Deltek

Deltek Costpoint® Enterprise

Production Release Notes

November 20, 2019

This edition published November 2019.

Contents

Overview

This document is a compilation of enhancements made in Costpoint, Budgeting and Planning, and Time & Expense from June 10 – September 27, 2019.

These enhancements were available in the Preview (non-production) environment as of October 24, 2019. Final versions of the enhancements were applied to the Production environment on November 20, 2019.

Note that this document does not include the calendar year-end or regulatory information. Those documents are available from the Release Notes page of the Costpoint Cloud Information Center.

Note: Release notes contain summaries of the enhancements made. Refer to the online help for additional details.

Costpoint 7.1.1 Online Help

Platform Changes

Costpoint in Azure Active Directory Gallery

In the Azure portal, Costpoint is now available to be added to your list of managed applications in the Azure AD Gallery. When you select Costpoint from the Azure AD gallery, it enables you to properly configure SAML based Single Sign-On to Costpoint application with your AD account even with Free and Basic Azure subscriptions. While the previous instructions for registering Costpoint in Azure portal still works, Deltek recommends using this new option going forward.

Important Notes

Online Help Improvements

Web Browser

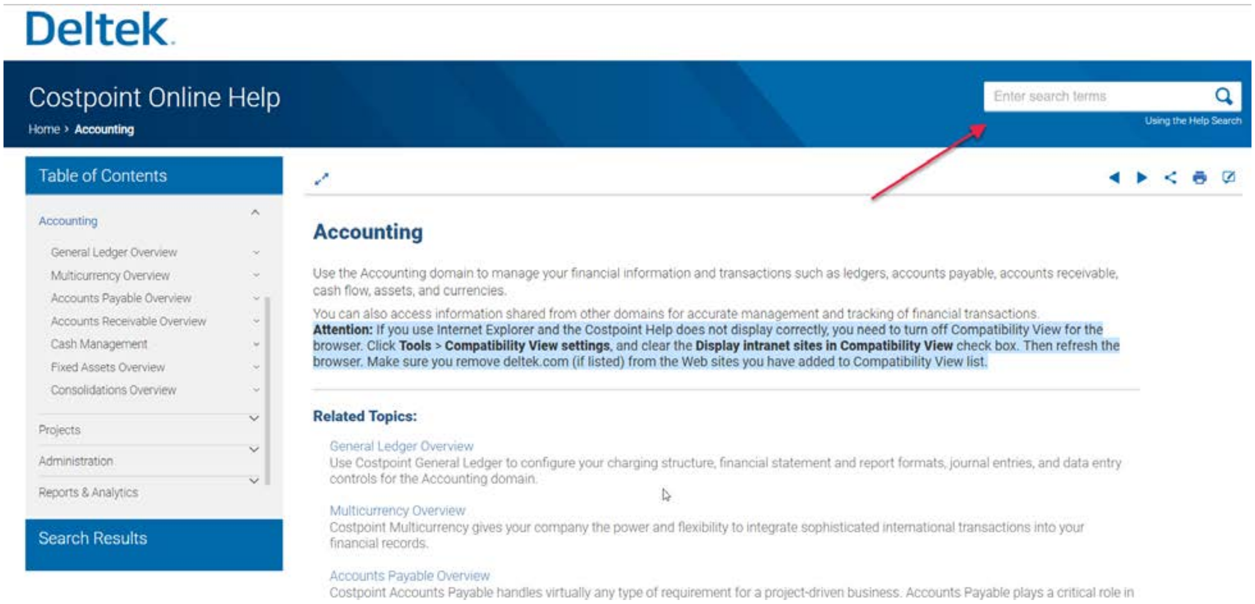
The online help now works with Microsoft Internet Explorer 11.

Online Help Search

The search functionality in the online help has been improved. You can now search for complete phrases in topics and use an AND word search.

To access the search field in help: Click **Help » Help** on the Costpoint menu or press **SHIFT+F1**.

The search field is on the upper right corner of the help screen.



> **Note:** The new search functionality is available for the online help of all Costpoint modules except for the Materials and People domain.

You can also click the word **Deltek** in the upper left corner of the help screen to open the help home page, which also has a search field.

Searching for Phrases in Topics

Enter phrases in quotation marks in the help search field to return a list of only the topics that contain the complete phrase.

Example:

What you want to search for	Entry in the help search field
All topics that mention the Tax Analysis report	“tax analysis report”

Searching for Multiple Words in Topics (AND Search)

To search for topics that include all the words that you enter in the search field, enter a plus sign (+) between each word. Each topic returned includes all the words that you entered in the search field, regardless of the order of the words or whether the words are adjacent to each other in each topic.

Example:

What you want to search for	Entry in the help search field
All topics that contain both the words “approve” and “invoice”	approve + invoice

Searching for Multiple Words in Topics (OR Search)

When you enter words in the help search field without quotes or plus signs, the search assumes an OR between each word. All the topics that have any or all of the words are returned in the search.

An OR search is helpful when you’re looking for something, but you are not sure of the name or term used in the help.

Example:

What you want to search for	Entry in the help search field
All the topics that contain the word “check” or “payment” or both	check payment

Scope of the Help Search

The search field in online help searches only the help topics. It does not search for content from the Deltek Learning Zone or the Deltek Support Center website.

Other Online Help Improvements

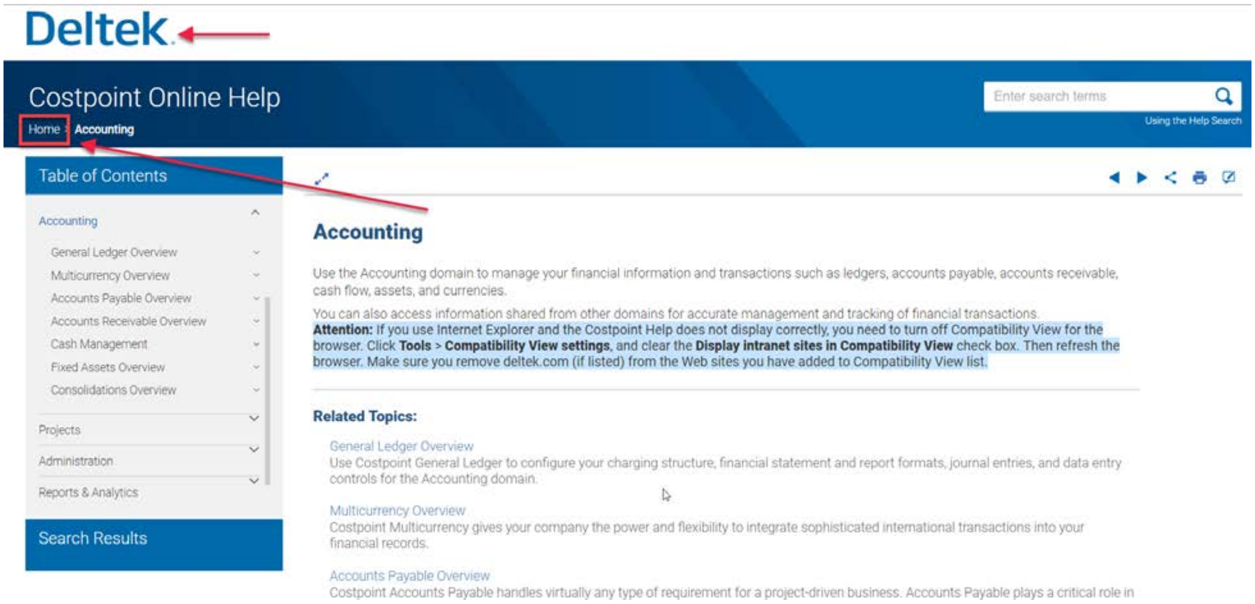
A New Home Page

The home page now has links to the Deltek Learning Zone, the Deltek Support Center website.

How to access the home page:

1. Click **Help » Help** on the Costpoint menu or press **SHIFT+F1**.
2. On the help screen, do either of the following:
   - Click the word **Deltek** in the upper left corner of the screen.

- Click Home in the help navigation breadcrumb path above the Table of Contents.



An Easy Way to Send Feedback to Deltek About Any Help Topic

Open any help topic, and click the new Send Feedback icon in the toolbar above the topic.

In the email that opens automatically, enter comments and suggestions for the specific topic and click Send. The **To** and **Subject** fields in the email are prefilled automatically. The body of the email prefills with the help topic name. We appreciate your constructive feedback to help us continuously improve the online help.

> **Note:** The first time you click , you must select your email application in the How Do You Want to Open This Dialog Box dialog box. Also, select the **Always use this app** check box, so that this dialog box does not display each time you click .

Costpoint

Accounting

Print Voucher Edit Report for Posted Vouchers

Prior to this release, the Print Voucher Edit Report application can only print voucher edit reports for unposted vouchers. This enhancement provides the ability to print voucher edit reports for either posted or unposted vouchers. This enables you to recreate a copy of a report for posted vouchers without having to create a CER report to get the necessary information.

The Print Voucher Edit Report screen provides the **Posting Status** group box which contains the **Unposted Only** and **Posted Only** options. You can use these options to specify if the report is for unposted or posted vouchers.

Posting Sequence is now an available option in the **Selection Ranges** group box.

If the report is for posted vouchers, the Post Sequence Number is included on the printed report.

New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the Accounting domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

Contracts

There are no changes to the Contracts domain for this release.

Projects

Automating Multiple Processes in the Projects Domain

Four new applications that run multiple processes are now available in the Projects domain. These applications allow you to execute several processes without having to switch screens, thus helping you streamline processing steps and accomplish tasks more efficiently.

For month-end processes, for example, you must run at least eight screens in Costpoint consecutively and without wait times in between. Previously, you had to enter data on each screen and execute them separately. With this feature, you can run an application that executes all these processes the same way that you would run each screen individually. Note, however, that Costpoint locks the processes (individual screens) while being run by the new application.

Aside from month-end processes, this feature includes new screens that run cost pool, compute revenue, and reporting processes.

The following table lists the new screens and the processes that they run. The new screen executes the processes on the last column in the order listed here.

The new applications provide options for you to select the accounting period (fiscal year, period, and subperiod) and projects that you want to include in the automated process. The same accounting period and project(s) you selected will be used for all screens within the automated process.

If errors are encountered in one or more screens during processing, Costpoint prints the error report(s) but does not stop the automated process and just moves to the next screen/process.

Warning: This feature is designed for companies that run the processes for small amounts of data.

Each of the new applications runs the processes in the same manner as if someone called them through the individual screens. If large volumes of data are used in the function, it will use all your processing resources. If large volumes are required, Deltek recommends that this function not be used but that a job in the Job Processor be set up to run during an off time.

If you have questions on whether you should use this function, contact Deltek Support Center at https://deltek.custhelp.com.

Attention: For more details on the parameters used by the new applications for each of the processes that they run, refer to the online help of the new screens.

