

# Deltek Time & Expense™ 10.0

## Post-Installation Configuration Guide

**March 5, 2019**

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## Overview

Welcome to the Time & Expense (T&E) 10.0 Post-Installation Configuration guide. The procedures described in this guide should be completed after Time & Expense 10.0 is fully installed but before employees access the software.

## Post Upgrade Configuration

To finalize the upgrade to Time & Expense (T&E) 10, you must perform the 12 steps described in this document in the order presented.

The following list provides a brief description of the more important steps within this process:

- **Verify T&E User Security** — Because T&E 10 and CP 7.1.1 are deployed as one product, with this upgrade we converted the T&E 9 security role to the Costpoint user group security. For this reason, you should review the user groups the upgrade created during the upgrade process.
- **Configure New Features** — T&E 10 contains several new features that require configuring, including features for enhanced timesheet correction and timesheet preset revision explanation.
- **Grant Access to T&E** — Because T&E 10 and CP 7.1.1 are deployed as a single product, administrators must first set up Costpoint IDs for T&E users and sync existing Costpoint users with T&E.
- **Set Up Scheduled Processes** — As T&E 10 utilizes Costpoint's Job Server for scheduled processes, administrators must create new parameters for scheduled applications along with jobs created on Job Server.
- **Deploy Mobile Access** — T&E 10 does not use GovCon Touch for mobile time and expenses. T&E 10 optimizes the user interface based on the device in use (for example, phone, tablet, or desktop). It enables mobile access to the entire Time & Expense functionality from all mobile phones and tablets. To deploy T&E, shortcuts to commonly used applications must be set up on the end user's phone.

## **□ Step 1 — Log In to Costpoint (Time and Expense)**

Log in to Time and Expense 10.0 as CPSUPERUSER.

## □ Step 2 — Review Costpoint Security (User Groups)

During installation, user groups are created and users are assigned to them based on their security role assignments in version 9.x. In this step, you will ensure that the user group assignments are correct.

For example, if a T&E 9.x user has a security role of EMPLOYEE which grants access to the Timesheet and Expense Report screens, the upgrade will create two User Groups:

- **TM\_EMPLOYEE** — This User Group will provide access to Manage Timesheet.
- **EP\_EMPLOYEE** — This User Group will provide access to Manage Expense Reports.

The upgrade will also link both User Groups with the EMPLOYEE T&E Security Role, so if user access is changed in T&E (Security Role or Seat License), the user will be assigned to the correct user groups.

For new users, T&E uses Security Role and Seat License information to assign them to the correct User Groups and thus provide proper menu access.



Although you can grant access to Employee Self Service (ESS) from **People » Employee » Basic Employee Information » Manage Employee Information**, the conversion will also create user groups for ESS screen access. In the example above, if the EMPLOYEE role in 9.x had access to ESS screens, a user group of ES\_EMPLOYEE would be created.

To review user groups and associated menu assignments, complete the following steps:

1. Click **Administration » Security » System Security » Manage User Groups**.
2. In User Groups, select the group you want to review.
3. Click the **Application Rights** subtask.

User Group ID *	Name *	Active Directory ID (sAMAccountName)
TEMP	TEMP	
TESS-CP-IMPORTS	TESS-CP-IMPORTS	
TE__DEFAULT	Built-in group for basic TE access	
TM_ADMIN	TM Administrator SR	
TM_DEFAULT	TM DEFAULT SR	
TM_EMPL	TM Employee SR	

Application	Name	Tim
ADMCHGTREE	Maintain Charge Tree	Tim
ADMDESKTOP	Manage MyDesktop	Tim
ADMEMPLGRP	Manage Resource Groups	Tim
ADMEMPLINFO	Manage Resource Information	Tim
ADMEMPLPREF	Manage Preferences	Tim
ADMFUNCTIALROLE	Manage Functional Roles	Tim
ADMGENCONFIG	Configure General Settings	Tim
ADMGROUPTYPE	Manage Resource Group Types	Tim
ADMSECURITYROLE	Manage Security Roles	Tim

Application *	Name	
ADMCHGTREE	Maintain Charge Tree	R
ADMDESKTOP	Manage MyDesktop	F
ADMEMPLGRP	Manage Preferences	F
ADMGENCONFIG	Configure General Settings	R
ADMUDT01	Manage UDT01S	R
ADMUDT02	Manage UDT02S	R
ADMUDT03	Manage UDT03S	R

As you perform your review, take note of the following:

- T&E 10 menus do not completely align with T&E 9.x.

- Supervisory functions (for example, approving timesheets) associated with timesheets and expense reports/authorizations were separated into the following new screens:
  - Manage/Approve Timesheets
  - Manage/Approve Expense Reports
  - Manage/Approve Expense Authorizations

You should carefully review user groups for the above screens to determine which groups should or should not have access to them.



If users have access to the Manage/Approve Timesheet application, but they do not have any employee groups where they can at least view timesheets, timesheets will not display in the application. The same is true for the Manage/Approve screens in Expense.

- Print functions in the Expense module were separated into the following new screens:
  - Print Expense Report
  - Print Expense Authorization Report
- My Desktop and Preferences are menu selections in the new version. All user groups created are granted rights.



## □ Step 3 – Create T&E Administrator User Account

This step is required only under the following conditions:

- You are implementing a standalone deployment of T&E 10.
- You are implementing a shared deployment of T&E 10 with Costpoint 7.1.1, and the T&E administrator is not currently set up as a user in Costpoint 7.1.1.

