Deltek Expense® 9.0.1

Getting Started Guide

May 31, 2013

While every attempt has been made to ensure that the information in this document is accurate and complete, some typographical or technical errors may exist. Deltek, Inc., cannot accept responsibility for any kind of loss resulting from the use of this publication.

This page shows the original publication date. The information contained in this publication is subject to change without notice. Any improvements or changes to either the product or the book will be documented in subsequent updates.

Contents

1

Introduction

Overview

Adding Custom Notes to This Guide

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

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

1. On the Reader toolbar, click **Comment** at far right.

2. In the **Annotations** pane that displays, click 💬 **Sticky Note**. The cursor changes to
   match the button.

3. Position the cursor at the location in the guide where you want the note to appear, and
   click. A note icon is inserted at the location and a text box pops up.

4. Enter your information in the text box.

5. Continue adding notes as needed.

6. Save the document.

> 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.

If You Need Assistance

If you need assistance installing, implementing, or using Deltek Time & Expense with Employee Self Service, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Customer Care Connect Web portal.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Find out more about these and other services from the Customer Care Connect site.

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web portal for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes

If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to http://support.deltek.com.

2. Enter your Customer Care Connect **Username** and **Password**.

3. Click **Log In.**

> If you do not have a username and password for the Customer Care Connect site, contact your firm's Deltek Time & Expense with Employee Self Service Administrator.
>
> If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Introduction

Welcome to Deltek® Expense 9.x, one of the premier web-based expense collection systems available today! It provides the power and flexibility to support companies large or small, regardless of financial, payroll, or Enterprise Resource Planning (ERP) system used.

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

- This Getting Started guide is exactly what its name implies. Once you complete it, you should have a better understanding what is required to initialize and implement the system.

- Deltek Expense features online help, which gives you instant access to information about the part of the system you are viewing. The online help teaches the basic functions of the user interface and includes detail documentation about every screen in the system.

- For more technical information, see the Deltek Time & Expense with ESS Technical Guide. This guide includes a technical overview of the system along with valuable materials about the database, security, integration, etc.

- Sample data is installed as part of the standard Deltek Expense installation. The data is there for you to explore and experiment with. Please note that sample data is also configured for Deltek Time.

- This guide assumes that Deltek Expense has already been installed on your company's intranet or Internet. It also assumes that you have a computer that meets the system requirements for operating system, browser, etc. These requirements are outlined in the Deltek Time & Expense with ESS Technical Guide.

- Deltek Expense is an extremely flexible system. With that said, there may be special restrictions or recommendations on how it can be configured, depending on your financial, payroll, and/or ERP system. If you use Deltek® Costpoint®, GCS Premier™, or Advantage, please review the relevant appendix on the system interfaces in this guide. If you use non-Deltek solutions, your system consultant can provide a wealth of knowledge and insight on how to configure the system appropriately.

- You can implement Deltek Expense with Deltek Time and Deltek Self Service or without. Because of this, Deltek Time has a separate Getting Started Guide and there will be overlap between the guides.

Throughout this manual, we have added special hints for our Deltek Costpoint and GCS Premier users. Whenever you see a Costpoint () or GCS Premier () icon, you will find information that will help you use Deltek Expense more effectively with these two products.

2

Concepts

Overview

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

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

Licensing

Deltek Time & Expense with Employee Self Service supports numerous licensing options.

Modules

The system has separate modules that can be licensed together and separately. Deltek Time & Expense with ESS offers the following modules:

- Web Deltek Expense
- Web Deltek Time
- Web Self Service

All modules are installed during the Deltek Time & Expense with ESS installation. If you have a license for all modules, you can configure the system so that some employees have access to one module and not to the others. Employees can be granted access to one or more licensed modules. These modules share some screens (applications), and an employee who does not have a license for one module may find that certain options are disabled or not shown.

The following table breaks down the screens by module.

Global Menu				
Option	**Application**	**Time**	**Expense**	**Self Service**
Desktop	Desktop	**X**	**X**	**X**
Preferences	Preferences	**X**	**X**	**X**
Time Entry Module				
Menu	**Application**	**Time**	**Expense**	**Self Service**
Schedule	Employee Work Schedule	**X**		
Record Time	Time	**X**		
	Generate Timesheets	**X**		
Process	Export Timesheets	**X**		
	TS Line Approval	**X**		
Analyze	Charge Activity	**X**		
	Employee Activity	**X**		
	Utilization Inquiry	**X**		
	Billing Backup	**X**		
	Print Timesheets by Charge	**X**		
	Interim Timesheet	**X**		
Audit	Daily Floor Check	**X**		
	Timesheet Status	**X**		

Settings	Time Configuration	X		
	Utilizations	X		
	Company Work Schedules	X		
	Timesheet Schedules	X		
	Wage Schedules	X		
	Leave Types	X		
	Timesheet Classes	X		
	Events	X		
Utilities	Mass Correct Timesheets	X		
	Change TS Status	X		
	Clear Timesheets	X		
	Timesheet Transfer	X		
	Rebuild Leave	X		
Expense Module				
Menu	**Application**	**Time**	**Expense**	**Self Service**
Plan Expenses	Expense Authorization		X[1]	
Record Expenses	Expense Report		X	X
Process	Export ERs/Advances		X	X
	Export Commitments		X	
	Maintain Imported Expenses		X	
	Compute Commitments		X	
Analyze	Outstanding Aging		X	
Audit	Expense Report Status		X	
	Expense Authorization Status		X	
	Commitment Inquiry Report		X	
Settings	Expense Configuration		X	X
	Currencies	X	X	
	M&IE Breakdown		X	
	Providers		X	
	Charge Types		X	
	Pay Methods		X	
	Currency Schedules		X	
	Per Diem Schedules		X	
	Tax Schedules		X	

Menu	Application	Time	Expense	Self Service
	Expense Types		X	
	Expense Report Types		X	
	Expense Classes		X	
	Batch Types		X	
Utilities	Clear Expense Reports		X	
	Clear Expense Authorizations		X	
	Expense Utility		X	
	Advance Utility		X	
	Payment Utiliity		X	
	Per Diem Preprocessor		X	
	Change ER/Advance Status		X	
Self Service Module				
Menu	**Application**	**Time**	**Expense**	**Self Service**
Employee Information	Employee Personal Info			X
	Address/Phone			X
	Emergency Contacts			X
	Education, Skills & Training			X
	Company Directory			X
	Company Links			X
Payroll & Benefits	Payroll Checks			X
	Expense Checks			X
	Leave Status			X
	Life Events/New Hires			X
	Benefits Enrollment			X
	Direct Deposit			X
	Federal Withholding			X
	State Withholding			X
	Retirement Benfits			X
	Electronic W2s			X
	Dependents Beneficiaries			X
	Designate Beneficiaries			X
	Total Comp/Benefits Statement			X
Process	Self Service Sync			X
Settings	Self Service Configuration			X

Utilities	Self Service Status			X
Administration Module				
Menu	**Application**	**Time**	**Expense**	**Self Service**
Product Configuration	General Configuration	X	X	X
	UDT01 Account Types	X	X	
	Employee Group Types	X	X	X
	Custom Text	X	X	X
	Recurrence Codes	X	X	X
Users & Groups	Employee Information	X	X	X
	Employee Groups	X	X	X
	Security Roles	X	X	X
	Functional Roles	X	X	X
	Password Utility	X	X	X
Master Data	Charge Trees	X	X	
	UDT01	X	X	
	UDT02	X	X	
	UDT03	X	X	
	UDT04	X	X	
	UDT05	X	X	
	UDT06	X	X	
	UDT07	X	X	
	UDT08	X	X	
	UDT09	X	X	
	UDT010	X	X	
	UDT011	X	X	
	UDT012	X	X	
	UDT013	X	X	
	UDT014	X	X	
	UDT015	X	X	
Process	Import Console	X	X	X
	Scheduling	X	X	X

[1]Available if system is licensed for Expense Authorizations add-on feature.

Add-On Modules

You can also license add-on features for the entire system. These features are either enabled or not enabled and can be used by all licensed users of the product. The following add-on modules are currently available:

- Deltek Mobile Time - This module is free to Web Time customers. (For further information and configuration *steps, see Appendix C: Configuring Deltek Mobile Time* in the Time Collection Getting Started Guide.)

- Expense Authorizations

License Types

Deltek Time & Expense with Employee Self Service supports two different types of licenses. They are as follows:

- Seat — This type of license gives users unlimited transactions (timesheets and/or expense reports) in the system.

- Transactional — This type of license allows a user to share with other users of the same license type a pool of either timesheets and/or expense reports. Once you have used up the pool of transactions, you must purchase more.

> Transactional licenses do not apply to the Self Service module.

- Trial — The trial license allows you to try a module before purchasing it. Presently, they are only available for Deltek Mobile Time.

If you have a Seat license, the system keeps track of the number of licensed users and whether it has been exceeded, when the license type is assigned and saved in the Employee Information screen, and when a user of that license type logs in. If you have a Transactional license, the system will not allow new users to be assigned this license type if the pool of licenses has been used up. If the pool has been used up, the system will not allow a user to add a timesheet (Save) or an expense report (Finish on General Wizard).

> The type of license is based on the employee whose timesheet or expense report is being entered. Thus, if an administrator is entering a timesheet or expense report for an employee, it is the employee who determines how the license is evaluated.

User Interface Basics

The browser-based user interface for Deltek Time & Expense with Employee Self Service was designed to be simple and user friendly. You can customize portions of the user interface to better reflect your corporate image. Refer to the Deltek Time & Expense with ESS Technical Guide to learn how to customize the user interface. Before getting into the basics of the user interface, it is important to note the following.

- Browser - Deltek Time & Expense with Employee Self Service supports several different browsers and several different operating systems. Because of this, certain screens may look and behave slightly different. Please refer to Deltek Time & Expense with ESS Technical Guide for further details.

- Resolution - Deltek Time & Expense with Employee Self Service was designed for a minimum resolution of 1024x768 with the browser window maximized. If you view it with a lower resolution or the browser window is not maximized, the system will display scroll bars. If you view it with a higher resolution, you may see more information to the left and bottom. In an ideal setup, the available page size is about 960x680 (do not forget that space is taken up by the browser's toolbar, status bar, etc.).

- Colors - Your minimum color setting is 256 colors.

- Fonts - Two standard fonts are used. Font sizing is proportional. The normal font size is 8pt. However, the fonts will resize based on browser options. The system uses the first of the two fonts that it finds available. The two fonts are as follows:

  - Arial
  - Sans-serif

Page Layout
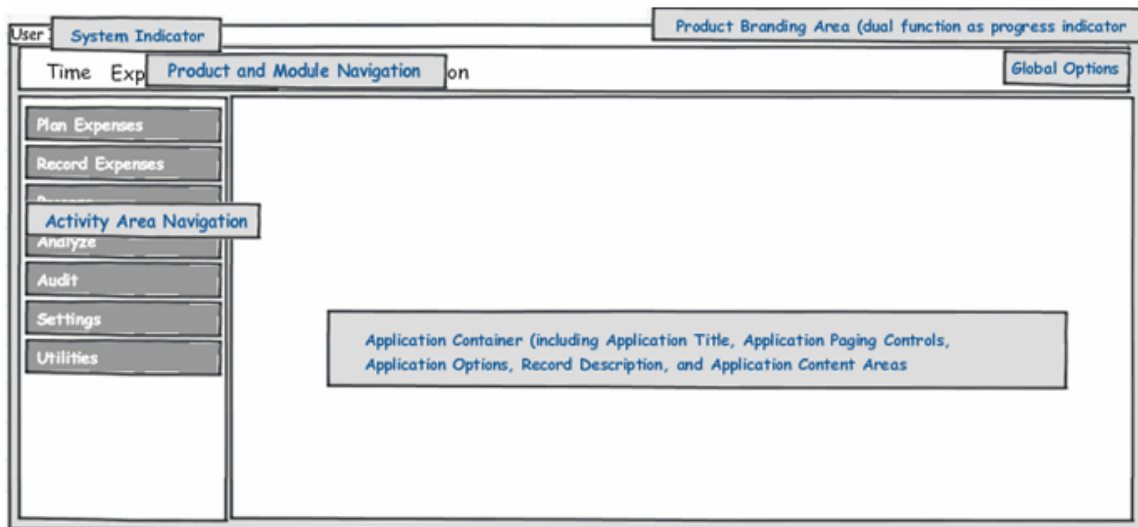
The picture provides a visual representation of how pages are organized in the system. Names are assigned to the various regions of the page.

Sample Layout
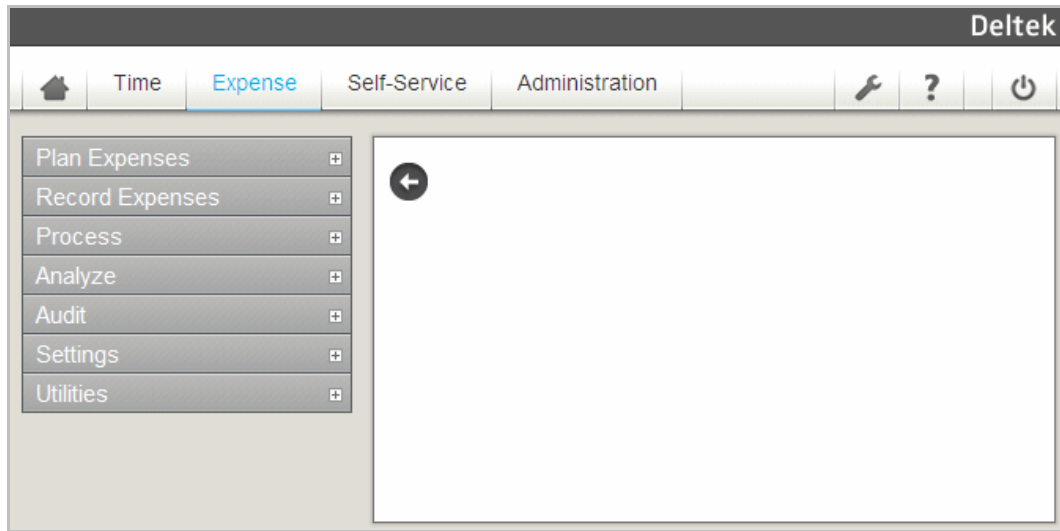
Product Branding Area

This area contains a graphic background image that relates to the product. You can customize the background image. This area is fixed in height and resizable in width. The width of the area stretches or shrinks to reflect the available space. The fixed height for this area is greater over the navigation area than the Application Name and Global Options areas.

Application Name Area

The application name area displays the name of the application that you are running. This area is fixed in size.

Click to hide or show the navigation area and system area. The arrow points to the left if the navigation area is currently displayed, and points to the right if the navigation area is hidden.

Global Options Area

This area contains global toolbar icons. These icons are accessible across all screens and are always on the page. The following table presents descriptions of each icon.

Icon	Description
	MyDesktop - Takes you to your Desktop. See the "MyDesktop" section later in this guide and in the Getting Started Guide for further information.
	This drop-down list contains the following items: Help – Select this item to launch the online help system in a separate browser window. Help context relates to the page currently displayed. See "Help Dialog Box" later in this guide for further information. Contact Us – Select this item to contact your company's web master. About Deltek Time & Expense – Select this item to display the About Deltek time & Expense with Employee Self Service dialog box. See "About Deltek Time & Expense with Employee Self Service" in this guide for further information.

Icon	Description
⏻	Logout - Logs you out and exits Deltek Time & Expense with Employee Self Service

Application Options Area

The Application options area contains functions that are specific to the application currently displayed in the application area. The options are text links rather than graphics. Examples of application options are:

- 📄 New

- 💾 Save

- ⛔ Delete

- 🔍 Search

- 🖨 Print

> Application Options may appear dimmed or disabled. This indicates either you do not have rights to the option or it is not applicable..

The Application Options Area may also include record navigation icons. These icons are on the right side of the Application Options Area, and you can use them to browse through records you have searched. The record navigation icons are as follows:

Icon	Description
⏮	First - Click this icon to refresh the application area with data from the first record in the search list. This icon will be disabled if you are on the first record or have no search results.
◀	Previous - Click this icon to refresh the application area with data from the previous record in the search list. This icon will be disabled if you are on first record or have no search results.
▶	Next - Click this icon to refresh the application area with data from the next record in the search list. This icon will be disabled if you are on last record or have no search results.
⏭	Last - Click this icon to refresh the application area with data from the last record in the search list. This icon will be disabled if you are on last record or have no search results.

System Area

The System Area displays information related to the system and the user. The information displayed is as follows:

- User's Login ID
- Domain

Menu Navigation Area

Use the Menu Navigation Area to navigate the system. The menus are dynamic and show only options to which you have access rights. Some options show only if you are licensed for them. For example, some options are available only to licensed users of Deltek Time Collection or Deltek Expense.

Some menu items may expand when you click on them. The same menu items will collapse if you click on them again. You can hide the Menu Navigation Area by using the "arrow" icon in the Application Name Area.

The following table presents the current menu structure by module:

Time Entry Module	
Menu	**Application**
Schedule	Employee Work Schedule
Record Time	Time
	Generate Timesheets
Process	Export Timesheets
	TS Line Approval
Analyze	Charge Activity
	Employee Activity
	Utilization Inquiry
	Billing Backup
	Print Timesheets by Charge
	Interim Timesheet
Audit	Daily Floor Check
	Timesheet Status
Settings	Time Configuration
	Utilizations
	Company Work Schedules
	Timesheet Schedules
	Wage Schedules
	Leave Types
	Timesheet Classes
	Events
Utilities	Mass Correct Timesheets
	Change TS Status
	Clear Timesheets
	Timesheet Transfer

Menu	Application
	Rebuild Leave
Expense Module	
Menu	**Application**
Plan Expenses	Expense Authorization
Record Expenses	Expense Report
Process	Export ERs/Advances
	Export Commitments
	Maintain Imported Expenses
	Compute Commitments
Analyze	Outstanding Aging
Audit	Expense Report Status
	Expense Authorization Status
	Commitment Inquiry Report
Settings	Expense Configuration
	Currencies
	M&IE Breakdown
	Providers
	Charge Types
	Pay Methods
	Currency Schedules
	Per Diem Schedules
	Tax Schedules
	Expense Types
	Expense Report Types
	Expense Classes
	Batch Types
Utilities	Clear Expense Reports
	Clear Expense Authorizations
	Expense Utility
	Advance Utility
	Payment Utiliity
	Per Diem Preprocessor
	Change ER/Advance Status

Employee Self-Service	
Menu	**Application**
Employee Information	Employee Personal Info
	Address/Phone
	Emergency Contacts
	Education, Skills & Training
	Company Directory
	Company Links
Payroll & Benefits	Payroll Checks
	Expense Checks
	Leave Status
	Life Events/New Hires
	Benefits Enrollment
	Direct Deposit
	Federal Withholding
	State Withholding
	Retirement Benfits
	Electronic W2s
	Dependents Beneficiaries
	Designate Beneficiaries
	Total Comp/Benefits Statement
Process	Self Service Sync
Settings	Self Service Configuration
Utilities	Self Service Status
Administration	
Menu	**Application**
Product Configuration	General Configuration
	UDT01 Account Types
	Employee Group Types
	Custom Text
	Recurrence Codes
Users & Groups	Employee Information
	Employee Groups
	Security Roles
	Functional Roles

	Password Utility
Master Data	Charge Trees
	UDT01
	UDT02
	UDT03
	UDT04
	UDT05
	UDT06
	UDT07
	UDT08
	UDT09
	UDT010
	UDT011
	UDT012
	UDT013
	UDT014
	UDT015
Process	Import Console
	Scheduling

Only menu selections to which you have rights and license are displayed.

