values are CONUS, OCONUS, and User.
- Location Type — The type of location the record represents. The valid values are **Civilian**, **Military**, **Both**, and **User**.
- Country — The location's country. For CONUS records, this is UNITED STATES.

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- State/Province — The location's state. For OCONUS records, this is N/A.
  - City — The location's city.
  - County — The location's county. Mainly used for CONUS records; for OCONUS records, this is N/A.
  - Effective Date — The effective date for the record. The system uses this date to determine which rate is in effect for a certain date.
  - Season Start — The beginning date of the season to which the per diem applies. Some locations have seasonal rates. For example, rates may be higher during the summer months for some locations while at other times of the year, lower rates are applicable.
  - Season End — The end date for a season.
  - Termination Date — The date after which the per diem location will no longer be valid. After the termination date, employees filling out expense reports or expense authorizations can no longer select the location when entering per diem information.
  - Lodging — The amount for lodging. This amount is used either as a ceiling or as an allowance, depending on how the expense type is set up. (For CONUS, lodging taxes are excluded.)
  - Total M&IE — The amount for meals and incidental expenses. The amount is further classified as CONUS and OCONUS, and broken down into amounts for breakfast, lunch, dinner, and incidentals. If you need an additional amount or an amount where the breakfast, lunch, dinner, and incidental amounts are different, you can add a record to this table. These amounts are used either as a ceiling or as an allowance, depending on how the expense type is set up.

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## Maintaining Per Diem Schedules



Government-provided per diem files can change monthly. These files can contain a few thousand locations. Thus, it is important to update your schedules regularly.

The major steps are the following:

- **Create Per Diem Schedule** — In the Per Diem Schedules screen, create the schedule and set its options. When you finish, the system searches the Per Diem Master table for records that meet the source and contents criteria. If it finds any records, it copies them into the newly created per diem schedule. If it finds no records, as would be the case when you are setting up a new system, it creates the per diem schedule without records. In that case, you populate the schedule by downloading the government per diem files and posting them to the schedule by importing them using the **Configuration » Interfaces » Import Master Data** screen.

When you run the import process using the Import Master Data screen, the system reads those files and updates the Per Diem Master and any per diem schedules that, based on the import file name, have the correct source and location type.

- **Edit Per Diem Schedule** — At any point, you can enter manual records into any per diem schedule. Manual entries take precedence over any imported record.

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**Note:** Example: You might edit a per diem schedule if your company has negotiated a special lodging or meals rate for a specific location.

As the schedule maintenance diagram illustrates, the system has three sets of per diem data:

- **Per Diem Master** — This data represents the master list of all per diem locations for each source and location type. When Time & Expense ships, the Per Diem Master is empty. When you import directly from the government files, the records are kept in this master table. Later postings or imports append new records. When you create a new per diem schedule, the system populates the schedule using the records it finds in the master that have the appropriate source and location type.
- **Per Diem Schedule** — The per diem schedules you create are stored here. New schedules are populated from the Per Diem Master and, once a schedule is populated, you can make override entries to the schedule. When you later post or import updated government per diem information, both the Per Diem Master and the appropriate per diem schedules are updated with the new information.
- **Meals & Incidentals Breakdown** — This table contains the breakdown of meals and incidental expenses by source, total amount, breakfast, lunch, and dinner. This table is pre-populated with all CONUS and OCONUS meal amounts. To maintain this table, click **Expense » Expense Controls » M&IE Breakdown** to open the M&IE Breakdown screen.

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## Tax Schedules

Tax Schedules are used to organize tax tables, which are used in the calculation and recording of taxes. You will probably use tax schedules for Value Added Taxes (VAT), although they can be used for sales or use taxes.

To display the Tax Schedules screen, click **Expense » Expense Controls » Tax Schedules**.

### Schedule Options

- Type — As mentioned above, tax schedules can be one of the following:
  - Value Added
  - Sales
  - Use
- Tier — A tax can be one or two-tier. A one-tier tax has only one rate, and a two-tier has two rates that are applied on the amount before taxes. An example of a two-tier rate is Canada's GST/PST.
- Input Options — The system can be configured to control what the user needs to enter. The options are as follows:
  - Location Required — This option requires the user to select a location within the tax schedule to retrieve appropriate tax rates.
  - Tax ID Required — This option controls whether user is required to provide a tax ID.
- Defaults — These options provide defaults for the dialog from which the administrator sets up the rates table.
- Tax Schedule Labels — If you have multiple locales, you may define each with a specific label.
- Tax Schedule Rates subtask table — The heart of the tax schedule is the rate table. The rates within this table can be different, depending on the following:
  - Effective Date — Each entry in the tax rate table can have an effective date. This allows rate changes over time.
  - Expense Type — Depending on the good/service purchased, the rate may differ. This is especially true for VAT taxes.
  - Location — If the rate changes by location, this column allow for such rate differences.

Depending on the tax schedule, effective date, expense type, and location, the rate table provides the following:

- Rate 1 — This is the tax rate for one-tier rates.
- Rate 2 — This rate is used only if the tax schedule is for two-tier taxes.
- Tolerance % — If a user in a particular expense class is allowed to change the tax rate, this field will control how much of a change is allowed.
- Recovery % — This field is purely for reporting. If you contract with another company to file VAT taxes, this will be the percentage of VAT taxes you expect to be reimbursed.
- Calculation Method — A tax can be calculated using either the Standard or Additive method.
  - With the Standard method, Deltex Expense multiplies the expense amount by the first-tier tax rate, and then in a separate calculation, multiplies the expense amount by the second-tier

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- With the Additive method, Deltek Expense multiplies the second-tier tax by the result of the first-tier tax calculation.
  - Charge Defaults — If you want tax amounts associated with the tax schedule broken out from the rest of expense amounts, and you want the system to get any of the charge codes (UDT codes) for those tax amounts from the tax schedule, use the Charge Defaults tab to define those default codes. If the tax schedule is for a two-tier tax, you can also specify charge codes for the second-tier tax.

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## Expense Types

When you record an expense, it is recorded to a specific expense category and then to a specific expense type. The expense type contains most of the business rules that control how the expense is recorded and what is recorded. Examples of expense type include: International Airfare, Car Rental, Meals — Per Diem, Lodging — Per Diem, Client Entertainment, Parking, and Taxi.

To display the Expense Types screen, click **Time & Expense » Expense » Expense Controls » Expense Types**.

### General Options

When you create an expense type, you can set certain general options. Some of the options you select affect other options. When creating an expense type, you must first select a type from the **Wizard Type** drop-down list, which includes the following:

- Transportation
- Car Rental
- Lodging
- Meals
- Mileage
- Entertainment
- Other

Below you will find a summary of the most important options, most of which are under General Options on the Basic Information tab:

- **Provider** — Select this check box to require the user to enter the provider when entering expenses against this expense type. This check box is available for all Wizard Type options.
- **Location** — Select this check box to require users to specify the location that the expense applies to. Location is available to any expense type regardless of the Wizard Type. Location is available for selection when the **Track Multiple Locations** check box is selected.
- **Per Diem** — Use this option to control whether the expense is a per diem and how the per diem schedules are used. The valid options are "Allowance" and "Ceiling." If you select "Allowance," employees will be paid the applicable per diem amount regardless of what they incur. If you select "Ceiling," the per diem amount will be used as a ceiling against which an employee's incurred amounts will be compared.

Note: To set a meal expense for a single meal only, leave the check box clear, which makes meal check boxes under **Identify Meals** on the Input options tab editable.

- **Type** — This drop-down is available only if the **Per Diem** check box is selected and if the **Wizard Type** selected is Meals or Lodging. Select the method for handling the per diem expenses, either *Ceiling* or *Allowance*.
  - **Ceiling** — If you select **Ceiling**, the Expense module uses the per diem schedule as a guideline, and the employees enter what they actually spent. Anything over the per diem schedule amount is treated as over ceiling, which may or may not be reimbursed to the employees, depending on your selection in the **Ceilings** group box.
  - **Allowance** — If you select **Allowance**, the employees are reimbursed in accordance with the per diem rate from the Per Diem Schedules screen, regardless of how much they actually spend. They are required to enter only the start and end dates of the expense, and the

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Expense module calculates the reimbursement based on the number of days/nights. The over ceiling setup is not used.

- **Ceiling Calculation Based On** — This drop-down is available only if the **Per Diem** check box is selected and if the **Wizard Type** selected is Meals or Lodging. Select whether you want to base the per diem ceiling calculation on *Total of all Days* or *Each Day*.

- **Total of All Days** — If you select **Total of all Days**, Deltek Expense sums the meal amounts for the entire date range and compares that amount to the total ceiling amount for the same number of days. Choose this option if want the ceiling applied to the net meal amount of the entire trip. This allows the employee to spend an amount under ceiling one day and over ceiling on another and be fully reimbursed, provided the total net expense does not exceed the ceiling.

For example, if the ceiling amount is 50.00 dollars per day, the total ceiling amount for a two-day trip is 100.00 dollars. If the employee spends 40.00 dollars the first day and 60.00 dollars the second, the over ceiling amount is zero, because the calculation is based on the total expense of all the days combined, not the individual days within the date range.

When **Allowance** is selected in the **Type** field, **Ceiling calculation based on** is disabled and the default value is **Total of All Days**.

- **Each Day** — When you select this calculation method, Deltek Expense compares the amount spent each day to the ceiling amount per day. If the amount for a given day is less than that day's ceiling amount, the over ceiling amount is zero. However, if the amount for that day exceeds the ceiling, the amount is over ceiling.

For example, on day one of the trip, the employee exceeds the ceiling by \$10.00, so that amount is considered over ceiling. On day two, the employee is \$10.00 short of the ceiling amount, so the over ceiling amount for that day is zero. If **Total of all Days** was selected in this same scenario, there would be no over ceiling amount.

Additionally, when the expense amount entered does exceed the ceiling, the Adjustment Explanation dialog box in the expense report now includes an Explanation field for each day.

The **Each Day** option is not available if the expense type is configured to use two tier ceilings, or if it is configured as a Per Diem expense. If it is configured as Per Diem, Deltek Expense uses **Total of all Days** to calculate the over ceiling amount.

For a more extended example of meal ceiling calculations, see the Special Topic "Multiple Day Meal Ceiling Calculation" in the Expense online help.

- **1099, W-2, and Relocation Info** — The system uses these fields mostly for reporting. Use them to classify certain expense types, 1099s, W2, and/or Relocation codes.
- **Override Unit Rate** — If an expense is a unit-based expense, use this option to control whether an employee can override the rate. Examples of unit-based expenses are mileage and copy service.

## Input Options Required Fields

The table below describes fields you can select to require the user to enter when filling out an expense report. The options vary based on the Wizard Type selected.

- **Provider** — Select this check box to require the user to enter the provider when entering expenses against this expense type. This check box is available for all Wizard Type options.
- **Location** — Select this check box to require users to specify the location that the expense applies to. **Location** is available to any expense type regardless of the Wizard Type. Location is available

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for selection when the **Track Multiple Locations** check box is selected on the Basic Information tab.

- **Multiday** — Select this check box if the expense is for multiple days. The user has the option to clear the check box for any meals that were provided by someone else. This option is available when the Wizard Type is Other or Meals.

To set a meal expense for a single meal only, clear the check box, which makes meal check boxes under Identify Meals editable. This check box is only editable for per diem with ceiling expenses. If **Type** on the Basic Information tab is set to Allowance this field is not editable.

- **Itinerary** — Select this check box to require the user to enter the itinerary when entering expenses against this expense type. This option is available when the Wizard Type is Transportation.
- **Ticket/Agreement Number** — Select this check box to require the user to enter a ticket number when entering expenses against this expense type. This option is available when the Wizard Type is Car Rental or Transportation.
- **Unit Label** — Enter the label that should appear on the expense report for this expense type. This option is available when the Wizard Type is Other or Mileage. Examples of unit labels are Miles, Copies, and Minutes.
- **Number of Decimals** — This field allows system administrators to determine the number of characters to the right of the decimal for the entered expense. Specifying something other than 0 allows users to enter their expenses in a fraction. This option is currently only available for expense types using the Mileage or Other Wizards.
- **Starting/Ending Units** — Select this check box to require the user to enter the starting number of units and the ending number of units on the expense report. This option is available when the Wizard Type is Other or Mileage. Example: You might select this check box if your company uses a company car and you want employees to enter the starting and ending odometer numbers.
- **Identify Meals** — Select this check box to require the user to identify the meals that made up the expense amount. This option is available when the Wizard Type is Entertainment or Meals.

Check boxes under this section include: Breakfast, Lunch, and Dinner. If an expense is for multiple days, a table of entries will be displayed. The system uses this field in ceiling and/or per diem calculations.

The meal check boxes are editable for non-per diem expense types or per diem with ceiling expense types if **Multiday** is clear. If Multiday is selected for a per diem ceiling expense type, then these check boxes are selected by default and not editable.

When the user selects a per diem ceiling expense in Expense Report, they have the option to edit all three meal types. To instead create a per diem meal with ceiling expense type for a single meal only, select the meal and clear the other two check boxes.