To create a user account for the T&E Administrator, complete the following steps:

1. Click **Administration » Security » System Security » Manage User**.

2. In the Identification section, enter the following information:

Column	Description
User ID	Enter the current T&E login ID for the T&E administrator
User Name	This is required for standalone deployments of T&E. For shared deployments where the T&E administrator is an employee in the Costpoint employee table, this field will automatically populate when the Employee ID is provided. If the T&E administrator is not an employee, you must enter a name.
Email	Provide an e-mail address for the user if it is not provided by Costpoint based on the employee ID.
Default Company	Assign the user account to the appropriate default company. This is mostly needed for Costpoint, it is therefore is required for T&E.

### Step 3 – Create T&E Administrator User Account

**Identification**

User ID \* TEST User Name \* test

**Authentication Settings**

Authentication Method \* Database

Password  ☐ Generate Random Password

Verify Password

Active Directory or Certificate ID  ☐ Manage User Groups in Active Directory

☐ Allow Access to Integration Console ☐ Allow Access to Extensibility Console ☐ Allow Application Access via Integration Services

**2FA Settings**

☒ None ☐ Mobile Application ☐ Email

**FIDO Security Key**

☐ Enabled ☐ Passwordless

Effective Date  PIN

3. In the Information tab, provide the following information:

- **Authentication Method** – Select the authentication method for the T&E administrator account.
- **Password/Verify Password** – If the authentication already exists in the database, provide the initial password that the account will use. This is unnecessary if T&E will co-deploy with Costpoint, since SMTP would be setup and the system will send e-mail to the administrator.

**Information**

User ID \* TEST User Name \* test

**User Information**

Employee ID  Phone  Extension  Locale ID  Email

**Status**

Deactivation Date  Date Password Changed 06/30/2017 Last Login Date

☒ Force Password Change ☐ Notify When Batch Job Is Completed ☐ Allow User to Override Batch Job Priority ☐ Can Report Issues From Application Screen

**Preferences User Can Change**

☐ Can Change Password ☐ Can Change Phone and Extension ☐ Can Change Name ☐ Can Change Default Company ☐ Can Change Email Notification

Default Company \* 1

**Company Access**

Company ID *	Default Taxable Entity ID	Org Security Group ID	Labor	SSN	Cost	Price	Company Name	Org Security Group Name	Taxable Entity Name
1	<input type="text"/>						COMPANY 1		(Company name not found)

4. In the Company Access subtask, add one row assigning user access to Costpoint Company 1.

- **Company ID** – Click to select Company 1.
- **Default Taxable Entity ID** – Click to select the appropriate default Taxable Entity.

5. Click **Save**.

## □ Step 4 — Grant T&E Administrator Rights

Before completing the remaining steps, ensure that your primary administrator account is assigned to the correct user groups. For example, if you have a security role of ADMIN T&E, the upgrade process creates the following user groups:

- TM\_ADMIN — Administrator screen rights for Deltek Time
- EP\_ADMIN — Administrator screen rights for Deltek Expense

**To assign Time and Expense Administrator User Groups to the Primary Administrator, complete the following steps:**

1. Click **Administration » Security » System Security » Manage User**.
2. Query to find the particular Admin Account.
3. Open the Assigned User Groups Subtask.

The screenshot shows the 'Manage Users' window in Deltek Costpoint. The 'Assigned User Groups' subtask is open, displaying a table of user groups. The table has three columns: 'User Group', 'User Group Name', and 'Company'. The existing rows are: DEMO (Full Access for Demos), EVERYONE (Every One), and STD\_SYS\_ADMIN (System Administrator), all under the company 'ALL'. A red box highlights the 'New' button in the top right corner of the subtask. A red arrow points to the empty row at the bottom of the table, indicating where to click to add a new user group.

4. Add the appropriate T&E Admin group. Based on the example above, if you are only licensed for Deltek Time you would only assign TM\_ADMIN. If you are also licensed for Deltek Expense or Employee Self Service, you would add those as well.
5. Click **Save**.
6. Log out and log back in.



This step only needs to be performed for one administrator. In a later step, all remaining user accounts will be created in a mass action.

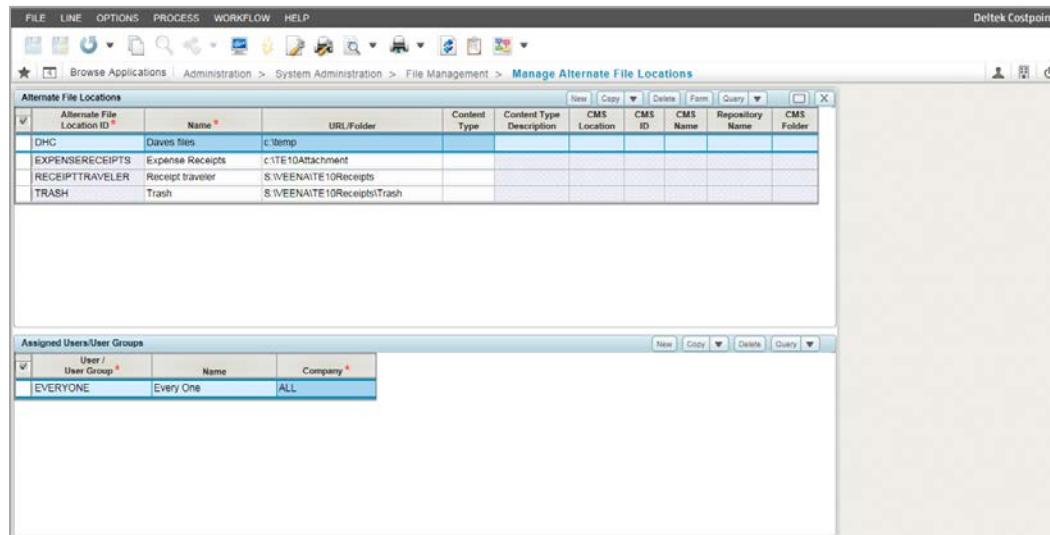
## □ Step 5 — Create Alternate File Locations

In T&E 9.x, file directories were configured within the Technical Console. In T&E 10, they are replaced by alternate file locations.