New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the Projects domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

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People

Deltek Talent Management Integration for Employee Skills Information

The Costpoint – Deltek Talent Management Integration now provides you with the ability to import and export employee skills information between Costpoint and Deltek Talent Management.

For this functionality, Costpoint will be the system of record for the skills database. When you run the integration, any new skills added in Costpoint will transfer to Deltek Talent Management. Employee skills will reside in the databases of both systems and you can import or export the employee skills between the systems from the Transfer Talent Management Data (EMPHRSDAT) screen in Costpoint.

Note: Before transferring employee skills, ensure that the skills tables have the most current data so new skills assigned to employees will be accepted.

New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the People domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

Define the MO Charge Description for Export to Deltek Time and Expense

This Costpoint release provides the ability to include the manufacturing order (MO) built part description when you export MO information (UDT02) and charge tree files to Deltek Time and Expense. Prior to this release, Costpoint only used the build part ID for the exported MO description.

New options on the Export Data to Deltek Time and Expense (LDPDTC) screen allow you to select whether the export process uses the built part ID or build part description for the MO description. You can set this up using the following **MO Build Description** options on the Export Information tab of the screen:

- **Use Build Part ID** — Select this option to use the ID of the part being built for the MO charge description. If you select this option, the exported MO description will use the following format:

  [Build Project ID] + "-" + [Build Part ID]

  The values come from the **Build Project** field and the **Build Part** field on the Manage Manufacturing Orders screen.

- **Use Build Part Description** — Select this option to use description of the part being built for the MO charge description. If you select this option, the exported MO description will use the following format:

  [Build Project ID] + "-" + [Build Part Description]

  The application truncates the description to 120 characters. The values come from the **Build Project** field and the **Description** field (for the build part) on the Manage Manufacturing Orders screen.

Guidelines for Charge Trees in Deltek Time and Expense

If you opt to implement the new feature which uses the build part description for the exported MO description, you must take into consideration the following guidelines and notes:

- Deltek recommends that you delete the established MO Tree in Deltek Time and Expense and perform a full import of all MO data from Costpoint to rebuild the tree for MO charges.
- Using the new description will not change existing saved data that uses the older charges in the Timesheet, Expense Authorization, and Expense Report.
- Moving forward, when you select the charge in Deltek Time and Expense, the application will use the new description.
- You must update any charge favorites that were previously set up in Deltek Time and Expense.

Regulatory and Compliance

Minnesota Tax Withholding

Minnesota's withholding tax tables for 2019 have been updated for the second time due to the Minnesota tax law that was enacted on May 30, 2019. In relation to this change, Costpoint will use the new tax tables in payroll. This release updates the records effective January 1, 2019 for Minnesota on the Manage State Tax Tables screen.

Attention: For more information, refer to the *2019 Minnesota Withholding Tax Tables*: https://www.revenue.state.mn.us/sites/default/files/2019-09/wh_tables_19_0.pdf.

Warning: In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates released by Deltek starting in March 2019. All tax table updates released by Deltek starting in March 2019 will only provide updates for the new state filing statuses.

Additionally, in the Cloud Information Center, see the Regulatory Release Notes section of the Release Notes page for additional regulatory documentation.

Materials

There are no changes to the Materials domain for this release.

Admin

Disable Auto-Positioning Mode on the New User Interface

To easily view and compare data across subtasks, you now have the option to enable and disable auto-positioning on the new user interface. This option is enabled, by default. To disable the auto-position mode so that you can resize and move the application subtasks on screen, click the User Preferences icon on the toolbar and clear the **Auto Positioning On** check box.

New UI Profile ID in Manage User Interface Profiles (SYMPROF)

A new system-defined DLTKSMB (Basic applications) UI profile ID is available in the Manage User Interface Profiles (SYMPROF) application. The DLTKSMB UI profile ID hides certain subtasks and fields to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. The fields are hidden in the Classic and New interface versions.

To enable this feature, you must install PATCH7169 to insert the UI Profile ID = DLTKSMB into the Manage User Interface Profiles application. After the UI Profile is inserted, you can specify the users and companies who can access this profile. If you delete the UI profile ID, reinstall PATCH7169 to add it again.

Screen Updates

The following modules and applications have fields that are hidden when using the DLTKSMB UI profile ID.

Projects

Billing

- Calculate Standard Bills (BLPGBILL)
- Configure Billing Settings (BLMSETNG)
- Load Labor Rates (PJPLDRAT)
- Manage Customer Product Bills (BLMCPBIL)

- Manage Manual Bills (BLMMNBIL)
- Manage Milestone Percent Complete Bills (BLMMPCB)
- Manage Open Billing Detail (BLMOPEN)
- Manage Project Billing Information (BLMINFO)
- Manage Project Product Bills (BLMPJPRD)
- Manage Standard Bills (BLMGBILL)
- Print Customer Product Bills (BLRCPROD)
- Print Milestone Percent Complete Bills (BLRMPCB)
- Print Project Product Bills (BLRPJPRD)
- Print Standard Bills (BLRMBIL)

Cost and Revenue Processing

- Compute Burden Costs (PJPALCST)
- Compute Revenue (PJPCOMPR)
- Load Labor Rates (PJPLDRAT)
- Manage Allocation Journals (PJMALJNL)
- Manage Base Creation Setups (PJMBASE)
- Manage Cost Pools (PJMPOOL)
- Manage Multi-Job Allocation Cost History (PJMMJCHS)
- Manage Multi-Job Allocation Information (PJMMJAS)
- Manage Multi-Job Allocation Labor History (PJMMJLHS)
- Print Cost Pool Setup Report (PJRPOOL)
- Update Prior Year History (PJPUPPY)

Project Inquiry and Reporting

- Create Project Report Tables (PJPCRRPT)
- Update Project Status Report Tables (PJPUPPSR)
- View Project Activity (PJQPROJ)
- View Project Activity by Level (PJQPROJP)

Project Setup

- Configure Project Settings (PJMSETNG)
- Link Project Labor Categories to Projects (PJMPLCPJ)
- Manage Cost Fee Overrides (PJMCSTFE)
- Manage Direct Cost Ceilings (PJMCEIL)
- Manage Modification Descriptions (PJMMODDC)
- Manage Modifications (PJMMOD)

- Manage Prior Year Cost and Revenue (PJMPYCST)
- Manage Prior Year Time and Materials Revenue (PJMPYTM)
- Manage Project Account Groups (PJMACGRP)
- Manage Project Labor History (PJMPYLAB)
- Manage Project User Flow (PJMBASIC)
- Manage Revenue Information (PJMREV)
- Manage Total Ceilings (PJMTCEIL)
- Mass Add Project Master Data (PJPMADD)

Accounting

Accounts Payable

- Configure Accounts Payable Settings (APMSETNG)
- Manage Accounts Payable Vouchers (APMVCHR)
- Manage Vendors (APMVEND)
- Post Cash Disbursements (APPPSTCD)
- Post Vouchers (APPPOSTV)
- Print/Void Checks (APRCK)
- Select Vouchers for Payment (APPSELVR)

Accounts Receivable

- Manage Cash Receipts (ARMCR)
- Manage Customers (ARMCUST)
- Print Accounts Receivable Aging Report (ARRAGED)
- Print Cash Receipts Edit Report (ARRCR)
- Print Cash Receipts Register Report (ARRCRREG)

Cash Management

- Create Bank Transactions History (GLPBKTRN)
- Manage Company Bank Accounts (US Banks) (GLMCOBNK)
- Print Bank Reconciliation Detail Reports (GLRBKREC)
- View Bank Reconciliation Summary (GLQBKINQ)

General Ledger

- Configure General Ledger Settings (GLMSETNG)
- Manage Accounting Periods (GLMPD)
- Manage Accounts (GLMACT)

- Manage Financial Statements (GLMFS)
- Manage Journal Entries (GLMJE)
- Manage Non-Project Beginning Balances (GLMBEGIN)
- Manage Organization Elements (GLMORMNT)
- Manage Organization Structures (GLMORSET)
- Manage Project Beginning Balances (GLMPJBEG)
- Manage Recurring Journal Entry Templates (GLMRECTM)
- Manage Subperiods (GLMSUBPD)
- Print General Ledger Detail Report (GLRGLDET)
- Print Journal Entry Edit Report (GLRJE)
- Print Journal Entry Posting Summary Report (GLRPSTSM)
- Print Project Ledger Detail Report (GLRPJDET)
- Update General Ledger Beginning Balances (GLPUPBB)
- View Account Activity (GLQAACTI)
- View General Ledger Activity (GLQINQ)

People

Employee

- Manage Employee Allowances (LDMEADD)
- Manage Employee Information (LDMEINFO)

Labor

- Allocate Compensated Overtime Across Timesheet Lines (LDPALLOC)
- Apply Timesheet Adjustments in Batch Mode (LDPAUTO)
- Apply Weighted Average Rates to Timesheets (LDPCOST)
- Configure Labor Settings (LDMLABOR)
- Create Retroactive Timesheet Adjustments (LDPRETRO)
- Create Reversing Timesheets (LDPREVTS)
- Export Data to Deltek Time and Expense (LDPDTC)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Manage Allowance Codes (LDMADD)
- Manage Employee Proj-Acct-Group Timesheet Defaults (LDMEAD)
- Manage Employee Project Timesheet Defaults (LDMEPD)
- Manage Labor Locations/Locals (LDMLLOC)
- Manage Labor-Group Project-Acct-Group Timesheet Defaults (LDMLAD)
- Manage Pay Types (LDMPAYTP)

- Manage Project Timesheet Defaults (LDMPD)
- Manage Timesheets (LDMTIME)
- Manage Workers' Compensation Codes (LDMWC)
- Print Labor Utilization Report (LDRLUR)
- Print Timesheet History Report (LDRTHFR)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)
- View Timesheet History Inquiry (LDQTHF)

Leave

- Configure Leave Settings (LDMLEAVE)
- Manage Leave Types (LDMLVTP)
- Print Leave Edit Report (LDRLEDIT)
- Reconcile Leave Balances (LDPLVREC)
- True-Up Leave History Table to Last Reconciliation (LDPLVTRU)

Payroll

- Configure Paycheck Settings (PRMCKSET)
- Configure Payroll Tax Export Settings (PRMEXTAX)
- Manage Local Tax Override by Taxable Entity (PRMMCLO)
- View Employee Information (PRQEINFO)

Support for New Costpoint to Cobra Integration API

The Costpoint to Cobra integration in Costpoint 7.1.1 System JAR 054 (June 2019) provides support for the Standard Cobra Web Service (Cobra.WebService.Host.exe) which you can now use to post valid transactions from Costpoint to Cobra. This new version of the web service can be used by multiple Deltek products for data integration with Cobra. The Standard Cobra Web Service added the support for the Costpoint to Cobra integration in the **Cobra 8.2 Cumulative Update #14** release.