- **Incidentals** — The Incidentals check box is available if the Wizard Type is Meals or Entertainment and you select the **Per Diem** check box on the Basic Information tab. Select the **Incidentals** check box in the Meals Wizard to include incidental expenses on the expense reports.

Clearing the **Incidentals** check box in the Meals Wizard will result in the user not being reimbursed the Incidental amount for the day(s) selected. The system validates the other expenses added by this employee to verify that they have not already claimed Incidentals for the same day. The Calculation Wizard then takes into account the ceiling amount based on whether this check box is clear or selected.

- **Combine Meals Lodging/Allowance** — Select this check box if you wish to combine all meals and lodging expenses.

Once the feature is enabled for a specific expense type, a **Conference** check box displays on the Lodging Expense Detail form of the expense report. It also displays on the Meal Expense Detail form for instances where lodging and meals are combined. This option is available when the Wizard Type is Meals or Lodging.

When completing an expense report, users can select **Conference** to indicate that a lodging stay is payable and billable at a percentage greater than the per diem rate, for example, 125%.

Deltek Expense then processes the expense at the normal government rate times whatever percentage is entered for the expense type in **Percent Adjustment**. It then takes the allowable rate and multiplies it by 1 + the percentage adjustment rate for the expense type for which it is configured, with upwards rounding.

- Attendees — Select this check box to require the user to record the names of any individuals included in the expense amount. This option is available when the Wizard Type is Entertainment or Meals.
- Require Title/Company — Select this check box to require the user to record the title and company of any individuals included in the expense amount. This option is available when the Wizard Type is Entertainment or Meals.

## Description Options

With every expense type, you can configure the default short description in the Input Options tab. The short description options differ between expenses types depending on the expense category assigned to the expense type. The following table lists the description options by category:

Short Description Option	Transportation	Car Rental	Lodging	Meals	Entertainment	Mileage	Other
Employee ID	X	X	X	X	X	X	X
Expense Report ID	X	X	X	X	X	X	X
Expense Category Code	X	X	X	X	X	X	X
Expense Type	X	X	X	X	X	X	X
Provider	X	X	X	X	X	X	X
Expense Date	X	X	X	X	X	X	X
Departure/Return Dates	X						
Start/End Dates		X	X	X	X		X
Ticket Number	X						
Agreement Number		X					
User Defined #1	X	X	X	X	X	X	X
User Defined #2	X	X	X	X	X	X	X
User Defined #3	X	X	X	X	X	X	X
Itinerary	X						

**Note:** If you select multiple items for the short description, the system will string them together separated with a slash.

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## User-Defined Values

Each Expense Type can have up to three user-defined fields. The labels for each field are controlled at the expense type level and the properties of each field are as follows (on the Input Options tab):

- **Validate** — You can configure whether this field is validated. If a field is validated, you can also configure a list of valid values. This will cause the field to be a drop-down box, whereas non-validated fields will be simple entry fields.
- **Required** — You can configure whether this field is required. The system will return an error message if a value is not provided for the field.

Complete additional descriptions for each of the three user-defined fields in the related subtasks:

- User Defined Labels & Text
- User-Defined Field 1 Values
- User-Defined Field 2 Values
- User-Defined Field 3 Values

## Unallowable Expenses Options

The term "unallowable" is used by government contractors and government agencies to determine specific costs that must be subtracted from the financial statement bottom line. These amounts typically are routed to a separate general ledger account for financial purposes only.

For each expense type, you have the option to allow employees to enter amounts designated as unallowable when they are using the expense report wizards. If enabled, this option is available for all expense report wizards.

If you set up the expense type to allow entry of unallowable amounts, you can also do the following:

- Require that employees enter an explanation for the unallowable expense. Under Unallowable, select **Require Unallowable Explanation**.
- Specify text (instructions or corporate policies, for example) that you want to appear in the dialog box that employees use to enter the explanations. If your system is configured for more than one locale, you can enter separate text for each locale. Enter the text in the User-Defined Labels & Text subtask.

You can review unallowable expense information in the Unallowable Schedule in the expense report.

## Miscellaneous

The **Allow Override of Trip Start/End Dates**, located under **Miscellaneous** on the Input Options tab, is available only when the Wizard Type is Meals and only for per diem expense types.

Select this option to allow users to override the expense report start/end dates when entering meal expenses.

## Conference Lodging

Use the **Percent Adjustment** field, located under **Conference Lodging** on the Input Options –Required Fields tab, to establish the percentage rate increase that is allowed over the normal per diem rate for conference-related lodging and meals.

The **Percent Adjustment** field is available only if you first select the following options:

- **Lodging or Meals** from the Wizard Type drop-down

- 
- **Per Diem** under General Options on the Basic Information tab
  - **Combine Meals/Lodging Allowance** on the Input Options tab

## Tasks

Use the Tasks subtask to configure the attachments that are required for each expense type and to establish business rules related to Expense level attachments.

- **Functional Role** — Select the Functional Role that should be allowed to perform this task.
- **Task** — This non-editable displays Attach as the task.
- **Attachment Type** — Select the Attachment Type that applies for this expense. The values that display in the list are those you configured for individual expenses on the **Attachments subtask** of the **Configuration » General Controls » Configure General Settings** screen.
- **Threshold** — Threshold represents the dollar limit that the expense must exceed for the attachment to apply. Enter the dollar amount that expense should not exceed.
- **Start Date** — This field is required. Click  to select a start date for the attachment type. This allows you to define when this attachment applies based on date range.
- **End Date** — This field is optional. Click  to select an end date for the attachment type. This allows you to define when this attachment applies based on date range.

## Rates/Ceilings

You can configure rates and ceilings in one of two ways for expense types. First, if the expense type is per diem, the system will use the appropriate per diem schedule as the source of the rates and ceilings. The second way is to use the Rates/Ceilings subtask, where you can enter the following data:

- **Effective Date** — Rates and ceilings can be date sensitive, and they can change over time. For example, the rate for mileage may be 36 cents one year, but the next year it may be 37.5.
- **Currency** — If the expense type is a unit-based expense and your system is configured to use multiple currencies, you can select the currency in which the unit rate is expressed. If you need them, you can set up unit rates for more than one currency for the same effective date. (For expense types that are not unit-based, your system's base currency is always used.)
- **Default Unit Rate** — If the expense type is a unit-based expense, you can enter a default rate. This rate is automatically displayed to the user depending on the expense date. The user may be able to change the rate, if the expense type is so configured.
- **Ceiling** — If the expense type is NOT a unit-based expense and NOT a meals expense where individual meals are indicated, you can specify a ceiling amount in this field.
- **Breakfast Ceiling** — If the expense is a meals expense where meals may be indicated, you can enter the breakfast ceiling here.
- **Lunch Ceiling** — If the expense is a meals expense where meals can be indicated, you can enter the lunch ceiling here.
- **Dinner Ceiling** — If the expense is a meals expense where meals can be indicated, you can enter the dinner ceiling here.
- **Incidental Ceiling** — If the expense is an incidental expense, you can enter the ceiling here.

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## Charge Types

Another important option with expense types is the ability to link the valid expense charge types, which you can do from the Charge Types subtask. These charge types represent the accounting rules for UDT assignment and defaulting. You can associate an expense type with one or many expense charge types. For example, you could associate a car rental expense type with the following user-created expense types:

- Direct Car Rental — Contains the accounting rules if the car rental is for a direct project.
- B&P Car Rental — Contains the accounting rules if the car rental is for a B&P project.
- Overhead Car Rental — Contains the accounting rules if the car rental is for overhead.
- G&A Car Rental — Contains the accounting rules if the car rental is for G&A.

When you create the expense report for a direct project, the system will check the UDT values embedded in the expense charge type to see whether the charge type is valid for the project. If the system finds that one charge type is valid, it will automatically select that one and apply the accounting rules of that expense charge type. If the system determines that multiple expense charge types are valid, the user will be able to select the appropriate charge. Once the user has selected an expense charge type, the system will apply the appropriate accounting. If the system cannot find a valid expense charge type, the user will not be able to continue.

**Note:** An expense report can have multiple charges for which charges are spread. They are known as charge allocations. For each of the charge allocations, the system will determine the valid charge type(s).

## Other Lodging

If the expense type uses a lodging wizard type, you can configure the system to break out additional lodging expenses from the hotel bill or folio via an additional page within the expense wizard called Other Expenses. For example, if an employee expenses a hotel bill where there are charges for the room and miscellaneous charges for phone, mini-bar, movies, and room service, the system will realize that the room rate and tax rate multiplied by the number of nights does not match total bill. The system will then display the Other Lodging Expenses, where the employee can break out the additional expenses.

In the Other Lodging Expenses subtask, define the types of expenses that can be broken out. The options for these expenses types are as follows:

- Code — Unique code for expense.
- Description — Description shown to user in drop-down box.
- Default Personal — Whether expense should default as personal.
- Override Personal — Indicates whether employee can change the default.
- Expense Type — The type of expense that should be created based on the breakout.

## Providers

In the Providers subtask, you can associate a valid list of providers with each expense type. You could associate Delta Airlines with the Airfare expense type or Hertz with the Car Rental expense type. You can also define a default provider for the expense type.

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## Pay Methods

As with providers, you can associate pay methods with expense types. This feature can be quite useful if you want to force a certain pay method to be used for a certain expense type. And, as with the providers, you can define a default pay method for the expense type.

## Custom Text

Use the Custom Text subtask to modify the default text that displays on Expense Wizard pages based on a selected expense type.

Subtask configuration options are controlled separately by locale and the application, either Expense Report or Expense Authorization.

### Modify Default Text

Follow these steps to modify the default text.

#### To customize page descriptions or instructional text:

1. Query to locate the record you want to update. For example, in Expense Types, you might select a transportation or lodging wizard.
2. Click the **Custom Text** subtask link.
3. In **Locale**, click  to select a different locale if necessary.
4. From the **Application Name** drop-down list, choose from the following:
  - Expense Report Custom Text
  - Expense Authorization Custom Text
5. Click **Retrieve**.

The Custom Text table updates with the options you selected.

6. In the Custom Text table, select the row that displays the page you want to update.

Note that in Expense Types, the table includes a **Wizard Type** column that displays the name of the Wizard Type associated with the record you selected in Step 1.

7. In the Custom Text field, click  to open the text box or type directly in the field.
8. Modify other pages as needed.
9. Click  when you are done.

Note also that for any row, you can suppress text from displaying by selecting the **Suppress** check box.

### Customizable Pages

This section describes pages available for customization in the Custom Subtask of the Expense Types application.

#### Customizable Pages in Expense Type

In Expense Types, the table in the Custom Text subtask includes a Wizard Type column, and the pages available for customization vary by Wizard Type. In the table below, pages common to all the wizard types are listed first, and pages unique to each wizard type are listed after.

Expense Report	Expense Authorization
<p><b>Pages common to all wizard types include:</b></p> <p>Outstanding Expenses</p> <p>Expense Attachments</p> <p>Charge Allocations</p> <p>Expense Details</p> <p>Expense Amounts</p> <p>Expense Taxes</p>	<p>Expense Attachments</p> <p>Charge Allocations</p> <p>Expense Details</p>
<p><b>Entertainment Wizard Type:</b></p> <p>Attendees Details</p> <p>Expense Meal</p>	
<p><b>Lodging Wizard Type:</b></p> <p>Other Lodging Expenses</p> <p>Room Rates</p>	
<p><b>Meals Wizard Type:</b></p> <p>Attendees Details</p> <p>Expense Meal</p>	
<p><b>Mileage Wizard Type</b></p> <p>Expense Details (Other)</p>	
<p><b>Other Wizard Type</b></p> <p>Expense Details Other</p>	

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## Expense Report Types

The system supports multiple user-defined Expense Report Types. Examples of expense report types include International, Long Distance, Commercial Client, Relocation, Local, and so on. The expense report types represent the coming together of all the system business rules. These rules include:

- Export Options
- Expense Report Layout
- Per Diem Options
- Multicurrency Options
- Expense Authorization Options
- Expense Categories
- Associated Expense Types
- Workflow Tasks

As you can see, expense report types represent an important concept in the system.

To configure expense report types, click **Expense » Expense Controls » Expense Report Types**.

## General Options

### Multicurrency

This option controls whether an expense report can have multicurrency transactions and, if so, which currency schedule will be used.

**Note:** If employees are being paid in a different currency than the base currency, they must use multicurrency expense reports, no matter which currency the transaction is in, because the system must still use exchange rates to convert base currency ceilings to the employee's pay currency.

Also, you can have different rules for different expense report types. For example, the rules for domestic expense reports may be different than for international expense reports.

### Display Expense Summary

This option allows users to see a summary of their expenses at the end of the expense report.

### Display Billable/Non-Billable Amounts

This option allows users to see a summary of their billable vs. non-billable amounts on the expense report.

### Use Date Range

Select this option if you want users to enter starting and ending dates on expense reports.