In this step, you will set up the alternate file locations for the Export Location, Import Location, and Trash Location and various Expense Attachment Locations.

To add alternate file locations, complete the following steps:

1. Click **Administration » System Administration » File Management » Manage Alternate File Locations**.



2. Create the following locations:
  - **Time or Expense:**
    - **Export Location** — This is the 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) are moved after import.
  - **Expense (if applicable):**
    - **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.

For each of the locations, you will need to add the appropriate user groups that would need access. For example, access to the Export, Import, and Trash locations would be needed by any user groups that runs integration between Costpoint and T&E. For

expense locations, it should be granted to all expense user groups that needs to attach and view expense attachments.



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

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## □ Step 6 — Configure Alternate File Locations and Default Authentication Method

To configure alternate file locations and set a default authentication method, complete the following steps:

1. Click **Time & Expense » Configuration » General Controls » Configure General Settings**.
2. Click the **General Options** tab.

Select options for the following new fields:

Field	Description
<b>Notification Method</b>	Change the Notification Method to <b>Email</b> since alerts are no longer created in T&E 10.
<b>Authentication Method</b>	The value in this field establishes the default authentication method for users when they are granted access. If the default authentication method is <b>Database</b> , the system sends an email to the employee after access is granted. Note that following the upgrade, all users must be granted access again.

3. Click the **Miscellaneous** tab.

Step 6 — Configure Alternate File Locations and Default Authentication Method

4. Under **Imports**, select values in the following fields:

Field	Description
<b>Import Location</b>	Click  to select the alternate file location for the import directory.
<b>Trash Location</b>	Click  to select the alternate file location where all trash files will be stored.

5. If you are an Expense client, click **Time & Expense » Expense » Expense Controls » Configure Expense Settings**.
6. Click the **Miscellaneous** tab.

7. Under **Expense Authorization**, enter location values in the following fields:

- Receipt Storage Location.
- Traveler Location (FAX attachment location)
- Traveler Reject Location



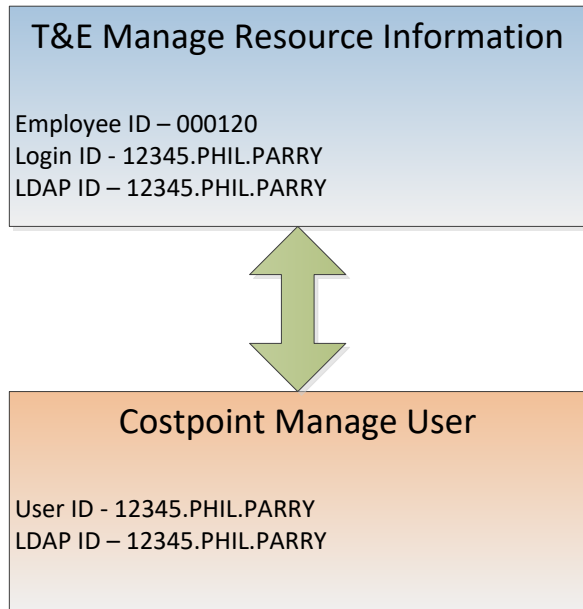
In version 9.x, this information was located on the Domain Details screen in the Technical Console.

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## □ Step 7— Sync T&E Admin User Account

Use this step to review and synchronize the Time & Expense (T&E) Resource Information record for the main administrator account for which you just assigned user groups. The T&E resource information record (Employee Record) must be associated to user in Costpoint security. For example:



To synchronize the main administrator account, complete the following steps:

1. Click **Time & Expense » Configuration » Resources » Manage Resource Information**.

Query to find the particular Admin Account.

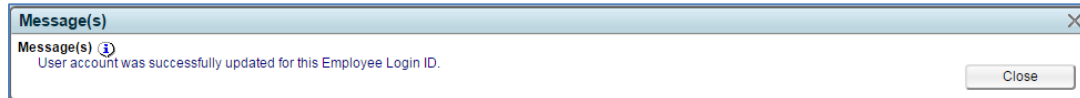
The screenshot shows the "Manage Resource Information" form in the Deltek Costpoint application. The form is divided into several sections. The "Identification" section on the left includes fields for Employee ID (set to "INSTALL"), Last Name (set to "User"), First Name (set to "Installation"), Government ID (set to "000000000"), Vendor ID, Login ID (set to "99999.PHILIP.PARRY" and highlighted with a red box), Active Directory (set to "99999.philip.parry" and highlighted with a red box), Hire Date (set to "01/01/1900"), Termination Date, Email, and Resource Type (set to "Employee"). The "Payroll" section on the right includes fields for Payroll ID, Payroll Employee ID, Costpoint Vendor Employee ID, and Costpoint Vendor Email. A "Create User Account" button is highlighted with a red box in the bottom right corner of the form.

2. Verify that the **Login ID** value is correct. If T&E is co-deployed with Costpoint that value equals the current Costpoint User ID.
3. Verify that **Active Directory** fields is correct.

This only needs to be verified if you are using an authentication method other than Database. (If necessary, you can confirm the 9.x Authentication method in the Domains screen of the Technical Console.)