Prior to the Costpoint 7.1.1 System JAR 054 release, integration using web services was possible only through the Cobra Costpoint Web Service (Cobra.Costpoint.WebService.Host.exe). This is the initial version of the Cobra web service which only allows data transfer from Costpoint and does not support other Deltek products.

Warning: Costpoint 7.1.1 System JAR 054 or higher only supports integration with Cobra though the Standard Cobra Web Service. If you upgrade to Costpoint 7.1.1 System JAR 054, you must upgrade to Cobra 8.2 Cumulative Update #14 or higher.

This Costpoint release applies changes to the following screens to enable support for the Standard Cobra Web Service:

- Compute Cobra Burden Costs (AOPCBLAB)
- Manage Cobra Resource Templates (AOMCBBET)

- Manage Cobra Charge Templates (AOMCBCHG)
- Manage Cobra Cost Templates (AOMCBCST)
- Manage Cobra Extraction Parameters (AOMCBEXT)
- Manage Cobra Project Mapping (AOMCBPRJ)

Costpoint Configuration Utility

To support the Standard Cobra Web Service, Costpoint 7.1.1 System JAR 054 also updates the Costpoint Configuration Utility. This release removes the **Database Cobra Integration** group box from the Cobra integration tab of the utility. The group box contained the settings for using the Cobra Costpoint Web Service (Cobra.Costpoint.WebService.Host.exe) which is no longer supported in Costpoint 7.1.1 System JAR 054 or higher.

> **Note:** For more information on the compatibility, proper setup, and troubleshooting of the Costpoint to Cobra integration, please refer to the Deltek Costpoint to Cobra Integration 2.0 Technical Guide.

Reports & Analytics

Role-Based Dashboards: Limitation on the Number of Dashparts Displayed

The number of dashparts that display on the Dashboard Reports tab depends on the number of dashparts you have open on the Parameters tab and your screen resolution. For example, if your screen resolution is lower than 1680 pixels, not all eight dashparts opened on the Parameters tab will be displayed on the Reports tab.

As a workaround, you can do any of the following:

- Toggle between the Parameters and Reports tabs to add (open) and remove (close) dashparts that you want to view.
- Drag the dashpart table windows up or down on the Parameters tab to rearrange the dashparts. Costpoint displays the dashparts on the Reports tab in the order that they appear on the Parameters tab, first to last.
- Set your screen resolution to 1920 pixels, which is the recommended resolution to view all dashparts. Note, however, that if your screen does not support 1920 pixels, you will not be able to set that resolution.

Costpoint Integration

There are no changes to Costpoint Integration in this release.

Costpoint Planning

New Business Budgeting Enhancements

This document describes enhancements to the New Business Budgeting module, including the following:

- Employee Schedule Subtask
- Multi-New Business Budget Consolidation (Rev/Cost)
- Structured New Business Summary (Rev/Cost)

Employee Schedule Subtask

New Business Budgeting was updated to include the Employee Schedule subtask, which Project Budget Analysts can use to view all the projects to which an employee is currently budgeted, including total scheduled hours and total remaining hours.

To display the employee schedule subtask, go to **Planning » New Business Budgeting » Actions/Processing » New Business Budgets » Hours** subtask

Note that for subcontractor hours and consulting hours only total available hours by period are displayed without the deduction of scheduled hours.

Multi-New Business Budget Consolidation (Rev/Cost)

Multi-Proposal Consolidation (Rev/Cost) (NPT3) was renamed to Multi-New Business Budget Consolidation (Rev/Cost), and it was also updated with additional functionality.

Use this application to specify individual new business budgets to be reported as part of a consolidation project revenue and/or cost report. The report runs a consolidated single report based on the new business budgets that you have selected.

Grouping Description

You can now name the group of New Business Budgets that you have selected and save it for future use.

Enter the group description in the **Grouping Description** field and click **Save Group** to save the group description for future lookup to review the same grouping.

When you return to this application, you can search the group name and select the group. To check, use the lookup in the Grouping Description field to find the Group and click **Select Group** to populate the result set. The result set will display all New Business Budgets but those in the group will be highlighted by row. Additional new business budgets can be selected and added to the Group when you click **Save Group**.

Click **Delete Group** to remove the group from the Grouping Description selection.

All Cost Breakdown Subtask

After you have selected your budgets, click the **All Cost Breakdown** subtask to review the summarized cost categories. You can drill down to find the GL accounts and which New Business Budget the data is coming from. All periods in the budgeted start and end dates are also displayed.

To access the Multi-New Business Budget Consolidation (Rev/Cost) application, go to **Planning » New Business Budgeting » Reports/Inquiries » Multi-New Business Budget Consolidation (Rev/Cost).**

Structured New Business Summary (Rev/Cost)

Structured Proposal Summary (Rev/Cost) NPT4 was renamed to Structured New Business Summary (Rev/Cost), and it was also updated with additional functionality.

Use this application to run a report that displays cost or revenue amounts on individual New Business Budgets within a selected period of performance. All completed budgets regardless of work type whether Proposal, Work Type, or Add On are displayed. Hours and Amounts in the New Business Budgets display in the Structured New Business Budget Summary as amounts.

All Cost Breakdown Subtask

Use the All Cost Breakdown subtask to view summary rows by cost category, description, and total budget with the ability to drill down to the G/L Account and resource.

To access the Structured New Business Summary (Rev/Cost) application, go to **Planning » New Business Budgeting » Reports/Inquiries » Structured New Business Summary (Rev/Cost).**

Resource Planning Enhancements

The **Planning » Resource Planning » Budget Resource Planning** application was enhanced to enable you to:

- Reschedule the start date and end dates of an assignment for a selected resource.
- Reassign budgeted hours from one resource to another resource for an entire period or specific date range.

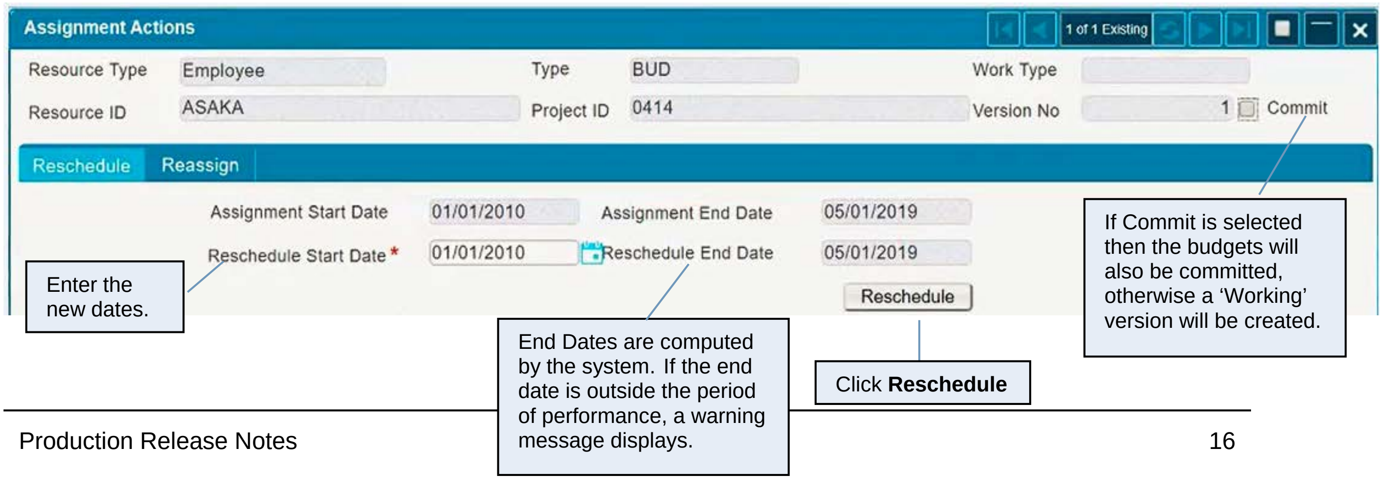
This functionality was implemented through the addition of a new Assignment Actions dialog box, which is accessible after you:

1. Open the resource record in the Budget Resource Planning application.
2. Select the record in the **Selected Resources** table, select the resource.
3. Click **Add/Edit/Delete Assignment**s.
4. Select the row that contains the hours you want to reschedule or reassign.
5. Click **Action** in the **Reassign Reschedule** column.

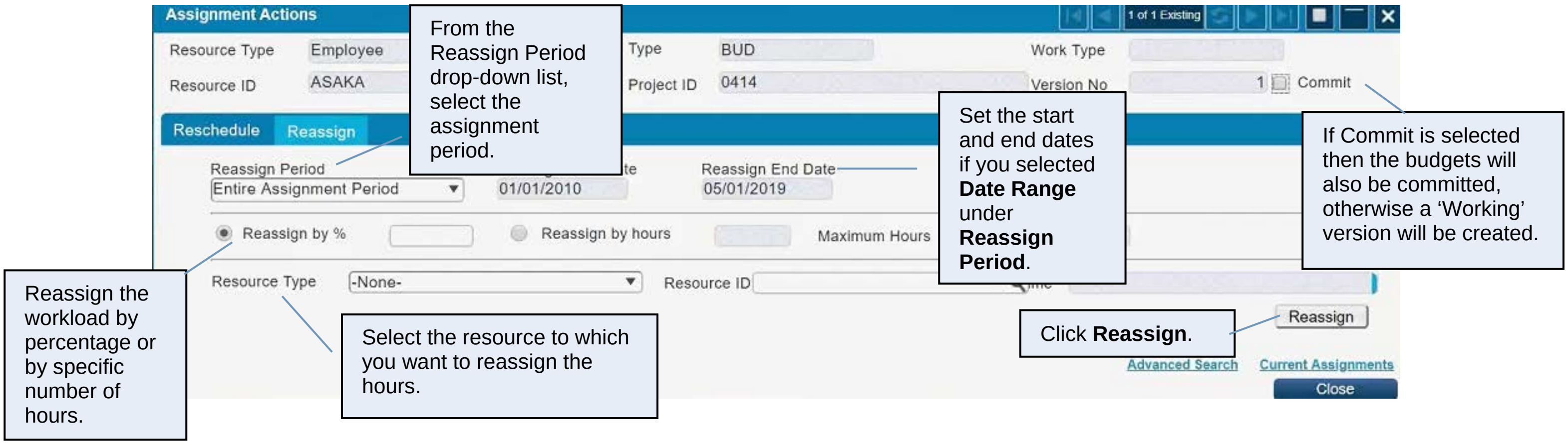
In the Assignment Actions dialog box, use the Reschedule tab to change the assignment dates for the selected resource, and use the Reassign tab to assign the hours to a different resource.

In the Reschedule tab, you can only enter the new dates in the **Reschedule Start Date**. The Reschedule End Date is calculated using the same period of time in the original assignment dates. If you move the reschedule start date a year forward, the reschedule end date will also move a year forward.