Application Area

The application area displays the application (screen) you are currently running. If you are currently not in any application, the system will display a "splash" screen image centered in the area.

You can customize the graphic image. You can also customize the colors of certain areas of the screens and dialogs. See the Deltek Time & Expense with ESS Technical Guide for more information. The dimensions for the company logo graphic file are as follows:

- Resizable in width - up to 100 pixels
- Resizable in height - up to 50 pixels.

Application Basics

Application Basics

The system comprises many different applications. In general, four types of applications are displayed in the application area.

- Maintenance Application
- Process Application
- Expense Report Application
- Expense Authorization Application

Maintenance Application

The screen image above is an example of a Maintenance application.

Summary

A maintenance application starts out as an empty form view. The application may or may not have tabs, and it may or may not have navigation icons. Basic applications have the following characteristics:

- Toolbar and navigation icons
- Background spans entire application area
- May have tabs

Process Application

The screen image above is an example of a Process application.

Summary

This type of application consists of a simple or tabbed form. There are no Add, Search, or Edit functions because the screen is either updating a single record and/or performing a process. Process applications have the following characteristics:

- No toolbar or navigation icons
- Background centered in application area
- May have tabs

Expense Report and Expense Authorization Applications

Use the Expense Report application to record expenses. Use the Expense Authorization application to submit future expenses and to request advances.
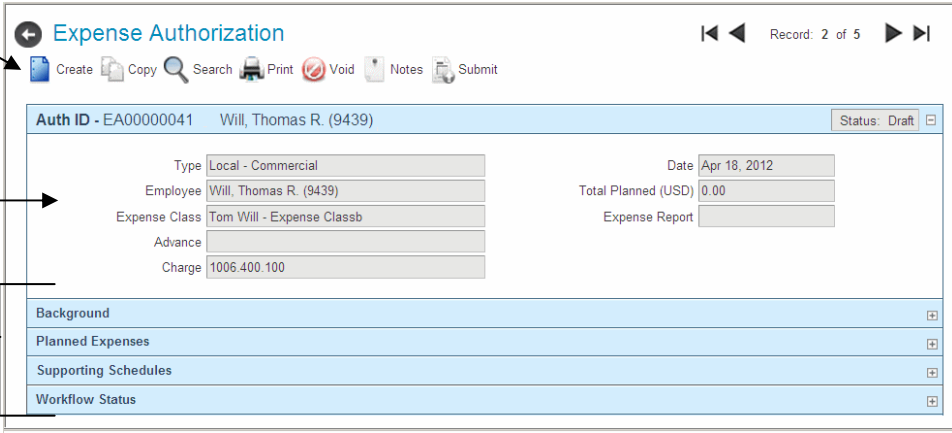
Initiate tasks by clicking a toolbar icon.

The header area information displays after you complete fields in the Create New Authorization screen.

These components are available after the Background information is completed on a new Expense Authorization. Click the component bar or plus sign (+) to expand it.

Summary

These are the most sophisticated and widely used applications in the system. The Expense Report and Expense Authorization applications have the following characteristics:

- Toolbar icons
- Navigation icons
- Spans entire application area
- Wizard-based entry

Application Contents

Summary

Each type of application contains various fields, objects, and components. This section describes their characteristics.

Background

The application background is the space within the application area where the application resides.

> You can customize the background color of the application. See the Technical Guide for more information.

Tabs

A tab represents a page of information. The number of tabs displayed varies depending on the application. The Tabs can be in one of three states, Active, Inactive, and Disabled.
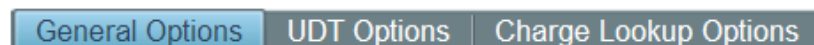
Active

An active tab is the tab whose information is currently displayed. There can be only one active tab in an application.

Inactive

Inactive tabs are tabs whose information is not currently displayed. Click the tab to activate it.

Disabled

Disabled tabs display no information and cannot be activated. Tabs may be disabled because you do not have rights to the tab or because it is not currently required.

Record Description

This field is a text label that displays the description/name of the record currently being displayed. The record description is found primarily in maintenance applications.

Group Box

Group boxes are boxed-off areas of the application where associated fields are located. A screen can have multiple group boxes.

Field Label

Field labels identify a field. Field labels are always black. Required fields are followed by a red asterisk (*).

Edit Field

You can enter a value directly into an edit field. Edit fields are surrounded by a box and have a white background.

Display Field

You cannot enter a value into a display field. Display fields are surrounded by a black outline and have the same background color as the application.

Lookup Field

Lookup fields are like edit fields; however, there is a Lookup button (🔍) to the right of the field. You can enter a value directly or select a value from Lookup.

Date Field

Date fields are like Lookup fields. The From/Start dates defaults to the current date while the To/End dates are initially blank. To change the date fields, you can enter a date manually, or select a date from the calendar that displays next to the field. In the two-month view, the calendar displays the default month and date on the left and the next month on the right. Click the arrows at the top of the calendar to navigate to a different month. The value you enter must be valid date format, which are numeric characters. The date format is "MM/DD/YYYY."

In both Expense Reports and Expense Authorizations, the two-month view calendar displays the default month and date on the left and the next month on the right.

URL Field

Uniform Resource Locator (URL) fields are like edit fields. Use the URL edit button to the right of the field to edit the URL field. If you click on the URL field, the system will launch you to that URL.

E-mail Field

An e-mail field is like an edit field. Click ⊠ to the right of the field to edit the e-mail field. If you click on the e-mail field, the system will launch you into the mail system.

Drop-Down Box

You can select a value from a drop-down box by clicking on the arrow button and selecting from the list. No entry is allowed in the field. The button may be disabled if the field is read-only.

Checkbox

Checkboxes have a true or false value. A true value is represented by a checkmark in the box.

Pushbutton

Process applications and various popup dialogs have pushbuttons. The pushbutton has a raised appearance. The background color for all pushbuttons is gray. The text is black, if the pushbutton is active, and light gray, if it is disabled.

Combo Box

Combo boxes are fields where you can change a value by selecting the up or down arrow. Typically, these are numeric fields.

Multiple Selection List

A multiple selection list is a list of items in which you can select more than one item. Select items by clicking on them. Select multiple records by using Shift Click and Ctrl Click. Typically, these lists also have pushbuttons to Select All or Deselect All.

Tables

Several applications contain tables. The table can have one or more columns and more than one row.

Column Headings

The column headings are centered. You can customize the background color of the column headings. The text is always white.

Row Headings

Most tables have row headings with a checkbox to the left of the row. If you select that checkbox, the checkboxes in all of the rows in the grid will be checked. If you uncheck that checkbox, the checkboxes in all of the rows in the grid will be unchecked. You can customize the background color of row headings. If there is text, it is always white.

Grid

The table consists of a grid. Data displays in the grid. The grid usually has a white background, and the text is usually black. The columns may be resizable and horizontal/vertical scroll bars are displayed, if needed. There is a checkbox in the column to the left of each row. Select the checkbox of the row or rows that you want to select. Uncheck the checkbox on the row or rows that you want to deselect.

Miscellaneous User Interface

There are several miscellaneous user interface components throughout the system. This section of the guide discusses the following components.

- Help Dialog
- Message Dialog
- Confirmation Dialog
- Search Dialog
- Simple Lookup Dialog (Non-Dates)
- Simple Lookup Dialog (Dates)
- About Deltek Time & Expense Dialog

Help Dialog
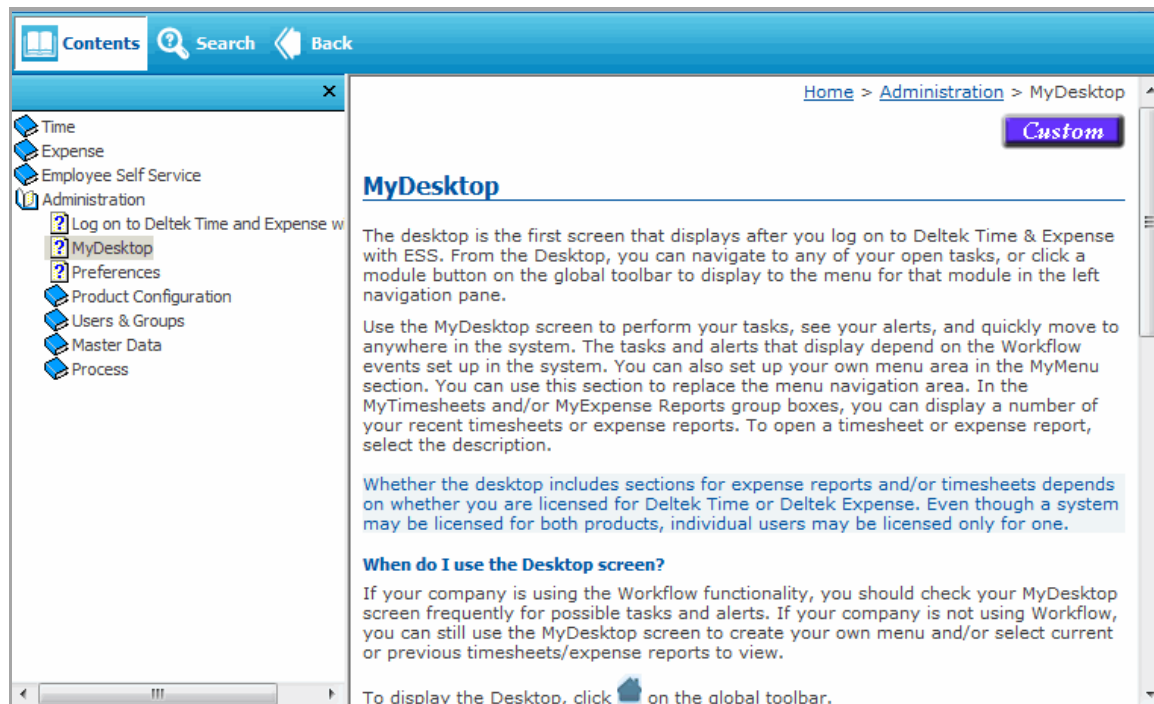
Summary

Select the Help icon in the Global Options area to launch the help information in a second browser window. If the screen has tabs, links are provided to the documentation for each tab.

The user-defined table IDs will display as you have them set up in the UDT Options tab of the General Configuration screen. For example, if you set up UDT01 as "Account," you will see "Account" as the UDT label in the help system.

The help that appears when you click [?] and select "Help" is specifically for the screen you are working in. If that screen has tabs, the main help topic provides links to topics for each of the

tabs. If necessary, you can use the links in the navigation pane on the left side of the help window to go to other topics in the help system.

In a help topic, click on an individual field link to expand and display the field information. Click again to hide the text. All linked screens have a Back icon on the bottom of the page for returning to the previous screen.

A **Custom** button is available in the top-right corner at the beginning of many topics. Click **Custom** to launch your company's custom help file, if one exists. See the *Deltek Time & Expense with ESS Technical Guide* for more information on customizing your help files.

Message Dialog
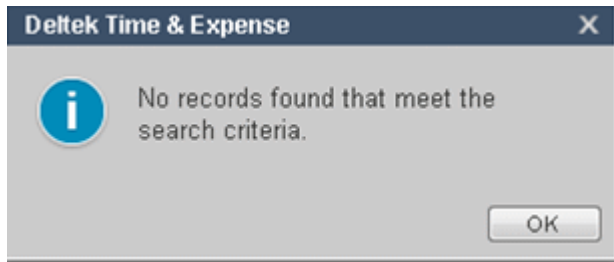
Summary

The Message dialog is displayed as a popup and provides messages and warnings to the user. Common uses are as follows:

- Information - Examples are "Record Deleted," "Record Added," etc.
- Warning - An example of a warning is "Vacation Balance Exceeded."
- Error - An example of an error is "Account cannot be blank."

The components of the dialog are as follows:

Title

The title is the product name. The text color is white. You can configure the background color.

Icon

The icon is different for information, warning, and error messages.

Icon	Purpose
	Information
	Warning
	Error

Message Text

The message text can be up to 254 characters. The message number, in parenthesis, is at the end of all messages. The background color is white.

OK

Select this pushbutton to return to the application.

Details

On the error dialogs, a Details pushbutton is displayed in the lower right corner. Select this pushbutton to view additional information about the error

Confirmation Dialog
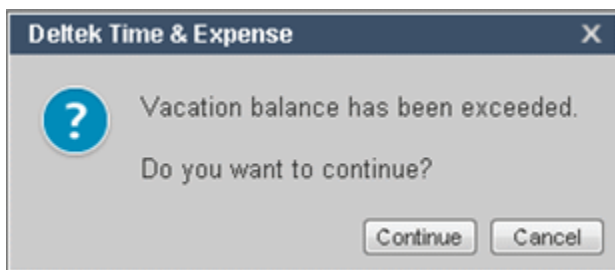
Summary

The Confirmation dialog is displayed as a popup and prompts you to decide upon a certain course of action.

Title

The title is the product name. The text is white. You can configure the background color.

Icon

The icon is a question mark .
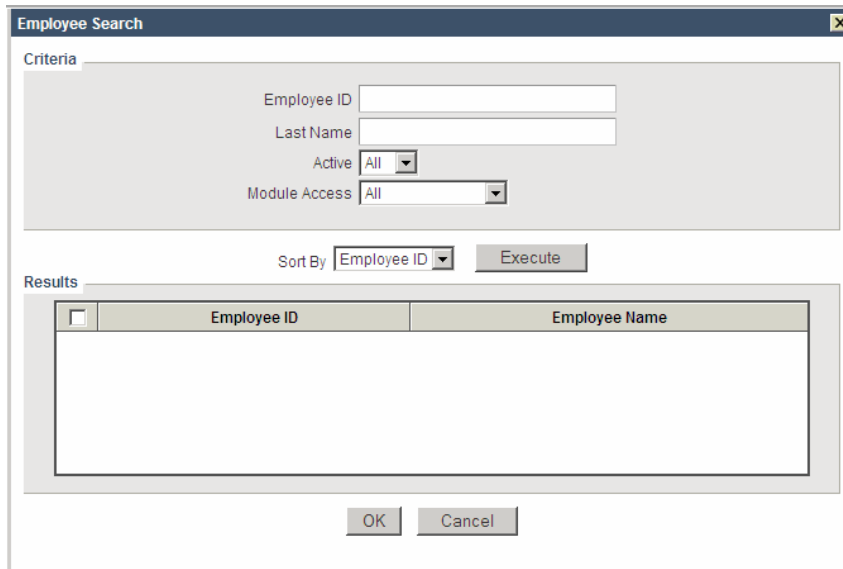
Message Text

The message text can be up to 254 characters. The message number, in parenthesis, is at the end of all messages. The background color is white.

Yes and No Button

When you select the Yes or No pushbuttons, you are returned to the application.

Search Dialog

Summary

The search dialog is displayed as a popup. Use this dialog box to filter the result set from either a Simple Form or Tabbed Form.

For example, from the Employee Information screen, you could select Search to filter the result set down to employee records meeting certain criteria (e.g., all employees with the last name "Smith"). The sample screen shot shows you the Search dialog that would appear.

The dialog is different depending on which application is being searched. The number of fields and which fields are searched can be different for each screen. You can customize the background color.

Criteria

This group box contains two types of fields you can use to narrow your search: Text and Drop-Down Box.

Text

In a text field, you can enter part of the text for which you are searching. For example, *Employee ID* (in the sample screen shot) is a text field and, therefore, you can enter all or part of the ID for your search. If you enter part of the field, the search function will attempt to find all records that begin with the entered value. You can also enter a "%" at the beginning of search data. In this case, the search function will attempt to find all records that contain the entered value. Please note the field is optional. If you enter no value, the field will not be involved in the search criteria.

Drop-Down Box

Certain fields are limited to fixed values. Use a drop-down box (such as *Module Access* in the sample screen shot) to pick the value you want. The drop-down boxes are required, so an "ALL" option is provided. If you select "All," the field will not be involved in the search criteria.

Sort By

Use the *Sort By* drop-down box to choose the ordering of the search results.

Execute

Use the Execute pushbutton to perform the search based on the supplied criteria. The results will be displayed in the table grid.

Select All

Use the Select All pushbutton to select all rows from the search. Once selected, the pushbutton will become Deselect All. To select particular rows, select the button to the left of the row to highlight it.

OK

Use the OK pushbutton to import the selected rows into the application where the search was started.

Cancel

Use the Cancel pushbutton to return to the application where the search was started.

More

Use the More pushbutton to display more records if the number of records found exceeds the number of rows that can be displayed in a search. You can set the maximum number of rows in the *Max Search Rows* field in the General Options tab of the General Configuration screen.

Simple Lookup Dialog (Non-Dates)

Summary

The Lookup dialog is displayed as a popup. Use it to look up a value for a specific field. You can launch Lookup using a pushbutton next to the field. You can customize the background color.

Filter

When the Lookup dialog is displayed, it will show all records for the field that was used for the lookup. Use this group box to filter the rows or sort them in a different order.

Filter/Sort by

The options in this drop-down box depend on the application and the field being looked up. Select the field by which you wish to see the result data filtered and sorted.

Filter Text

Enter text here to filter the result data. If you enter part of the field, Lookup will find all records that begin with the entered value.

The text is not case-sensitive. For example, if you enter "abc," the lookup will search for "ABC."

Execute

Use the Execute button to perform the lookup based on the supplied filters. The results will be displayed in the table grid.

OK

Select the row that you wish to use for your value by clicking on the button to the left of the row. Then use the OK pushbutton to import the selected row back to the application where the lookup was started.

Cancel

Use the Cancel pushbutton to return to the application where the lookup was started.

More

The More pushbutton will display if the number of records found during the lookup exceeds the number of rows that can be displayed in a Lookup. You can set the maximum number of rows in the *Max Lookup Rows* field in the General Options tab of the General Configuration screen.