### Expense Authorization Options

This option controls whether a specific expense report requires or allows an expense authorization. If required, an approved expense authorization must exist before you can enter an expense report of this

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type. If optional, the authorization does not need to exist, but if it does, several fields will be populated in the expense report depending on the authorization. If this feature is disabled, you cannot create an expense authorization for this type of expense report.

### Require Purpose

Select this option if you want users to be required to enter a purpose for the expense report. For example, this could be the contract that they were working on, or the client that they visited.

### Track Locations

Select this option if you are going to allow the combination of multiple locations on one expense report.

### Allow Location Overlap

This option is available only if Track Locations is not selected. When this option is selected, location dates on the authorization or report are allowed to overlap. This option can be used for instances where employees need to claim meals in a different per diem location than the one used for claiming lodging.

### Allow Blanket Authorizations

Select this option to allow multiple expense reports to be attached to a single expense authorization when this report type is used.

### Allow EA Change on Existing ER

Select this option to allow employees to assign an expense authorization to an expense report they have already saved or submitted, or in cases where they selected the wrong authorization, to assign the correct one.

### Add Charges to ER when Created from EA

Select this option to enable employees to add missing charge allocation codes to their expense reports, when those reports are created from expense authorizations.

### Wizard Mode – Expose Expense Category Lookup

This option controls whether the Expense Type and Expense Category are combined in a single Lookup or whether they display as two separate Lookups. The combined Lookup is the default display in Wizard mode.

Select this option to display Expense Type and Expense Category as two separate Lookups. This results in a shorter list of expense types from which to choose, but does require an additional step for the user when entering an expense.

### Wizard Mode – Require Attachments Prior to Submit

Select this option to require that users complete outstanding attachment tasks prior to submitting the expense report.

## User-Defined Fields

Each Expense Report Type can have up to three user-defined fields. The labels for each field are controlled at the expense report type level and the properties of each field are as follows:

- 
- **Validate** — You can configure whether this field is validated. If a field is validated, you can also configure a list of valid values. This will cause the field to be a drop-down box, whereas non-validated fields will be simple entry fields.

**Required** — You can configure whether this field is required. The system will return an error message if a value is not provided for the field.

Complete additional descriptions for each of the three user-defined fields in the related subtasks:

- User Defined Labels & Text
- User-Defined Field 1 Values
- User-Defined Field 2 Values
- User-Defined Field 3 Values

## Date Validations

Use these fields to establish the number of days in the past or future employees can date expense reports before receiving errors or warning. See the online help for more information.

## Per Diem Options

These options controls whether an expense report can have per diem expenses and, if so, which Per Diem Schedule will be used. Also, you can specify the meal percentage to be used on first and last days. The employee has the option of disabling the percentage if the first/last day of the expense report is not the first/last day of the trip. This is done by unchecking one or both of the First/Last Day trip check boxes when they are entering their expense report.

**Note:** You can have different rules for different expense report types. For example, the rules for commercial expense reports may be different than for government expense reports.

## Defaults

The **Country**, **State/Province**, **City**, and **County** options enable you to set default location options that appear on Expense Reports. Users can override the defaults, but setting them can save users time and prevent data entry errors when expense data is entered.

## Categories Subtask

For each expense report type, you can create one or more expense categories. You can associate expense types with each category once you define the categories. In the Categories subtask, you can add, edit, or delete categories. The options in the subtask include the following:

- **Order** — If the expense category is used, you can specify the order of the category. This setting mainly affects the Date Columns and Category Columns layouts.
- **Label** — You can specify the label for the category by locale (country/language). For example, you might change "Transportation" to "Air/Rail."
- **Short Label** — You can also specify this label by locale. However, instead of being 30 characters, this short label is 10. The system will use this label when space is limited.

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## Expense Types Subtask

In the Expense Types subtask, you can specify which expense types are valid for each expense report type. If there is more than one expense type with the same category, you will need to indicate which one is the default. This default is used in the Expense Report screen. If you add an expense of a certain category, the system will present a drop-down box of expense types so that you can choose the appropriate default. If there is only one expense type for an expense category for a particular expense report type, the system will not present you with any options. Some of the additional options in the Expense Types subtask are as follows:

- Expense Category — This is the Expense Category with which the Expense Type should be associated.
- Taxable — This drop-down box controls whether this expense type is taxable. The valid values are "Non-Taxable," "Sales," "Use," and "Value Added (VAT)."
- Default Tax Schedule — If the expense type is taxable, you have to option to set a default tax schedule.
- Modify Tax Rate — If the expense type is taxable, you can use this option to control whether the tax rate can be modified.
- Distribute Taxes — If the expense type is taxable, select **Distribute Taxes** if you want to be able to distribute tax amounts to different accounts or orgs than those to which the expense amounts are assigned. If you select **Distribute Taxes**, Time & Expense uses the information entered for **Tax 1** and **Tax 2** for the applicable charge type to determine how the tax amounts should be distributed.
- Active — Use this option to control whether this expense type is active for the category.
- Default — Use this option to control whether this expense type is defaulted when an expense category is selected.
- Commitment - When you select Commitment, the expense type is included in Commitments calculations for this Expense Report Type

## Expense Report Tasks (Workflow)

The expense report type provides most of the business rules that control workflow. Workflow determines how the system routes expense reports to other users for approval and other notifications. Within each expense report type, you can configure how the expense report is routed. The Expense Report Tasks subtask controls both the routing of approvals and the notifications that are sent when certain events happen. The workflow rules that can be configured by expense report type revolve around the tasks that must be done to complete an expense report. These include:

- Signing of expense report
- Approval of expense report
- Approval of expenses charged to a specific charge
- Recording of receipts received

**Note:** For details on all fields on this subtask see the online Help. For further information on workflow, see the "Workflow" section.

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## Expense Authorization Tasks (Workflow)

The expense report type provides most of the business rules that control workflow. Workflow determines how the system routes expense authorizations to other users for approval and other notifications. Within each expense report type, you can configure how the expense authorization is routed. The Expense Authorization Tasks subtask controls both the routing of approvals and the notifications that are sent when certain events happen. The workflow rules that can be configured by expense report type revolve around the tasks that must be done to complete an expense authorization. These include:

- Reviewing an expense authorization
- Approval of an expense authorization
- Approval of charge allocations
- Approval of cash advances

**Note:** For details on all fields on this subtask see the online Help. For further information on workflow and the Tasks tabs, see "Workflow" on page 68" of this document.

## Expense Authorization Advance Tasks (Workflow)

Use the Expense Authorization Advance Tasks subtask to view and perform the advanced tasks for this expense authorization type.

**Note:** For details on all fields on this subtask see the online Help.

## User Defined Values Subtasks

Use User-Defined Values (Field 1-3) subtasks to add the values you wish to associate with Labels 1-3. You may have more than one for each Label, and you may opt to have one default onto the expense report.

## Custom Text Subtask

Use this subtask to modify the default text that displays based on a selected expense report type.

The subtask configuration options are controlled separately by locale and the application, either Expense Report or Expense Authorization.

### Modify Default Text

Follow these steps to modify the default text.

#### To customize page descriptions or instructional text:

1. Query to locate the record you want to update. For example:
  - In Expense Types, you might select a transportation or lodging wizard.
  - In Expense Report type, you might select the code for a per diem expense type.
2. Click the **Custom Text** subtask link.
3. In **Locale**, click  to select a different locale if necessary.

4. From the **Application Name** drop-down list, choose from the following:
  - Expense Report Custom Text
  - Expense Authorization Custom Text
5. Click **Retrieve**.  
The Custom Text table updates with the options you selected.
6. In the Custom Text table, select the row that displays the page you want to update.
7. In the Custom Text field, click  to open the text box or type directly in the field.
8. Modify other pages as needed.
9. Click  when you are done.

Note also that for any row, you can suppress text from displaying by selecting the **Suppress** check box.

## Customizable Pages

This section describes pages available for customization in the Custom Subtask of the Expense Report Types application.

### Customizable Pages in Manage Expense Report Types

In Expense Report Types, the pages that are available in Custom Text subtask include:

Expense Report	Expense Authorization
Attachments	Advances Request
Default Charges	Attachments
Company Due Options	Default Charges
Overall Attachments	Overall Attachments
Locations	Locations
Outstanding Advances	Purpose
Purpose	Select Expense Type
Select Expense Type	User-Directed Options
User-Directed Options	

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## Expense Classes

Use the **Expense » Expense Controls » Expense Classes** screen to associate business rules with certain types of employees. You can have a virtually unlimited number of expense classes; however, a typical company has less than 10. Examples of classes are "Marketing," "Executives," or "Consultants." You assign employees to employee classes in the History subtask of the Resource Information screen. The employee history is date-driven and contains items such as the employee's timesheet schedule, employee's timesheet class, work schedule, and UDT defaults. This allows an employee to move from one employee expense class to another over time.

**Note:** You can specify an employee's expense class in the Manage Vendors screen in Costpoint. Before an employee can create an expense report, he must be set up in the Manage Vendors screen.

## Business Rules

As mentioned, employees are tied to business rules by employee expense class. The following is an overview of the more common business rules.

### Rights

One of the main purposes of expense classes is to define rights that employees have over their expense reports, in much the same way that functional roles define rights that other employees have over other employee's expense reports. Below is a list of rights that can be granted:

#### Modify Options

- Submitted — To allow this expense class to modify expense reports and expense authorizations that have already been submitted, select the **Expense Report** and/or **Expense Authorization** check boxes.
- Under Review — To allow this expense class to modify expense reports and expense authorizations that are already under review, select the **Expense Report** and/or **Expense Authorization** check boxes.
- Approved — To allow this expense class to modify expense reports and expense authorizations that have already been approved, select the **Expense Report** and/or **Expense Authorization** check boxes..

**Note:** To prevent modifications to submitted, under review, or approved reports or authorizations, clear the check boxes. Members of this expense class would then be required to submit a new expense report to capture changes or corrections

#### Void Options

- Draft — This controls whether an employee can void an expense report or expense authorization while it is in draft status. Select the **Expense Report** and/or **Expense Authorization** check boxes.
- Signed — This controls whether an employee can void an expense report or expense authorization while it is in signed status. Select the **Expense Report** and/or **Expense Authorization** check boxes.
- Under Review — This controls whether an employee can void an expense report or expense authorization while it is in under review status. Select the **Expense Report** and/or **Expense Authorization** check boxes.

- 
- **Approved** — This controls whether an employee can void an expense report or expense authorization while it is in approved status. Select the **Expense Report** and/or **Expense Authorization** check boxes.
  - **Rejected** — This controls whether an employee can void an expense report or expense authorization while it is in rejected status. Select the **Expense Report** and/or **Expense Authorization** check boxes.

### Correction Options

- **Correction Options** — These check boxes control options for correction of processed expense reports. You can enable members of the selected Expense Class to correct any field, including the Expense Incurred amount, or you can limit them to making only those corrections that do not affect the net reimbursement amount.

### Advance Options

- **Advance Limit** — Enter the Cash Advance amount that employees in this Expense Class cannot exceed. Example: If you enter \$500.00 in this field, the total amount of "outstanding" cash advances cannot exceed \$500.00. "Outstanding" means that the employee has not accounted for that cash advance on an expense report.
- **Number of Advances Outstanding** — Use the drop-down box to select the maximum number of outstanding cash advances that this Expense Class is allowed to have. Example: If you select "3," employees in this Expense Class can have no more than three outstanding cash advances at any time. "Outstanding" means that the employee has not accounted for that cash advance on an expense report.

### Miscellaneous Options

- **Revision Explanation** — Use this drop-down list to indicate whether an explanation is required when making a revision on an expense report.
- **Modify Exchange Rate** — This controls whether employees can change the exchange rate on their expense reports. Remember, employees can change the exchange rate only within the tolerance specified in the currency schedule.
- **Modify Tax Amounts** — This controls whether employees can change the tax rate on their expense reports. Please remember that the expense type defined for the expense report must also allow it, and that the employee can change the exchange rate only within the tolerance specified in the currency schedule.

## Workflow Notifications

On the Workflow Notifications tab, for each employee expense class, you can configure what type of workflow an employee will receive when certain events occur.

**Note:** For further information on workflow, see the "Workflow" on page 68

## Expense Report Type Restrictions

In the Expense Report Types subtask, you can specify the kinds of expense report types employees in this expense class can use. For example, you could use this feature to prevent "Commercial Division" employees from using a "Government Division" expense report.