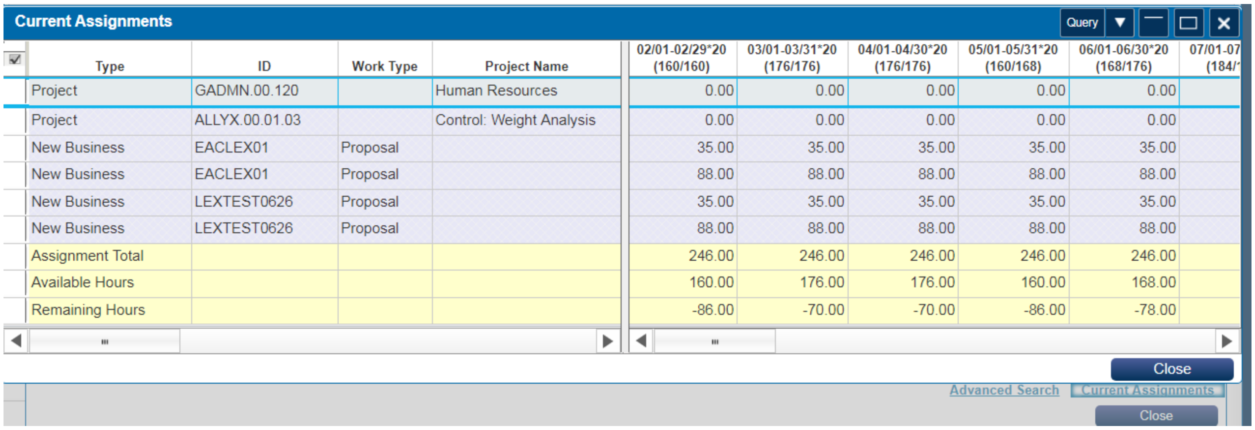
After entering the new dates, click **Reschedule** to change the assignment dates.



Click the Reassign tab to assign the budgeted hours to a different resource. You can only select the same Resource Type as the current selection. If the current assignment is to an Employee, then only Employees can be selected in the **Resource Type**.



To view the existing assignment of the selected resource, click the **Current Assignments** subtask.

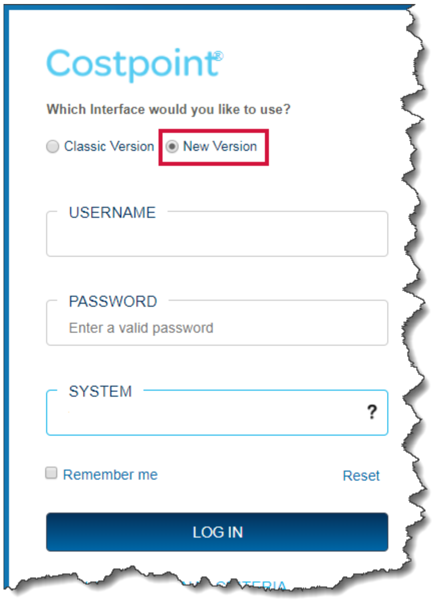


For more information on the Reschedule/Reassign functionality, see online help for **Planning » Resource Planning » Budget Resource Planning**.

Time & Expense: Expense Wizard Release

This document describes changes associated with the release of the new Expense Wizard interface, available in both the Manage Expense Report and Manage Expense Authorization applications.

The Expense Wizard interface is not available from either the Manage/Approve Expense Reports application or the Manage/Approve Expense Authorizations application. It is also only available if you log on to Costpoint using the New Version. It is not available in the Classic Version.



The original format, now referred to as Expert mode, remains the default version, but instructions for switching to Wizard mode, or selecting it as your default mode, are included in the next section.

Additionally, similar instructions are included in a system message that displays automatically open Manage Expense Report or Manage Expense Authorization. The message displays for 30 days, unless otherwise changed by your system administrator.

Instructions for switching to Wizard mode are also provided in a system message that automatically displays when you open Manage Expense Report or Manage Expense Authorization. The message displays for 30 days, unless otherwise changed by your System Administrator.

Attention System Administrators:

The system message that introduces users to the Wizard interface was implemented in the following location: **Admin » System Administration » System Administration Utilities » Administrative Messages.**

The message applies only to the Manage Expense Report and Manage Expense Authorization applications. You can modify or remove the message if desired. You can also change the number of days the message will display by updating the **Active To Date** field.

For more information on other new settings and configuration options, see the “Expense Wizard Administration” section at the end of this guide.

About the Wizard

This section provides an overview of Wizard mode, which is a guided process for entering and submitting expense authorizations and expense reports.

Wizard Mode Versus Expert Mode

Following installation of Expense Wizard, the original expense layout, now referred to as Expert mode, remains the default. Users can instead opt to set the Expense Wizard as the default layout. Thereafter, they can toggle between the two modes from the application menu.

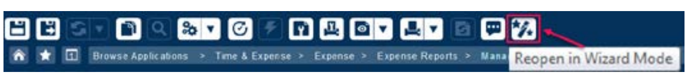
In addition to providing a more guided process, the Wizard differs from Expert mode in the following ways:

- The tabs display as a vertical list, arranged top to bottom by entry order, on the left side of the form, rather than horizontally across the top of the form or as subtask links.

  Although the tabs in the left pane can be used to move between sections of the form, navigation is most easily accomplished by clicking the **Back** and **Continue** action buttons at the bottom right of the Wizard screen.

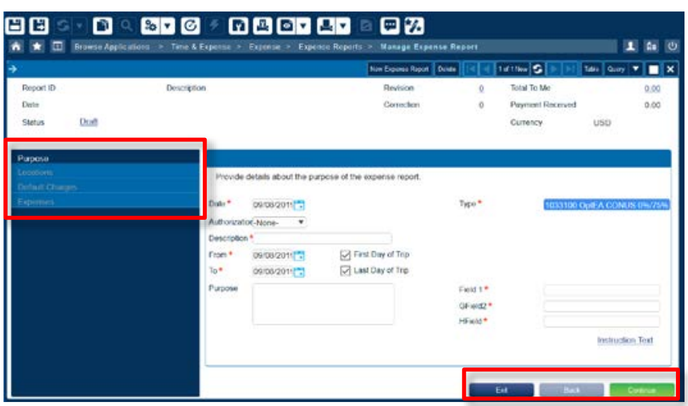
- The Wizard screen that displays for each tab includes a green action button (for example, Continue, Save Report, Submit) that advances you through the process.
- When clicked, action buttons automatically trigger any required validations for the current tab.
- Additional tabs display as they become relevant to the process. For example, when you begin adding expenses, the tabs refresh to reflect all the steps for that process.
- Completed tabs update with a green check mark ( ).
- Most tabs display text that describes the step, and include an Instruction Text hyperlink that provides directions for completing the step. System Administrators can customized the text.

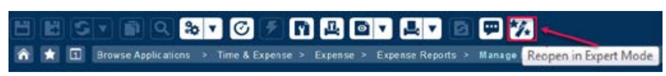
To toggle between Expert and Wizard mode, click the Magic Wand button ( ) on the global toolbar.



If you are in Expert Mode, click the **Magic Wand** button to switch to the Wizard mode.

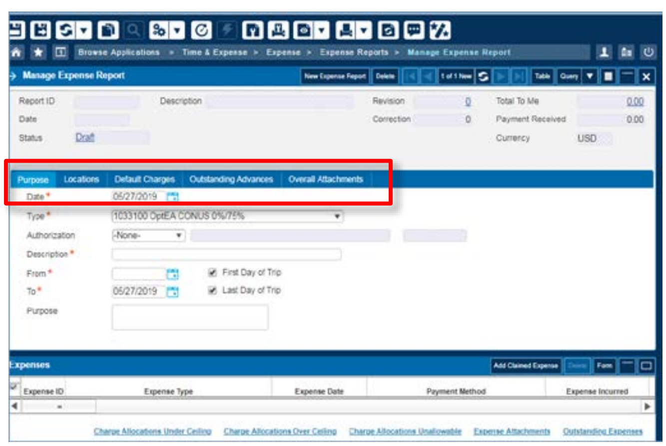
The screen refreshes in Wizard mode





If you are in Wizard mode, click the **Magic Wand** button to switch to the Expert mode.

The screen refreshes in Expert mode:



In Wizard mode, tabs display on the left, and the action buttons used to move between screens display at bottom right. The left navigation pane updates depending on where you are in the process, for example, entering basic information, entering claimed or planned expenses, or submitting the form.

In Expert Mode, the tabs display horizontally, and there are no action buttons to move between sections. Note also that the Purpose tab displays additional subtask links for supporting schedules that do not display in Wizard mode.

Set Expense Wizard as Your Default Layout

If your configuration of Costpoint allows you to save application layout changes in your User Profile, you can set the Wizard mode as your default layout. To set Wizard mode as the default layout:

1. Click **Expense » Expense Reports » Manage Expense Report** to display the Manage Expense Report application.
2. If the Wizard interface is not displayed, click to switch from Expert mode to Wizard mode.
3. Click at top right to open User Preferences.
4. Under Application Preferences, click **Save** in the Application Layout Changes row.

You can also request assistance from your system administrator.

System Administrators: See the "Expense Wizard Administration" section for information on setting this by UI Profile.

Graphical Learning Aid for the Expense Wizard

For a visual overview of the Expense Wizard interface, see the Expense Wizard Click-Thru presentation (*DeltekTimeAndExpense1000ExpenseWizardERClickThru.pdf*).

Expense Wizard Enhancements

This section describes enhancements that apply to Manage Expense Report and Manage Expense Authorization in Wizard mode. Note that some of these enhancements also apply to Expert mode in both applications, as well as to Expert mode in the following applications:

- Manage/Approve Expense Reports
- Manage/Approve Expense Authorizations.

These instances are noted within each enhancement description when applicable.

Note also that some updates described in this section were implemented in response to feedback from participants in the Early Adopter program. These instances are also noted within the descriptions below.

Overall Wizard Updates

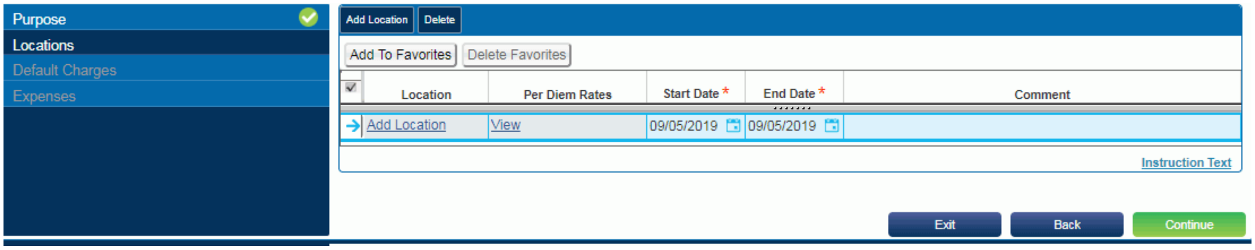
Changes described in this section apply to the Manage Expense Report and Manage Expense Authorization applications.