Simple Lookup (Dates)
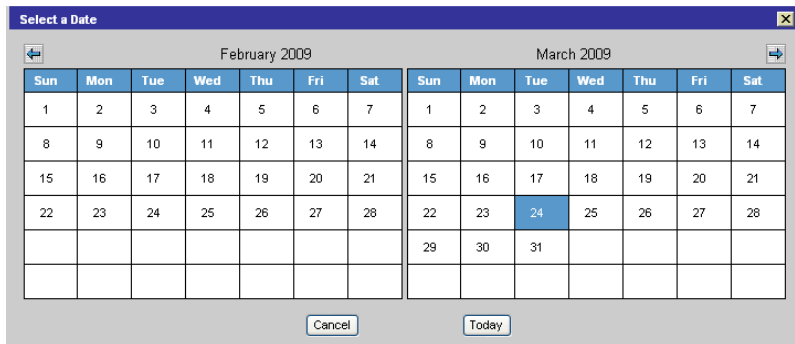
Summary

The Calendar Lookup is displayed when you click the calendar that displays next to a date field. You can customize the background color of the dialog as well as the highlighted date and text color.

Month

Select the month from the two-month view calendar. Click the arrows at the top of the calendar to navigate to a different month.

Year

You can click the arrows at the top of the calendar to navigate to a different year or enter it manually. The date format is "MM/DD/YYYY."

Navigation Arrows

In the two-month view, the calendar displays the current month and date on the left and the next month on the right. Click the arrows at the top of the calendar to navigate to a different month. Use the navigation arrow to the left of the current Month to set the calendar to the first day of the previous month. Use the navigation arrow to the right of the month to increment the calendar to the first day of the following month.

Date

Select the date from the calendar. Selecting the date automatically populates your field.

Cancel

Select the Cancel pushbutton to return to your application without changing the date field.

Today

Select the Today button to select today's date in the calendar.

About Deltek Time & Expense
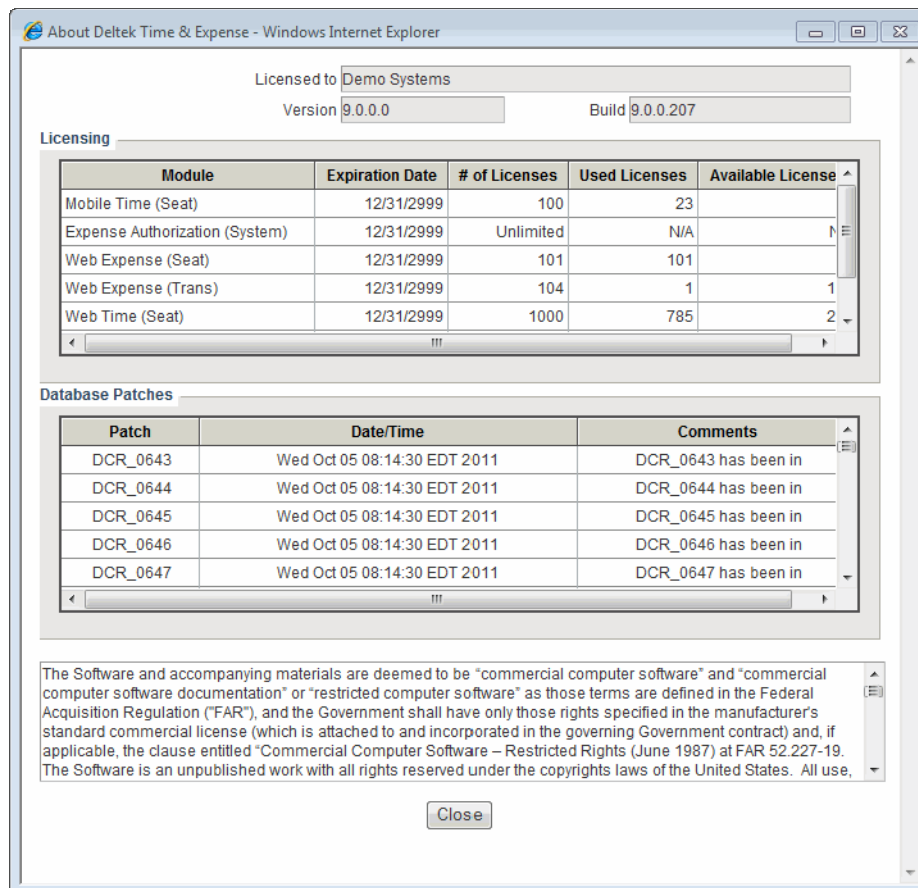
Summary

The About Deltek Time & Expense dialog is displayed as a popup when you select the About icon in the global options area. This dialog displays the version, build number, available licenses, and other helpful information.

Licensed to

This non-editable field displays your company name.

Version

This non-editable field displays the version of Deltek Time & Expense with Employee Self Service that is currently installed.

Build

This non-editable field displays the build number. Each time we create new or updated programs in Deltek Time & Expense with Employee Self Service, we assign a build number. This number will help pinpoint the Deltek Time & Expense with Employee Self Service programs that your company is running. Be sure to have this build number at hand, along with the version number, if you speak to our General or Technical support staff.

Licensing

This non-editable table lists all the licensing information for the system. Deltek Time & Expense with Employee Self Service has several modules and each module can be licensed on either a seat license or transaction license basis.

Module

This column contains the valid combinations of modules and types of licenses.

Expiration Date

This non-editable field displays the expiration date for each license type and is based on the date contained in the license file. If the product is not on a trial license, the date that displays is far into the future, such as 12/31/2999. If it is on a trial license, the actual expiration date of the trial license displays.

of Licenses

This non-editable field displays the number of licenses your company has for the module and type of license.

Used Licenses

This non-editable field displays the number of your company's licenses that are currently being used. For seat type licenses, this figure is the number of employees that are assigned access to the module with a seat license. This information is contained in the Employee Information screen. For transaction licenses, the system tracks the number of timesheets or expense reports that have been saved by employees who were configured with a transactional license.

Available Licenses

This non-editable field displays the available licenses for your company. The system calculates this value by subtracting the *Used Licenses* from the *# of Licenses*.

Database Patches

This non-editable table lists all patches that have been applied to your company's database. They will display in alphabetical order based on the *Patch* column.

Patch

This non-editable column displays the patch number (e.g., PATCH064).

Date/Time

This non-editable column displays the date and time on which the patch was applied to your system.

Comments

This non-editable column displays a user-friendly explanation of the applied patch.

Confidential Information

This non-editable field contains legal information about the use of the Deltek Time & Expense with Employee Self Service product.

Close

Select the Close pushbutton to close the About Deltek Time & Expense dialog.

Login Page

This guide assumes that you have already installed Deltek Time & Expense with Employee Self Service on your company's intranet or Internet. It also assumes that you have a computer that meets the system requirements for operating system, browser, etc. These requirements are outlined in the Install Instructions. Within your browser, you will either type in the URL address for Deltek Time & Expense with Employee Self Service or use a link from your corporate web site. Once you use the link, the login screen displays.

Login ID

Enter your login ID. Login IDs are assigned to employees within the system. They can be the same as the employee ID or different. Login IDs have the following attributes:

- Must be between 1 and 40 positions
- Supports alphanumeric characters
- Must be unique within the Domain
- Case sensitive

> If your browser allows cookies, the last login ID used on your computer is defaulted.

> The system supports three types of authentication. The first is data based, the second is LDAP based, and the third is Single Sign On, or SSO. The data based authentication validates the user and the login using tables with the system. LDAP based authentication validates the user on outside LDAP service. SSO based authentication validates the user's network ID and password, but does not require the user to enter that information again at login. For further information, see the Deltek Time & Expense with ESS Technical Guide.

Password

Enter your login ID. Login IDs are assigned to employees within the system. They can be the same as the employee ID or different.

Login IDs have the following attributes:

- Not displayed as typed
- Encrypted (stored and communicated)
- Configurable minimum length (1 to 40)
- Maximum length (40)
- Case Sensitive
- Configurable expiration (0, 30, 60, 90, 180, or 360 days)
- Can be configured to require at least one special character (!, @, #, $, etc.)
- Can be configured to require at least one numeric character (1, 2, 3, etc.)
- Can be configured to prohibit reuse of old passwords
- Can be configured to require a mix of uppercase and lowercase characters

The browser does not remember passwords.

With data-based authentication, if your administrator used dashes in the *Government ID* field in the Employee Information screen, you must enter the dashes when you initially log on to the system.

Forgot/Reset Password

Click this link if you can't remember your password. The Password Self Reset displays, where you must provide your Login ID and Domain. You then must correctly answer a pre-established security question. If this information passes validation, a temporary password is sent to your e-mail account, or if your e-mail address is not availablein Time & Expense, your password is reset to your Government ID. If you do not know your Government ID, contact your system administrator. In either case, you will be required to change your temporary password after you log on.

Domain

Depending on your configuration, this field may not be displayed. If it is displayed, you can specify which system you want to use. Domains represent different data sets. A domain can represent a different company or different data sets such as Production, Test, or Training. Domains have the following attributes:

- Must be between 1 and 30 positions
- Not case sensitive

> If your browser allows cookies, the last Domain entered on your computer is defaulted.

Language

Select your preferred language and locale from this drop-down list. When you change the locale, the language for field labels on the login screen change to match the locale you selected. Choices include the following:

- Deutsch/Deutschland
- English/Australia
- English/United Kingdom
- English/United States
- Espanol/Espana
- Espanol/Estados Unidos
- Le Francais/La France
- Nederlands/Nederland

If you select a Language that is not configured for your chosen domain, an error message displays, alerting you that the language is unavailable. The Login screen defaults to "English/United States."

> If your browser allows cookies, Deltek Time and Expense with Employee Self Service remembers your language/locale preference. Otherwise, English is the default language.

Change Password After Login

If you select this check box, the system will display a change password dialog after successful login. You must verify the new password by entering it twice. The password must conform to the password policies as configured in the Password Settings group box in the General Options tab of the General Configuration screen.

> This option will launch the change password dialog only if you are using data-based authentication.

> If you are logging in to a new system where no information is set up, the valid login information is as follows:
>
> Login ID: install
>
> Password: password
>
> Domain: Depends on what name was assigned during installation.

Login

After you have completed the **Login ID***,* **Password**, and **Domain** fields, select this icon to submit your login information. If the information is invalid, Deltek Time & Expense with Employee Self Service displays an error dialog box. If your system uses data-based authentication and you are logging in for the first time, you must change your password. Upon subsequent logins, Deltek Time will direct you to your default screen as defined in your preferences.

> In the General Options tab of the General Configuration screen, you can configure the number of invalid login attempts before the Login ID is disabled. The valid values are 3, 4, or 5.

Select Time Zone

This dialog will appear the first time users log in to the system. They will be required to select the time zone in which they are located.

> In Internet Explorer 7, opening a new browser window starts a new session. Starting with Internet Explorer 8, this is no longer the case.
>
> You cannot programmatically force Internet Explorer 8 to open a new session from the Time and Expense application.
>
> **To ensure that a new session is opened while running Internet Explorer 8 or above, complete one of the following steps:**
>
> 1. From the Internet Explorer menu bar, click **File » New Session**. A new browser window opens with a new session.
>
>   If the **File** menu is not visible, you can activate the menu bar toolbar by clicking **Tools » Toolbars » Menu Bar**.
>
> OR
>
> 2. Start Internet Explorer 8 or above from a desktop shortcut with "-noframemerging" added to the command line. **To set up the desktop shortcut, complete the following steps:**
>
>   - Right-click the Time & Expense executable and select **Send to » Desktop (create shortcut).**
>
>   - Right-click the shortcut on the desktop and click **Properties**. The Shortcut Properties window displays.
>
>   - Go to the Shortcut tab. In the **Start in:** field, add **–noframemerging** to the file path. It should say something like this:
>
>   **"C:\Program Files (x86)\Internet Explorer\iexplore.exe" -noframemerging**

User-Defined Tables

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

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

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

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

UDT01

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

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

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

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

GCSP	This field is the "XXXX-XXX" portion of the account/contract number. UDT02 will be used for WBS only if "Data Entry by WBS" is used.

CP	This field is the account number.

UDT02

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

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

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

	You can use this field for a WBS number and link it to UDT01. Only charges that require "Data Entry by WBS" use this field.

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

UDT03

UDT03 has the following attributes:

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

	You can use this field for the Department/Transaction Code. It will be linked to UDT09 if the "Direct Department" feature is used.

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

UDT04

UDT04 has the following attributes:

- Up to 20 positions
- Active/inactive

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

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

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

UDT05

UDT05 has the following attributes:

- Up to 20 positions

- Active/inactive

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

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

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

UDT06

UDT06 has the following attributes:

- Up to 20 positions
- Active/inactive

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

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

GCSP	UDT06 is not mapped to any value. It is a great place to store information, such as a customer PO number, by which you can print labor reports.

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

UDT07

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

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

Because of its attributes, you can link UDT07 to one of the prime UDTs (UDT02 or UDT01). More importantly, the UDT07 description can be different for the same UDT07 when it is linked to a

different UDT01/UDT02. This makes UDT07 an excellent choice for data that is charge-specific and that requires a different description based on the UDT01/UDT02. For example, let's say that you use UDT07 as a labor category, and that a UDT07 of "P1" is "Programmer I" in the UDT07 table. For a specific Project/Job, you could use a different description such as "Programmer/Analyst."

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

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

UDT08

UDT08 has the following attributes:

- Up to 20 positions
- Active/inactive

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

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

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

UDT09

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

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

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

GCSP	This field is the Suffix portion of the account/contract number, and it will be linked to UDT01. It will also be linked to UDT03 so that Departments and Transaction codes can be limited based on the Suffix charged.

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

UDT10

The attributes of UDT10 are as follows:

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

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

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

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

UDT11

The attributes of UDT11 are as follows:

- Up to 20 positions
- Active/inactive

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

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

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

UDT12

The attributes of UDT12 are as follows:

- Up to 20 positions
- Active/inactive

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

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

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

UDT13

The attributes of UDT13 are as follows:

- Up to 20 positions
- Active/inactive

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

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

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

UDT14

The attributes of UDT14 are as follows:

- Up to 20 positions
- Active/inactive

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

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

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

UDT15

The attributes of UDT15 are as follows:

- Up to 20 positions
- Active/inactive

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

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

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

Types of UDTs

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

UDT01 is always the Charge UDT because it contains the GL Account/Contract Number. It is possible that UDT02 will also be a Charge UDT if "Data Entry by WBS" is needed. This will require you to link UDT01 and UDT02. Because not all charges need a WBS, UDT01, UDT02/UDT01, and UDT02 are considered prime charges.

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

- UDT01 (If Project not Required)
- UDT02

UDT Links

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

- Validate a UDT
- Restrict the use of certain UDTs

Thus, when a certain UDT is charged on an expense report, you can restrict the valid values for another UDT by linking. For example, many companies link the GL Account to Project IDs, and Project IDs to Labor Categories. Most links are between Charge UDTs and Supplemental UDTs (for example, you might link labor/billing categories to the Charge). The following diagram will help you visualize the potential linkage options:
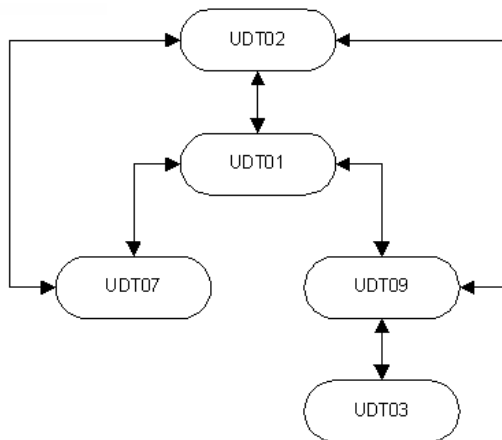
You can optionally link one UDT to one UDT or one UDT to many UDTs. Links are enabled in the UDT Options tab of the General Configuration screen. If enabled, the link can be either a "Direct" or "Wildcard" link.

Direct Link

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

Project	Account
XYZ	ABC
XYZ	ABCD

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

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

Wildcard Link

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

Example 1 — Wildcard on Both Sides

Project	Account
X%	ABC%

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

Example 2 — Wildcard on One Side

Project	Account
XYZ	ABC%
X%	ABCD

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

Example 3 — Wildcard on Neither Side

Project	Account
XYZ	ABC
XYZ	ABCD
XYZ	ABCDE

The example is the same as the Direct Link example.

Example 4 — Mixed Direct and Wildcard Links

Project	Account
XYZ	ABC
XYZ	ABCD%

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

The valid syntax for links is as follows:

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

Examples

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

UDT01/UDT02 Link

The UDT01/UDT02 Link is the only link between potential Charge UDTs. In the hierarchy, UDT02 is the more important. If you need to track both a project ID and a GL number, this link is appropriate because they are two different UDTs but need an association. Depending on the configuration, you can define a Charge to require a UDT01, or require a UDT02 with a UDT01.

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

GCSP	The UDT01/UDT02 link will be used only if "Data Entry by WBS" is selected in GCS Premier. The link will be a direct link.

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

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

UDT01/UDT07 Link

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

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

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

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

This link represents the link between contracts and labor categories. The UDT07 table represents the "Company Wide" labor categories and the UDT01/UDT07 Link table represents "Contract Specific" labor categories. Not all UDT01s require UDT07 because some UDT01s are GL accounts. The link is a wildcard link because you can use it to set up job specific labor categories at the top level of the contract.

This link is not normally used with Costpoint.

UDT01/UDT09 Link

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

This link represents the link between GL Account/Contract and the Suffix. The UDT01/UDT09 Link table represents the valid suffixes for GL Account/ Contract.

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

UDT02/UDT07 Link

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

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

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

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

This link is not normally used with GCS Premier.

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

UDT02/UDT09 Link

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

This link is not normally used with GCS Premier.

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

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

UDT09/UDT03 Link

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

	This link will be used only if you charge labor to Non-Labor Suffixes. The link could restrict Transaction codes to Non-Labor Suffixes and Department codes to Labor Suffixes.

	This link is not normally used with Costpoint.

UDT Configuration Options

UDTs are configured in three places in Deltek Expense. First, define the UDTs as being used or not used in the UDT Options tab of the General Configuration screen in Administration. This screen is also available if you are licensed for Deltek Time. Secondly, you can further configure the UDTs in the Expense Configuration/UDT Options tab. Lastly, you can set further configuration options in the Charge Types screen. The last two screens are available only if you are licensed for Deltek Expense.

General Configuration Options

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

Use

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

This table shows how UDTs are used in Deltek GCS Premier:

UDT	Deltek Expense Use	Deltek Time Use	Notes
UDT01	Yes	Yes	Account — Must be used.