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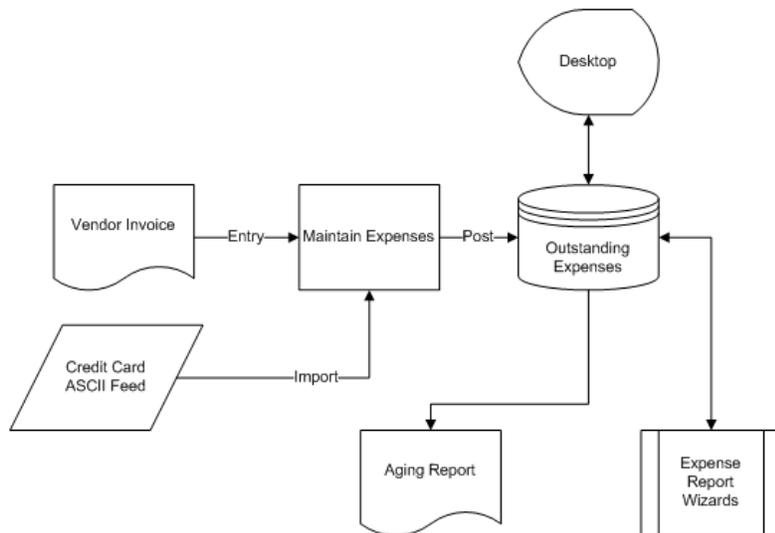
## Pay Method Restrictions

In the Pay Methods subtask, you can specify the valid pay methods that the employees of the expense class can use. For example, you can configure the system to have all "Executive" class employees use a payment method that represents a corporate purchase card.

---

## Batch Expenses

Using the Batch Expenses feature, you can preload expenses in the system for end users to claim. You can import these expenses from a credit card file or have them manually entered by your accounts payable staff. These expenses can be company paid or employee paid. The system will track outstanding expenses, automate employee notifications, and provide reporting and desktop visibility. The diagram below provides an overview of feature:



You can enter Batch Expenses manually in the **Expense » Batch Expenses » Batch Expenses** screen or populate the same screen from a credit card ASCII file. These expenses are then posted as outstanding, and an employee must claim the expenses on expense reports or have the expenses show up on aging reports.

**Note:** At this time, the Credit Card feed the system accepts the AMEX KR1025, Visa VISAVCF40, and Mastercard CDF3 layouts. For additional information on using Batch Expenses, see the online help for applications under **Time & Expense » Expense » Batch Expenses**.

## Benefits

Batch Expenses is a very powerful feature in the system. By using this feature, you realize the following benefits:

- **Automates Reconciliation** — The system will keep an up-to-date balance of outstanding expenses. This balance can be very helpful in reconciling company paid expenses.
- **Employee Ease of Use** — When employees fill out their expense reports, they will be given list of expenses to claim. When they choose an expense, the system fills out many of the fields in the expense report automatically, thus making it easier for employees to enter expense reports.
- **Greater Control** — For any batch expense item loaded on an expense report, the system will not allow certain things, such as amounts, to be changed. This gives administrators the ability to force employees to record items correctly.
- **Faster Expense Processing** — Employee notification of outstanding expenses will speed expense report processing.

---

# User-Directed Workflow

## Overview

Using User-Directed Workflow, employees can select who can approve expense reports, expense authorizations, and/or cash advance requests. The list of available names is based on those supervisors that are attached to the employee's Employee Group.

## Business Rules

User-Directed Workflow is tied to Expense Report tasks and Expense Authorization tasks. You can determine the tasks for which an employee can select the approver or approvers, and which tasks follow the system-configured approval process.

## Benefits

The User-Defined Workflow feature provides the following benefits:

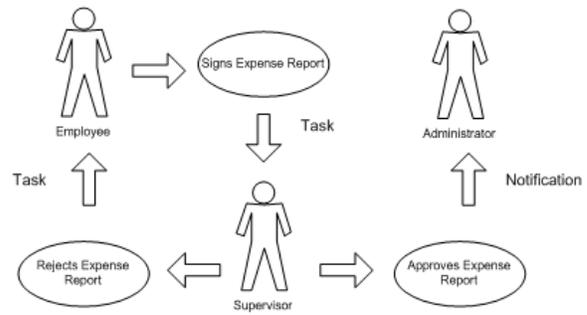
- If supervisors are out sick or are unable to perform the task(s) for a brief period of time, employees can select the person or people who will approve their expense report, expense authorization, and/or cash advance request.

You can turn this feature on or off by checking or unchecking the **User Directed Tasks** check box when adding or editing tasks in the Expense Report Tasks subtask or the Expense Authorization Tasks subtask of the **Time & Expense » Expense » Expense Report Types** screen. Also from these subtasks, you can select the **Include Backup Role in User Directed Task List** check box to make available those supervisors set up to function in the backup role for approval tasks.

- It cuts down on the number of employee groups you may need to set up.
- It puts the responsibility on the employee to select the supervisor to perform the task.

## Workflow

With Deltek Expense's Workflow, you can define the tasks as they relate to expense report type. You can assign these tasks to functional roles and then assign these functional roles to employees and/or charges. The system uses these assignments to determine how and when information flows from person to person. Electronic inboxes replace physical ones. Below is some terminology that will be used throughout this section:



- **Event** — An event causes the system to initiate a workflow. In diagram above, the employee signing the expense report is the event.
- **Task** — A task is something that someone has to do after an event has occurred. In the diagram above, a task is created for the supervisor to either approve or reject the expense report. The next event occurs when the supervisor approves or rejects the expense report. This, in turn, results in other tasks or notifications.
- **Notification** — A notification arrives in the form of an e-mail. If the supervisor in the diagram above approves the expense report, the administrator will receive a notification.

**Note:** It is important to note that, when a user performs a task, the task may be an event.

## Workflow Settings

The workflow settings for Deltek Expense are in two screens. In the Expense Classes screen, you can use expense class to control which tasks and/or notifications employees receive when certain expense report events occur. In the Expense Report Types screen, you can use expense report types to control the tasks and/or notifications that functional roles receive when certain events occur to specific expense report types.

### Expense Classes Settings

**Note:** This section discusses events that occur when someone else performs the event on the employee's expense report.

Below is a table of the events and the task and notification options:

Event	Notification Options	Notes
ER Interim Signatures	Yes or No	Interim signatures take place when someone signs someone else's expense report. Most of the time, you will have the system create a task to have the employee replace the signature. You may want to make an exception to this if the employees in the expense class do not have access to the system and you are using the system for data entry for handwritten expense reports.

Event	Notification Options	Notes
ER Approved	Yes or No	This option controls whether an employee is notified when an expense report is approved. If you select this option and an expense report requires two approvals, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
ER Revised	Yes or No	This option controls whether the employee receives a task and/or notification when an expense report is revised. The employee will be notified only for these revisions: <ul style="list-style-type: none"> <li>▪ Affects Expense Amount</li> <li>▪ Affects Reimbursement</li> <li>▪ Affects Charge Allocation</li> </ul>
ER Rejected	Yes or No	This option controls whether an employee receives a task and/or notification when an expense report is rejected.
ER Paid	Yes or No	This option controls whether an employee is notified when a payment is made on an expense report. If you select this option and an expense report has two payments, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
ER Voided	Yes or No	This option controls whether an employee receives a task and/or notification when an expense report is voided. Note that you cannot create a task for the employee for this event.
ER Charge Approved	Yes or No	This option controls whether an employee is notified when a line level approval occurs. If you select this option and an expense report requires two approvals, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
ER Charge Rejected	Yes or No	This option controls whether an employee is notified when a line level rejection occurs.
ER Attachment Attached	Yes or No	This option controls whether an employee is notified when an attachment is attached.
ER Attachment Recorded	Yes or No	This option controls whether an employee is notified when an attachment is recorded.

Event	Notification Options	Notes
ER Attachment Approved	Yes or No	This option controls whether an employee is notified when an attachment is approved.
ER Attachment Rejected	Yes or No	This option controls whether an employee is notified when an attachment is rejected.
Expenses Imported	Yes or No	This option controls whether an employee is notified when batch expenses are posted to outstanding file.
EA Interim Signatures	Yes or No	Interim signatures take place when someone signs someone else's expense authorization. Most of the time, you will have the system create a task to have the employee replace the signature.
EA Approved	Yes or No	This option controls whether an employee is notified when an expense authorization is approved.
EA Revised	Yes or No	This option controls whether an employee is notified when an expense authorization is revised.
EA Rejected	Yes or No	This option controls whether an employee is notified when an expense authorization is rejected.
EA Voided	Yes or No	This option controls whether an employee is notified when an expense authorization is voided.
EA Charge Approved	Yes or No	This option controls whether an employee is notified when a line level approval occurs. If you select this option and an expense authorization requires two approvals, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
EA Charge Rejected	Yes or No	This option controls whether an employee is notified when a line level rejection occurs.
EA Attachment Attached	Yes or No	This option controls whether an employee is notified when an attachment is attached.
EA Attachment Recorded	Yes or No	This option controls whether an employee is notified when an attachment is recorded.
EA Attachment Approved	Yes or No	This option controls whether an employee is notified when an attachment is approved.

Event	Notification Options	Notes
EA Attachment Rejected	Yes or No	This option controls whether an employee is notified when an attachment is rejected.
Advance Approved	Yes or No	This option controls whether an employee is notified when an advance is approved.
Advance Rejected	Yes or No	This option controls whether an employee is notified when an advance is rejected.
Advance Paid	Yes or No	This option controls whether an employee is notified when an advance is imported or added to the Maintain Advances screen.

## Expense Report Type Settings

The Expense Report Tasks subtask and the Expense Authorization Tasks subtask in the **Expense » Expense Controls » Expense Report Types** screen provide a template of the tasks that may need to be performed for a specific type of expense report or expense authorization. When you click **Add Task** or **Edit Task** the following options display in the Tasks dialog box:

### Task Section

- Task Type — This is the task that needs to be performed. The following is the list of available tasks:
  - Approve
  - Review
  - Attach
  - Record
  - Submit
  - Create
- Level — Use this field to determine whether the task should be performed at the overall expense report level, at the charge level, or whether it is for an attachment task. The options available in the drop-down list vary by Task Type:
  - Overall — This option is available from the Level drop-down list if the Task Type is *Approve* or *Review*.
  - Charge — This option is available from the Level drop-down list if the Task Type is *Approve*.
  - Attachment — This option is available from the Level drop-down list if the Task Type is *Approve*, *Attach*, or *Record*.
- Order — This sequence number controls when the task must be performed in relation to the other tasks. Thus, all tasks with a sequence of 2 must be performed before tasks with a sequence of 3. The lists begins with 2, because 1 is reserved for the Submit task.
- Attachment — This field that enables you to select the type of attachment that must be attached for this task. The drop-down list displays the attachment types you created in the Attachments subtask of the **Configuration » General Controls » General Settings** screen.

- 
- Initial Priority — This option sets the initial priority for the tasks that a role needs to perform.
  - Start Date — Click  to select a start date for this expense report task.
  - End Date — Click  to select an end date for this expense report task.
  - Retain Completed Task on Revision — This field is only enabled when the Task Type is **Attach**. When you select this check box, the task must be redone if the expense report is revised. Leave the check box clear if you do not want to enforce this requirement.

### Role

- Primary Role — This is the functional role that should perform the task. Employees who have this role for an expense report are part of the workflow for expense report related tasks. Employees who have this role for charges on the expense report will be part of the workflow for the third task above, "Approve Expense Report."
- Backup Role — This is the role that will be notified if task is escalated. Escalation can be done via the Expense Report Status inquiry.
- User Directed Tasks — Select this if you wish the user to direct the approval process of this task.
- Include Backup Role in User Directed Task List — Select this if you want the backup roles to be included in the notifications.

**Note:** If tasks share the same order number and need to be performed under amount-range criteria, the functional roles that need to perform them will be given the tasks at the same time. These are considered Broadcast tasks. Tasks that do not share the same order are Chain tasks.

### Business Rule

- Rule — This field enables you to establish whether the task is required or optional. Select either **Required** or **Optional** from the drop-down menu.
- Edit — From the drop-down list select from the following options:
  - None
  - Error
  - Warning
- Required for Export — Select this check box if the task is required for processing the expense report or expense authorization.

### Criteria Section

- Greater Than — Enter the minimum amount for the **Expense**, the **Over Ceiling**, and the **Unallowable** portions of the expense required to perform the task.
- Less Than — Enter the maximum amount for the **Expense**, the **Over Ceiling**, and the **Unallowable** portions of the expense required to perform the task.

### Escalation Section

- Days — Use the up and down arrows to set the number of days that can pass after the due date before the task is upgraded to a low, medium, or high priority.
- Hours — Use the up and down arrows to set the number of hours that can pass after the due date before the task is upgraded to a low, medium, or high priority.

- Minutes — Use the up and down arrows to set the number of minutes that can pass after the due date before the task is upgraded to a low, medium, or high priority.
- Notify — Select the check box if you want to notify the individual responsible for the task when it is overdue. Whether the individual receives an e-mail or an alert is determined by the setting of the **Notification** check box in the **Expense Classes** screen.

## Storing Workflow

An important part of the workflow is the storage of the information. Workflow resides in four areas.

For each expense report or expense authorization, there is a list of required tasks. The information that is tracked includes the following:

- Task — The task that must be performed.
- Primary Role — The primary role responsible for the task.
- Backup Role — The backup role to which the task may be escalated.
- Order — The order in which the task needs to be completed.
- Due Date/Time — The date and time by which the task must be completed.
- Medium Priority Date/Time — When the task will be upgraded to medium priority.
- High Priority Date/Time — When the task will be upgraded to high priority.
- Complete Date/Time — When the task was completed.