Purpose Field Modifications

On the Purpose tab in both Wizard and Expert modes, the vertical size of the **Purpose** field was increased to allow at least four lines of text.

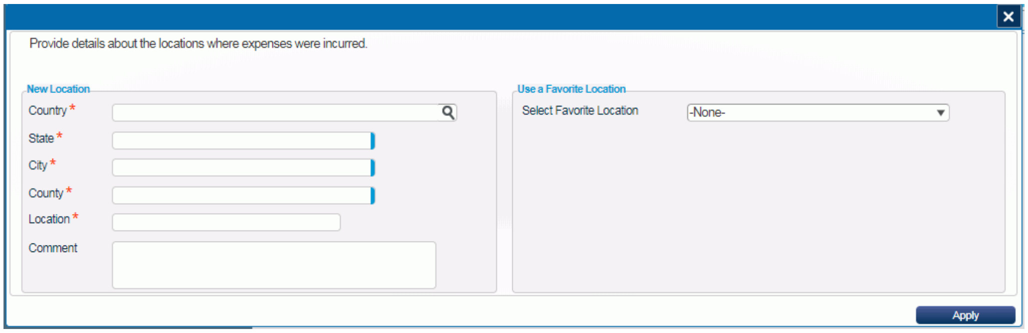
Location Entry Streamlined

Based on Early Adopter feedback, locations display in table format on the Locations tab in both Wizard and Expert modes. To add your first location, click the **Add Location** hyperlink in the first row of the table.

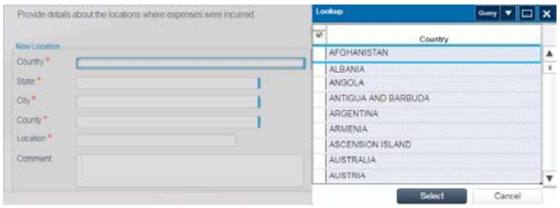


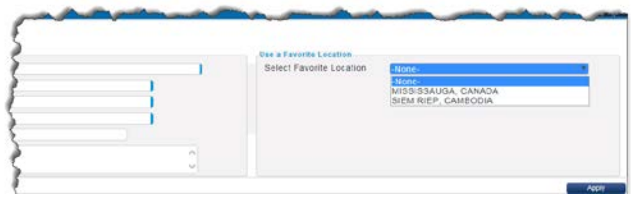
(Note: Use the Add Location button only after the first location has been added.)

After you click **Add Location**, a pop-up dialog box displays, where you select the location:

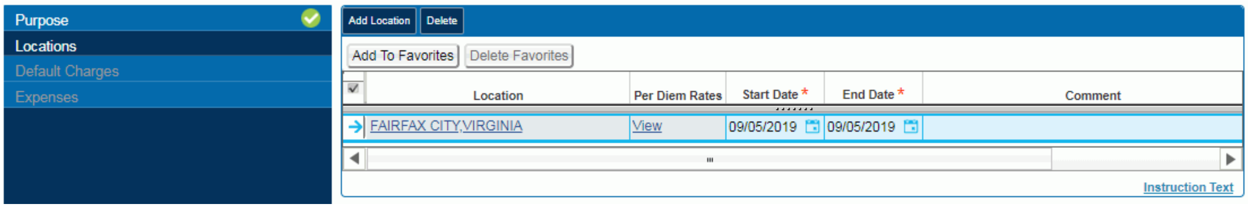


From the dialog box, you can use Lookup to choose a regional option or use the **Select Favorite Location** drop-down to choose a previously saved location.





For per diem expense reports that do not include multiple locations, a pre-selected location may display in the table.



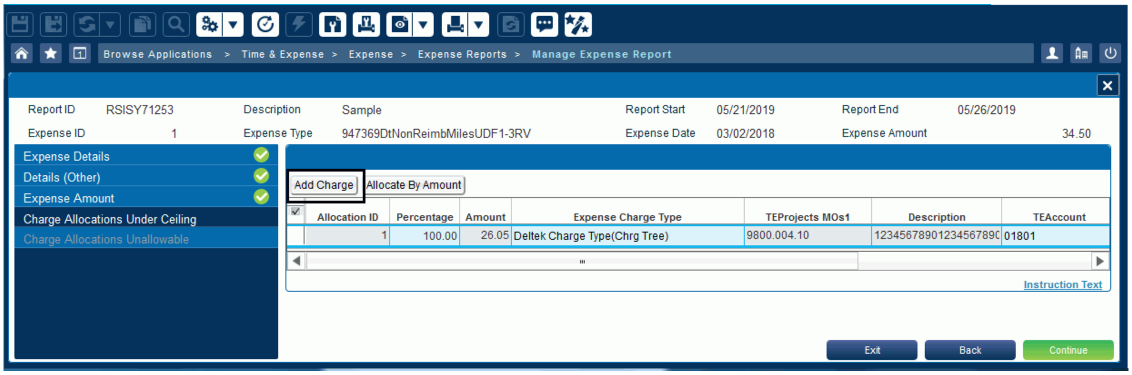
Note also that **Frequent Location** was changed to **Add to Favorites**, similar to existing functionality in Charge Favorites.

This update was also applied to Manage/Approve Expense Reports and Manage/Approve Expense Authorizations.

Add Charge Allocation Made Easier

You now have the ability to add a charge while entering a claimed expense in Manage Expense Report or entering a planned expense in Manage Expense Authorization.

When entering either type of expense, click **Add Charge** on the Charge Allocations Under Ceiling tab. You can select the charge from either the standard Charge Lookup or from Charge Favorites.

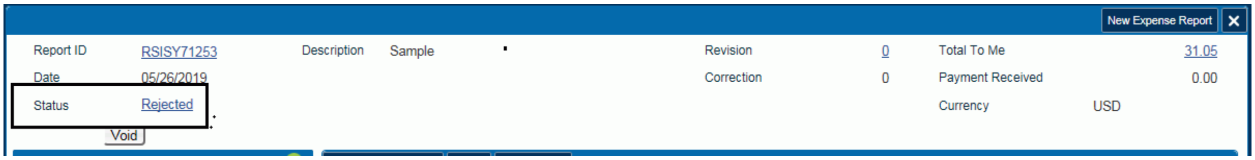


When in Wizard mode, this enhancement ensures that you remain positioned within the Expense section of the Wizard instead of being diverted back to the Default Charges section. However, **Add Charge** is also available in Expert mode.

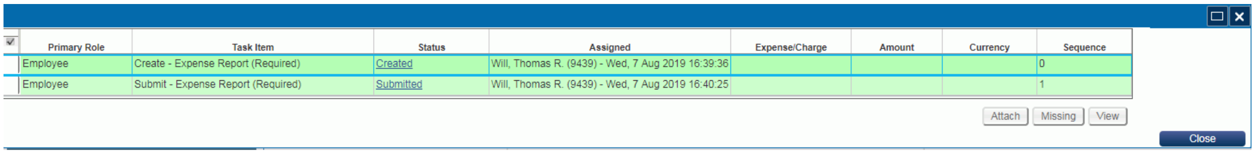
The charge you select rolls up to charge allocations in the header.

Workflow Tab Converted to a Hyperlink

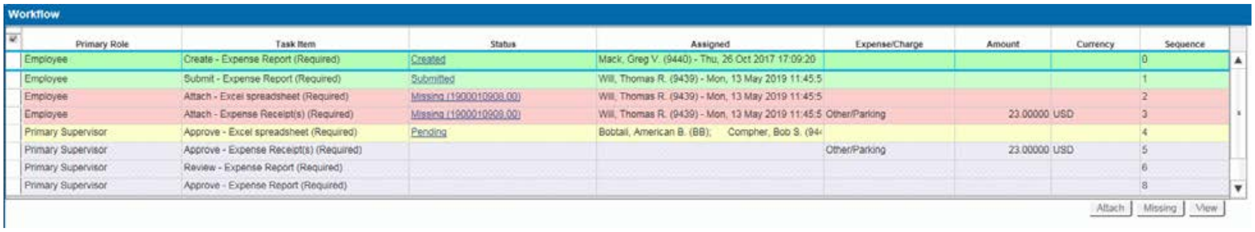
Based on Early Adopter feedback, the Workflow details for expense reports and expense authorizations in both entry modes are now accessed by clicking the **Status** hyperlink, which displays in the header area after basic information is entered and the form is saved successfully.



After you click the hyperlink, the Workflow details display in a pop-up dialog box:



Additionally, in response to Early Adopter feedback, the attachment task displays in red if the attachment is missing.



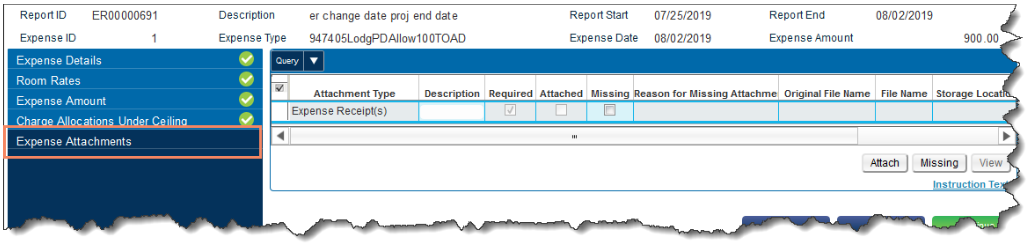
Other colors indicate the following states of completion of various tasks:

- Green – Completed task
- Yellow – Pending task
- No Color – Task not assigned

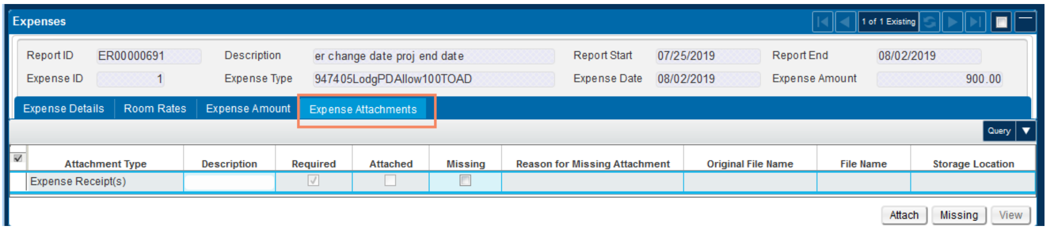
Attachments Subtask Converted to Tab

In both Wizard and Expert modes, Attachments now displays as tab. Prior to this release, Attachments displayed as a subtask link, for example, in the earlier version:

In the revised layout of the Wizard, in Manage Expense Report, for example, the layout displays like this:



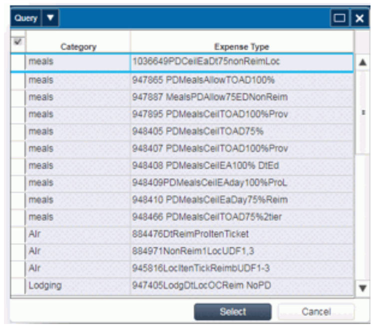
In Expert mode, it displays like this:



Note also that this same layout change also applied to the Manage/Approve Expense Reports and Manage/Approve Expense Authorizations applications.

