



**Deltek**

# Deltek Time & Expense™ 10

Year-End Guide

**December 1, 2019**

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## Overview

This guide presents year-end processing guidelines for Deltek Time and Expense.

**Note:** See the *Deltek Time and Expense Frequently Asked Questions* document for related information.

## Deltek Support Center

To expedite our responses to your questions at year end, we encourage you to use the Deltek Support Center, <https://deltek.custhelp.com>, where you can enter incidents on the Submit a Case page or start a live chat with one of our analysts.

Chat will be dedicated to year-end questions only between December 1, 2019 and January 31, 2020.

Click the link below to view Year-End Resources, located on the Support Center home page. This site will be updated continuously through February and will contain information such as Year-End Bulletins, FAQs, links to the product releases, additional services that are offered for year-end, and up-to-date tax changes.

You need a valid Deltek Support Account to access this site:

<https://deltek.custhelp.com/cgi-bin/deltek.cfg/php/enduser/EndOfYear.php>

Alternatively, you can contact Deltek Customer Care by calling 1.877.457.7765.

## Adding Custom Notes to This Guide

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

### To add a custom note using Adobe Reader X:

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

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

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

## Chapter 1: Year-End Procedures

Use the steps that follow to facilitate the Deltek Time & Expense year-end processes.

### Add a New Year to an Existing Timesheet Schedule

All users of Deltek Time must add a new year for existing timesheet schedules.

This is a simple process, but it can create significant problems if you do not complete it properly. Use the following procedure as a guide. If you need clarification or if you have questions, call Deltek Support at 1.877.457.7765 before proceeding.

#### To add a new year to an existing timesheet schedule:

1. Log in to the Time application as an Administrator or other user with full rights.
2. Click **Time » Time Controls » Manage Timesheet Schedules**.

**Note:** In all versions earlier than 901, this screen can be found under Time Setup/Timesheet Schedules. In TE 901, this screen can be found under Time » Settings » Timesheet Schedules.

3. Click **Query » Find** to select the timesheet schedule. If you are actively using more than one timesheet schedule, you must add a new year to each one.
4. On the Manage Timesheet Schedules screen, highlight the schedule and click **Create Year**.

The screenshot shows a 'Create Year' dialog box with the following details:

- Year:** 2019
- First End Date:** 01/15/2019 (with a calendar icon)
- No. of Periods:** 24
- Interval:**
  - Semi-Monthly
  - Month End
  - No. of Days
- Last End Date:** 12/31/2019 (with a 'Calculate Last End Date' button next to it)
- Buttons:** 'Create Period Rows' and 'Close'

5. On the Create Year dialog box, complete the fields as follows:
  - **Year:** Enter the year (for example, 2020).
  - **First End Date:** Use the Calendar Lookup to select the end date of the year's first period. For example, for a semi-monthly timesheet schedule, the first end date would be January 15, 2020. If you have any questions about the proper end date for the schedule you are using, please call Deltek Support.

- **No of Periods:** Select the number of timesheet periods that you want to add:
    - Monthly is 12.
    - Semi-Monthly is 24.
    - Bi-weekly is 26.
    - Weekly is typically 52 or 53, depending on the prior year.
  - **Interval:** Select the interval that your schedule requires:
    - For a monthly timesheet schedule, select **Month End**.
    - For a semi-monthly timesheet schedule, select **Semi-Monthly**.
    - For a typical weekly timesheet schedule, select **Number of Days** and set it to **7**.
    - For a bi-weekly timesheet schedule, select **Number of Days** and set it to **14**.
6. Click **Calculate Last End Date** to view the last period of the New Year.
- If the **Last End Date** is correct, click **Create Period Rows** and **OK**. To save your New Year, click **Save**.
  - If the **Last End Date** is not correct, change the **Interval**, **No of Periods**, or **First End Date** and click **Calculate Last End Date** again until you achieve the desired result. If you are unable to create the timesheet schedule with the correct end date, click **Cancel**, and call Deltek Support.

## Custom Intervals, Stub Periods, Split Fridays, and 9/80 Schedules

You can create timesheet schedules with stub periods or longer periods than the canned intervals given above. Split Friday or 9/80 periods can also be accommodated. Creating these custom periods requires manual editing of start and end dates, and Deltek Support must help you set them up.

## When to Contact Deltek Support

This document contains several warnings to contact Deltek Support if you have questions about this process. Even though these procedures are straightforward, an error at the wrong juncture can result in timesheets that need to be printed out, deleted, and manually added back into the properly formatted timesheet schedule. For these reasons, we strongly encourage you to contact Deltek Support if you are unfamiliar with this process or if questions arise.

## Update Work Schedules

Each New Year, users of Deltek Time & Expense must go into their work schedules and assign company holidays.

### To update work schedules with company holidays:

1. Log in to the Deltek Time application as an **Administrator** or other user with full rights.
2. Click **Time » Time Controls » Manage Company Work Schedules**.

**Note:** In all versions earlier than 901, this screen can be found under **Time Setup/Work Schedules**. In TE 901, this screen can be found under **Time » Settings » Company Work Schedules**.

Chapter 1: Year-End Procedures

3. Click **Query » Find** to select the work schedule. If you are actively using more than one work schedule, you must update the holidays for each one.
4. On the Manage Company Work Schedules screen, highlight the Work Schedule that will be updated, and click **New**.
5. On the **Date** column, click the **calendar icon** and select Jan 1, 2020.
6. Tab over to the **Holiday column** and select that box.
7. Tab over to the **Flexible column** and select that box.
8. Repeat steps 5–7 until all desired Holidays have been added.
9. Click **Save**.
10. Repeat steps 4 through 9 for each work schedule that requires updating.

**Company Work Schedules**

Work Schedule \*  Description \*

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**Company Work Schedule Dates**

Type *	Date *	Day of Week *	Non-Work Day	Holiday	Flexible	Standard Hours *	Default Time In *	Default Time Out *	Default Non-Work Hours *
Day of Week	01/01/1901	Sunday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	08:30 AM	05:30 AM	0.00
Day of Week	01/01/1901	Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00
Day of Week	01/01/1901	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00
Day of Week	01/01/1901	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00
Day of Week	01/01/1901	Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00
Day of Week	01/01/1901	Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00
Day of Week	01/01/1901	Saturday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	08:30 AM	05:30 AM	0.00
Specific Date	05/06/2002	Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00			0.00
→ Specific Date	01/01/2019	Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8.00	08:30 AM	05:30 AM	1.00

## Chapter 2: Ordering Forms

For information about vendors that work with Deltek, view the vendor page on the Deltek Web site:

1. Go to <http://www.deltek.com>.
2. From the main menu, click **Partners » Find a Partner**.
3. In the **Partner Category** drop-down list, select **Channel/Forms Vendor**.
4. Click the **Search** button.

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## About Deltek

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