4. Click **Create User Account**.

If all information entered is correct, the following message displays:



5. Log out and log back in.

## □ Step 8 — Configure SMTP and Valid Attachment Types

In this step, you will define SMTP server information. If you are co-deploying with Costpoint then SMTP should already be setup. Attachment types only need to be configured for standalone deployments.

To define SMTP server information, complete the following steps:

1. Click **Administration » System Administration » System Administration Controls » Configure System Settings**.

**Company Settings**

☐ Apply Organization Security ☐ Allow Reusing of Passwords UI Background Color: [None] ☐ Allow HR Org Manager/Rep from Other Companies

**Email System**

SMTP Server Name \* [SMTP.DELTEK.COM] SMTP Port Number \* [25]

SMTP Server User ID [ ] Password [ ] ☐ Require SSL / TLS

**Company Defaults**

☒ Print Cover Page Report Table Purge (Days) \* [7]

**Default Settings**

Default Page Size

Page Size [None] Unit of Measure [inches] Page Height [ ] Page Width [ ]

Top Margin [ ] Bottom Margin [ ] Left Margin [ ] Right Margin [ ]

Default Font [ ]

Default Locale \* [en\_US] [English (United States)] ☐ Print Currency Symbol

Company Logo [COMPANY LOGO]

Footer Label [ ]

Footer Text [ ]

**Corporate Settings**

**General Settings**

**Batch Job Retry Defaults**

Number of Retries \* [0] Licensing Email ID \* [russellharkins@deltek.com]

Retry Period [ ]

☐ Enforce Segregation of Duties Rules ☒ Enable AutoComplete ☐ Use Auto Position mode

**Company Logos**

Logo Name *	Description	Logo File Location *	Logo File Name *
COMPANY LOGO	The Master Company of them All	EXPENSERECEIPTS	companyLogo.gif

**File Upload Limits**

File Extension *	Description	Upload Rights	Maximum Size (MB) *	Source	Never Purge	Expiration Age	Expiration Timeframe	Allow Override
CSV	Comma Separated Values Files	Allow	1.00	System Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>
GIF	Gif Image	Allow	1.00	User Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>
JPG	Phone pictures	Allow	5.00	User Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>
PDF	PDF	Allow	5.00	User Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>
PNG	PNG photos	Allow	50.00	User Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>
TXT	Text Files	Allow	1.00	System Files	<input checked="" type="checkbox"/>		[None]	<input checked="" type="checkbox"/>

2. On the **Company Settings** tab, enter the SMTP server information for Time and Expense, if it is not already defined.

3. If you use expense attachments, define the valid file extensions accepted for attachments. In the File Upload Limits table, add rows for the various file types (PDF, JPG, PNG, and so on) acceptable for attachments. Enter the following information:

Column	Description
Upload Rights	Select <b>Allow</b> from the drop-down list.
Maximum Size (MB)	Enter <b>10</b> .
Source	The source is <b>User Files</b> .
Never Purge	Select the check box.
Expiration Timeframe	Select <b>None</b> from the drop-down list.

## □ Step 9 — Configure Preset Revision Explanation Feature

Time and Expense 10 enables companies that are licensed for Time to define preset revision explanations for use by their employees when revising timesheets. See release notes for information on new features.

To configure time settings, complete the following steps:

1. Click **Time & Expense » Time » Time Controls » Configure Time Settings**.

2. On the **Miscellaneous** tab, select the **Must Use Predefined Revisions** check box if a user must select from preset revision explanations.

If this check box is left clear, the user can select from the list or provide the revision.

3. On the Revision Explanations subtask, enter the preset revision explanations.



For more information, see *Deltek Time And Expense 1000 General Availability Release Notes* or the online Help.

## □ Step 10 — Configure Enhanced Correcting Timesheet Feature

The process of correcting timesheets has been enhanced for T&E 10 Time customers in the following ways:

- A **Correct** button was added to the Manage Timesheets screen, which enables users to open a processed timesheet for editing. This button replaces the Reverse Timesheet toolbar icon available in earlier versions, and the reversal process now takes place “behind-the-scenes.”
- If the timesheet period is closed, the **Correct** button changes to **Request Correction**, which requires the employee to enter an explanation for the request. Via workflow, the request is automatically routed to the appropriate role for approval or rejection. Approvals allow the initiator of the request to correct their timesheet in the closed period.

To configure timesheet correction workflow settings, complete the following steps:

1. Click **Time & Expense » Time » Time Controls » Manage Events**.

The screenshot displays the 'Manage Events' configuration window in Deltek Costpoint. The 'Events' section is set to 'AATC' with the description 'Admin Approved Timesheet Correction Request'. Under 'Basic Information', the 'Type' is 'Timesheet', the 'Actor' is 'Primary Administrator', and the 'Action' is 'Approve Request for Timesheet Correction'. The 'Priority' section shows 'Initial' as 'Low'. The 'Upgrade to Medium After' and 'Upgrade to High After' sections both show 0 days, 0 hours, and 0 minutes. At the bottom, the 'Employee Notifications' and 'Other Notifications' tabs are visible. The 'Employee Notifications' tab is active, showing a table with columns: Class, Description, Task, and Email. The table lists several notification tasks for 'Correct Timesheet'.

Class	Description	Task	Email
ATFH	ATFH	Correct Timesheet	
ATFS	ATFS	Correct Timesheet	
ATPH	ATPH	Correct Timesheet	
ATPS	ATPS	Correct Timesheet	
ATTH	ATTH	Correct Timesheet	
DEFAULT	Default	Correct Timesheet	
MOWO	MOWO	Correct Timesheet	

There are three different events that need to be defined on this screen, as follows:

- An event for the employee requesting correction with appropriate notification/task in the Other Notifications configured in subtask.
- An event for when the appropriate role approves correction request with appropriate notification/task for requestor to perform correction to their timesheet in Employee Notifications configured in subtask.
- An event for when the appropriate role rejects correction request that appropriate notification is sent to requestor as configured in the Employee Notifications subtask.