Expense Type Selection in Wizard Mode

In Wizard mode, the Expense Type and Expense Category are combined as a single Lookup.



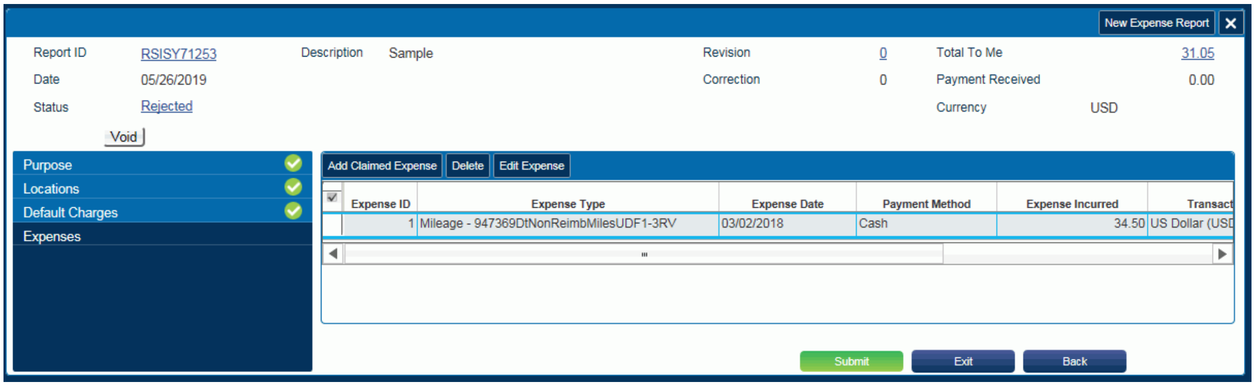
This enhancement was made in response to Early Adopter feedback. Note also that your System Administrator can change this setting to display Expense Category as a separate Lookup. The Lookups are always separate in Expert mode.

Additionally, when viewing or editing a previously added claimed or planned expense, the Expense Type tab does not display in the left pane.

If No Draft Report or Authorization Exists Wizard Opens to New

Based on Early Adopter feedback, when you open Manage Expense Report or Manage Expense Authorization in Wizard mode, the form opens to the Expenses tab if there is an existing report or authorization still in *Draft* status. If there is more than one with a *Draft* status, the display defaults to the last one created.

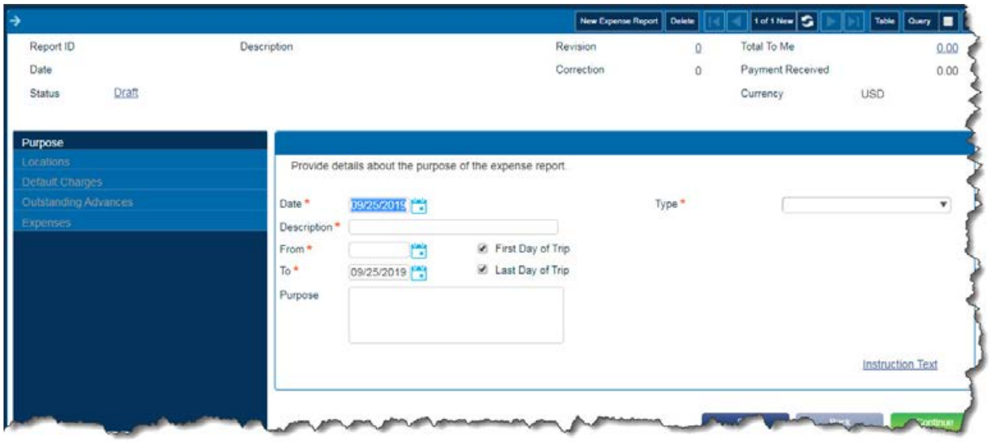
For example, in Manage Expense Report:



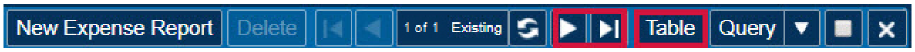
From this point, you can continue with the current report or authorization by adding a new expense or editing and existing one, or click **Submit** to submit the completed form.

To view or modify information on the preceding tabs, click **Back** or click the tab itself in left pane.

If you open either application and there are no reports or authorizations in *Draft* status, the form defaults to a new report or authorization starting in the Purpose tab, where you can begin entering basic information.

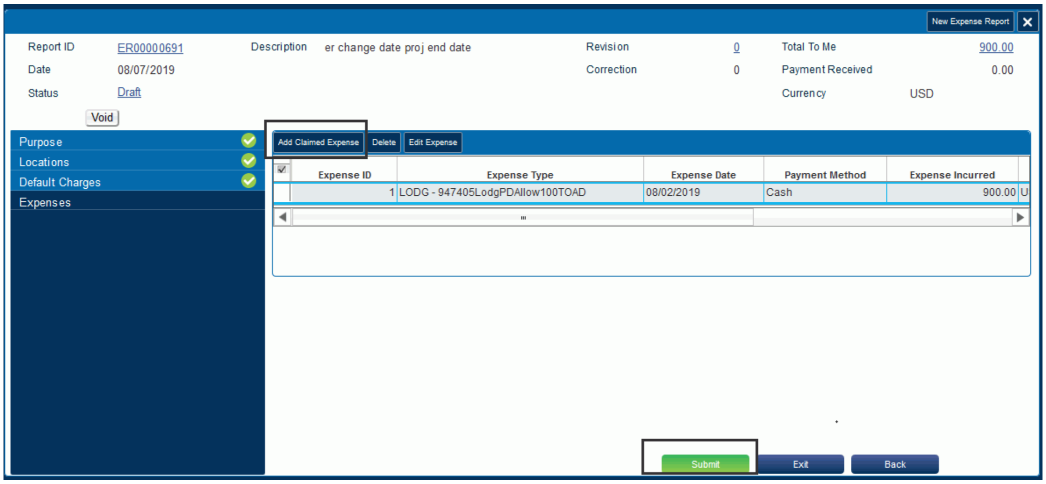


To open a different report or authorization, click to exit New mode. The toolbar refreshes and the navigation buttons become active, or click Table to select display all.



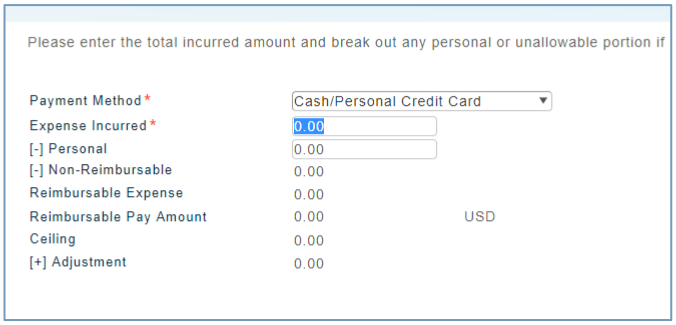
Default Position for Existing for Reports or Authorizations

When you open a previously saved expense report or expense authorization in *Draft* status, the Wizard opens to the Expenses tab. Here you can add a new expense or click **Submit,** as indicated in the following image:



Default Field Focus

In response to Early Adopter feedback, when the next page of the Wizard displays, the insertion point defaults to the first input field with the text highlighted so that you can start typing without having to click an insertion point first. For example:



Clicking **Continue** Automatically Validates Required Fields

In Wizard mode, system validation occurs when you click **Continue** on any screen. Validation ensures that all required fields are completed and that '0.00' is not accepted as a valid entry in amount fields.

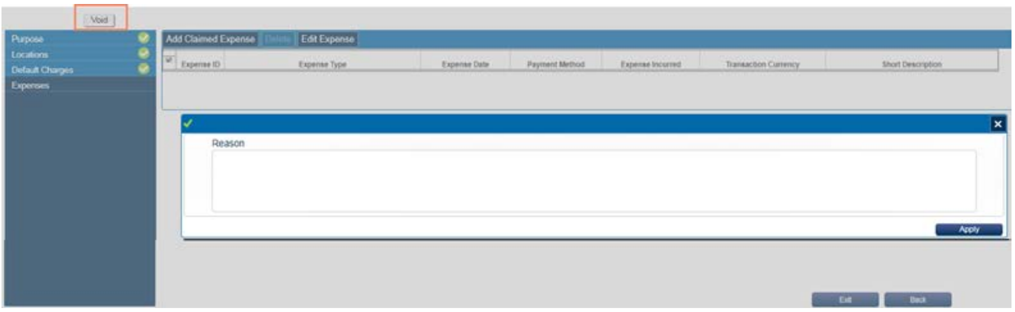
"Success" Messages No Longer Display

In response to Early Adopter feedback, messages indicating that an action was completed successfully do not display in Wizard mode. Instead, messages display only for warnings and errors or when a corrective action is required.

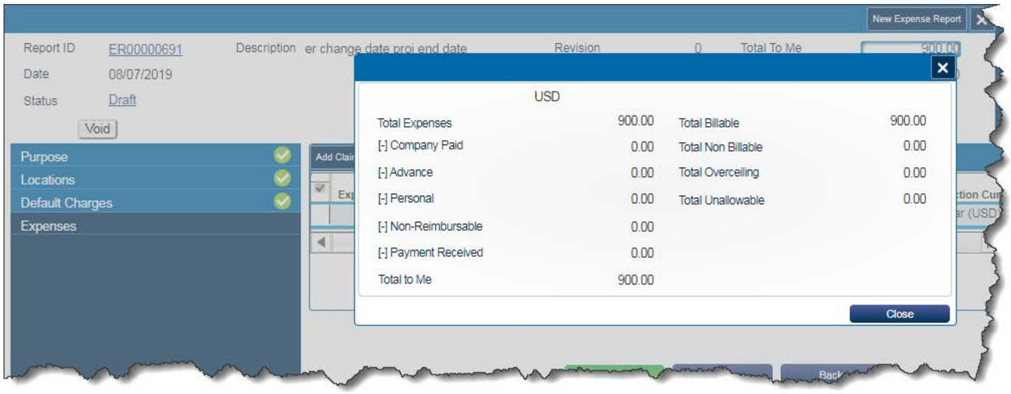
Pop-Up Dialog Box Functionality

To improve usability, the expense report and expense authorization forms now include pop-up dialog box functionality in both the Wizard and Expert modes.