UDT	Deltek Expense Use	Deltek Time Use	Notes
UDT02	Rare	Rare	WBS — Used if "Data Entry by WBS" is selected.
UDT03	Typical	Typical	Department — You need to use UDT03 only if employees charge department or if you need reports by department from Deltek Time.
UDT04	Rare	Rare	Reference 1 — You need to use UDT04 only if employees charge Reference 1 or if you need reports by Reference 1 from Deltek Time.
UDT05	Rare	Rare	Reference 1 — You need to use UDT05 only if employees charge Reference 1 or if you need reports by Reference 1 from Deltek Time.
UDT06	N/A	N/A	Does not map to any field in GCS Premier. This UDT may be useful for capturing data not transmitted to GCS Premier.
UDT07	N/A	Typical	Labor Category — You need to use UDT07 only if employees charge Labor Category or if you need reports by Labor Category from Deltek Time.
UDT08	N/A	Rare	Trade Code — You need to use UDT08 only if employees charge Trade code or if you need reports by Trade code from Deltek Time.
UDT09	Yes	Yes	Suffix -— Required.
UDT10	N/A	Yes	Pay Type — Required for Deltek Time
UDT11	N/A	N/A	Does not map to any field in GCS Premier. This UDT may be useful for capturing data not transmitted to GCS Premier.
UDT12	N/A	N/A	Does not map to any field in GCS Premier. This UDT may be useful for capturing data not transmitted to GCS Premier.
UDT13	N/A	N/A	Does not map to any field in GCS Premier. This UDT may be useful for capturing data not transmitted to GCS Premier.
UDT14	N/A	N/A	Does not map to any field in GCS Premier. This UDT may be useful for capturing data not transmitted to GCS Premier.

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

This table shows how UDTs are used in Deltek Costpoint:

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

UDT	Deltek Expense Use	Deltek Time Use	Notes
UDT12	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint
UDT13	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint
UDT14	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint
UDT15	N/A	N/A	Does not map to any field in Costpoint. This UDT may be useful for capturing data not transmitted to Costpoint

Order

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

Labels

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

Size

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

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

Following are the recommended sizes for UDTs in Deltek GCS Premier:

UDT	Size
UDT01	8
UDT02	6 – 25
UDT03	2
UDT04	1 – 20
UDT05	1 – 20
UDT06	N/A
UDT07	2
UDT08	4
UDT09	2

UDT	Size
UDT10	3
UDT11	N/A
UDT12	N/A
UDT13	N/A
UDT14	N/A
UDT15	N/A

Following are the recommended sizes for UDTs in Deltek Costpoint:

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

Expense Configuration Options

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

Label

This non-editable field displays the label assigned to the UDT in the UDT Options tab of the General Configuration screen.

Required

To require a value for the UDT on an expense, select the Required checkbox for that UDT in the UDT Options tab of the Expense Configuration screen. UDT01 is always required.

Validate

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

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

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

Show

To make a UDT visible to the user in the expense report charge allocation screen, select the Show checkbox for that UDT in the UDT Options tab of the Expense Configuration screen.

Charge Types Options

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

Employee Groups

In the **Administration ›› Users & Groups ›› Employee Groups** screen, you can logically group employees for the following purposes:

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

An employee group can be a department, office, division, project, etc. In general:

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

Group Types

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

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

Members vs. Owners

Groups have members who are called employees and owners who are called supervisors or administrators. A member inherits the charges and owners assigned to the group, whereas owners have rights over the members of the group. You can classify owners by the function they perform. In version 5.0, you were limited to four functions: "Primary Supervisor," "Backup Supervisor," "Primary Administrator," and "Backup Administrator." With the release of version 5.1, you can define functions in the new Functional Roles screen in the System Setup menu.

Owners can have the following rights. Set them up in the Functional Roles screen:

- Modify Charges — available for both Time and Expense
- Approve Charges — available for both Time and Expense
- Access Employee Data — available for both Time and Expense
- Modify Employee Group — available for both Time and Expense
- Create Expense Report — available for Expense
- View Expense Report — available for Expense
- Approve Expense Report — available for Expense
- Void Expense Report — available for Expense

- Record Attachments — available for Expense
- Image Attachments — available for Expense
- View Attachments — available for Expense

Employee Group Examples

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

Employee Groups by Primary Supervisor

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

- Group ID is primary supervisor's employee ID.
- The group type restricts membership to one group of this type.
- One primary supervisor is assigned appropriate modification and approval authority.
- One or more backup supervisors are assigned appropriate modification and approval authority.
- Charges are not usually granted in this type of group.

Employee Groups by Department/Organizational Unit

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

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

Employee Groups by Company/Division

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

- Selection criteria during the export of expense reports.

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

Employee Groups by Office

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

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

Employee Groups by Project

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

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

Employee Groups by Type of Employee

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

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

Maintaining Employee Groups

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

GCS Premier has an improved interface for Deltek Time & Expense with Employee Self Service. This improved interface will create groups using the following Employee Master fields:

- Division

- Department

- OBS

- Supervisor

- Locator Code

- Locator #1

- Locator #2

- Locator #3

- Locator #4

- Locator #5

- Default Suffix

- Default Labor Category

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

If you are running Costpoint version 4 or greater, the program will create the following employee groups, using fields in the Manage Employee Information screen, when you use the Costpoint Export Data to Deltek Time and Expense application:

- Org (Every Level)
- Supervisor
- Manager

If you are running Costpoint version 5 or greater, the program will create the following employee groups, using fields in the Manage Employee Information screen, when you use the Costpoint Export Data to Deltek Time and Expense application:

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

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

Charge Trees

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

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

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

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

The Charge Trees screen is in the Master Data menu in Administration.
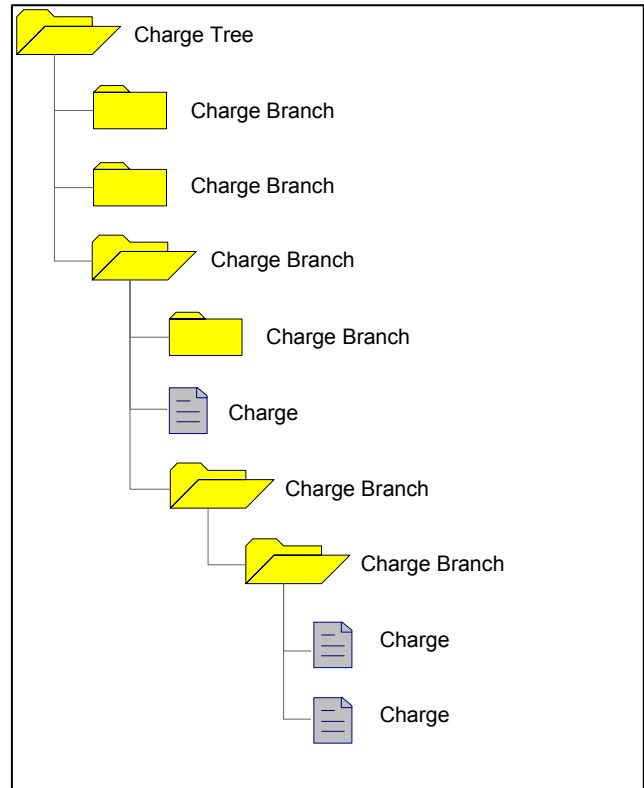
Trees

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

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

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

Branches

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

Charges

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

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

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

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

Authorizations

In the Charge Trees/Branches tab of the Employee Groups screen in Administration, you can prevent users from having access to certain trees, branches, or charges.

Tree Authorization

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

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

Branch Authorization

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

- Public — No employee group restrictions exist.

- Denied — Employee group restrictions exist, and this user is not member of one of the groups.

- Granted — Employee group restrictions exist, and this user is a member of one of the groups.

Charge Authorization

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

- Public — No employee group restrictions exist

- Denied — Employee restrictions exist, and this user is not one of the employees.

- Granted — Employee restrictions exist, and this user is not one of the employees.

GCSP	This authorization is equivalent to "Contract Work Force."

CP	This authorization is equivalent to "Project Work Force."

Hierarchy/Inheritance

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

- If a charge has a restriction list of employees, only employees on that list can charge it, regardless of higher authorizations.

- If a charge does not have a restriction list, the system checks the higher levels until it finds a restriction list or reaches the top of charge tree.

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

- Charge A — Employees: Red, Blue, and White

- Charge B — Employees: Red, Blue, and Yellow

- Charge C — Employee Red
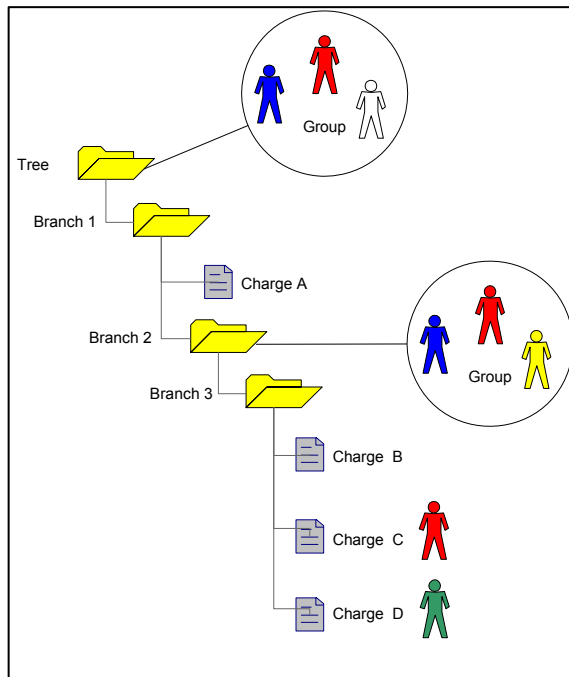
- Charge D — Employee Green

Authorized Charge Logic

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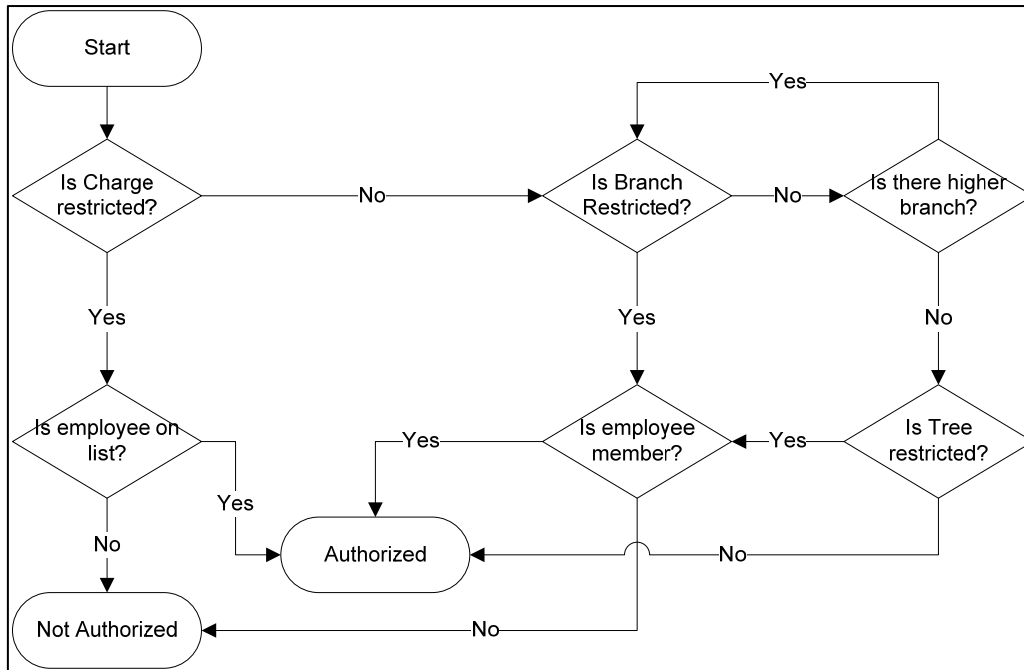
Allow Unauthorized Charging

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

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

> If you set up your system to provide charge lookup through direct access to a Costpoint database, the option to allow entry of unauthorized charges is not available. Employees can only use charges for which they are currently authorized in Costpoint.

UDT Types

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

Standard versus Advanced Charge Lookup

As you can see, Charge Trees are hierarchal in structure and can have many levels. Numerous charges can be scattered within the Branches of the Trees. You can set restrictions to these charges at the charge, branch, and/or tree level. When an employee performs a Charge Lookup, the system must determine what is displayed initially and then as the user drills down into a specific tree. This can be complicated. Currently, the system allows for two different display behaviors when you perform Charge Lookups, "Standard" and "Advanced." Select these options in the Charge Lookup Options tab of the **Administration ›› Product Configuration ›› General Configuration** screen.

Standard Charge Lookup determines what is displayed at each level as the user drills based on information available to that level. Advanced Charge Lookup can scan ahead to determine whether it necessary to display something. For example, let's say a charge branch with a tree has no restrictions, but a user is NOT authorized for all the charges and branches within the branch. The "Standard" option will display the branch, but when the employee drills into the branch, the system will not show anything. With the "Advanced" option, the system will check to see whether there are charges an X number of levels lower, with X being configurable. If the system scans additional levels deeper to find any charges underneath the branch and finds none, the system will not display the branch.

> The Advanced Charge Lookup has two settings:
>
> - **Levels Scanned**: Located on the Charge Lookup Options tab of the General Configuration screen, this drop-down list allows you to select the number of levels ahead Time & Expense with ESS should scan. The valid options are 1 to 10 and Infinity (all levels).
>
> - **Show Unauthorized Branches:** This option is also located on the Charge Lookup Options tab of the General Configuration screen. Select this check box to display unauthorized branches if charges in those branches (or lower) are authorized. This setting does not allow employees to use unauthorized charges; it only allows them to see the branches necessary for navigating to charges for which they are authorized.

Improve Lookup Performance

If you use SQL Server and you have a flat charge tree structure (that is, a structure that has three or fewer charge branch levels), select the **Flat Charge Tree Structure** check box on the Charge Lookup Options tab of the General Configuration screen to improve lookup performance.

While this setting normally improves performance for flat structures, it is recommended that you test whether your system performs better with this box checked or unchecked.

> You must log out and then log back on for the change to take effect.

Maintaining Charge Trees

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

The Deltek Time & Expense with ESS Technical Guide explains the format of charge tree imports.

Charge Lookup Using Direct Costpoint Access

If you are using Deltek Costpoint, you can set up Time & Expense with ESS so that employees select charge codes for timesheets, expense authorizations, and expense reports directly from the current information in Costpoint, rather than from charge trees in Time & Expense with ESS. (If you are not using Costpoint, charges are always selected using Time & Expense with ESS charge trees.)

If you are using Costpoint, the primary advantage of choosing the Direct Costpoint Access option is that you do not have to import new charge tree information from Costpoint into Time & Expense with ESS before it can be used to enter timesheets or expense reports, a time-consuming process for large companies. With this option, as soon as you set up new charge-related information in Costpoint, it is available for data entry in Time & Expense with ESS. However, there are other factors to consider, so you should discuss this decision with your Deltek consultant.

Security Roles

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

> If a user is not licensed for a certain module (Deltek Expense, Deltek Time, Deltek Self Service, etc.), he will not be able to see the screens related to that module even if his Security Role grants him such access. See the Licensing section in this document for a list of screens.

Apply Employee Level Security

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

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

Apply Charge Level Security

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

Modify Employee Role

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

Modify Time Zone

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

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

Allow Delegation

This feature controls whether users with this security role can delegate their roles/responsibilities. A user cannot delegate if he does not have the correct roles over employees/groups or if his roles are not set up for delegation.

Functional Roles

Use the **Administration ›› Users & Groups ›› Functional Roles** screen to define common permissions over employees and/or charges. For example, you can create functional roles for supervisors, administrators, project managers, or contract administrators. The Functional Roles screen is in the Users & Groups menu in Administration. There are three types of functional roles. They are:

- Employee — This type of functional role has domain or access over employees. You can define the employees for which a specific role has permissions in the employee groups. You can also use employee groups to define which users have that role.

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

- Employee and Charge — This type of functional role has domain or access over both employees and charges.

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

Permissions

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

General Permissions (Basic Information tab)

- Modify Charges — Determines whether users with this role can modify the charge in the UDT02/UDT01 master screen. With this permission, a user can change information such as active flag, start date, end date, etc.

- Approve Charges — Determines whether users with this role can approve hours charged to the UDT02/UDT01. This permission will apply only if UDT02/UDT01 is configured for line-level approval.

- Access Employee Data — Determines whether users with this role groups can modify the employee master screen for employees in specific groups.

- Modify Employee Group — Determines whether users with this role can modify specific employee groups. With this permission, a user can add/remove employees, add/remove other owners (roles), and change charge tree access for specific groups.

- Allow Delegation — Determines whether users with this role can assign their roles to someone else for a specific period of time. For example, a primary supervisor can delegate his roles to a backup supervisor while on vacation, causing the backup supervisor to receive the primary supervisor's workflow. The settings in this screen determine WHETHER the role can be delegated to and potentially limit which roles can be delegated to.

Deltek Expense Permissions (Expense Rights tab)

Expense Report

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

- View Expense Report — Determines whether users with this role can view the expense reports of employees within specific employee groups.

- Modify Expense Report — Determines whether users with this role can modify the expense reports of employees within specific employee groups.

- Adjust Ceiling Amounts – Determines whether a user with this role will be allowed to adjust the ceilings for expenses.

- Approve Expense Report — Determines whether users with this role can approve/reject the expense reports of employees within specific employee groups.

- Void Expense Report — Determines whether users with this role can void expense reports of employees within specific employee groups.

- Record Attachments — Determines whether users with this role can record attachments being received on the expense reports or authorizations of employees within specific employee groups.

- Image Attachments — Determines whether users with this role can upload attachments for employees within specific employee groups.

- View Attachments — Determines whether users with this role can view attachments on the expense reports or authorizations of employees within specific employee groups.

- Allow Revisions Without Status Change – Determines whether a user with this role can revise an existing expense report without altering the expense report's current status.

Expense Report Corrections

- Expense Corrections — Determines the type of corrections that can be made to processed expense reports by members of this Functional Role.

- Days Past Expense Report Date — Determines the number of days past the date of the original expense report members with this Functional Role can correct their processed expense reports.

- Active Charges Only — Limits expense corrections to active charges only.

Providers

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

- Reporting — You can use a reporting tool such as Impromptu (a Cognos® product) to figure out how much money is being spent on certain providers.

- Compliance — If employees are required to use certain providers, the capture of providers can be useful in reporting.

- Payment — If you want to directly pay a vendor for an expense submitted by employee, you can use the provider to provide the alternate vendor ID.

- Visa Supplier Names – If you are using Batch Processing for Visa cards, you may link supplier names or the name the company is "doing business as" to Providers.

Click **Expense ››Settings ›› Providers** to set up providers.