To configure the timesheet correction setting, complete the following steps:

1. Click **Time & Expense » Time » Time Controls » Manage Timesheet Classes**.

2. Review the status of the **Reverse Timesheet on Correct** check box.

This setting controls whether a complete reversal of a timesheet is required prior to correction when exporting timesheets. This is typically checked for salaried employees, but is left clear for hourly employees, for whom timesheet reversal is unnecessary.



For more information, see *Delttek Time And Expense 1000 General Availability Release Notes* or the online Help.

## □ Step 11 — Create/Sync Remaining User Accounts

In this step you will create user accounts for Time & Expense-only users and synchronize accounts for users who already have existing Costpoint login credentials. This step grants T&E access to remaining users.

To create/sync user accounts, complete the following steps:

1. Click **Configuration » Resources » Manage Resource Information**.

The screenshot shows the 'Manage Resource Information' window in Deltek Costpoint. The window has a menu bar (FILE, LINE, OPTIONS, PROCESS, WORKFLOW, HELP) and a toolbar. The main area is divided into two panes. The left pane, titled 'Resource Information', contains fields for Identification: Employee ID (with a checkmark for 'Active'), Last Name, First Name, Government ID, Vendor ID, Login ID, Active Directory (dropdown), Hire Date, Termination Date, Email, and Resource Type (dropdown set to 'Employee'). The right pane, titled 'Payroll', contains fields for Payroll ID, Payroll Employee ID, Costpoint Vendor, Costpoint Vendor Employee ID, and Costpoint Vendor Email. A 'Create User Account' button is located at the bottom right of the right pane. The bottom of the window has a tab bar with 'Access', 'Miscellaneous', 'History', 'Leave', 'Group Membership', 'Defaults', and 'Pay Methods'.

2. Filter based on currently active users as shown below:

The screenshot shows the 'Resource Information' query window. The window has a title bar and a menu bar (Find, Query, Sort, Saved Queries). The main area is divided into two panes. The left pane, titled 'Query Condition', contains a dropdown menu with 'and' selected and a text box with 'Active' entered. The right pane, titled 'Return all records where:', contains a dropdown menu with 'Active checked' selected. Below the dropdowns are buttons for 'Count', 'Save Query', and 'Reset'. At the bottom of the window are 'Query' and 'Close' buttons.



3. Select the employees for whom you want to create user accounts. As you select employees, you should confirm that login ID information is accurate for users with existing Costpoint login credentials.
4. Click **Create User Account**. Only existing user accounts are updated. Verify that users can log in to Time & Expense.



If a User ID in the Costpoint Manage User screen does not match the one entered on the T&E Manage Resource Information screen, you may receive an error message: "Different User Account exists for this Active Directory." To address this issue, revise the login ID on the T&E Manage Resource Information screen to match the User ID on the Costpoint Manage User screen.

## □ Step 12 — Database Attachments Conversion Utility

In this step, you run the Expense Report Convert Attachment utility, which converts attachments stored in the 9.0.1 database to PDFs. These PDFs are available to users after the upgrade to version 10.0 is complete.



The utility should be run only after the Alternate File Location has been set up and configured (see Steps 5 and 6 in this document).

Convert Expense Report Attachments	
Attachments found in database	1
Previously converted	1
Number of attachments converted	0
Storage Location	EXPENSERECEIPTS

To convert the 9.0.1 attachments, click **Expense » Expense Utilities » Expense Report Convert Attachments**. The process runs automatically when the screen opens.

The converted files are stored in the Alternate File Location ( **Administration » System Administration » File Management » Manage Alternate File Locations** ) for attachments.

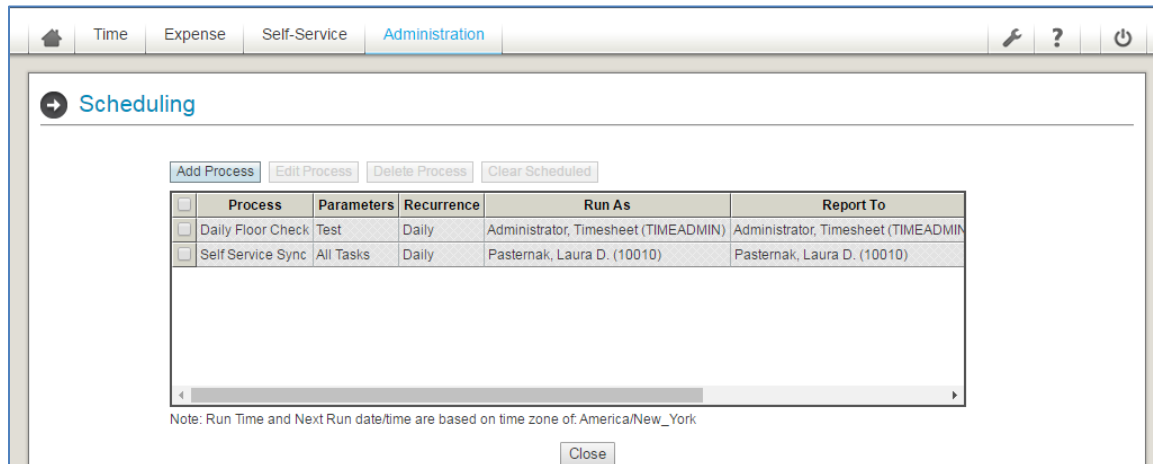
The utility includes the following fields:

- **Attachments found in Database** – This is the number of attachments found in the 9.0.1 database.
- **Previously Converted** – This is the number of attachments that were converted in previous runs.
- **Number of Attachments Converted** – This is the number of attachments converted in the current run. For example, if all the attachments found have previously been converted, this field will display “0” because no attachments were found to convert in the current run. Note that the utility run automatically after the screen is opened.