In some cases, the dialog box opens automatically due to a workflow trigger, such as when a rejected or revised form requires an explanation. For example, when you click **Void**, a box displays where you enter the reason for voiding the report.



In other instances, it opens when you click a hyperlink on the interface, such as when you click **Total To Me** in the header area of an expense report to display report details:



Where added, the pop-ups eliminate other interface elements such as tabs or subtasks, which previously required you to navigate to a different location on the form to complete an action or view data.

The specific functions that were converted to pop-up dialog boxes are described below.

Function	Affected Applications	Notes
Revision Explanation	▪ Manage Expense Report ▪ Manage Expense Authorization ▪ Manage/Approve Expense Reports ▪ Manage/Approve Expense Authorizations	Displays if a reason is required for revisions.
Rejection Explanation	▪ Manage Expense Report ▪ Manage Expense Authorization ▪ Manage/Approve Expense Reports ▪ Manage/Approve Expense Authorizations	Displays if a reason is required for rejections.
Void Reason	▪ Manage Expense Report ▪ Manage Expense Authorization ▪ Manage/Approve Expense Reports	Displays if a void explanation is required.

Function	Affected Applications	Notes
	▪ Manage/Approve Expense Authorizations	
Overceiling Explanation	Manage Expense Report	Displays if an overceiling explanation is required.
Report ID	▪ Manage Expense Report ▪ Manage/Approve Expense Reports	Displays details (Class and Charge) about the expense report when the user clicks the hyperlinked ID in the report header.
Authorization ID	▪ Manage Expense Authorization ▪ Manage/Approve Expense Authorizations	Displays details (Class and Charge) about the expense authorization when the user clicks the hyperlinked ID in the report header.
Revision History	▪ Manage Expense Report ▪ Manage Expense Authorization ▪ Manage/Approve Expense Reports ▪ Manage/Approve Expense Authorizations	Displays when user clicks the Revision History hyperlink in the header of the form.
Total To Me (Formerly Details Tab)	▪ Manage Expense Report ▪ Manage/Approve Expense Reports	The Details tab was replaced with a Total To Me hyperlink in the header area of the form.
View Per Diem Rates	▪ Manage Expense Report ▪ Manage Expense Authorization	Displays when you click the View hyperlink in the View Rates column on the Locations tab.
Status Change	▪ Manage/Approve Expense Reports ▪ Manage/Approve Expense Authorizations	When an authorized role revises a signed expense report or expense authorization, this pop-up displays the question of whether to change the status back to *Draft*.

If you also use the Time module, note that pop-up dialog box functionality was included in this release for the functions described in the table below.

Function	Affected Applications	Notes
Correction Request	Manage Timesheet	Displays when the user requests approval to correct a timesheet. .
Revision Explanation	▪ Manage Timesheet ▪ Manage/Approve Timesheets	Displays if a reason is required for revisions.
Rejection Explanation	▪ Manage/Approve Timesheets	Displays if a reason is required for rejections.
Correction Request	Manage Timesheet	Displays when the user requests approval to correct a timesheet. The pop-up includes a text window where the explanation is entered.
Line Level Approval – Approved Lines	▪ Manage Timesheet ▪ Manage/Approve Timesheets	This pop-up displays information about a timesheet line that has been approved displays in pop-up dialog box.
Line Level Approval – Rejected Lines	▪ Manage Timesheet ▪ Manage/Approve Timesheets	This pop-up displays information about a timesheet line that has been rejected displays in pop-up dialog box.
Line Level Approval – Pending Lines	▪ Manage Timesheet ▪ Manage/Approve Timesheets	This pop-up displays information about a timesheet line that is pending approval displays in pop-up dialog box

Other Layout Improvements

In response to Early Adopter feedback, the following updates were made to the Expense wizard interface.

Improved Visibility for Wizard Navigation Buttons

Navigation button visibility was improved.

Submit Button Repositioned

On the last step of the Wizard, the **Save Expense** button now displays at bottom right.

Back Button Disables When Not Valid

Though the **Back** button still displays on the form even when it is not valid for a given step, its display is dimmed so that, while still remaining visible, it is nevertheless clearly disabled.

Wizard Navigation Button Updates

In response to Early Adopter feedback, labels for navigational buttons are dynamically updated to suit the current step in process. For example, when the form is ready to be saved, the buttons display as **Save Authorization** or **Save Report** instead of as **Save and Continue**.

The button for creating a new report or authorization is **New Expense Report** or **New Expense Authorization**, respectively. Note also that button that advances you to the next step is always green (for example, 

).

Reset Default Positioning Button Disabled

To ensure that users do not lose completed work, the **Reset Default Positioning** button disables in Wizard mode.

Expense Report Wizard Updates

Changes described in this section apply only to Manage Expense Report.

Details Tab Converted to Hyperlink

Information that previously displayed on the Details tab now displays in a pop-up dialog box when you click the **Total to Me** hyperlink in the header area of the form. This change was made in both Expert and Wizard modes. The dialog box displays the following fields:

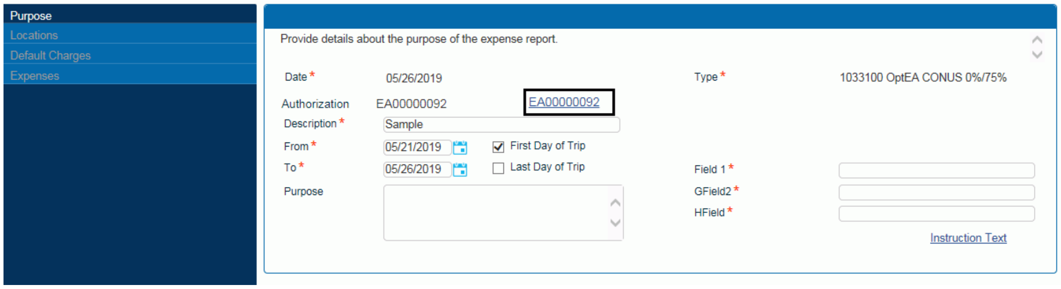
- Total Expenses
- [-] Company Paid
- [-] Advance
- [-] Personal
- [-]Non-Reimbursable
- [-] Payments Received
- Total To Me
- Total Billable
- Total Non Billable
- Total Over Ceiling
- Total Unallowable

Descriptions of these fields are available from the online Help

Note that this update was also applied to the Manage/Approve Expense Reports application.

Authorization ID Converted to Hyperlink

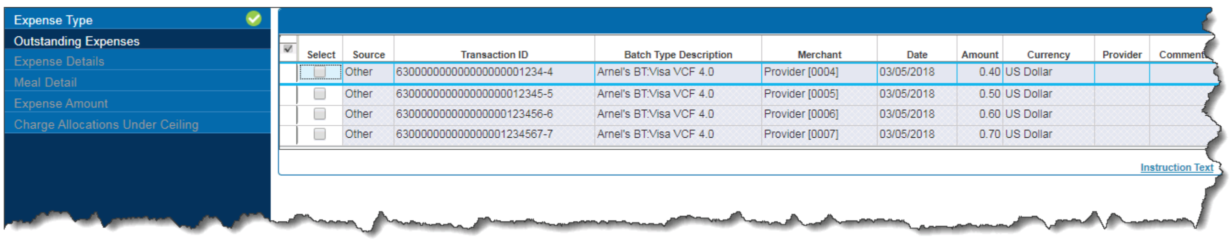
The ability to open an associated expense authorization from an expense report is now controlled by a hyperlink on the Purpose tab.



Previously, the expense authorization was opened by clicking the **Launch** button.

Outstanding Expenses Converted to Table

In Wizard mode, the selection of outstanding expenses is a separate step, completed after you select the expense type. To make selection easier, the expenses now display in table format. For example:



Note that in Wizard mode this table is not editable. It is editable in Expert mode.

Labels Updated on Claimed Expenses Section

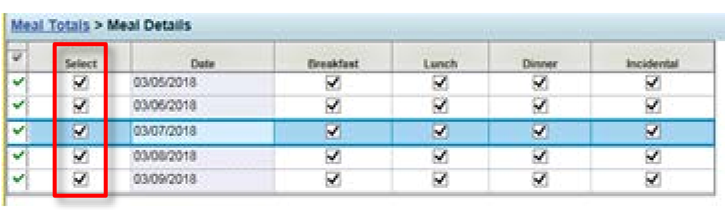
Labels on the Claimed Expenses section of the form were updated as follows:

- "Claimed Expenses" was changed to "Expenses."
- "Details" was changed to "Expense Details."
- "Amount" was changed to "Expense Amount."

These changes apply to both Wizard and Expert modes.

Date Selection Updates to Meal Details

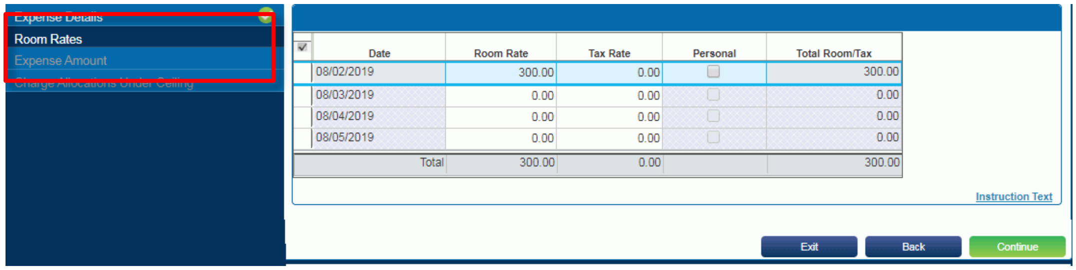
When an expense report includes multiple dates for meal allowances for only a single location, all the dates are now selected by default. For example:



If the expense report includes multiple locations, the Meal Details table now only displays dates per location, where previously the table displayed date rows for the entire period covered by the expense report.

Updates to Room Rates

To properly gather lodging expenses and per diem calculations for ceilings and allowances, the Room Rates tab displays before the Expense Amounts tab.



Additionally, when the lodging expense includes multiple locations, the Room Rates table now displays dates per location, where previously the table displayed date rows for the entire period covered by the expense report.

Other Lodging Validation

In response to Early Adopter feedback, the Wizard indicates whether you are missing information in a step before allowing you to proceed.

Reuse Attachment Provided for Main Lodging Expense

When a lodging expense generates a child lodging expense, any receipt that was attached to the main lodging expense is now automatically attached to the child expense so that you do not have to reattach it.

Copy Option Removed from Claimed Expenses

In response to Early Adopter feedback, the **Copy** button was removed from the Claimed Expenses area of the form.

Save and Continue Button Renamed

In response to Early Adopter feedback, the **Save and Continue** button instead displays as **Continue** when the expense report is view-only.