This is a complete checklist of what needs to be done. You can easily view this data on an expense report.

Additionally, MyDesktop is a workspace for each user. One part of MyDesktop is the Tasks table, which contains open tasks the user needs to perform.

**Note:** For further information, see the "MyDesktop" section in this guide.

## Example Workflow

What follows is a sample workflow configuration. This sample workflow should help you understand how the various workflow settings are used and how the system stores and updates the information.

### Expense Class

The following is an example of the event setting for a specific expense class:

Event	Task?	Notification?	Notes
Interim Signature	Yes	Yes	Employees will get a task and e-mail if someone else signs their expense report.
Approved Expense Report	N/A	No	Administrator does not want to bother employees with approvals.
Revised Expense Report	Yes	Yes	Employees will get a task and e-mail if someone else revises their expense report.

Event	Task?	Notification?	Notes
Rejected Expense Report	Yes	Yes	Employees will get a task and e-mail if someone else rejects their expense report.
Paid Expense Report	N/A	Yes	Employees will get an e-mail when payment is made on their expense report.
Voided Expense Report	N/A	Yes	Employees will get an e-mail if someone else voids their expense report.
Recorded Attachments	N/A	Yes	Employees will get an e-mail if someone else records attachments, such as receipts, for their expense report.
Approved Expenses	N/A	No	Administrator does not want to bother employees with approvals.
Rejected Expenses	Yes	Yes	Employees will get a task and e-mail if someone else rejects certain charges on their expense report.
Expense Imported	Yes	Yes	Employees will get a task and e-mail if a batch expense is posted to outstanding file.
Advance Paid	N/A	Yes	Employees will get e-mail if advance is entered or imported.

## Expense Report Types

This table illustrates the tasks for a specific expense report type. Although more elaborate than what you may need, it does show the power and flexibility of the workflow.

Task	Primary Role	Backup Role	Expense Report Range	Over Ceiling Range	Unallowable Range	Initial Priority	Due	Upgrade Medium	Upgrade High	Notify
Sign	Employee	Supervisor	0 – 999999	0 – 999999	0 – 999999	Low	1 day	2 days	3 days	Yes
Attachments	Employee	Supervisor	0 – 999999	0 – 999999	0 – 999999	Low	1 day	2 days	3 days	Yes
Approve Attachments	Supervisor	Backup Supervisor	0 – 999999	0 – 999999	0 – 999999	Low	1 day	2 days	3 days	Yes
Approve Expense	Client	Backup Client	0 – 0	0 – 999999	0 – 0	Low	1 day	2 days	3 days	Yes
Approve Report	Cost Control Manager	Backup Cost Control Manager	0 – 0	0 – 999999	0 – 999999	Low	1 day	2 days	3 days	Yes
Approve Expense	Project Manager	Backup Project Manager	0 – 999999	0 – 0		Low	1 day	2 days	3 days	Yes
Approve Report	Division Manager	Division Manager	2000 – 999999	0 – 0	0 – 0	Low	1 day	2 days	3 days	Yes
Approve Report	Division VP	Division VP	10000 – 999999	0 – 0	0 – 0	Low	1 day	2 days	3 days	Yes
Approve Report	President	President	25000 – 999999	0 – 0	0 – 0	Low	1 day	2 days	4	Yes
Record Attachments	AP Clerk	Backup AP Clerk	0 – 10000	0 – 10000	0 – 10000	Low	1	2	2	No

## Workflow Example

- An employee creates an expense report and does not sign it.  
The system creates an expense report task for the employee to sign an expense report. Due, Medium, and High Priority dates are set. The expense report status is "Draft."
- The employee signs the expense report. The expense report is for \$2,500 and has an over-ceiling of \$100. One of the charges has line level approval. The total amount allocated to that charge is \$1,000. The charge has a functional role of Project Manager but does not have a role of Client. Line level approval is configured as required. One of the expenses requires a receipt.
  - The system changes expense report status to "Signed." The system updates the sign task in the expense report.
  - The system changes the expense report attachment status to "Pending."
  - The system deletes any MyDesktop tasks for anyone to sign that specific expense report.
  - Using the following criteria, the system determines which tasks should be created for the expense report:
    - Attachments for receipts are required because the expense report amounts are in the range and one or more of the expenses requires receipts.

- 
- Client approval is not required if there is no client associated with the charge that requires line level approval.
  - Cost control manager approval is required because of the over-ceiling amount.
  - Project Manager approval is required because the charge is the project manager, the expense amount is in the range, and line level approval is required.
  - Division Manager approval is required because the expense report amount is in the range.
  - Division VP approval is not required because no amounts are in the range.
  - President approval is not required because no amounts are in the range.
  - Receipts are required because at least one expense requires a receipt. The system determines that AP clerk recording of receipt attachments is appropriate.
3. Next, the system finds out which tasks need to be done first. The system determines that workflow should be sent to the employee because receipts are required first (since this task has an order that is lower than other tasks).
  4. The employee prints the cover sheet, attaches receipts to it and uploads it, and drops the originals in the mail.
  5. The system finds out which tasks need to be done next. The system determines that workflow should be sent to the following:
    - Cost Control Manager — The system finds the employee's cost control manager by looking at employee groups where the employee is a member and where the role of cost control manager has been assigned to someone. The system sets due, medium priority, or high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails.
    - Project Manager — The system determines the charge's project manager by looking at project file. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails.
    - Next, the system updates all Record Receipts tasks. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has not been selected for this task, the system will not generate e-mails.
  6. The cost control manager approves the expense report.
    - The system updates the expense report status to "Under Review" because some expense report tasks are not complete.
    - The system updates the expense report task with completion information.
    - The system deletes any MyDesktop tasks that require cost control managers to approve this specific expense report.
    - Because there is another task with same order number that requires line level approval, the system does not initiate any more workflow.
  7. The project manager approves the charge allocation.
    - The system updates the expense report status to "Under Review" because there are incomplete approvals in the expense report tasks.
    - The system updates the expense report task with completion information.
    - The system deletes any MyDesktop tasks that require project managers to approve this specific charge on this specific expense report.
-

- 
- Since no more approvals need to be completed for the task order number, the system checks to find out which tasks need to be done next. The system determines that workflow should be sent to the following:
    - Division Manager — The system finds the employee's division manager by looking at employee groups where the employee is a member and where the role of Division Manager has been assigned to someone. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails.
8. The AP clerk receives the expense report receipts via mail and records them.
    - The system updates the expense report receipt status to "Received."
    - The system updates the expense report task with completion information.
    - The system deletes any MyDesktop tasks that require AP clerks to record receipts on this specific expense report.
    - The system sends an e-mail to the employee notifying him that receipts have been recorded. This occurs only if the employee's expense class is so configured and e-mail is his or her preference.
  9. The division manager approves the expense report.
    - The system updates the expense report status to "Approved" because there are no incomplete approvals in the expense report tasks.
    - The system updates the expense report task with completion information.
    - The system deletes any MyDesktop tasks that require the Project Managers to approve this specific charge on this specific expense report.
  10. The accounts payable system processes the voucher and cuts a check to the employee. This information is included in the scheduled download of master file information. The expense report system is configured to upload information on schedule and pick up payment information.
    - The system updates the expense report with payment information.
    - The system sends an e-mail to the employee notifying him that payment has been made. This occurs only if the employee's expense class is so configured and e-mail is his or her preference.

## Alternate Scenarios

The Workflow Example describes what happens if an expense report is correct and everyone does their job. In the following three scenarios, things resolve differently:

1. Line level approval is optional instead of required — As soon as the cost control manager approves the expense report, the system determines the next level of approvals that need to occur. The project manager task stays open, but the system does not hold up the approval process because of it. If the project manager does not approve the expense report before the last level of approval is complete, the system will change the expense report to an "Approved" status. The Project Manager had the opportunity to approve the expense report, but did not respond. However, if the expense report has not been exported, the project manager can still approve or even reject the expense report.
2. Division VP Rejects Expense Report — When this occurs, the system does the following:
  - Updates the expense report status to "Rejected."

- 
- Gives the employee a task to review the expense report. This happens because the employee's expense class was configured for it.
  - Sends the employee an e-mail if notification has been selected for the employees' expense class and the employee prefers notification by e-mail.
  - E-mails the project manager to notify him or her that the expense report was rejected because the expense report task says the project manager has completed the task. The system sends an e-mail if that is the Project Manager's preference.
  - E-mails the cost control manager to notify him that the expense report was rejected because the expense report task says the cost control manager has completed the task. The system sends an e-mail if that is cost control manager's preference.
  - Removes any outstanding desktop tasks for any role except employee because the expense report needs to be corrected and resigned.
  - Removes all expense report tasks for this expense report because the expense report needs to be corrected and resigned.
3. Charge has Client defined — In this scenario, the client role is given a task and is notified via e-mail that approval is needed. The client role receives the e-mail because the charge has an over-ceiling amount within the range. The system configuration determines whether the approval is required or optional.

**Note:** Besides Workflow for Expense Reports, there is workflow for Expense Authorizations. It works in much the same way with these exceptions:

- Approvals and Reviews are available for Advances in addition to the overall Expense Authorization.
- There are no tasks related to receipts, but there may be tasks related to other types of attachments

---

## MyDesktop

Your organizational members can use MyDesktop to perform their tasks within Deltek Expense.

The MyDesktop screen is located on the **Configuration » Resources » My Desktop** menu.

Use this screen to access Time & Expense tasks easier. You can have the screen default based on application being provided in login screen or app embedded in URL.

The sections of the Desktop are:

- **Tasks Table** — The Task table list all the open tasks that the user needs to perform. Information tracked in a task includes Task Object, Task Type and Task Count.
- **Task Details Table** — Below the Task table is the Task Details table. The information displayed in this table depends on the highlighted task in the Task table.

Click **Launch** to display the form where you can complete the task. Depending on the task, you will be directed to the Approve Timesheet form or Approve Expense Report form.

- **Outstanding Advances** - This section contains a list of the user's outstanding advances. As the user claims the advances in the Expense Report screen, they are deleted here.
- **Outstanding Expenses** – This section contains a list of the user's outstanding expenses. As the user claims the expenses displayed in the expense report screen, they are deleted here. If any of these expenses are personal expenses and therefore NOT company-paid, the user can delete them here.

You can use the **Hide** option for any personal expense that is not paid by the company and unhide any outstanding expense that is company paid.



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# 3

## Implementation

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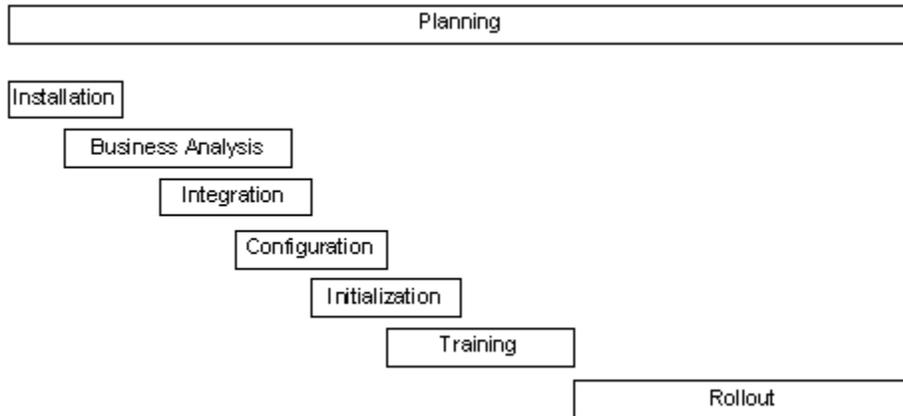
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## Overview

Implementing Deltek Expense will probably affect many of your employees, each with different use patterns. In addition, you'll probably be using Deltek Expense for many different types of expense reports, each with different policies and formats. Because of this visibility and scope, you must implement Deltek Expense correctly, on schedule, and with the least amount of disruption to your organization.

There are many ways to implement a software package. The following exemplifies a framework for the implementation phases:



Although the phases are generally in the order in which they occur, portions of them will reoccur throughout the implementation project. The length of time spent on each can vary. The remainder of this section provides hints for each of the phases.

## Planning

Adequate planning can make or break a system implementation, especially one with the scope and reach of an expense collection system. Some of the factors that affect implementation are the following:

### Organizational Factors

- Single vs. Multiple Location — Multiple locations affect such things as user access, user training, and system rollout.
- Centralized vs. Decentralized — Decentralized organizations usually require more administrators who spend less time in the system, and this can affect the training and rollout phases.
- Commercial vs. Government — The business rules can differ drastically between these two sectors. You need to understand your sector and how it affects expense reports.
- Single vs. Multiple Expense Report Types — If you plan to use multiple expense report types, you must decide early whether you are going to phase in all types at the same time or phase them in individually.