## □ Step 13 — Create Scheduled Jobs

Since the schedule jobs process and its associated parameters have not been converted from T&E 9.x, you must create and save the necessary parameters for the appropriate screen.

Examples of relevant procedures include floor check, timesheet status, expense status, and import master tables. To view existing jobs in version 9.x, open the Scheduling screen of the Administration module.



Once the parameters are specified, you must set up scheduled jobs. See the **Deltek Costpoint 7.1.1 Process Execution Modes** guide for further information. Also see KB8094 on the Deltek support site.

A step-by-step example of the process used to create a daily floor check is provided below. The example takes you through a five-step process:

1. Create a job parameter.
2. Create a job ID.
3. Create a job queue.
4. Create a server.
5. Submit the job to the queue.

Although the screen location in Step 1 will vary based on the job, you can generally apply all the steps to any scheduled process you need to enable.


### Create a Job Parameter (Step 1 of 5)

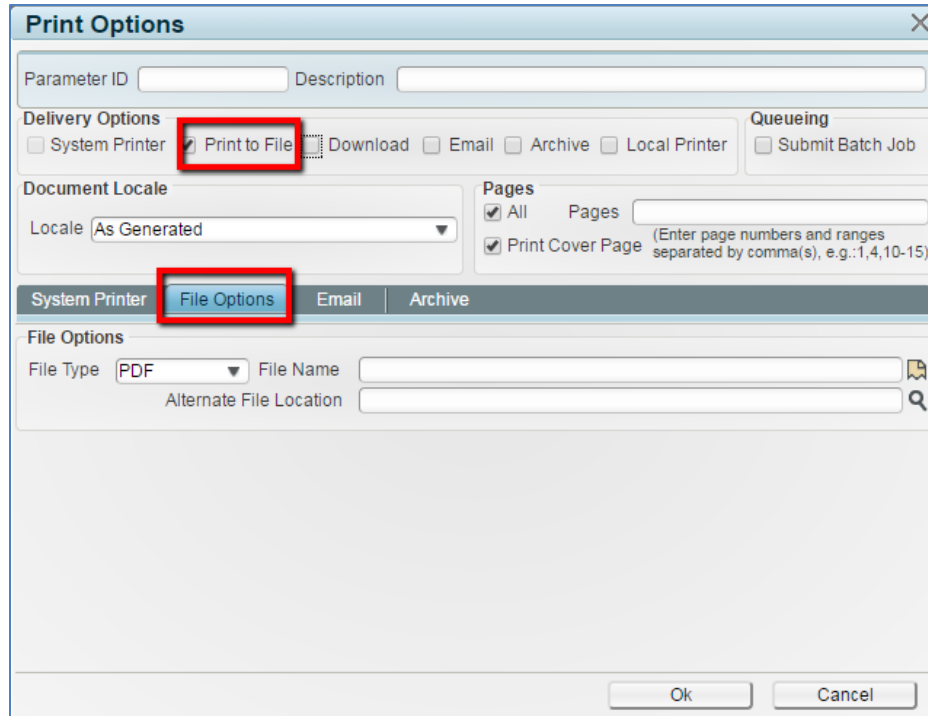
To create a job parameter, complete the following steps:

1. Click **Time & Expense » Time » Time Reports/Inquiries » Daily Floor Check Inquiry**.

- On the Daily Floor Check screen (in this example), designate the groups and classes for whom the report should be run, as well specify notification options. Note the following fields in particular:

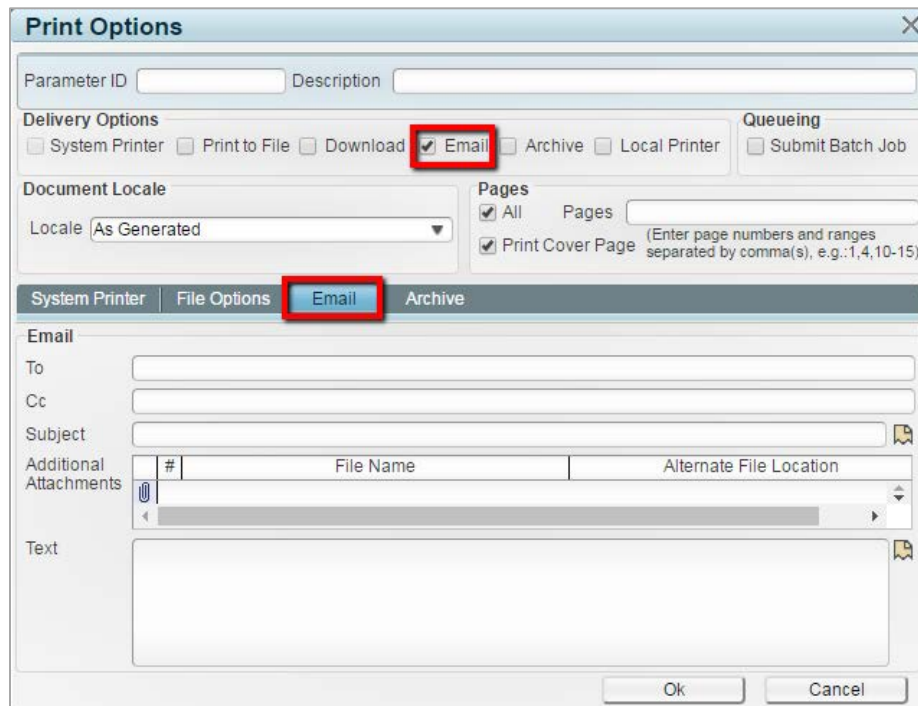
Field	Description
<b>Parameter ID</b>	Provide a unique ID for the parameter.
<b>Description</b>	Provide a unique description for the parameter.
<b>Run for Previous Day</b>	Select this check box to run the report for the previous system date, which is always yesterday's date.
<b>Automatically Send Notification After Producing Report</b>	Select this check box to automatically send workflow notifications after the report runs.