Correct an Expense Report in Wizard Mode

In Wizard mode, after you click **Correct** to correct a processed expense report, a Save message no longer displays. This change streamlines the correction process by reducing the number of mouse clicks. After you click **Correct**, the status of the expense report changes to *Approved* and the expense report is available for updating.

Expense Authorization Wizard Updates

Details Tab Removed

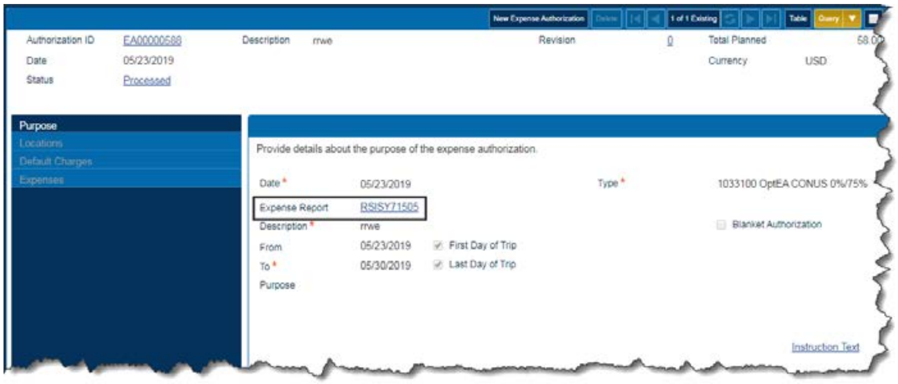
The Details tab was removed from both the Wizard and Expert modes. The table below describes the new location of each field that previously displayed on the tab:

Field on Details Tab	New Location of Field
Class	Displays in a pop-up dialog when you click the Authorization ID hyperlink in the header area.
Revision	Displays in the header area. The hyperlinked revision number opens the Revision History dialog box.
Total Planned	Displays in the header area.
Charge	Displays in a pop-up dialog when you click the Authorization ID hyperlink in the header area.
Notes	Converted to a tab. Displays only if there are notes.
Revision Explanation	Displays in a pop-up dialog box after you click the Revision hyperlink in the header.
Change to Draft Status	Displays as a pop-up dialog box when an authorized role revises a signed expense authorization.
Submit	In Expert mode this button displays in the header area. In Wizard mode, it is incorporated as a separate step.

Note that this update was also applied to the Manage/Approve Expense Authorizations application.

Expense Report ID Converted to Hyperlink

The ability to open an associated expense report from an expense authorization is now controlled by a hyperlink link on the Purpose tab.



Previously, the expense report was opened by clicking the **Launch** button.

Planned Expenses Labels Updated

Labels on the Planned Expenses section of the form were updated as follows:

- “Planned Expenses” was changed to “Expenses.”
- “Details” was changed to “Expense Details.”

These changes apply to both Wizard and Expert modes.

Expense Wizard Administration

This section describes Expense Wizard configuration options and other configuration updates. Information in this section is for System Administrators only.

Set Expense Wizard as the Default Layout for a UI Profile

Following installation of this release, the standard layout (referred to as Expert Mode) remains the default layout in both Manage Expense Report and Manage Expense Authorization.

Individual users can select Expense Wizard as the default layout from User Preferences. As a System Administrator, you can set Expense Wizard as the default layout for any UI Profile.

To set Expense Wizard as the default layout for UI profile, complete the following steps:

1. Close all applications and click .
2. Select the UI profile you want to modify and click **Manage Profile**.
3. Click **Expense » Expense Reports » Manage Expense Report** to display the Manage Expense Report application.
4. If the Wizard interface is not displayed, click to switch from Expert mode to Wizard mode.
5. Click and click **Save** to the right of **Application Layout Changes**.
6. Close the application to exit.
7. Click and click **Exit Profile**.

To learn more about User Profiles, see **Admin System Administration » Workspace Customization » Manage User Profiles**.

Optional Configuration Settings

The General Options tab of the **Expense » Expense Controls » Manage Expense Report Types** application includes two new optional settings:

- **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.

Customize Wizard Page Description and Instruction Text

Expense configuration was updated to provide System Administrators with the ability to customize the page description and instruction text that displays on various Expense Wizard pages.

Text customization is accomplished from a new Custom Text subtask available in these applications:

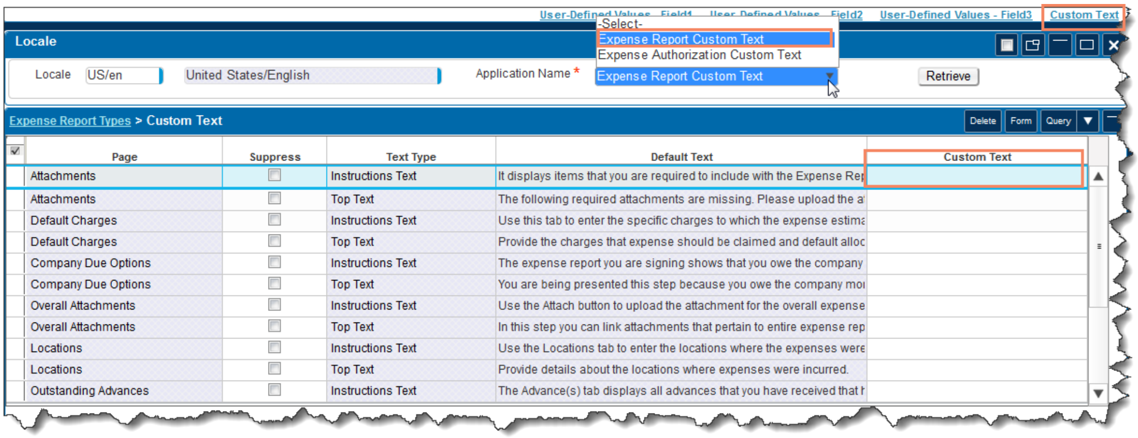
- **Expense Controls » Manage Expense Types –** Use the Custom Text subtask to modify the default text that displays based on a selected expense type.

- **Expense Controls » Manage Expense Report Types –** Use the Custom Text subtask to modify the default text that displays based on a selected expense report type.

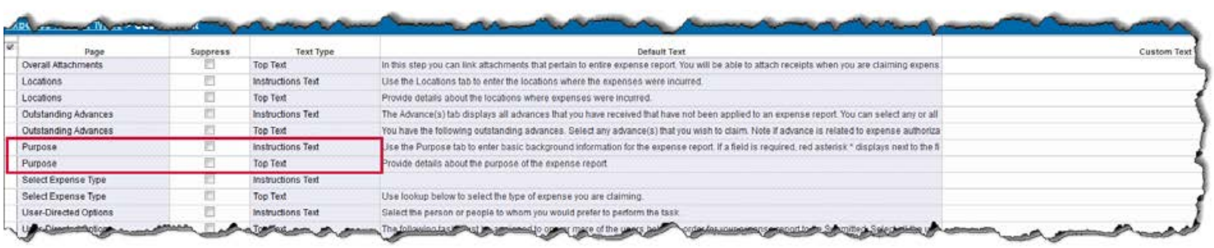
Overview

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

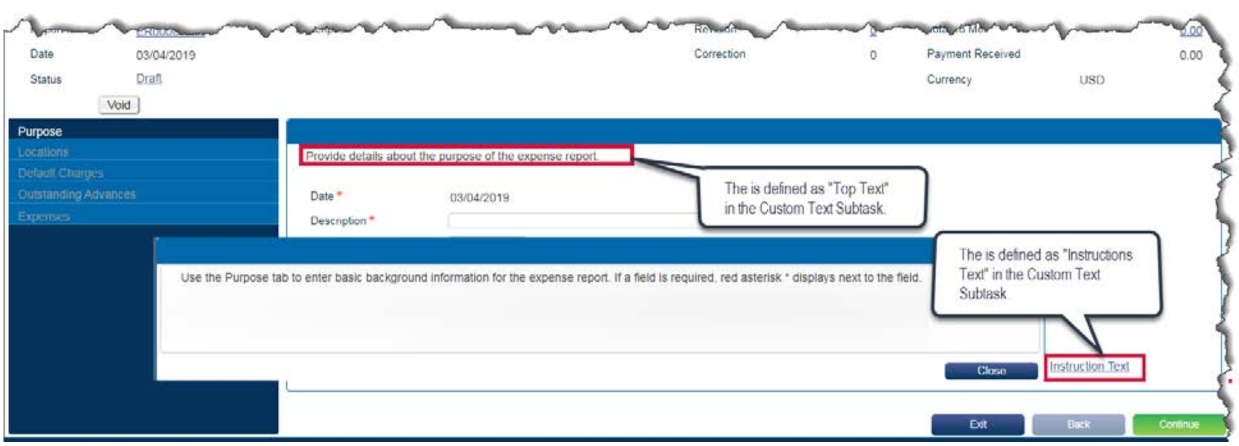
For example, in Manage Expense Report Types, the Custom Text subtask displays as:



As an example, the default text for Purpose in the Custom Text Subtask of Manage Expense Report Types displays two rows: one for the text that will display when the user clicks the Instruction Text hyperlink and another for the descriptive text that will show at the top of the Purpose tab. For example:



On the Purpose tab, it displays as:



Modify Default Text

The steps for modifying the default text are the same in both applications.

To customize page descriptions or instructional text:

1. Query to locate the record you want to update. For example:
   - In Manage Expense Types, you might select a transportation or lodging wizard.
   - In Manage 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.

   Note that in Manage 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 both applications.

Customizable Pages in Manage Expense Type

In Mange 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
Pages common to all wizard types include: Outstanding Expenses Expense Attachments Charge Allocations Expense Details Expense Amounts	Expense Attachments Charge Allocations Expense Details

Expense Report	Expense Authorization
Expense Taxes	
Entertainment Wizard Type: Attendees Details Expense Meal	
Lodging Wizard Type: Other Lodging Expenses Room Rates	
Meals Wizard Type: Attendees Details Expense Meal	
Mileage Wizard Type Expense Details (Other)	
Other Wizard Type Expense Details Other	

Customizable Pages in Manage Expense Report Types

In Manage 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

Expense Report	Expense Authorization
User-Directed Options	

General Configuration Updates

As part of this release, **Time & Expense » Configuration » General Controls » Configure General Settings** screen was updated with one change unrelated to Expense Wizard, and one change related to the Custom Text enhancement.

User Authentication Method Now Derived from Costpoint

The **Authentication Method** field was removed from the General Options tab of **Time & Expense » Configuration » General Controls » Configure General Settings** screen.

When you add a new employee to Time & Expense, you will enable security options from the Authentication tab of the **Costpoint » Admin » Security » System Security » Manage Users** screen.

Custom Text

If you add a new locale on the General Options tab of **Configuration » General Controls » Configure General Settings**, that locale is made available for selection in the Custom Subtask in the following applications:

- Manage Expense Types
- Manage Expense Report Types

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