### Personnel Factors

- White Collar vs. Blue Collar — The familiarity with and access to computers can drastically change the training and rollout phases.
- Computer Access vs. No Computer Access — Lack of computer access may require you to train more administrators to enter expense reports on the behalf of the employees.
- Fixed Location vs. Varying Location — Employees that change location affect how the system is implemented on your network.
- Full-time vs. Part-time — A training program is particularly important if you have a lot of cyclical part-time employees.

### Create Implementation Team

It is important to assemble an implementation team right from this beginning phase. We recommend that the implementation team consist of the following:

- One or more members from the accounting and accounts payable staff who clearly understand the policies and procedures of your current expense report process. They should understand how expense report transactions work in your accounting system.
- A member of your management staff who can clarify your goals and requirements from a management perspective.
- One or more members of your IT staff who are familiar with the hardware used within your organization and with your network.

After you have identified your implementation team, it is important to identify one individual as the implementation manager. This person will be involved on the project on a daily basis.

**Note:** We highly recommend a Deltek Time & Expense consultant. Consultants do not eliminate the need for an implementation team, but they are an extremely valuable resource and can make the implementation smoother and more efficient.

## Prepare Background Information

One of the first things you must do in the planning phase is gather facts about your organization. This assists the Deltek consultant in developing an implementation plan. After identifying the end users, these are the facts to gather:

- Location — Compile a list of employees by location. This affects the rollout plans.
- Type (Employee, Supervisor, and so on) — Identify the types of users. A rough count of each type is useful.
- Language — Determine whether you need to support multiple languages and, if so, how they are distributed within locations. Multiple languages can affect the rollout plans.
- Network Access — Identify the type of access required by the users. This will be LAN, WAN, intranet, Internet, Dial-In, and so on.
- Hardware — Establish profiles of the common hardware end-users have. Make a note of any organizational standards, such as OS and browser.
- Desired Live Date — Determine the date by which you want the system to be live. You can work backwards from this date to plan the milestones. This date, in conjunction with locations, can help determine rollout plans.
- Expense Report Types — Identify the types of expense reports you use. Physical copies of the forms are useful.

## Initial Consultant Kick-Off Meeting

The primary purpose of the implementation team's first meeting is to let the Deltek consultant get to know your organization. A sample list of what you must discuss at the meeting follows:

- Set dates for future consulting visits and discuss what is expected from them.
- Discuss organization's financial/accounts payable systems, their data requirements, and how they relate to Deltek Time.
- Prioritize goals for implementation
- Discuss current expense report policies.
- Clarify the concepts.
- Discuss status of hardware/software installation.

**Note:** We recommend that all members of your implementation team read this [Getting Started Guide](#) and discuss some of the concepts before this meeting.

After the meeting, team members should have a general understanding of the implementation, and they should have a plan in place for the next phase.

## Installation

This section contains a few notes regarding installation. This document does not discuss the installation of the hardware and software in detail, because your Installation Guide does.

## Business Analysis

During this phase, the team analyzes the current expense report process, refines the goals for the implementation, and decides how the system is configured and used. This is where the expertise of the Deltek Consultant can assist the most. The list below tells you which areas require business analysis and lists the questions the team should ask.

### Data Requirements

- Which data must be captured?
- What are the attributes of the captured data?
- Where does this data fit into the UDT structure?

### Interfaces

- Which interfaces are needed?
- What is the method of interface?
- What is the frequency of interfacing?

### Expense Process

- What type of expense reports are you automating?
- How are current expense reports laid out?
- How many approvals are required and in what order should they be?
- What are rules for receipts?
- Do you need to use per diem schedules?
- Do you need to support multiple currencies?

### Charging

- Do you require charge authorizations?
- How do you want charge trees structured?
- What is the desired defaulting logic for other UDT values?
- How are over-ceiling and unallowable amounts accounted for?
- How are company-paid expenses and advances charged?

### Organization

- What type of employees do you have?
- Which expense classes do you need?
- Which employee groups do you need?
- How is your organization structure represented?

### Reporting

- What are your reporting requirements?

- Do you want to apply security to the contents of reports?

## Integration

During integration, Deltek Expense is interfaced with outside financial and/or accounts payable systems. You must set up and configure the interfacing criteria in order to get data into the system. That is why it is one of the first items discussed during the business analysis. You should determine the following:

- Which data needs to be interfaced?
- Where does the data come from?
- In what format is the data? (ASCII, Table, XML, or JMS)
- How often is the interface run?
- Is the method of data interfacing transactional or batch?

The interface must be operational as soon as possible, because it is difficult to complete the initialization phase without the initialization data.

**Note:** The Deltek Time & Expense Technical Guide has a detailed overview of the interfacing options within the product.

## Configuration

During the Configuration phase, configure the system to support your business requirements. For the most part, this means setting up certain screens in Deltek Expense. The remaining part of this section is a step-by-step checklist. For details about any specific application, consult the relevant sections in this guide and the relevant topics in the online help.

### □ Step 1 — Log in to System

To log in to a brand-new system in which no information is set up, enter the following information:

- Login ID: CPSUPERUSER
- Password: CPSUPERUSER
- Domain: The name assigned during installation

As you log in, you are required to change the password. The password must be at least eight characters and include at least one number and at least one special character.

### □ Step 2 — Create CPSUPERUSER Resource (Time & Expense » Configuration » Resources » Resource Information)

Once you log in, it will be necessary to set up CPSUPERUSER as a resource. The key data needed is the following:

Identification Section:

- Employee ID = CPSUPERUSER
- Login ID: CPSUPERUSER
- Active = checked
- Last Name = any value
- First Name = any value
- Government ID = any value
- Vendor ID = any value (Only needed if licensed for expense too)

Access Tab (Create New Access)

- Module = Expense
- Access = Seat

History Tab (Create record and set following fields to defaults found in lookup)

- Timesheet Schedule
- Work Schedule
- Timesheet Class
- Expense Class

### □ Step 3 — Log out

- Log out of the system.

## □ Step 4 — Log back in

- Log back in using step 1 information

## □ Step 5 — General Configuration (Time & Expense » Configuration » General Controls » General Settings)

In this step you are configuring the bulk of the global settings used by the system. Exercise extreme care in configuring this screen. It may not be possible to change some of the settings. The settings you should be configuring at this point are as follows:

- UDT Options, including linking options.
- Server Time Zone
- User-Defined Field Labels (set these for each language).
- Miscellaneous options, including those for Mobile Time & Expense.

**Note:** This screen is already configured for existing Deltek Time users. See the online Help for descriptions of fields on this screen.

## □ Step 6 — Log out and log back in to system.

Any time you change settings in the General Settings screen, you must log out and log back in to ensure the changes take effect.

## □ Step 7 — Set up UDT Labels (Administration » System Administration » Workspace Customization » Manage Standard Label Customizations)

Use this screen to specify the label variants for your UDT codes. This must be done for all UDTs that will be used (UDT01 to UDT15).

**Note:** Refer to the Costpoint Online Help for details on the Manage Standard Label Customizations screen.

## □ Step 8 — Expense Configuration (Time & Expense » Expense » Expense Controls » Expense Settings)

In this step, you configure the majority of the expense settings used by the system. Extreme care should be exercised in configuring this screen. It may not be possible to change some of the settings. The settings you should be configuring at this point are as follows:

Set the following values for each additional language:

- Signature Text
- Approval Text

Configure Export Options

- Decide which of the UDTs you are going to export

## Configuration

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- Select your Labor Distribution interface (if required)
- Select your Payroll interface (if required)

### Configure Miscellaneous Options

- General Options
- Expense Authorization Settings
- Image Options

### Other Configuration Options

- UDTs options
- Aging Option

You will configure the default options in a later stage.

## ❑ Step 9 — Log out and log back into system.

Any time you change settings in the Expense Settings screen, you must log out and log back in to ensure the changes take effect.

## ❑ Step 10 — Currencies (Time & Expense » Expense » Expense Controls » Manage Currencies)

The system supports multicurrency transactions. If you require multicurrency transactions, you use this table to add or activate your currencies. The system comes preloaded with currency codes. Select the **Use** checkbox for any currencies you support. You should select only the ones that you are most likely to use; if you make a lot of selections, users have a larger drop-down box from which to select when filling out an expense report.

**Note:** You must configure Costpoint for multicurrency in order to support multicurrency in Deltek Expense.

## ❑ Step 11 — UDT01 Types (Time & Expense » Configuration » General Controls » UDT01 Types)

In this step, you create the UDT01 Types to which UDT01s are assigned.

**Note:** If you are running Deltek Expense but do not have Deltek Time, be aware that several fields in this screen apply only to Deltek Time. They are as follows:

- Daily Min Hours
- Daily Max Hours
- Utilization Code
- Billable
- Future
- Export
- Counts Towards Overtime
- Time In/Out
- Start/Stop Times
- Prorate

UDT01 types are Account Types for typical Deltek Costpoint implementations. In Costpoint, you must enter a value in the Time Collection Account Type field for each account you download into Deltek Expense. The system does not validate this field, and there is no limit to the number of account types that you can configure. Common account types are as follows:

- "DIR LAB" — Direct Labor
- "IND LAB" — Indirect Labor
- "DIR EXP" — Direct Expense
- "B&P LAB" — Budgeting and Planning Labor
- "B&P EXP" — Budgeting and Planning Expense

## □ Step 12 — Employee Group Types (Time & Expense » Configuration » General Controls » Resource Groups)

In this step, you create the valid group types for the system.

**Note:** Currently, you can download groups based on organization, supervisor, and/or manager. The group types that may be required are as follows:

- DELTEKS — Supervisor
- DELTEKO# — Organization, where # indicates level number. Thus, if you have a three-level organization, you need to have group types "DELTEKO1," "DELTEKO2," and "DELTEKO3."
- DELTEKM — Manager
- DELTEKC — Company
- DELTEKV — Vendor (If you plan to use Subcontractor Management)

You should add only the group types that are configured in Costpoint for export.

## □ Step 13 – Create User Groups

Application menu options are controlled by the Costpoint framework user security, and the user group(s) assigned to the user. To automatically assign appropriate user group(s) to users based on the security role, the security role can be associated one or more user groups. This way, when users are assigned a security role and granted access to Expense, the user records in Costpoint framework are assigned to the appropriate user groups.

One of the decisions you need to make is whether to create ONE user group for each security role in Time & Expense, or break out user groups in more detail.

### **Example**

#### Time & Expense Security Roles

- Employee
- Supervisor
- Administrator

#### **Option 1 – 1:1 mapping**

You would create user groups as follows:

- Employee – Grant application rights to all applications employees utilize.
- Supervisor – Grant application rights to all applications employees utilize, plus employee applications.
- Administrator – Grant application rights to all applications administrators utilize, plus applications used by employees and supervisors.

#### **Option 2 – Break user groups up to better control menu options shown user**

You would create user groups as follows:

- Time Employee – Grant application rights to all time-related applications employees utilize.
- Expense Employee – Grant application rights to all expense-related applications employees utilize.
- Time Supervisor – Grant only additional time applications a supervisor needs, over and above employee time applications.
- Expense Supervisor – Grant only additional expense applications a supervisor needs, over and above employee expense applications.
- Time Administrator – Grant only additional time applications an administrator needs, over employee and supervisor time applications.
- Expense Administrator – Grant only additional expense applications an administrator needs, over employee and supervisor expense applications.

Create user groups as associate application rights to each group. Please note for a Costpoint company, you would specify “ALL” because Time & Expense applications do not utilize Costpoint company security. In next step, associate the user groups to your existing Time & Expense security roles.

## □ Step 14— Security Roles (Time & Expense » Configuration » Resources » Security Roles)

In this step, you create security roles. Examples of security roles are as follows:

- EMPL — Employee
- SUPER — Supervisor

- ADMIN — Administrator

For each security role you would add one or more user groups that users of this security need to be associated to. The screen allows you to add a user group and determine if that user group should be associated to the user based on Time or Expense licensing. For example you may have the following user groups associated to an employee security role:

- Everyone – A group that provides general access to applications that all users need. This is not based on Time or Expense seat license so it would be set to “None”.
- Time Employee – A group that provides access to Time applications an employee needs. This would be granted only if the employee has been given a seat license to Time. Thus the setting should be set to “Time”.
- Expense Employee – A group that provides access to Expense applications an employee needs. This would be granted only if an employee has been given a seat license to Expense. Thus the setting should be set to “Expense”.

This mapping is used during the creation of users or when users change security roles or access. The system adds/removes users from the appropriate roles. For example:

- Create User – When creating user accounts for each user (see later step), the system looks at the user’s security role and licensing and creates a user with the appropriate user group.
- Change Security Role – When a user’s security role is changed, the system removes the user from the user groups to which it was associated. Then it adds them to the user groups based on role and licensing.
- License Change - When user is granted or removed access, the system may add or remove a user from certain user groups based on the security role setting of “Time” or “Expense”.