Business Rules

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

Expense Charge Types

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

Expense Portions

When creating expense charge types, you must create the charge defaults and rules for different portions of the expense. The portions are as follows:

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

UDT Options

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

- None — The UDT is not defaulted. If the UDT is shown, the user will be unable to enter or change it.
- Charge Tree — The UDT defaults from the Charge Tree. If the UDT is shown, the user will be unable to enter or change it.
- Charge Type — The UDT defaults from the Charge Type. If the UDT is shown, the user will be unable to enter or change it.
- Employee History — The UDT defaults from the expense report employee's history file. If the UDT is shown, the user will be unable to enter or change it.
- User Input — The UDT default is blank. If the UDT is shown, the user can enter or change it.
- UDT02 User-Defined 1 — The UDT defaults from the user-defined field #1, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.
- UDT02 User-Defined 2 — The UDT defaults from the user-defined field #2, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.
- UDT02 User-Defined 3 — The UDT defaults from the user-defined field #3, depending on the UDT02 value. If the UDT is shown, the user will be unable to enter or change it. This option is valid only for UDT09.

- Tax Schedule — Select Tax Schedule if you want the system to get the UDT value from the defaults set up on the Charge Defaults tab of the Tax Schedules screen for the tax schedule associated with the expense. (**This option is available only for Tax 1 and Tax 2**.)

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

Examples

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

- Direct Car Rental

- Bid and Proposal Car Rental

- Overhead Car Rental

- G&A Car Rental

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

Typically, expenses for GCS Premier are broken down into two types: contract-related and overhead/G&A account related. Besides being charged to a contract number, contract-related expenses are charged to specific Suffixes (UDT09) and Transaction Codes (UDT03), depending on the type of expense. Overhead/G&A Account charges are usually charged to the same suffix, "00," but to different departments (UDT03).

When setting up contract-related charges, most users embed the proper suffix and transaction code into the charge type and set the source as the charge type.

For Overhead/G&A charges, there are two different setups. In the first setup, you have a charge type code for every department and embed the department and suffix into the charge type. This setup makes the user select the proper department by selecting the proper charge type. In the second setup, you embed the suffix in the charge type and make the user select the department. (The user selects the proper department by using Lookup in the *Department* field.)

Charge Type	Suffix	Suffix Source	Dept/Trans	Dept/Trans Source
B&P Car Rental	46	Charge Type	10	Charge Type
G&A Car Rental	00	Charge Type	Dept or Blank	Charge Type or User Input

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

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

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

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

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

Pay Methods

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

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

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

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

Type

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

- Employee Paid — The employee makes the payment. Thus, if an expense is reimbursable to the employee, the employee will be paid for expenses that have this payment.

- Company Paid — The company makes the payment. If you use this pay method, you must provide charge credit information so that a credit adjustment is made and the employee is NOT reimbursed for the expense. The credit charge information also allows the clearing of the prepaid expense account.

- Direct Pay — Payment is made directly to the provider. If you use this pay method, a provider with a vendor ID will be required. If you export the expense, the system will make the vendor ID match the provider's vendor, so the employee will not be reimbursed and the provider will be paid directly.

- Advance — This type of payment is reserved for the "ADVANCE" Payment Type. If you use this pay method, you must provide charge credit information so that the advance asset accounts are relieved.

Employee Pay Method Options

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

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

- Optional — An employee override is optional. If the pay method is valid for the employee's expense class, the system will use the employee-level pay method for business rules. If this is not present, the system will use the system-level pay method.

- Not Allowed — You cannot use an employee override for the pay method. If the pay method is valid for the employee's expense class, the system will use the system-level pay method for business rules.

Charge Defaults (Credit Charge)

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

Currency Schedules

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

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

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

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

Types of Currencies

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

- Transactional — The transaction was incurred in this currency. The valid currencies are those used (Settings/Currencies) that have exchange rates set up with the other currency types (Pay and Base). For an expense report, an employee can have a different transactional currency for each expense. For example, an employee may incur airfare in US dollars and Car Rental in Euros.

- Pay — The employee is reimbursed in this currency. The employee can be reimbursed only in one currency for an expense report. This currency is determined at the time the expense report is created, depending on the value in the employee file (Personnel/Employee Information).

- Base — This is the common currency for the system. For companies whose financial system does not support multicurrency, this currency represents the system's currency. You use this currency for most reporting, and when you need to add amounts to the system.

Types of Exchange Rates

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

- Trans to Pay — This exchange rate converts the Transactional currency to the Pay currency. The user does not see this rate. The system uses this rate to check whether the User exchange rate is within limits.

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

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

Maintaining Currency Schedules

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

Per Diem Schedules

Per diem schedules provide meal and lodging ceilings or allowances that are location driven. The system supports multiple per diem schedules, with each schedule handling multiple locations. Typically, per diem schedules use the US government schedules. These per diem schedules are the shared responsibility of the Department of State (DOS), the General Services Administration (GSA), and the DOD Per Diem, Travel and Transportation Allowance Committee (Per Diem Committee).

▪ General Services Administration (GSA) — Provides rates for the continental US locations (CONUS). GSA updates the schedule once a year, usually in October, or as necessary.

▪ Department of State (DOS) — Provides rates for non-US overseas locations. DOS updates these rates monthly.

▪ Per Diem Committee — Provides rates for non-continental US and overseas non-foreign areas. This includes Alaska, Hawaii, Guam, and so on. The Per Diem Committee updates these rates monthly.

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

> For more information on importing per diem schedule information, see "Per Diem Preprocessor" on page 86 and the "Import ASCII Layout" chapter in the Deltek Time & Expense with ESS Technical Guide.

Schedule Options

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

When creating a schedule, you have the following options:

▪ Source — The source of the information in the per diem schedule. The valid options are as follows:

▪ USER — The schedule is based on user-provided per diem information.

▪ CONUS — The schedule contains per diem information for locations in the continental United States, Alaska, Hawaii, and U.S. territories.

▪ OCONUS — The schedule contains per diem information for locations outside of the continental United States (OCONUS) plus the overseas non-foreign locations.

▪ CONUS/OCONUS — The schedule includes both the CONUS and OCONUS locations.

> You may find it beneficial to create separate per diem schedules for CONUS and OCONUS. You can then create an international expense report type and a domestic US expense report type and tie each to the appropriate per diem schedule. This will cut down the number of locations your employees must search through to find the location they want.
>
> Tip: If you instead choose to create one combined schedule, employees can quickly limit the list of locations by clicking directly on the **State/Province** drop-down box if the location they want is within the United States.

- Contents — The type of locations you want in the schedule. The valid options are as follows:

    - Civilian — Civilian locations only

    - Military — Military locations only

    - Both — Both civilian and military locations

> If your company does not do Department of Defense (DOD) work, you may find it useful to include only civilian locations in your per diem schedules. The Per Diem Committee supports selective use of per diem information by making it available in the following files:
>
> - CONNOW-0X.TXT — CONUS (Civilian & Military)
> - CONUSNM-0X.TXT — CONUS (Civilian)
> - CONUSMIL-0X.TXT — CONUS (Military)
> - OCONUS.TXT — OCONUS (Civilian & Military)
> - OCONUSNM.TXT — OCONUS (Civilian)

- Input Options — The location fields the user can provide. The four location fields are as follows:

    - Country

    - State/Province

    - City

    - County

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

Schedule Contents

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

- Source — Where the schedule record came from. The valid values are CONUS, OCONUS, and User.

- Location Type — The type of location the record represents. The valid values are **Civilian**, **Military**, **Both**, and **User**.

- Country — The location's country. For CONUS records, this is UNITED STATES.

- State/Province — The location's state. For OCONUS records, this is N/A.

- City — The location's city.

- County — The location's county. Mainly used for CONUS records; for OCONUS records, this is N/A.

- Effective Date — The effective date for the record. The system uses this date to determine which rate is in effect for a certain date.

- Season Start — The beginning date of the season to which the per diem applies. Some locations have seasonal rates. For example, rates may be higher during the summer months for some locations while at other times of the year, lower rates are applicable.

- Season End — The end date for a season.

- Termination Date – The date after which the per diem location will no longer be valid. After the termination date, employees filling out expense reports or expense authorizations can no longer select the location when entering per diem information.

- Lodging — The amount for lodging. This amount is used either as a ceiling or as an allowance, depending on how the expense type is set up. (For CONUS, lodging taxes are excluded.)

- Total M&IE — The amount for meals and incidental expenses. The amount is further classified as CONUS and OCONUS, and broken down into amounts for breakfast, lunch, dinner, and incidentals. If you need an additional amount or an amount where the breakfast, lunch, dinner, and incidental amounts are different, you can add a record to this table. These amounts are used either as a ceiling or as an allowance, depending on how the expense type is set up.

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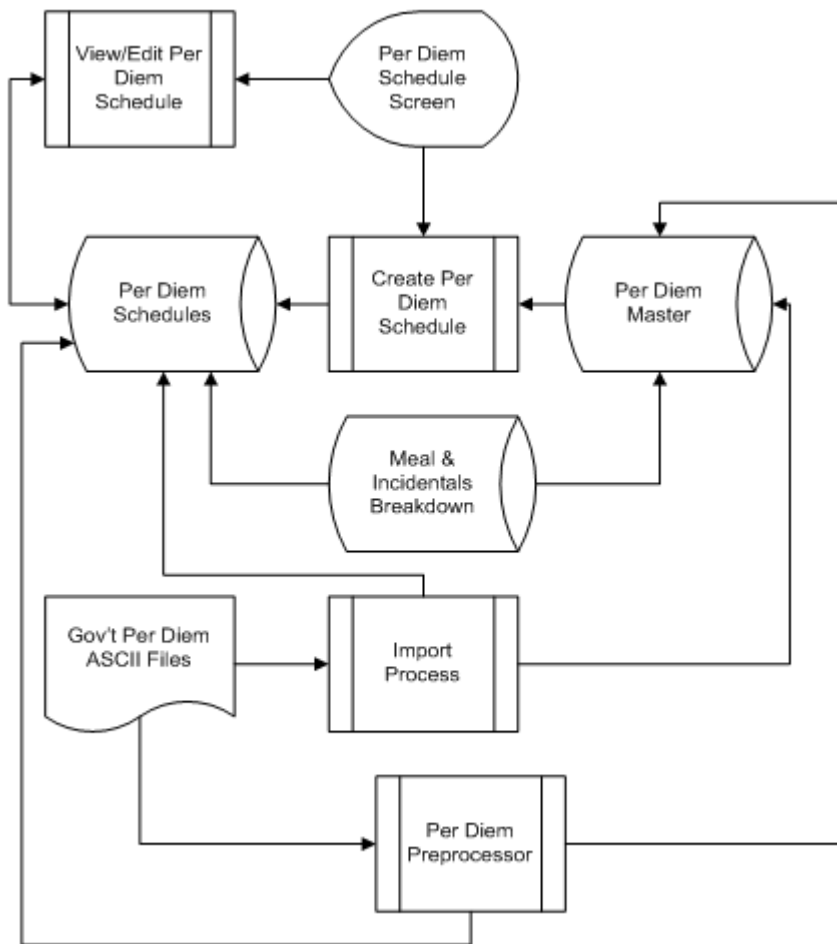
Government-provided per diem files can change monthly. These files can contain a few thousand locations. Thus, it is important to update your schedules regularly.

The major steps are the following:

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

- Post Per Diem Information from Per Diem Preprocessor or Import Directly from Import Files — Once you have used the Per Diem Schedules screen to create a per diem schedule that uses government per diem amounts, it is recommended that you use the Per Diem Preprocessor utility to import, review, and post the per diem amounts to the per diem schedule. Using the utility has several advantages over importing data directly into your schedules. For more, see "Per Diem Preprocessor" on page 86.

If you instead decide to import information directly from import files into your per diem schedules, first make sure the files you downloaded from the government Web site are named correctly and located in the correct import folder. When you run the import process using the Import Console, the system reads those files and updates the Per Diem Master and any per diem schedules that, based on the import file name, have the correct source and location type.

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

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

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

- Per Diem Master — This data represents the master list of all per diem locations for each source and location type. When Time & Expense with ESS ships, the Per Diem Master is empty. When you post from the Per Diem Preprocessor utility or import directly from the government files, the records are kept in this master table. Later postings or imports append new records. When you create a new per diem schedule, the system populates the schedule using the records it finds in the master that have the appropriate source and location type.

- Per Diem Schedule — The per diem schedules you create are stored here. New schedules are populated from the Per Diem Master and, once a schedule is populated, you can make override entries to the schedule. When you later post or import updated government per diem information, both the Per Diem Master and the appropriate per diem schedules are updated with the new information.

- Meals & Incidentals Breakdown — This table contains the breakdown of meals and incidental expenses by source, total amount, breakfast, lunch, and dinner. This table is pre-populated with all CONUS and OCONUS meal amounts. To maintain this table, click **Expense » Settings » M&IE Breakdown** to open the M&IE Breakdown screen.

Per Diem Preprocessor

Once you have used the Per Diem Schedules screen to create a per diem schedule that uses government per diem amounts, use the Per Diem Preprocessor utility to import government per diem information into temporary tables, review and edit that information, and then post it to your actual per diem schedules. And when the government publishes new per diem information, use the utility to post the updated information to your existing schedules.

While you can use Time & Expense with ESS import processing to import per diem information directly into your schedule, it is recommended that you instead use the Per Diem Preprocessor utility.

Using the utility has several advantages over importing data directly into your schedules:

- You are not required to locate the import files in a particular system location. You can import them from any location accessible to the computer on which you are running the utility.

- The utility checks for error conditions (missing M&IE information, for example) and highlights the affected location lines so you can identify and correct the problem.

- The utility checks for locations in the actual per diem schedule that do not exist in the government file being imported and highlights those locations. You can then decide if you

want them to remain active or, if they are no longer valid, to be marked as terminated and removed from the lookup lists of valid per diem locations.

- You can delete location lines imported from the government files that you do not want in your per diem schedule.

To open the Per Diem Preprocessor screen, click **Expense » Utilities » Per Diem Preprocessor**.

For details on how to use the utility, refer to the online help for the Per Diem Preprocessor screen.

Tax Schedules

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

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

Schedule Options

- Type — As mentioned above, tax schedules can be one of the following:

    - Value Added

    - Sales

    - Use

- Tier — A tax can be one or two-tier. A one-tier tax has only one rate, and a two-tier has two rates that are applied on the amount before taxes. An example of a two-tier rate is Canada's GST/PST.

- Input Options — The system can be configured to control what the user needs to enter. The options are as follows:

    - Location Required — This option requires the user to select a location within the tax schedule in order to retrieve appropriate tax rates.

    - Tax ID Required — This option controls whether user is required to provide a tax ID.

- Labels – If you have multiple locales, you may define each with a specific label.

- Defaults — These options provide defaults for the dialog from which the administrator sets up the rates table.

- Rates Table — The heart of the tax schedule is the rate table. The rates within this table can be different, depending on the following:

    - Effective Date — Each entry in the tax rate table can have an effective date. This allows rate changes over time.

    - Expense Type — Depending on the good/service purchased, the rate may differ. This is especially true for VAT taxes.

    - Location — If the rate changes by location, this column allow for such rate differences.

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

    - Rate 1 — This is the tax rate for one-tier rates.

    - Rate 2 — This rate is used only if the tax schedule is for two-tier taxes.

    - Tolerance % — If a user in a particular expense class is allowed to change the tax rate, this field will control how much of a change is allowed.

    - Recovery % — This field is purely for reporting. If you contract with another company to file VAT taxes, this will be the percentage of VAT taxes you expect to be reimbursed.

- Calculation Method — A tax can be calculated using either the Standard or Additive method.

    - With the Standard method, Deltek Expense multiplies the expense amount by the first-tier tax rate, and then in a separate calculation, multiplies the expense amount by the second-tier

    - With the Additive method, Deltek Expense multiplies the second-tier tax by the result of the first-tier tax calculation.

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

Expense Types

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

To display the Expense Types screen, click **Expense » Settings » Expense Types**.

General Options

When you create an expense type, you can set certain general options. Some of the options you select affect other options. Below you will find a summary of the most important options:

- Wizard Type — When creating an expense type, you must first assign the expense type to a wizard type. When you assign a type to a wizard type, other options change, especially the entry options. For example, your entries for lodging are different from those for transportation. Currently, the types of wizards are as follows:

    - Transportation

    - Car Rental

    - Lodging

    - Meals

    - Miles

    - Entertainment

    - Other

- Per Diem — Use this option to control whether the expense is a per diem and how the per diem schedules are used. The valid options are "Allowance" and "Ceiling." If you select "Allowance," employees will be paid the applicable per diem amount regardless of what they incur. If you select "Ceiling," the per diem amount will be used as a ceiling against which an employee's incurred amounts will be compared.

- Type — This drop-down is available only if the **Per Diem** check box is selected and if the **Wizard Type** selected is Meals or Lodging. Select the method for handling the per diem expenses, either *Ceiling* or *Allowance.*

    - Ceiling — If you select *Ceiling,* the Expense module uses the per diem schedule as a guideline, and the employees enter what they actually spent. Anything over the per diem schedule amount is treated as over ceiling, which may or may not be reimbursed to the employees, depending on your selection in the **Ceilings** group box

    - Allowance — If you select **Allowance**, the employees are reimbursed in accordance with the per diem rate from the Per Diem Schedules screen, regardless of how much they actually spend. They are required to enter only the start and end dates of the expense, and the Expense module calculates the reimbursement based on the number of days/nights. The over ceiling setup is not used.

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

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

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

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

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

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

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

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

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

- 1099, W2, and Relocation Info — The system uses these fields mostly for reporting. Use them to classify certain expense types, 1099s, W2, and/or Relocation codes.

- Override Unit Rate — If an expense is a unit-based expense, use this option to control whether an employee can override the rate. Examples of unit-based expenses are mileage and copy service.

- Track Multiple Locations – Select this checkbox if you are going to apply this Expense Type toward multiple locations on the same expense report. For example if you traveled to two different locations, you could break out your transportation or other wizard expenses to two locations on one expense report. This check box is automatically selected and disabled for per diem expense types.

- Over Ceiling Rule — Use this option to control whether employees can be reimbursed over ceiling amounts.

- Second Tier Ceiling — Use this option to utilize expense type ceiling as a second-tier ceiling over and above a per diem ceiling. For example, if your policy states that anything over the per diem ceiling is reimbursable to an employee up to certain amount, you may want to use this feature. For more information, refer to the online help.

- Require Over-Ceiling Explanation and Text — You can require an explanation if an employee is over ceiling. In addition, you can specify the text that is displayed to the employee in the explanation dialog.

- Locale –Use the Locale dropdown to select a Locale/Language to be used in the Over Ceiling Instruction dialog box. Enter the instructions in the dialog box below Locale. If the expense goes over the ceiling amount these instructions will appear on the expense report.

Input Options

Depending on the wizard type assigned to the expense type, the system has different input options. These options control which additional fields are displayed for user input. This does not include the fields that are always displayed. Below is a listing by expense category of the fields and their options. For more information, refer to the online help for the Expense Types screen.