- Click  to open the Print Options screen, where you can establish report output settings.  
Under Delivery Options, select either **Email** or **Print to file**. Do not select **Local Printer**.  
If you choose **Print to File**, indicate the delivery options on the File Options tab. Specify the name of the file and designate the location where the report should be saved.



The **Print Options** dialog box is shown. It has a title bar with a close button. Below the title bar are two input fields: **Parameter ID** and **Description**. The **Delivery Options** section contains several checkboxes: **System Printer**, **Print to File** (highlighted with a red box), **Download**, **Email**, **Archive**, **Local Printer**, and **Queueing** (with a sub-option **Submit Batch Job**). The **Document Locale** section has a **Locale** dropdown menu set to **As Generated**. The **Pages** section has checkboxes for **All** and **Print Cover Page**, along with a **Pages** input field and a note: "(Enter page numbers and ranges separated by comma(s), e.g.:1,4,10-15)". Below these is a tabbed interface with **System Printer**, **File Options** (highlighted with a red box), **Email**, and **Archive** tabs. The **File Options** tab is active, showing **File Type** (set to PDF), **File Name**, and **Alternate File Location** fields. At the bottom are **Ok** and **Cancel** buttons.

If you choose **Email** as your preferred delivery option, use the Email tab to specify options for email delivery.



The **Print Options** dialog box is shown again. In the **Delivery Options** section, the **Email** checkbox is now checked and highlighted with a red box. In the tabbed interface, the **Email** tab is selected and highlighted with a red box. The **Email** tab contains fields for **To**, **Cc**, and **Subject**. Below these is a table for **Additional Attachments** with columns for **#**, **File Name**, and **Alternate File Location**. There is also a **Text** area at the bottom. The **Ok** and **Cancel** buttons are at the bottom right.

## Create a Job ID (Step 2 of 5)

To create a job ID, complete the following steps:

1. Click **Administration » Job Management » Job Management Codes » Manage Jobs**.
2. On the Manage Jobs screen, create the job that is associated with the application and parameter you saved in step 1 of the previous procedure ([Create a Job Parameter](#)).

Review values in the following fields:

Field	Description
<b>Job Group</b>	If Job Groups do not already exist, or if you want to set up a new job group, click <b>Administration » Job Management » Job Management Codes » Manage Job Groups</b> and then return to this step.
<b>Module</b>	The correct modules for Time, Expense, and Administration are TM, EP, and AD respectively.
<b>Application</b>	Provide the application name. In the current example, it is TMRFLRCHK.
<b>Parameter</b>	Provide the parameter you previously created in step 1 of the previous procedure ( <a href="#">Create a Job Parameter</a> ).
<b>Report</b>	Because you already set notification values when you created the parameter, you need to indicate the report. You do not need to indicate processes.

## Create a Job Queue (Step 3 of 5)

To create a job queue, complete the following steps:

1. Click **Administration » Job Management » Job Management Codes » Manage Job Queues**.
2. On the Manage Job Queues screen, create a new Job Queue, or if one already exists that you want to use instead, you can skip this step of the process.

3. If you are creating a new job queue, enter an ID in **Job Queue ID**.
4. Click **Save**.



Servers and scheduled jobs do not display until all steps are completed.

## Create a Server (Step 4 of 5)

To create a server, complete the following steps:

1. Click **Administration » Job Management » Job Management Processing » Start/Stop Job Server**.
2. On the Start/Stop Job Server screen, create a server if one does not already exist. You will also assign the Job Queue you created in the above procedure ([Create a Job Queue](#)).

**Job Servers**

Server Name *	Status	Destination Server *	Daily Shutdown Time	Daily Restart Time
TEST	Running	Default Server or Cluster		

**Available Job Queues**

Job Queue	Process Sequentially
TEST	N

**Assigned Job Queues**

Job Queue *	Active for Server	Process Sequentially
TEST	<input checked="" type="checkbox"/>	N

- Review values in the following fields:

Field	Description
<b>Assigned Job Queue</b>	Provide the Queue in which jobs will be submitted (this occurs in a later step).
<b>Active for Server</b>	Select this check box to activate the queue for the server.
<b>Start</b>	Click <b>Start</b> to schedule the jobs currently in the queue.

## Submit a Job to the Queue (Step 5 of 5)

To submit a job to the queue, complete the following steps:

- Click **Administration » Job Management » Job Management Processing » Submit Job Queue**.
- On the Submit Job to Queue screen, submit the job to the queue.