## □ Step 15 — Functional Roles (Time & Expense » Configuration » Resources » Functional Roles)

In this step, you create additional functional roles, if necessary. Examples of functional roles are as follows:

- DM — Division Manager
- PM — Project Manager
- VP — Division Manager
- AP — Accounts Payable

**Note:** The system comes pre-loaded with the following functional roles:

- SPSVR — Primary Supervisor
- BSPVSR — Backup Supervisor
- PADMIN — Primary Administrator
- BADMIN — Backup Administrator

Please note that it may be necessary to review and adjust the rights and permissions.

## ❑ Step 16 — M&IE Breakdown (Time & Expense » Expense » Expense Controls » MI&E Breakdown)

The system comes preloaded with the Meal & Incidental Expense (M&IE) breakdown for per diem meals for both CONUS and OCONUS per diem. If your company has different breakdowns, use this screen to create them.

## ❑ Step 17 — Providers (Time & Expense » Expense » Expense Controls » Providers)

Use this screen to create providers for later association with expense types. You need to create providers only if you wish to track money spent on each provider, or if you wish to directly pay providers for expenses submitted by employees.

## ❑ Step 18 — Expense Charge Types (Time & Expense » Expense » Expense Controls » Expense Charge Types)

In this step, you set up charge type codes and their descriptions. You cannot set up default overrides for the UDTs at this point because the UDT tables have not been populated. You will set up the Under Ceiling, Over Ceiling, Unallowable, Tax 1, and Tax 2 rules in a later step.

**Note:** Set up charge types based on both the number of general ledger accounts that you have and whether you use indirect projects or not. (Indirect project charge trees are automatically created. However, if you are just using indirect accounts, you need to manually create the charge trees and branches.)

Examples of Charge Types are:

- Direct Car Rental
- Direct Hotel
- Overhead Hotel

## ❑ Step 19 — Pay Methods (Time & Expense » Expense » Expense Controls » Pay Methods)

Create all your pay methods here. Later, you associate pay methods with expense classes and expense types. In addition, you can specify employee specific overrides and UDT Defaults for certain pay methods. The system comes pre-loaded with the Pay Method "Advance."

## ❑ Step 20 — Currency Schedules (Time & Expense » Expense » Expense Controls » Currency Schedules)

You need to create Currency schedules only if you plan on multicurrency transactions.

**Note:** You create the schedule and its description here. You import the exchange rates from an ASCII file in a later step. See the "Import ASCII Layouts" chapter in the Deltek Time & Expense Technical Guide.

## ❑ Step 21 — Per Diem Schedules (Time & Expense » Expense » Expense Controls » Per Diem Schedules)

Create required per diem schedules.

**Note:** You create the schedule and its description here. You import the per diem schedules from an ASCII file in a later step. See the “Import ASCII Layouts” chapter in the Deltek Time & Expense Technical Guide.

## ❑ Step 22 — Tax Schedules (Time & Expense » Expense » Expense Controls » Tax Schedules)

You need to set up Tax Schedules only if you want to track VAT taxes.

**Note:** The Costpoint interface can download the tax schedule codes, so you can skip this step.

## ❑ Step 23 — Expense Types (Time & Expense » Expense » Expense Controls » Expense Types)

In this step, you create Expense Types, probably the most important business rule component in the system. You should configure the following settings:

- Wizard Type
- General Options
- Input Options
- User-Defined Labels and Text
- Rates/Ceilings for Non Per Diem Expenses (Unless 2 Tier Ceiling)
- Associate Charge Types
- Assign/Validate User-Defined values (if appropriate)
- Assign Lodging Other Expenses (you may need to wait until those expense types have been created)

User-Defined Values (if any of the user defined fields are being validated)

- Associate Providers (if applicable)
- Associate Pay Methods
- For each additional language, set the following values:
  - Over Ceiling Text in the Basic Information Tab

## ❑ Step 24 — Expense Report Types (Time & Expense » Expense » Expense Controls » Expense Report Types)

In this step, you create the Expense Report Types. You must configure the following options for each Expense Report Type:

- General Options
- Create Expense Categories
- Associate Expense Categories
- Associate Expense Types
- Create Workflow Tasks for Expense Reports and Expense Authorizations

User-Defined Values (if you have set one of your user defined fields to validate)

- For each additional language, set the following values:
  - Expense Category Descriptions

## □ Step 25 — Employee Expense Classes (Time & Expense » Expense » Expense Controls » Expense Classes)

In this step, you create the Expense Classes to which employees are assigned. You must perform the following steps:

- Create the required expense classes.
- Select the Workflow settings.
- Select the Void Options
- Associate valid expense report types.
- Associate valid pay methods

**Note:** Each employee is assigned an expense class in the Manage Vendors screen in Costpoint Accounts Payable. Because you can associate more than one vendor with an employee, the Interface will assign each employee a vendor number based on the record it finds with an expense class. This means you **MUST** assign an expense class to only one vendor record per employee. Because the field is not validated, you **MUST** make sure the expense class code is exact and UPPERCASE.

## □ Step 26 — Expense Batch Types (Time & Expense » Expense » Batch Expenses » Expense Batch Types)

If you intend to centrally record expenses for your employees either via the Maintain Expenses screen or via AMEX, VISA, or Mastercard import, use this screen to set up the expense batch types. These batch types define the rules for the source of expenses. Configure the following settings:

- General Options
- Defaults
- Import Options
- Transaction Type Filter Options
- Ghost Cards

## ❑ Step 27 — General Configuration (Time & Expense » Configuration » General Controls » General Settings)

Now that you have configured some dependent screens, you must return to this screen to complete the configuration for the following items:

- Default Account Type
- Default Security Role
- Date Edit
- Default Screen
- Default Currency
- Default Notification Method

## ❑ Step 28 — Expense Configuration (Time & Expense » Expense » Expense Controls » Expense Settings/Miscellaneous Tab)

As with general configuration, you must return to this screen to complete the configuration of the following item:

- Default Expense Class

## ❑ Step 29 — Add Administrator Login (Time & Expense » Configuration » Resources » Resource Information)

In this step, you create a "Master" login to replace the "Install" login used during this implementation.

- Add "ADMIN" employee.
  - Grant Access to Deltek Expense.
  - Assign employee to a security role that has access to the entire system.
  - Create User Account.

## ❑ Step 30 — Log out

Log out of system.

## ❑ Step 31 — Test Login

Test the login you just created. Here is the login information you are testing:

- Login ID: Use the login ID you created.
- Password: Use the assigned government ID.
- Domain: Use the name assigned during installation.

## Initialization

During the initialization phase, you populate the configured system. You populate most of the data through the interface and enter the rest manually. What is imported through the interface and what is entered varies from implementation to implementation. The remaining part of this section is a step-by-step checklist. For details about any specific application, consult the “Concepts” chapter of this guide and the relevant online help topics.

### ❑ Step 1 — Add Alternate File Locations (Administration » System Administration » File Management » Manage Alternate File Locations)

You must set up the alternate file locations for the Export Location, Import Location, and Trash Location. Below is the potential list of :

- Export Location – This is location where timesheets, expense reports, and advances are exported.
- Import Location – This is the location where master data is dropped off for import into T&E (ASCII and XML)
- Trash Location – This is the location where master data files (ASCII and XML) is moved after import.
- Receipt Storage Location – This is the location where Expense Report and Expense Authorization attachments are stored.
- Traveler Location – This is the location where attachment travelers can be dropped off for the automatic attachment to expense report or expense authorization.
- Traveler Reject Location – This is the location where attachment travelers that are rejected during automatic attachment to expense report or expense authorization are moved.

**Note:** Refer to the [Costpoint Online Help](#) for details on the [Manage Alternate File Locations](#) screen.

### ❑ Step 2 — Extract data from source systems

Extract data from your source financial/payroll systems.

**Note:** When you click a link, you will be asked to log into DSM if you aren't already logged in.

### ❑ Step 3 — Create Currency Schedule ASCII

- Create the ASCII file using published layout.
- Name the ASCII file using published naming convention.
- Copy the file to import directory.

## ❑ Step 4 — Get Per Diem Schedules

- Download the appropriate per diem files from Per Diem Committee web site.
- Copy the file to import directory.

**Note:** For further information on Per Diem Schedules, refer to the "Per Diem Schedules" section in this guide and the related online help.

## ❑ Step 5 — Initial Import (Time & Expense » Configuration » Interfaces » Import Master Data)

- Select the import Source.
- Execute the Import on Demand option.
- Review and correct any errors.
- Adjust interface or configuration if appropriate.
- Defer configuring scheduled import to a later date.

**Note:** Refer to the Costpoint 7.1.1 Process Execution Modes Technical guide for details.

## ❑ Step 6 — Schedule Imports (Time & Expense » Configuration » Interfaces » Import Master Data)

- Set up scheduled import options, if needed.

**Note:** Refer to the Costpoint 7.1.1 Administration Job Management online help for details.

## ❑ Step 7 — Manually enter UDTs (Time & Expense » Configuration » Master Data)

Add UDT values where needed.

## ❑ Step 8 — Expense Charge Types (Time & Expense » Expense » Expense Controls » Expense Charge Types)

Associate UDT default overrides with Charge Types that were previously set up in the "Configuration" section.

**Note:** The charge types for Costpoint center on the account number for project-related charges. For non-project-related charges, they typically relate to either accounts and/or organizations.

## ❑ Step 9 — Pay Methods (Time & Expense » Expense » Expense Controls » Pay Methods)

Assign UDTs to pay methods.

## ❑ Step 10 — Tax Schedules (Time & Expense » Expense » Expense Controls » Tax Schedules)

Add entries to Tax Rate table.

## ❑ Step 11 — Employee Groups (Time & Expense » Configuration » Resources » Resource Groups)

- If employee groups were imported:
  - Add additional groups as needed.
  - Add additional supervisors/administrators, if needed.
  - Assign charge trees, if appropriate.
- If employee groups were not imported:
  - Add groups as needed
    - Members
    - Owners
    - Charge Trees

## ❑ Step 12 — Charge Trees (Time & Expense » Configuration » Master Data » Maintain Charge Trees)

- If charge trees were imported:
  - Add additional charge trees as needed.
  - Assign employee groups restrictions if appropriate.
  - Assign employee restrictions if appropriate.
- If charge trees were not imported:
  - Add trees as needed.
    - Trees
    - Branches
    - Charges
    - Employee Group Restrictions
    - Employee Restrictions

**Note:** We recommend that you make an additional backup of the database at this time.

## □ Step 13 — Grant Employee Access (Time & Expense » Configuration » Resources » Resource Information)

To give an employee access to the system, you must set the employee's security role and give them access.

**Note:** While granting employee access, you can also specify any pay method overrides for certain pay methods, such as advances.

## Training

Training materials are important because processing expense reports is so important. New hires will use your materials long after the system rollout.

### Manuals

The training materials usually consist of employee, supervisor, and administrator manuals. Deltek consultants can help create both; however, creating and maintaining these manuals should be part of your company's procedures. The manuals usually contain the following:

- User interface basics
- Documentation for the applications/screens
- Company policies and procedures as they relate to Deltek Expense

Employee manuals usually contain only documentation for the expense report and desktop applications. Supervisor manuals are the same as employee manuals but with more information on the approval/rejection of expense reports. Administrator's manuals often contain procedural checklists, as described below.

### Procedural Checklists

A procedural checklist is extremely helpful for administrators. This checklist usually revolves around a schedule or a task. For example, you could have daily checklists and weekly checklists, and checklists for new hires and terminations. Examples of such checklists are as follows:

- New Hire Checklist
- Exporting Expense Report Checklist
- Batch Expense Processing Checklist

### Quick Reference Guide

Quick Reference Guides are pamphlets that provide users with a quick help about logging into the system and entering, signing, and approving expense reports.

### On-Line Help

When you open the system's online help, the initial topic is screen-specific; it relates directly to the screen you are viewing. That topic may have links you can click to go to other, closely related topics. The full help system is available to you through the links in the navigation pane on the left side of the help window.

**Note:** The online help is HTML based. You can customize the help to reflect your configuration and policies. See the *Deltek Time & Expense Technical Guide* for further information.

## Training Classes

We highly recommend that you conduct formal training classes or orientations. These training classes usually range from 15 to 30 minutes for employees and supervisors to a couple of hours for administrators.

**Note:** Training classes should be hands-on, if possible. You can use the production database or a special training database. See the Deltek Time & Expense Technical Guide for information on setting up different domains.

If possible, conduct your training just before users begin using the system. Training should recur throughout the rollout schedule as new employees are introduced to the system.

## Rollout

The rollout phase is made up of several smaller phases. These include:

- Define Pilot Group
- Train Pilot Group
- Pilot Group Test
- Pilot Evaluation
- Train Production Group
- Roll Out Production Group

The rollout starts with the definition, training, and testing of a pilot group. The pilot gives the system an important real-life test. At the end of the pilot, you evaluate the results and, if necessary, make some adjustments to the system's configuration. After the successful pilot, you start a rollout to the organization.

### Pilot Recommendations

As mentioned above, the pilot test validates the system's configuration. It gives you live experience with the system. Here are some hints on making your pilot as successful as possible.