Wizard Type	Field	Display	Notes
All	Expense Date	Always	The date on which the expense was incurred. The system uses this to calculate the exchange rate.
All	Provider	Based on input options	The service provider. This drop-down box contains the provider codes set up for the expense type with which the expense is associated.
All	User Defined #1	Based on input options	This field will either be a drop-down box or an entry field if it is configured in the expense type. If validated, the field will be a drop-down box with either a default value or a value of "Select." If required, the field cannot be blank if it is non-validated or have a value of "Select" if it is validated.
All	User Defined #2	Based on input options	This field will either be a drop-down box or an entry field if it is configured in the expense type. If validated, the field will be a drop-down box with either a default value or with a value of "Select." If required, the field cannot be blank if it is non-validated or have a value of "Select" if it is validated.
All	User Defined #3	Based on input options	This field will either be a drop-down box or an entry field if it is configured in the expense type. If validated, the field will be a drop-down box with either a default value or with a value of "Select." If required, the field cannot be blank if it is non-validated or have a value of "Select" if it is validated.

Wizard Type	Field	Display	Notes
All	Short Description	Always	A short description of the expense. The field can be defaulted by input fields. See the "Short Description Options" section for more information.
All	Comments	Always	Additional 254 character free-form field.
All	Payment Method	Always	The method of payment the employee used. This drop-down box contains valid pay methods based on employee's expense class, Expense Type, and, potentially, the employee's pay methods. The default is based on the expense type, if it is valid.
All	Currency	If the expense report type is multicurrency.	The currency in which the expense was incurred. This field is a drop-down box. The valid currency codes are ones that have been used and have valid exchange rates based on expense date. If a currency is not shown, the transaction currency is assumed to be employee's pay currency.
All	Exchange Rate	If the expense report type is multicurrency.	The exchange rate that converts the transaction currency to the employee's pay currency. The system calculates the default. An employee's expense class determines whether the employee can change his rate.
All	Incurred Amount	Always	The amount incurred by the employee in the transaction currency.
All	Personal	Always	The amount of the expense incurred that was personal and should not be reimbursed to employee. This is in the transaction currency.
All	Unallowable	Based on input options	The amount of the expense that the company considers unallowable. This amount is reimbursed to the employee and is in the transaction currency.
All	Tax Schedule	Based on Expense Report Type	If Expense Report Type says the expense type is taxable, this field will be displayed. The field will be a drop-down box with the valid values being the tax schedules of the type indicated in expense report type.

Wizard Type	Field	Display	Notes
All	Location	Based on Tax Schedule	A drop-down box of the valid locations for the tax schedule provided. This field will not be displayed if the tax schedule does not require locations.
All	Tax ID	Based on Tax Schedule	A free-form field where you can enter the tax ID of the provider. Field will default a value from the provider. This field will not be displayed if the tax schedule does not require a tax ID.
All	Tax Rate 1	Based on Expense Report Type	If the Expense Report Type says the expense type is taxable, this field will be displayed. This field will be non-editable unless the employee's expense class and the Expense Report Type allow modification of tax rate.
All	Tax Rate 2	Based on Tax Schedule	If the tax schedule is two-tier, this field will be shown. Field will be non-editable unless the employee's expense class and Expense Report Type allow modification of tax rate.
Transportation	Ticket Number	Based on input options	The ticket number of the expense.
Transportation	Departure Date	Always	The date of departure.
Transportation	Return Date	Always	The date of return.
Transportation	Itinerary	Based on input options	A free-form field in which you can enter the itinerary of the expense.
Car Rental	Agreement Number	Based on input options	The number of the rental agreement for the expense.
Car Rental	Start Date	Always	The date on which the car rental period started. Combined with end date, this determines the number of days used in ceiling calculations.
Car Rental	End Date	Always	The date on which the car rental period ended. Combined with start date, this determines the number of days used in ceiling calculations
Car Rental	Late Return	Always	Select this checkbox to indicate that the return was late, thus causing an extra day's expense.
Lodging	Check-in Date	Always	The date of check-in. Combined with check-out date, this determines the number of days used in ceiling and/or per diem calculations.

Wizard Type	Field	Display	Notes
Lodging	Check-out Date	Always	The date of check-out. Combined with check-in date, this determines the number of days used in ceiling and/or per diem calculations.
Lodging	Late Check-out	Always	Select this checkbox to indicate whether check-out was late, thus causing an extra day's expense.
Lodging	Daily Room Rate	Displayed only if the expense type is per diem.	The amount charged daily for the room. This amount does not include taxes. The system uses this amount to calculate ceiling and/or per diem allowance.
Lodging	Daily Room Tax	Displayed only if the expense type is per diem.	The amount of taxes charged daily for the room. The system uses this amount to calculate the ceiling and/or per diem allowance.
Meals Entertainment Lodging (Combined Per Diem)	Breakfast Lunch Dinner	Based on input option if not per diem. Always displayed if per diem.	These fields indicate which meals you want to claim as an expense. If an expense is for multiple days, a table of entries will be displayed. The system uses this field in ceiling and/or per diem calculations.
Entertainment	Attendees	Based on input options and whether the expense type is NOT per diem.	This option activates a table that allows the entry of attendees for the meals. Please note that the system uses the number of attendees to calculate the ceiling.
Mileage Other (Unit Based)	Rate per <Label>	Always	This field contains the rate per unit. Whether the employee can change the rate depends on the expense type general option.
Mileage Other (Unit Based)	Number of <Label>	Based on options if the Starting/Ending Units are not displayed.	Use this field to provide the number of units you wish to expense. The label for the field is the label defined in the expense type.
Mileage Other (Unit Based)	Starting <Label>	Based on options if the Starting/Ending Units are displayed.	Use this field to provide the starting number of units for the expense. Combined with ending units, this determines the number of units used in ceiling and expense calculations. The label for the field is the label defined in the expense type.

Wizard Type	Field	Display	Notes
Mileage Other (Unit Based)	Ending <Label>	Based on options if the Starting/Ending Units are displayed.	Use this field to provide the starting number of units for the expense. Combined with ending units, this determines the number of units used in ceiling and expense calculations. The label for the field is the label defined in the expense type.
Mileage Other (Unit Based)	Personal <Label>	Always	Use this field to provide the number of personal units in the expense.

Short Description Options

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

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

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

Unallowable Expenses Options

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

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

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

- Require that employees enter an explanation for the unallowable expense.
- Specify text (instructions or corporate policies, for example) that you want to appear in the dialog box that employees use to enter the explanations. If your system is configured for more than one locale, you can enter separate text for each locale.

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

Miscellaneous

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

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

Conference Lodging

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

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

- **Lodging** or **Meals** from the Wizard Type drop-down
- **Per Diem** under General Options
- Combine Meals/Lodging Allowance if the Expense Type is Meals

Tasks

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

- Functional Role — Select the Functional Role that should be allowed to perform this task.
- Task — This non-editable displays Attach as the task.
- Attachment Type — From the drop-down menu, select the Attachment Type that applies for this expense. The values that display in the list are those you configured for individual expenses on the **Miscellaneous tab of the Administration ›› Product Configuration ›› General Configuration** screen. To learn more about configuring attachment types, see the online help for General Configuration.

- Threshold — Threshold represents the dollar limit that the expense must exceed for the attachment to apply. Enter the dollar amount that expense should not exceed.

- Start Date — This field is required. Click 📅 to select a start date for the attachment type. This allows you to define when this attachment applies based on date range.

- End Date — This field is optional. Click 📅 to select an end date for the attachment type. This allows you to define when this attachment applies based on date range.

Rates/Ceilings

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

- Effective Date — Rates and ceilings can be date sensitive, and they can change over time. For example, the rate for mileage may be 36 cents one year, but the next year it may be 37.5.

- Currency — If the expense type is a unit-based expense and your system is configured to use multiple currencies, you can select the currency in which the unit rate is expressed. If you need them, you can set up unit rates for more than one currency for the same effective date. (For expense types that are not unit-based, your system's base currency is always used.)

- Default Unit Rate — If the expense type is a unit-based expense, you can enter a default rate. This rate is automatically displayed to the user depending on the expense date. The user may be able to change the rate, if the expense type is so configured.

- Ceiling — If the expense type is NOT a unit-based expense and NOT a meals expense where individual meals are indicated, you can specify a ceiling amount in this field.

- Breakfast Ceiling — If the expense is a meals expense where meals may be indicated, you can enter the breakfast ceiling here.

- Lunch Ceiling — If the expense is a meals expense where meals can be indicated, you can enter the lunch ceiling here.

- Dinner Ceiling — If the expense is a meals expense where meals can be indicated, you can enter the dinner ceiling here.

- Incidental Ceiling — If the expense is an incidental expense, you can enter the ceiling here.

Expense Charge Types

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

- Direct Car Rental — Contains the accounting rules if the car rental is for a direct project.

- B&P Car Rental — Contains the accounting rules if the car rental is for a B&P project.

- Overhead Car Rental — Contains the accounting rules if the car rental is for overhead.

- G&A Car Rental — Contains the accounting rules if the car rental is for G&A.

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

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

User-Defined Fields

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

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

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

Other Lodging

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

- Code — Unique code for expense.

- Description — Description shown to user in drop-down box.

- Default Personal — Whether expense should default as personal.

- Override Personal — Indicates whether employee can change the default.

- Expense Type — The type of expense that should be created based on the breakout.

Providers

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

Pay Methods

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

Expense Report Types

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

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

As you can see, expense report types represent an important concept in the system. The Expense Report Types screen is in the Settings menu in Deltek Expense.

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

Export Options

These options controls when an expense report is available for export. The available options are as follows:

- Approved — This option requires that all approvals be met before the expense report can be exported. The Workflow Tasks configured for the expense report type determine which approvals are required. Please see the "Workflow Tasks" section.

- Approved and Receipts — This option requires that all receipts be received and recorded, in addition to the approvals. Remember, whether a receipt is required depends on the amount of the expense and the threshold set for the expense type.

You can have different rules for different expense report types. For example, the rules for a relocation expense report may be different than for a travel expense report.

Expense Report Layout

Deltek Expense allows the format of the expense to be configured based on the expense report type. Currently, the system supports the following layouts:

- Category Columns
- Date Columns
- Standard Summary

You can find additional information on these different layouts in the online help. Below are examples of these layouts and some notes.

Category Columns

	Date	Transporta	Lodging	Car Rental	Meals	Good Time	Mileage	Other	Total (USD)
	Apr 15, 2012		117.00						117.00
	Apr 16, 2012		117.00						117.00
	Total	0.00	234.00	0.00	0.00	0.00	0.00	0.00	234.00

[-] Company-Paid	
[-] Advance	
[-] Personal	
[-] Non-Reimbursable	
[-] Payment Received	
Due Employee	234.00

The Category Columns layout expense grid has expense categories as columns and dates as rows. The expense report type determines which categories are listed, their labels, and the order. This layout is very typical.

Date Columns

	Category	Fri Apr 27, 2012					Total (USD)
	Transporta						0.00
	Lodging						0.00
	Car Rental						0.00
	Meals	63.75					63.75
	Good Time						0.00
	Mileage						0.00
	Other						0.00
	Total	63.75					63.75

The Date Columns layout expense grid has expense dates as columns and expense categories as rows. The expense report type determines which categories are listed, their labels, and the order.

Standard Summary

	Expense ID	Category	Type	Location	Date(s)	Description	Total (USD)
	1	Lodging	GovLodging	Miami	Apr 15, 2012 - Apr 17, 2012	9439 / ER00000111 / GOVLODGE / HYATT	234.00

Total	234.00
[-] Company-Paid	
[-] Advance	
[-] Personal	
[-] Non-Reimbursable	
[-] Payment Received	
Due Employee	234.00

The Standard Summary layout expense grid is an itemized list of every expense on the report. This layout is very common for expense reports that deal with local expenses or office supply expenses.

Multicurrency Option

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

> If employees are being paid in a different currency than the base currency, they must use multicurrency expense reports, no matter which currency the transaction is in, because the system must still use exchange rates to convert base currency ceilings to the employee's pay currency.
>
> Also, you can have different rules for different expense report types. For example, the rules for domestic expense reports may be different than for international expense reports.

Display Expense Summary

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

Display Billable/Non-Billable Amounts

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

Use Date Range

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

Expense Authorization Options

This option controls whether a specific expense report requires or allows an expense authorization. If required, an approved expense authorization must exist before you can enter an expense report of this type. If optional, the authorization does not need to exist, but if it does, several fields will populated in the expense report depending on the authorization. If this feature is disabled, you cannot create an expense authorization for this type of expense report.

Require Purpose

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

Track Locations

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

Allow Blanket Authorizations

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

Allow EA Change on Existing ER

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

Add Charges to ER when Created from EA

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

User-Defined Fields

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

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

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

Defaults

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

Per Diem Options

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

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

Categories

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

- Order — If the expense category is used, you can specify the order of the category. This setting mainly affects the Date Columns and Category Columns layouts.

- Label — You can specify the label for the category by locale (country/language). For example, you might change "Transportation" to "Air/Rail."

- Short Label — You can also specify this label by locale. However, instead of being 30 characters, this short label is 10. The system will use this label when space is limited.

Expense Types

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

- Expense Category — This is the Expense Category with which the Expense Type should be associated.

- Taxable — This drop-down box controls whether this expense type is taxable. The valid values are "Non-Taxable," "Sales," "Use," and "Value Added (VAT)."

- Default Tax Schedule — If the expense type is taxable, you have to option to set a default tax schedule.

- Modify Tax Rate — If the expense type is taxable, you can use this option to control whether the tax rate can be modified.

- Distribute Taxes — If the expense type is taxable, select **Distribute Taxes** if you want to be able to distribute tax amounts to different accounts or orgs than those to which the expense amounts are assigned. If you select **Distribute Taxes**, Time & Expense with ESS uses the information entered for **Tax 1** and **Tax 2** for the applicable charge type to determine how the tax amounts should be distributed.

- Active — Use this option to control whether this expense type is active for the category.

- Default — Use this option to control whether this expense type is defaulted when an expense category is selected.

Expense Report Tasks (Workflow)

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

- Signing of expense report

- Approval of expense report

- Approval of expenses charged to a specific charge

- Recording of receipts received

For further information on workflow, see the "Workflow" section.

Expense Authorization Tasks (Workflow)

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

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

User Defined Values

If you are requiring the use of User Defined values on the Expense Report Types Basic Information tab, the User Defined Values Tab will be available. Use this tab to add the values you wish to associate with Labels 1-3. You may have more than one for each Label, and you may opt to have one default onto the expense report.

Expense Classes

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

> Employee classes do not exist in GCS Premier. However, this gives you some flexibility. You can define whatever employee classes you require and store them in a user-defined field in the Employee Master File. You can use the Deltek Time interface to map that field to the Employee Class field in Deltek Time.

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

Business Rules

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

Rights

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

Modify Options

- Submitted — To allow this expense class to modify expense reports and expense authorizations that have already been submitted, select the Expense Report and/or Expense Authorization check boxes.

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

- Approved — To allow this expense class to modify expense reports and expense authorizations that have already been approved, select the Expense Report and/or Expense Authorization check boxes..

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

Void Options

- Void Draft Expense Reports — This controls whether an employee can void an expense report while it is in draft status.

- Void Signed Expense Reports — This controls whether an employee can void an expense report while it is in signed status.

- Void Under Review Expense Reports — This controls whether an employee can void an expense report while it is in under review status.

- Void Approved Expense Reports — This controls whether an employee can void an expense report while it is in approved status.

- Void Rejected Expense Reports — This controls whether an employee can void an expense reports while it is in rejected status.

Costpoint Charge Lookup Options

- Costpoint Charge Lookup Options — These check boxes control which lookup tabs are available in the Charge Lookup dialog box when an expense report or authorization is entered for an employee assigned the expense class. (These check boxes are only available if your system is set up so that users can look up charges directly from a Costpoint database.)

Correction Options

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

Advance Options

- Advance Request — Use this option to establish whether employees of the selected expense class are allowed to request advances, and if they are, whether they can request it from the Advance Schedule only or also during the submittal process.

  To configure this option, choose one of the following from the Advance Request drop-down list:

  - Submit and Advance Schedule — Select this option to display the Advances tab in the Supporting Schedules section of the Expense Authorization, where the employee can add the advance request prior to submitting the authorization, and to automatically display the tab again during the submittal process.

  - Advance Schedule Only — Select this option to display to only display the Advances tab in the Supporting Schedules section of the Expense Authorization.

  - Not Allowed — Select this option to hide the Advance Request tab.

- Advance Limit — Enter the Cash Advance amount that employees in this Expense Class cannot exceed. Example: If you enter $500.00 in this field, the total amount of "outstanding" cash advances cannot exceed $500.00. "Outstanding" means that the employee has not accounted for that cash advance on an expense report.

- Number of Advances Outstanding — Use the drop-down box to select the maximum number of outstanding cash advances that this Expense Class is allowed to have. Example: If you select "3," employees in this Expense Class can have no more than three outstanding cash advances at any time. "Outstanding" means that the employee has not accounted for that cash advance on an expense report.

Miscellaneous Options

- Modify Exchange Rate — This controls whether employees can change the exchange rate on their expense reports. Remember, employees can change the exchange rate only within the tolerance specified in the currency schedule.

- Modify Tax Amounts — This controls whether employees can change the tax rate on their expense reports. Please remember that the expense type defined for the expense report must also allow it, and that the employee can change the exchange rate only within the tolerance specified in the currency schedule.

Miscellaneous Options

If system is licensed for the Expense Authorizations add-on, you can configure several options related to advances. These options include setting a dollar limit on the amount of advances an employee can have outstanding and the number of advances they can have outstanding.

Expense Report Type Restrictions

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

Pay Method Restrictions

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

Workflow Notification

For each employee expense class, you can configure what type of workflow an employee will receive when certain events occur.

Batch Expenses

Using the Batch Expenses feature, you can preload expenses in the system for end users to claim. You can import these expenses from a credit card file or have them manually entered by your accounts payable staff. These expenses can be company paid or employee paid. The system will track outstanding expenses, automate employee notifications, and provide reporting and desktop visibility. The diagram below provides an overview of feature:
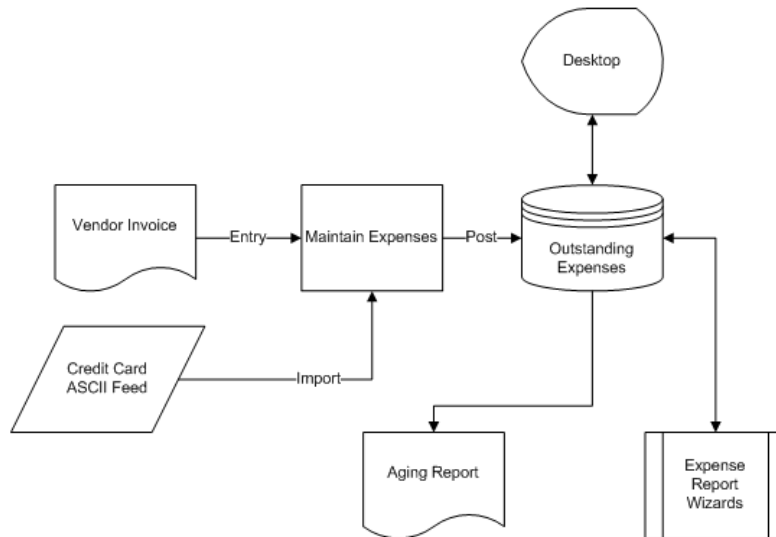
You can enter Batch Expenses manually in the **Expense » Process » Maintain Imported Expenses** screen or populate the same screen from a credit card ASCII file. These expenses are then posted as outstanding, and an employee must claim the expenses on expense reports or have the expenses show up on aging reports.