The screenshot shows the 'Submit Job to Queue' window. The 'Job' field is set to 'FLOORCHECK' and the 'Queue' is 'floorcheck'. The 'Execution Option' is 'Start Time/Date', 'Priority' is 50, 'Start Date' is 06/20/2017, and 'Start Time' is 01:48:17 PM. The 'Job Recurrence' is set to 'Every 1 Days'. There is a 'Submit To Queue' button. Below the form is a table titled 'Job Parameters' with the following data:

Module	Application	Application Name	Parameter	Parameter Description	Process	Report
TM	TMRFLRCHK	Daily Floor Check Inquiry	HERNDON	Herndon Employees		Floor Check

a. Review values in the following fields:

Field	Description
<b>Job</b>	Query to find the Job you created in Step 2 ( <a href="#">Create a Job ID</a> ) of this example.
<b>Queue</b>	Specify the queue to which you are submitting the job.
<b>Execution Option</b>	Select the Start Time/Date.
<b>Start Date</b>	Specify the date the job should first run and reoccur from.
<b>Start Time</b>	Specify the time of day you want the job to first run and reoccur from.
<b>Recur Every</b>	Specify the number of time intervals (in minutes/hours/days/weeks/months) in which the job will recur. In the example of floor checks, it would recur on a daily basis.
<b>Recurring Time Frame</b>	Specify whether the prescribed interval is in minutes, hours, days, weeks, or months. For floor checks, this would typically be daily.

b. Click the **Submit to Queue** button to submit the job to the queue.

After you complete this step, both the job and server display on the Manage Job Queues screen.



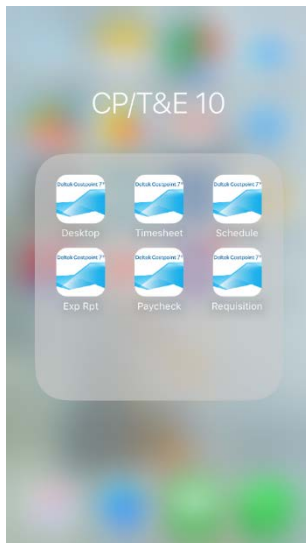
When setting up future scheduled processes, provided you are not adding queues and servers for other jobs, you will only need to perform three of the procedures from this example:

- Create a job parameter (Step 1).
  - Create a job ID (Step 2).
  - Submit the job to the queue (Step 5).
-

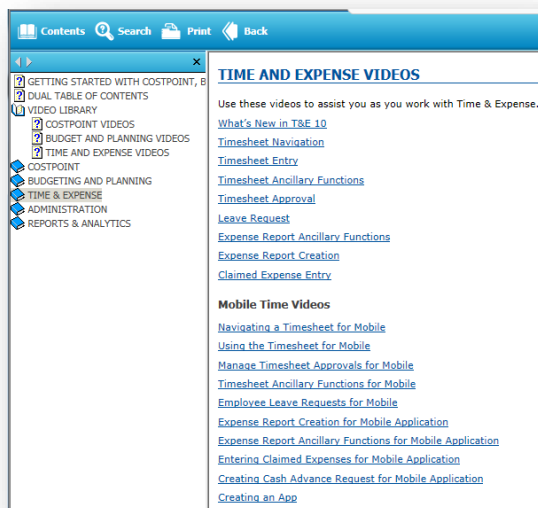
## Appendix A – Mobile Device Access

The GovCon Touch app for mobile device entry is not supported with T&E 10, because the Costpoint framework supports mobile devices natively.

Mobile access in Time & Expense 10 does not require an application installed on a mobile device, because T&E 10 is designed to run in browsers and automatically optimizes based on the device used (for example, computer, tablet, or phone). However, it is recommended that you launch T&E 10 from one or more desktop shortcuts on your device, for example:



For additional information, see the video titled “Creating an App” located in the online Help under **Video Library » Time & Expense Videos » Mobile Time Videos**, where you will also find other performance support videos. For example:



## Appendix B — User Interface Customization

A user interface (UI) profile is a collection of screen and functional logic customizations that can be assigned to users or user groups to provide custom user capabilities. Areas of the interface that can be customized by user or user group include:

- Toolbar
- My Menu
- Hiding Fields/Controls
- Columns, both size and order
- Auto Position Mode
- Tables, including row sorting order
- Application elements, such as tabs and group boxes

To learn more about user profiles, visit the Deltek Learning Zone (<https://education.deltek.com>), and under Costpoint, browse for “Time & Expense” to see a list of available training resources. For example:

<p><b>Creating User Profile for Managers - Timesheet and Expense</b></p> <ul style="list-style-type: none"> <li>Creating the User Profile for Managers for Timesheet and Expense Report Approval</li> </ul> <p><b>Creating Manager Approval Shortcuts</b></p> <ul style="list-style-type: none"> <li>Creating Manager Shortcut for Approving Timesheets</li> <li>Creating Manager Shortcut for Approving Expense Reports</li> </ul>	<p><b>Creating User Profile for Managers - Timesheet and Expense</b></p> <ul style="list-style-type: none"> <li>Creating the User Profile for Managers for Timesheet and Expense Report Approval</li> </ul> <p><b>Creating Manager Approval Shortcuts</b></p> <ul style="list-style-type: none"> <li>Creating Manager Shortcut for Approving Timesheets</li> <li>Creating Manager Shortcut for Approving Expense Reports</li> </ul>	<p><b>Creating User Profiles - Timesheets</b></p> <ul style="list-style-type: none"> <li>Accessing User Profiles</li> <li>Creating a User Profile</li> <li>Configuring Profile Application</li> <li>Configuring Profile MyMenu</li> <li>Configuring End User Timesheet Application - For URL and Shortcut</li> <li>Configuring End User Expense Report Application - For URL and Shortcut</li> </ul>
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A blue geometric graphic consisting of several overlapping triangles and polygons, located in the top-left corner of the page.

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