- The pilot group should be between 25 and 100 users.
- Users should include a mix of direct and indirect employees.
- Users should have varying access: WAN, LAN, Internet, and so on.
- The pilot group should be close to "home." These users should be physically located near the implementation team.
- The pilot period should last for one or two accounting periods.
- During this period, the employees should enter expense reports and print them for legacy system or dual maintenance.
- The pilot test should include exporting and loading timesheet data into financial systems.
- You should train your users during the first week of the pilot.

### Rollout Recommendations

During rollout, you deploy the system and go into production. The rollout can be phased or not phased. We highly recommend phased rollouts because the implementation of an organizational-wide system can be overwhelming.

- **Timing** — Plan rollouts so that they start or complete on a particular date of accounting significance. This is usually a calendar date such as a month end, or the end of an accounting year.
- **Size** — The size of the rollout depends on the training resources and how much training you can get done during the first couple days of an accounting period. For example, if your accounting period starts on Monday, you could train employees Monday and Tuesday. The upper limit of the rollout depends on how many employees you can train each week. Rollouts typically range from 100 to 500 employees.
- **Frequency** — The rollout phases should conform to your accounting periods.

## Rollout

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- Data Completeness — Because some of your employees will still be creating manual expense reports, it is important to have a complete set of source documents and data. There are two ways to handle this issue:
  - Require employees to print expense reports and submit paper expense reports during rollout.
  - Enter manual expense reports into the system and have employees sign off on those expense reports later.

The first solution keeps a paper copy of all expense reports, but the database has expense report data for part of the organization. For auditing purposes, the paper expense report is the source document, although you probably will export the expense reports instead of entering them again.

The second solution still relies on the paper expense reports temporarily for auditing.

## Appendices

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## Appendix A — Costpoint Interface

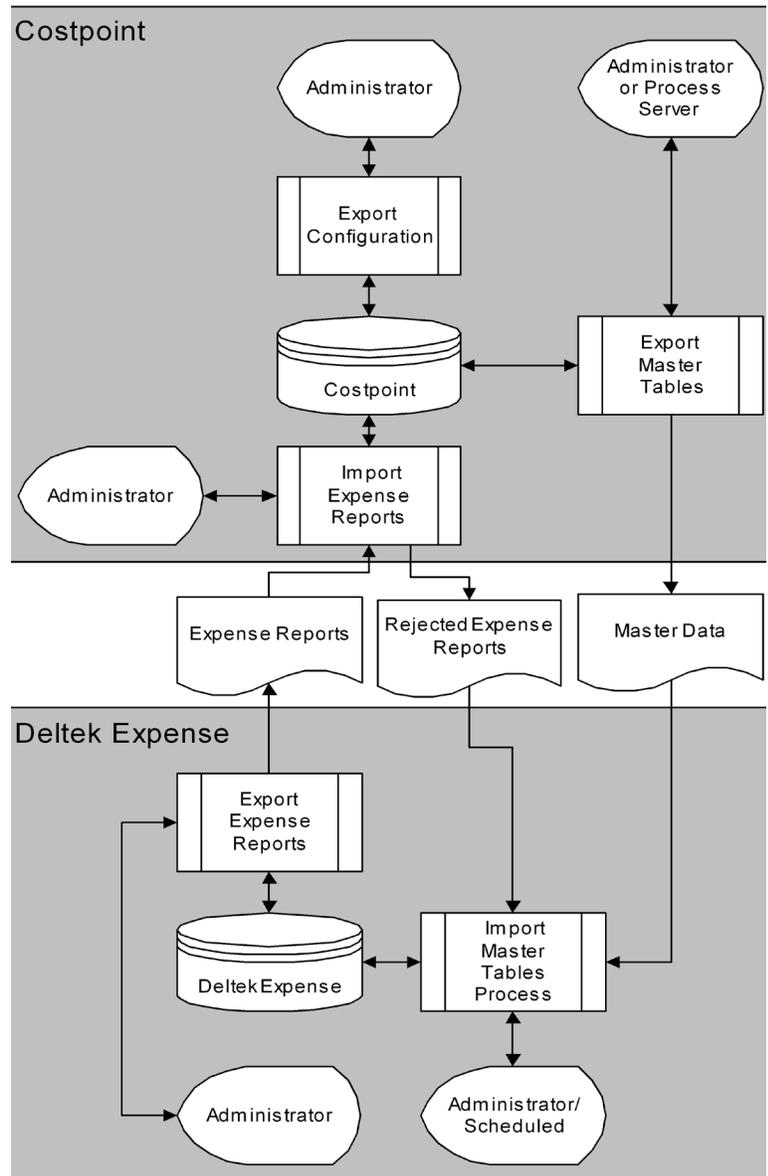
The interface between Costpoint and Deltek Expense transfers master data from Costpoint to Deltek Expense and transfers expense report data from Deltek Expense to Costpoint. The diagram to the right gives an overview of the processes involved.

You can use certain Costpoint screens to configure the interface. The export process uses your configuration to extract the "master data" and save it in the form of ASCII files for pickup by Deltek Expense. You can perform this extraction on demand or schedule it via the process server. Please note that the imported data includes any checks or cash receipts made against an expense report.

Within Deltek Expense, you can execute the import process on demand or schedule it. This import process picks up the exported data and updates Deltek Expense's database.

Expense reports are exported on demand. Once expense reports are approved or approved with receipts, an administrator can select the expense reports for export. This export process creates an ASCII file containing the expense report data.

Costpoint's expense report import process validates and updates the Costpoint database with the expense report data. If any rejections occur, the system creates an ASCII file containing the rejections. The file is processed in the same way as the "Master Data." The appropriate expense reports are updated and users notified to correct expense reports.



**Note:** You can find detailed documentation on the Costpoint portion of the interface in the appropriate Costpoint manuals. Important sections include: Configure Labor Settings, Manage Employee Salary Information, Manage Accounts, Manage Project User Flow, and Import Timesheets from Deltek Time and Expense. See the Deltek Expense/Costpoint Interface documentation for more information.

You can also find detailed documentation on the Deltek Expense portion of the interface in the Deltek Time & Expense Technical Guide and in the online help.

## Costpoint Screens

There are a number of screens in Deltek Costpoint used for the interface with Deltek Time & Expense. The table below itemizes these screens and provides notes about their use.

Screen	Location	Notes
Configure Labor Settings	People/Labor/Labor Controls	Use this screen to configure the version of Deltek Time & Expense with which Costpoint must interface.
Manage Deltek Time and Expense Account Types	People/Labor/Timesheet Interface	Use this screen to define the master list of Deltek Time & Expense Account Types. These codes MUST be same as those defined in Deltek Workforce.
Manage Accounts for Export	People/Labor/Deltek Time and Expense Interface	Use this utility to assign Deltek Time & Expense account types to the accounts you wish to download.
Manage Projects for Export	People/Labor/Timesheet Interface	Use this utility to indicate whether project(s) are for Deltek Time, Deltek Expense, Both, or Neither.
Export Data to Deltek Time & Expense	People/Labor/Deltek Timesheet Interface	Use this screen to extract data from Deltek Costpoint.
Manage Accounts	Accounting/General Ledger/Accounts	Instead of using the utility to mass assign Deltek Time & Expense account types, you can do it one account at a time in this screen.
Manage Project User Flow	Projects/Project Setup/Project Master	Instead of using the utility to mass indicate whether projects are for Deltek Time, Deltek Expense, Both, or Neither, you can do it one project at a time in this screen.
Manage Vendors	Accounting/Accounts Payable/Vendors	Use this screen to indicate which vendor record is to be used for each employee and the employee's expense class.
Configure TE Suspense Settings	Accounting/Accounts Payable/Accounts Payable Interfaces	Use this screen to define suspense and default logic for the expense report import in Deltek Costpoint.
Import TE Expenses/Advances	Accounting/Accounts Payable/Accounts Payable Interfaces	Use this screen to import expense reports that were exported from Deltek Expense.

## TE Download Configuration File

Use this screen to control which data you download to Deltek Expense. Normally, you will NEVER change the settings in this screen unless you are changing how you want to use Deltek Expense. The table that follows breaks out the options and classifies them as Deltek Time or Deltek Expense options.

Setting	Notes	Type
<b>Field Mapping - Code 1</b>	This setting indicates whether the user-defined <i>Code 1</i> field in the Employee Time and Expense screen will be downloaded to the first user-defined field in Deltek Time & Expense.	Time & Expense
<b>Field Mapping - Code 2</b>	This setting indicates whether the user-defined <i>Code 2</i> field in the Employee Time and Expense screen will be downloaded to the second user-defined field in Deltek Time & Expense.	Time & Expense
<b>Field Mapping - Code 3</b>	This setting indicates whether the user-defined <i>Code 3</i> field in the Employee Time and Expense screen will be downloaded to the third user-defined field in Deltek Time & Expense.	Time & Expense
<b>Field Mapping - Timesheet Class</b>	This setting indicates whether the <i>TS Class</i> field in the Employee Time and Expense screen will be downloaded to Deltek Time & Expense.  If this checkbox is not selected, the system will download blanks and Deltek Time & Expense will use the default as configured.	Time
<b>Field Mapping - Expense Class</b>	This setting indicates whether the <i>Expense Class</i> field in the Employee Time and Expense screen will be downloaded to Deltek Time & Expense.  If this checkbox is not selected, the system will download blanks and Deltek Time & Expense will use the default as configured.	Expense
<b>Field Mapping - Work Schedule</b>	This setting indicates whether the <i>Work Schedule</i> field in the Employee Time and Expense screen will be downloaded to Deltek Time & Expense.  If this checkbox is not selected, the system will download blanks and Deltek Time & Expense will use the default as configured.	Time

Setting	Notes	Type
<b>Field Mapping - Date 1</b>	<p>This setting controls the value downloaded to the first user-defined date field in the Deltek Time &amp; Expense employee master file. The valid values are as follows:</p> <ul style="list-style-type: none"> <li>• Blank</li> <li>• Birth Date</li> <li>• Adjusted Hire Date</li> <li>• Last Review</li> <li>• Next Review</li> <li>• Termination Date</li> <li>• Seniority Date</li> <li>• TE Date*</li> </ul> <p>* From the Employee Time and Expense screen.</p>	Time & Expense
<b>Field Mapping - Date 2</b>	<p>This setting controls the value downloaded to the second <i>User-Defined Date</i> field in the Deltek Time &amp; Expense employee master file. The valid values are as follows:</p> <ul style="list-style-type: none"> <li>• Blank</li> <li>• Birth Date</li> <li>• Adjusted Hire Date</li> <li>• Last Review</li> <li>• Next Review</li> <li>• Termination Date</li> <li>• Seniority Date</li> <li>• TE Date*</li> </ul> <p>* From the Employee Time and Expense screen.</p>	Time & Expense

Setting	Notes	Type
<b>Field Mapping - Date 3</b>	<p>This setting controls the value downloaded to the third user-defined date field in the Deltek Time &amp; Expense employee master file. The valid values are as follows:</p> <ul style="list-style-type: none"> <li>• Blank</li> <li>• Birth Date</li> <li>• Adjusted Hire Date</li> <li>• Last Review</li> <li>• Next Review</li> <li>• Termination Date</li> <li>• Seniority Date</li> <li>• TE Date*</li> </ul> <p>* From the Employee Time and Expense screen.</p>	Time & Expense
<b>Field Mapping - TS Schedule</b>	<p>This setting controls the value downloaded to the employee's timesheet schedule in the Deltek Time &amp; Expense employee history file. The valid values are as follows:</p> <ul style="list-style-type: none"> <li>• Blank</li> <li>• Pay Frequency</li> <li>• TE TS Schedule*</li> </ul> <p>* From the Employee Time and Expense screen.</p>	Time
<b>Download Default</b>	<p>These settings control whether a default value is downloaded for each employee for each of the following:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Reference 1</li> <li>• Reference 2</li> <li>• Labor Category</li> <li>• Trade Code</li> <li>• Suffix</li> <li>• Pay Type</li> </ul>	Time & Expense
<b>Charge Tree Options</b>	<p>These settings control how charge trees are created and downloaded to Deltek Time &amp; Expense.</p>	Time & Expense
<b>Export Options - Export Directory</b>	<p>This controls in the directory in which the download creates the XML.</p>	Time & Expense

## Import Expense Report

This screen imports the ASCII file that contains the expense reports you exported from Deltek Time & Expense. The options on this screen include the following:

- Entry ID — Provide an entry ID to be assigned to AP vouchers being imported.
- Specific Period — Provide the period for the vouchers being imported.
- Voucher — Either specify a starting voucher number or use the AP control file.
- Labor Category — For labor-based vouchers, use this setting to control where labor category defaults from.
- File Name — Specify the name of the file created from Deltek Time & Expense.

## Appendix B: For Additional Information

### Deltek Support Center

The Deltek Support Center 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 Deltek Support Center 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 Support Center Community
- 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
- Initiate a Chat to submit a question to a Customer Care analyst online

**Attention:** For more information regarding Deltek Support Center, refer to the online help available from the Web site.

### Access Deltek Support Center

**To access the Deltek Support Center:**

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

**Note:** If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com)