> At this time, the Credit Card feed the system accepts the AMEX KR1025 and Visa VISAVCF40 layouts.

Benefits

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

- Automates Reconciliation — The system will keep an up-to-date balance of outstanding expenses. This balance can be very helpful in reconciling company paid expenses.

- Employee Ease of User — When employees fill out their expense reports, they will be given list of expenses to claim. When they chose an expense, the system fills out many of the fields in the expense report automatically, thus making it easier for employees to enter expense reports.

- Better Accuracy — As mentioned earlier, this feature automatically fills out expenses.

- Greater Control — For any batch expense item loaded on an expense report, the system will not allow certain things, such as amounts, to be changed. This gives administrators the ability to force employees to record items correctly.

- Faster Expense Processing — Employee notification of outstanding expenses will speed expense report processing.

User-Directed Workflow

Overview

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

Business Rules

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

Benefits

The User-Defined Workflow feature provides the following benefits:

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

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

- It cuts down on the number of employee groups you may need to set up.

- It puts the responsibility on the employee to select the supervisor to perform the task.

Workflow

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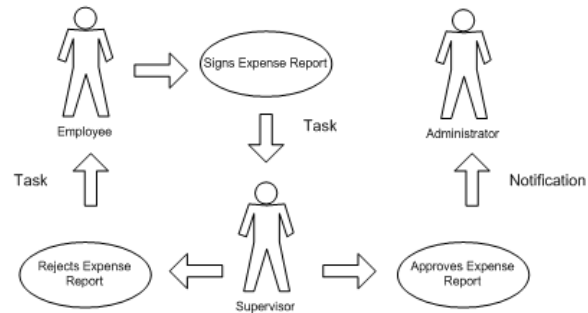
- Event — An event causes the system to initiate a workflow. In diagram above, the
  employee signing the expense report is the event.

- Task — A task is something that someone has to do after an event has occurred. In the
  diagram above, a task is created for the supervisor to either approve or reject the
  expense report. The next event occurs when the supervisor approves or rejects the
  expense report. This, in turn, results in other tasks or notifications.

- Notification — A notification is a message. A notification can arrive in the form of an e-
  mail or a system alert. If the supervisor in the diagram above approves the expense
  report, the administrator will receive a notification. Whether the administrator receives an
  e-mail or an alert depends on individual preference.

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

Workflow Settings

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

Expense Classes Settings

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

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

Event	Notification Options	Notes
ER Interim Signatures	Yes or No	Interim signatures take place when someone signs someone else's expense report. Most of the time, you will have the system create a task to have the employee replace the signature. You may want to make an exception to this if the employees in the expense class do not have access to the system and you are using the system for data entry for handwritten expense reports.
ER Approved	Yes or No	This option controls whether an employee is notified when an expense report is approved. If you select this option and an expense report requires two approvals, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
ER Revised	Yes or No	This option controls whether the employee receives a task and/or notification when an expense report is revised. The employee will be notified only for these revisions: ▪ Affects Expense Amount ▪ Affects Reimbursement ▪ Affects Charge Allocation
ER Rejected	Yes or No	This option controls whether an employee receives a task and/or notification when an expense report is rejected.
ER Paid	Yes or No	This option controls whether an employee is notified when a payment is made on an expense report. If you select this option and an expense report has two payments, the employee will be notified of each. Note that you cannot create a task for the employee for this event.

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

Event	Notification Options	Notes
EA Charge Approved	Yes or No	This option controls whether an employee is notified when a line level approval occurs. If you select this option and an expense authorization requires two approvals, the employee will be notified of each. Note that you cannot create a task for the employee for this event.
EA Charge Rejected	Yes or No	This option controls whether an employee is notified when a line level rejection occurs.
EA Attachment Attached	Yes or No	This option controls whether an employee is notified when an attachment is attached.
EA Attachment Recorded	Yes or No	This option controls whether an employee is notified when an attachment is recorded.
EA Attachment Approved	Yes or No	This option controls whether an employee is notified when an attachment is approved.
EA Attachment Rejected	Yes or No	This option controls whether an employee is notified when an attachment is rejected.
Advance Approved	Yes or No	This option controls whether an employee is notified when an advance is approved.
Advance Rejected	Yes or No	This option controls whether an employee is notified when an advance is rejected.
Advance Paid	Yes or No	This option controls whether an employee is notified when an advance is imported or added to the Maintain Advances screen.

Expense Report Type Settings

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

Task Section

- Task Type — This is the task that needs to be performed. The following is the list of available tasks:
  - Approve
  - Review
  - Attach
  - Record

- Level — Use this field to determine whether the task should be performed at the overall expense report level, at the charge level, or whether it is for an attachment task. The options available in the drop-down list vary by Task Type:

    - Overall — This option is available from the Level drop-down list if the Task Type is *Approve* or *Review*.

    - Charge — This option is available from the Level drop-down list if the Task Type is *Approve*.

    - Attachment — This option is available from the Level drop-down list if the Task Type is *Approve*, *Attach*, or *Record*.

- Order — This sequence number controls when the task must be performed in relation to the other tasks. Thus, all tasks with a sequence of 2 must be performed before tasks with a sequence of 3. The lists begins with 2, because 1 is reserved for the Submit task.

- Attachment — This field that enables you to select the type of attachment that must be attached for this task. The drop-down list displays the attachment types you created in the Attachments section of the **Administration ›› General Configuration** screen.

- Initial Priority — This option sets the initial priority for the tasks that a role needs to perform. See "MyDesktop" for details on how priorities work.

- Start Date — Click 📅 to select a start date for this expense report task.

- End Date — Click 📅 to select an end date for this expense report task.

- Retain Completed Task on Revision — This field is only enabled when the Task Type is **Attach**. When you select this check box, the task must be redone if the expense report is revised. Leave the check box clear if you do not want to enforce this requirement.

Role

- Primary Role — This is the functional role that should perform the task. Employees who have this role for an expense report are part of the workflow for expense report related tasks. Employees who have this role for charges on the expense report will be part of the workflow for the third task above, "Approve Expense Report."

- Backup Role — This is the role that will be notified if task is escalated. Escalation can be done via the Expense Report Status inquiry.

- User Directed Tasks — Select this if you wish the user to direct the approval process of this task.

- Include Backup Role in User Directed Task List — Select this if you want the backup roles to be included in the notifications.

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

Business Rule

- Rule — This field enables you to establish whether the task is required or optional. Select either **Required** or **Optional** from the drop-down menu.

- Edit — From the drop-down list select from the following options

    - None

- Error

- Warning

- Required for Export — Select this check box if the task is required for processing the expense report or expense authorization.

Criteria Section

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

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

Escalation Section

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

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

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

- Notify — Select the check box if you want to notify the individual responsible for the task when it is overdue. Whether the individual receives an e-mail or an alert is determined by the setting of the **Notification** check box in the Expense Classes screen.

Storing Workflow

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

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

- Task — The task that must be performed.

- Primary Role — The primary role responsible for the task.

- Backup Role — The backup role to which the task may be escalated.

- Order — The order in which the task needs to be completed.

- Due Date/Time — The date and time by which the task must be completed.

- Medium Priority Date/Time — When the task will be upgraded to medium priority.

- High Priority Date/Time — When the task will be upgraded to high priority.

- Complete Date/Time — When the task was completed.

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

- MyDesktop Tasks — MyDesktop is a workspace for each user. One part of MyDesktop is a section called MyTasks, which contains open tasks the user needs to perform. Information tracked in a task includes the following:

  - Task — The task that needs to be performed.

  - Expense Report — The expense report for which the task must be performed.

  - Expense Report Description — Description of the expense report.

- Role — The role for which the user must perform the task.

- Date/Time Received — When the task was received.

- Low Priority Date/Time — When the task moved to low priority.

- Medium Priority Date/Time — When the task moved to medium priority.

- High Priority Date/Time — When the task moved to high priority.

- As you can see, this is a complete to-do list for each user. You can easily view this data from MyDesktop.

> For further information, see the "MyDesktop" section in this guide.

- MyDesktop Alerts — MyDesktop is a workspace for each user. One part of MyDesktop is a section called MyAlerts, which is an inbox that contains messages generated by the system. As mentioned earlier, whether a user gets alerts or e-mail messages depends on his preference. Some of the information that is tracked in an alert includes the following:

  - Expense Report — The expense report for which the task must be performed.

  - Expense Report Description — A description of the expense report.

  - Date/Time Received — When the task was received.

  - Low Priority Date/Time — When the task moved to low priority.

  - Medium Priority Date/Time — When the task moved to medium priority.

  - High Priority Date/Time — When the task moved to high priority.

  - Comments/Notes — More detail notes about the alert. For example, the reason the supervisor rejected the expense report.

MyDesktop alerts provide an excellent notification method. However, the alerts can be seen only when a user is in the system and viewing MyDesktop.

- E-mail — Your e-mail system can store notifications if the user's preference is so configured.

> When available, a task is always preferable because it can spawn additional workflow. Alerts and e-mails are intended simply to notify someone that an event has occurred. Such an event could be letting the user know that a task is waiting, or it could be purely informational.

Example Workflow

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

Employee Preference

Most users prefer notification by e-mail.

Expense Class

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

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

Expense Report Types

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

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

Workflow Example

1. An employee creates an expense report and does not sign it.

   The system creates an expense report task for the employee to sign an expense report. Due, Medium, and High Priority dates are set. The expense report status is "Draft."

2. The employee signs the expense report. The expense report is for $2,500 and has an over-ceiling of $100. One of the charges has line level approval. The total amount allocated to that charge is $1,000. The charge has a functional role of Project Manager but does not have a role of Client. Line level approval is configured as required. One of the expenses requires a receipt.

   ▪ The system changes expense report status to "Signed." The system updates the sign task in the expense report.

   ▪ The system changes the expense report attachment status to "Pending."

   ▪ The system deletes any MyDesktop tasks for anyone to sign that specific expense report.

   ▪ Using the following criteria, the system determines which tasks should be created for the expense report:

- Attachments for receipts are required because the expense report amounts are in the range and one or more of the expenses requires receipts.

- Client approval is not required if there is no client associated with the charge that requires line level approval.

- Cost control manager approval is required because of the over-ceiling amount.

- Project Manager approval is required because the charge is the project manager, the expense amount is in the range, and line level approval is required.

- Division Manager approval is required because the expense report amount is in the range.

- Division VP approval is not required because no amounts are in the range.

- President approval is not required because no amounts are in the range.

- Receipts are required because at least one expense requires a receipt. The system determines that AP clerk recording of receipt attachments is appropriate.

- Next, the system finds out which tasks need to be done first. The system determines that workflow should be sent to the employee because receipts are required first (since this task has an order that is lower than other tasks).

- The employee prints the cover sheet, attaches receipts to it and faxes it to AP, and drops the originals in the mail.

- Next, the system finds out which tasks need to be done next. The system determines that workflow should be sent to the following:

  - Cost Control Manager — The system finds the employee's cost control manager by looking at employee groups where the employee is a member and where the role of cost control manger has been assigned to someone. The system sets due, medium priority, or high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails or alerts.

  - Project Manager — The system determines the charge's project manager by looking at project file. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails or alerts.

  - Next, the system updates all Record Receipts tasks. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has not been selected for this task, the system will not generate e-mails or alerts.

3. The cost control manager approves the expense report.

   - The system updates the expense report status to "Under Review" because some expense report tasks are not complete.

   - The system updates the expense report task with completion information.

   - The system deletes any MyDesktop tasks that require cost control managers to approve this specific expense report.

   - Because there is another task with same order number that requires line level approval, the system does not initiate any more workflow.

4. The project manager approves the charge allocation.

- The system updates the expense report status to "Under Review" because there are incomplete approvals in the expense report tasks.

- The system updates the expense report task with completion information.

- The system deletes any MyDesktop tasks that require project managers to approve this specific charge on this specific expense report.

- Since no more approvals need to be completed for the task order number, the system checks to find out which tasks need to be done next. The system determines that workflow should be sent to the following:

  - Division Manager — The system finds the employee's division manager by looking at employee groups where the employee is a member and where the role of Division Manager has been assigned to someone. The system sets due, medium priority, and high priority to the expense report task and creates desktop tasks. Since the notify option has been selected for this task, the system will generate e-mails or alerts.

5. The AP clerk receives the expense report receipts via mail and records them.

- The system updates the expense report receipt status to "Received."

- The system updates the expense report task with completion information.

- The system deletes any MyDesktop tasks that require AP clerks to record receipts on this specific expense report.

- The system sends an e-mail to the employee notifying him that receipts have been recorded. This occurs only if the employee's expense class is so configured and e-mail is his preference.

6. The division manager approves the expense report.

- The system updates the expense report status to "Approved" because there are no incomplete approvals in the expense report tasks.

- The system updates the expense report task with completion information.

- The system deletes any MyDesktop tasks that require the Project Managers to approve this specific charge on this specific expense report.

7. The accounts payable system processes the voucher and cuts a check to the employee. This information is included in the scheduled download of master file information. The expense report system is configured to upload information on schedule and pick up payment information.

- The system updates the expense report with payment information.

- The system sends an e-mail to the employee notifying him that payment has been made. This occurs only if the employee's expense class is so configured and e-mail is his preference.

Alternate Scenarios

The Workflow Example describes what happens if an expense report is correct and everyone does his job. In the following three scenarios, things end up different:

1. Line level approval is optional instead of required — As soon as the cost control manager approves the expense report, the system determines the next level of approvals that need to occur. The project manager task stays open, but the system

does not hold up the approval process because of it. If the project manager does not approve the expense report before the last level of approval is complete, the system will change the expense report to an "Approved" status. The Project Manager had the opportunity to approve the expense report, but did not respond. However, if the expense report has not been exported, the project manager can still approve or even reject the expense report.

2. Division VP Rejects Expense Report — When this occurs, the system does the following:

    ▪   Updates the expense report status to "Rejected."

    ▪   Gives the employee a task to review the expense report. This happens because the employee's expense class was configured for it.

    ▪   Sends the employee an e-mail if notification has been selected for the employees' expense class and the employee prefers notification by e-mail.

    ▪   E-mails the project manager to notify him that the expense report was rejected because the expense report task says the project manager has completed the task. The system sends an e-mail if that is the Project Manager's preference.

    ▪   E-mails the cost control manager to notify him that the expense report was rejected because the expense report task says the cost control manager has completed the task. The system sends an e-mail if that is cost control manager's preference.

    ▪   Removes any outstanding desktop tasks for any role except employee because the expense report needs to be corrected and resigned.

    ▪   Removes all expense report tasks for this expense report because the expense report needs to be corrected and resigned.

3. Charge has Client defined — In this scenario, the client role is given a task and is notified via e-mail that approval is needed. The client role receives the e-mail because the charge has an over-ceiling amount within the range. The system configuration determines whether the approval is required or optional.

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

▪   Approvals and Reviews are available for Advances in addition to the overall Expense Authorization.

▪   There are no tasks related to receipts, but there may be tasks related to other types of attachments.

MyDesktop
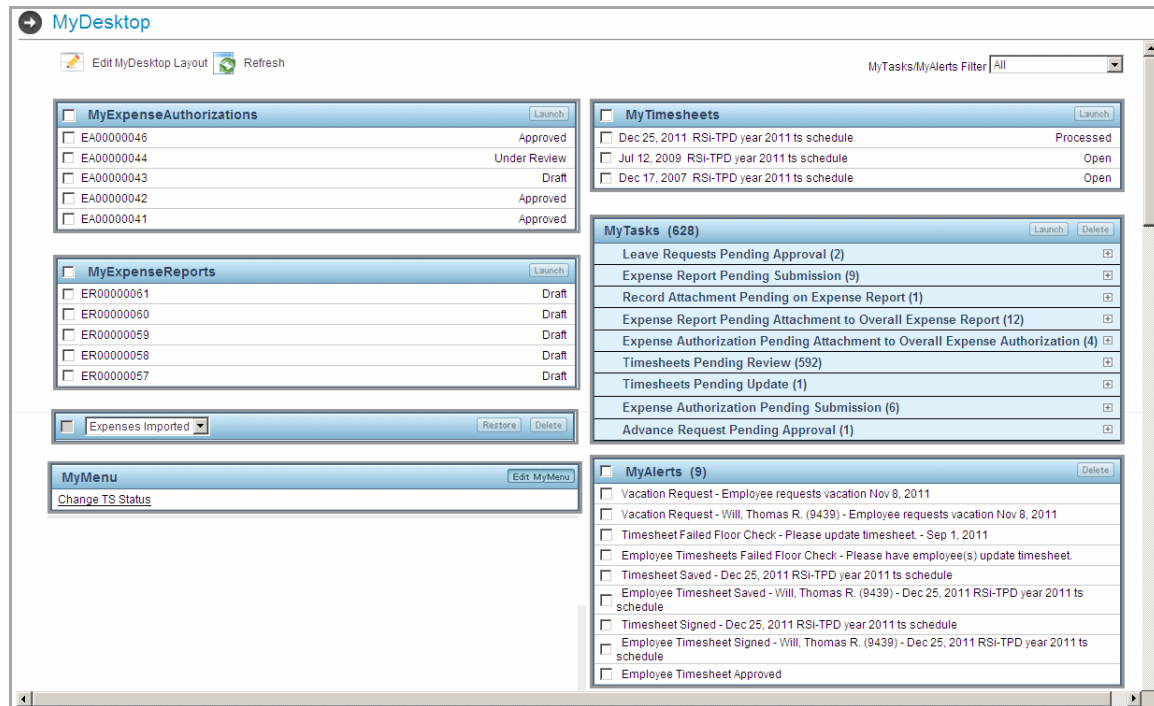
You can use MyDesktop to perform your tasks, see your alerts, and quickly move to anywhere in the system. The sections of the desktop are as follows:

- Delegation – The Delegation button will display with the current status (Active or Inactive) of delegation. Note, whether this is displayed depends on the user's Security Role.

- My Tasks/My Alerts Filter – This dropdown allows the user to filter the tasks and alerts displayed on the desktop based on the Functional Roles.

- MyTasks — This inbox displays the current workflow tasks that you need to perform. It is grouped by task. Select which ones you want to perform and then select Launch to bring them up. For example, there may be three expense reports awaiting approval. You can select all the expense reports and then select Launch. The expense report application will open with the three expense reports selected. Each line displays details about the task, such as a task description, the name of the employee assigned to the task, and where appropriate, an amount.

- MyAlerts — This is an inbox for the alerts created by the workflow. You can read and delete the alerts.

- MyExpense Reports — This section contains a list of your expense reports and their status. In the Preferences screen, you can determine how many expense reports appear. MyExpense Reports will display only if you are licensed for Deltek Expense.

- MyTimesheets — This section contains a list of your timesheets and their status. In the Preferences screen, you can determine how many timesheets appear. MyTimesheets will display only if you are licensed for Deltek Time.

- MyExpenseAuthorizations — This section contains a list of your expense authorizations and their statuses. In the Preferences screen, you can determine how many expense authorizations appear. MyExpenseAuthorizations will appear only if a user is licensed for

Deltek Expense and the system is licensed for the Expense Authorizations add-on. Expense authorizations deleted from your desktop can be restored by a system administrator.

- MyMenu — This is a personalized menu that you can customize.

- MyOutstandingExpenses — This section contains a list of your outstanding expenses. As you claim the expenses in the Expense Report screen, they are deleted here. You can delete personal expenses here (but NOT company-paid expenses). Expense reports deleted from your desktop can be restored by a system administrator.

- MyOutstandingAdvances — This section contains a list of your outstanding advances. As you claim the advances in the Expense Report screen, they are deleted here.

In the Preferences screen, you decide whether the splash, Desktop, Timesheet, Expense Report, or Expense Authorization screen displays after you log on.

3

Implementation

Overview

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

There are many ways to implement a software package. The following exemplifies a framework for the implementation phases:
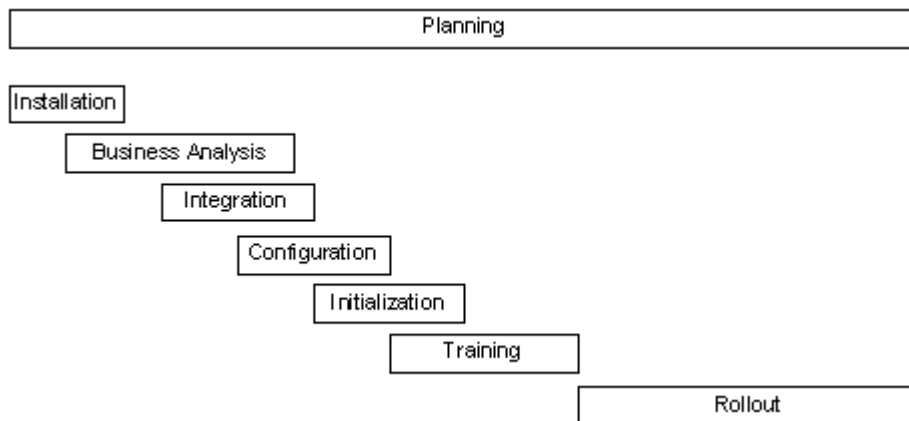
Although the phases are generally in the order in which they occur, portions of them will reoccur throughout the implementation project. The length of time spent on each can vary. The remainder of this section provides hints for each of the phases.

Planning

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

Organizational Factors

- Single vs. Multiple Location — Multiple locations affect such things as user access, user training, and system rollout.

- Centralized vs. Decentralized — Decentralized organizations usually require more administrators who spend less time in the system, and this can affect the training and rollout phases.

- Commercial vs. Government — The business rules can differ drastically between these two sectors. You need to understand your sector and how it affects expense reports.

- Single vs. Multiple Expense Report Types — If you plan to use multiple expense report types, you must decide early whether you are going to phase in all types at the same time or phase them in individually.

Personnel Factors

- White Collar vs. Blue Collar — The familiarity with and access to computers can drastically change the training and rollout phases.

- Computer Access vs. No Computer Access — Lack of computer access may require you to train more administrators to enter expense reports on the behalf of the employees.

- Fixed Location vs. Varying Location — Employees that change location affect how the system is implemented on your network.

- Full-time vs. Part-time — A training program is particularly important if you have a lot of cyclical part-time employees.

Create Implementation Team

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

- One or more members from the accounting and accounts payable staff who clearly understand the policies and procedures of your current expense report process. They should understand how expense report transactions work in your accounting system.

- A member of your management staff who can clarify your goals and requirements from a management perspective.

- One or more members of your IT staff who are familiar with the hardware used within your organization and with your network.

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

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

Prepare Background Information

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

- Location — Compile a list of employees by location. This affects the rollout plans.

- Type (Employee, Supervisor, etc.) — Identify the types of users. A rough count of each type is useful.

- Language — Determine whether you need to support multiple languages and, if so, how they are distributed within locations. Multiple languages can affect the rollout plans.

- Network Access — Identify the type of access required by the users. This will be LAN, WAN, intranet, Internet, Dial-In, etc.

- Hardware — Establish profiles of the common hardware end-users have. Make a note of any organizational standards, such as OS and browser.

- Desired Live Date — Determine the date by which you want the system to be live. You can work backwards from this date to plan the milestones. This date, in conjunction with locations, can help determine rollout plans.

- Expense Report Types — Identify the types of expense reports you use. Physical copies of the forms are useful.

Initial Consultant Kick-Off Meeting

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

- Set dates for future consulting visits and discuss what is expected from them.

- Discuss organization's financial/accounts payable systems, their data requirements, and how they relate to Deltek Time.

- Prioritize goals for implementation

- Discuss current expense report policies.

- Clarify the concepts.

- Discuss status of hardware/software installation.

> We recommend that all members of your implementation team read this Getting Started Guide and discuss some of the concepts before this meeting.

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

Installation

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

- Database (Database Server)
- Application Logic (Application Server)
- GUI (Web Server)
- Reports (Report Server)

These four components can run on one computer or on separate computers. Depending on organizational size, more than one application and/or web server may be required. The software required is as follows:

- Supported RDBS — For the Database Server
- BEA Weblogic® and Deltek Time & Expense software — For the Application Server
- Support Web Server software and Deltek Time & Expense software — For the Web Server
- Supported OS and web browser and Adobe® Acrobat® reader for report viewing and printing — For the Workstation

Business Analysis

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

Data Requirements

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

Interfaces

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

Expense Process

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

Charging

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

Organization

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

Reporting

- What are your reporting requirements?

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

Integration

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

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

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

The Deltek Time & Expense with ESS Technical Guide has a detailed overview of the interfacing options within the product.

Currently, GCS Premier uses batch-based XML files as the interface. Please see Appendix B on the existing interface with GCS Premier and the Deltek Time & Expense with ESS Technical Guide on the interface configuration within Deltek Time & Expense with ESS.

Currently, Costpoint uses batch-based ASCII files as the default interface. Please see Appendix A on the existing interface with Costpoint and the Deltek Time & Expense with ESS Technical Guide on the interface configuration within Deltek Time & Expense with ESS.

Configuration

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

☐ Step 1 — Log in to System

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

- Login ID: INSTALL
- Password: password
- Domain: The name assigned during installation

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

> Please write down the changed password. This information is not available in the system.

☐ Step 2 — General Configuration (Administration » Product Configuration)

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

- Password Settings
- Row Settings
- Time Zone Settings
- UDT Options
- UDT Linking Settings
- UDT Abbreviation Settings
- User-Defined Field Labels
- Miscellaneous Options
- Charge Lookup Options
- For each additional language, set the following values:
    - UDT labels
    - User-Defined Field Labels

The settings that you will need to configure later are:

- Default Options

> This screen is already configured for existing Deltek Time users.

☐ Step 3 — Log out and log back into system.

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

☐ Step 4 — Expense Configuration (Expense » Settings » Expense Configuration)

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

UDT Options Tab

- For each additional language, set the following values:
  - Signature text
  - Approval text
- Aging Column Settings

Export Options Tab

- Decide which of the UDTs you are going to export.
- Select a layout for your export.
- Select your Company Due options.

Miscellaneous Tab

- General Options
- Expense Authorization Settings
- Receipt Imaging Settings

The settings that you will need to configure later are:

- Default Options

☐ Step 5 — Log out and log back into system.

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

☐ Step 6 — Currencies (Expense » Expense Settings » Currencies)

The system supports multicurrency transactions. If you require multicurrency transactions, you use this table to add or activate your currencies. The system comes preloaded with currency

codes. Select the **Use** checkbox for any currencies you support. You should select only the ones that you are most likely to use; if you make a lot of selections, users have a larger drop-down box from which to select when filling out an expense report.

> Even though GCS Premier does not support multicurrency, you can configure Deltek Expense to support it. Deltek Expense can capture transactions in any currency, but will export to GCS Premier only in dollars (USD).

> You must configure Costpoint for multicurrency in order to support multicurrency in Deltek Expense.

☐ Step 7 — UDT01 Types (Administration » Master Data » UDT01 Types)

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

> Existing Time Collection 4 clients can convert this data if desired. Please talk to your Deltek consultant for data conversion options.

> If you are running Deltek Expense but do not have Deltek Time, be aware that several fields in this screen apply only to Deltek Time. They are as follows:
> - Daily Min Hours
> - Daily Max Hours
> - Utilization Codes
> - Billable
> - Future
> - Export
> - Counts Towards Overtime
> - Time In/Out
> - Start/Stop Times
> - Prorate

UDT01 types are Account Types for typical GCS Premier implementations. The standard account types are as follows:

- A — Asset (Advance Accounts)
- B — Liability (Payable Accounts)
- C — Contract
- I — Indirect Expense
- P — Bid & Proposal
- R — IR& D
- W — Work in Process

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

- A — Advance
- AP — Accounts Payable
- IE — Indirect Expense
- D — Direct Expense

❑ Step 8 — Employee Group Types (Administration» Product Configuration » Employee Group Types)

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

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

- GCSDIV — Division
- GCSDEPT — Department
- GCSOBS — OBS
- GCSPVSR — Supervisor
- GCSLOC — Locator Code
- GCSLOC1 — Locater Code 1
- GCSLOC2 — Locater Code 2
- GCSLOC3 — Locater Code 3
- GCSLOC4 — Locater Code 4
- GCSLOC5 — Locater Code 5
- GCSSFX — Default Suffix
- GCSLABCAT — Labor Category

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

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

- DELTEKS — Supervisor
- DELTEKO# — Organization, where # indicates level number. Thus, if you have a three-level organization, you need to have group types "DELTEKO1," "DELTEKO2," and "DELTEKO3."
- DELTEKM — Manager
- DELTEKC — Company

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

☐ Step 9 — Security Roles (Administration » Users & Groups » Security Roles)

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

- EMPL — Employee
- SUPER — Supervisor
- ADMIN — Administrator

You do not necessarily need different roles for Deltek Time and Deltek Expense. For example, if you grant a role access to the Timesheet screen and that user does not have a license for Deltek Time, the screen will not display. Many larger users with both Time & Expense, however, find it helpful to have an Administrator Security Role for Time, and one for Expense. Existing Time Collection 4 clients can convert this data if desired. Please talk to your Deltek consultant for data conversion options.

☐ Step 10 — Functional Roles (Administration » Users & Groups » Functional Roles)

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

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

> The system comes pre-loaded with the following functional roles:
>
> - SPSVR — Primary Supervisor
> - BSPVSR — Backup Supervisor
> - PADMIN — Primary Administrator
> - BADMIN — Backup Administrator
>
> Please note that it may be necessary to review and adjust the rights and permissions.

☐ Step 11 — M&IE Breakdown (Expense » Settings » M&IE Breakdown)

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

☐ Step 12 — Providers (Expense » Settings» Providers)

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

☐ Step 13 — Expense Charge Types (Expense » Settings » Charge Types)

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

> Set up charge types based on the number of suffixes and transaction numbers that you have.
>
> Examples of Charge Types are:
>
> - Car Rental
> - Hotel
> - G&A Travel

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

Examples of Charge Types are:

- Direct Car Rental
- Direct Hotel
- Overhead Hotel

☐ Step 14 — Pay Methods (Expense » Settings » Pay Methods)

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

☐ Step 15 — Currency Schedules (Expense » Settings » Currency Schedules)

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

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

☐ Step 16 — Per Diem Schedules (Expense » Settings » Per Diem Schedules)

Create required per diem schedules.

You create the schedule and its description here. You import the per diem schedules from an ASCII file in a later step. See the "Import ASCII Layouts" chapter in the Deltek Time & Expense with ESS Technical Guide.

☐ Step 17 — Tax Schedules (Expense » Settings » Tax Schedules)

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

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

☐ Step 18 — Expense Types (Expense » Settings » Expense Types)

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

- Wizard Type

- General Options

- Input Options

- Description Options

- User-Defined Values

- Rates/Ceilings for Non Per Diem Expenses (Unless 2 Tier Ceiling)

- Associate Charge Types

- Assign/Validate User-Defined values (if appropriate)

- Assign Lodging Other Expenses (you may need to wait until those expense types have been created)

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

- Associate Providers (if applicable)

- Associate Pay Methods

- For each additional language, set the following values:

  - Over Ceiling Text in the Basic Information Tab

□ Step 19 — Expense Report Types (Expense » Settings » Expense Report Types)

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

- General Options

- Create Expense Categories

- Associate Expense Categories

- Associate Expense Types

- Create Workflow Tasks for Expense Reports and Expense Authorizations

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

- For each additional language, set the following values:

  - Expense Category Descriptions

□ Step 20 — Employee Expense Classes (Expense » Settings » Expense Classes)

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

- Create the required expense classes.

- Select the Workflow settings.

- Select the Void Options

- Associate valid expense report types.

- Associate valid pay methods

Each employee is assigned an expense class in the Employee Time & Expense screen in the Payroll module. However, if you need only one expense class because you do not need different rules based on type of employee, you can set up an expense class in this screen. You then need to set the default expense class in the Configuration\Expense screen, and you do NOT need to assign expense classes in GCS Premier. If you do need more than one expense class, remember that the field in GCS Premier is not validated. This means you MUST make sure the expense class code is exact and UPPERCASE.

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

☐ Step 21 — Expense Batch Types (Expense» Settings» Batch Types)

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

- General Options
- Defaults
- Import Options
- Ghost Cards

☐ Step 22 — General Configuration (Administration » Product Configuration » General Configuration)

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

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

☐ Step 23 — Expense Configuration (Expense » Settings » Expense Configuration/Miscellaneous Tab)

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

- Default Expense Class

☐ Step 24 — Add Administrator Login (Administration » Users & Groups » Employee Information)

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

- Add "ADMIN" employee.
  - Grant password.
  - Assign employee to a security role that has access to the entire system.
  - Grant user access to Deltek Expense (For the "ADMIN" employee, a Transaction License is preferred).

> ⚠ You must remember your login ID and government ID.

☐ Step 25 — Log out

Log out of system

☐ Step 26 — Test Login

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

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

☐ Step 27 — Delete Install Login (Administration » Users & Groups » Employee Information)

Delete Install employee.

> 📋 It is important that you delete this employee. It represents a security weakness if it remains in the system.

> 📋 We recommend that you make a backup of the database at this time.

Initialization

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

☐ Step 1 — Configure Import

Before you initialize the tables with data, you must configure the following import options on your Weblogic Console:

- On your Weblogic Console, go to DeltekTE/Domains. Click on the domain that you are using. Login with the Database ID & PW
  - Define Export, Import & Trash locations
  - Please note that if you are using Workflow, this screen is where you configure your E-mail settings.

☐ Step 2 — Extract data from source systems

Extract data from your source financial/payroll systems.

GCSP	See Appendix B at the end of this guide.

CP	See Appendix A at the end of this guide.

☐ Step 3 — Create Currency Schedule ASCII

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

☐ Step 4 — Get Per Diem Schedules

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

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

☐ Step 5 — Initial Import (Administration » Process » Import Console)

- Select the import Source
- Execute the Import on Demand option.
- Review and correct any errors.
- Adjust interface or configuration if appropriate.

☐ Step 6 — Scheduling (Administration » Process» Scheduling)

Set up scheduled import options, if needed.

☐ Step 7 — Manually enter UDTs (Administration » Master Data)

Add UDT values where needed.

☐ Step 8 — Expense Charge Types (Expense » Settings» Charge Types)

Associate UDT default overrides with Charge Types that were set up in Step 12 of the "Configuration" section.

GCSP	The charge types for GCS center on the suffix and transaction codes for contract-related charges. For non-contract-related charges, they relate to accounts and/or departments. See the "Concepts" chapter of this guide for further information.

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

☐ Step 9 — Pay Methods (Expense» Settings » Pay Methods)

Assign UDTs to pay methods.

☐ Step 10 — Tax Schedules (Expense » Settings » Tax Schedules)

Add entries to Tax Rate table.

☐ Step 11 — Employee Groups (Administration » Users & Groups » Employee Groups)

- If employee groups were imported:
  - Add additional groups as needed.
  - Add additional supervisors/administrators, if needed.

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

☐ Step 11 — Charge Trees (Administration » Master Data » Charge Trees)

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

You can create the following charge trees when using the GCS Premier Download to Deltek Time interface application:

Direct:

- Division
- Contract Type

You must first determine from where the Charge Tree comes. The valid options are as follows:

- Division
- Contract Type

Then you must select the top-level branches. The valid options are as follows:

- Division
- Contract Type

OR

- Contract (Top Level)

If contract is not the top-level branch, it will be the next level.

Indirect:

Indirect Accounts are currently hard coded in this version as follows:

- Charge Tree — Division
- Top-level Branch — Account Top Level

If you want to organize your indirect accounts differently, you can configure GCS Premier not to create charge trees by account and manually add them to Deltek Expense.

If you are running Costpoint version 4 or greater, you can create the following charge trees using the Costpoint Export Data to Deltek Time and Expense application:

- Home Org
- Client
- Project Account Group
- Project Classification

If you are running Costpoint version 5 or greater, you can create the following charge trees using the Costpoint Export Data to Deltek Time and Expense application:

- Home Org
- Client
- Project Account Group
- Project Classification
- Company ID

You must first determine from where the Charge Tree comes. The valid options are as follows:

- Home Org
- Client
- Project Account Group
- Project Classification
- Company ID

Then you must select the top-level branches. The valid options are as follows:

- Home Org
- Client
- Project Account Group
- Project Classification

OR

- Project (Top Level)

If project is not the top-level branch, it is the next level. You must decide whether the project structure will be extended below the top level. If you select this option, branches below the project level are based on the project structure. If you do not select this option, all project charges for a specific top-level project are charges within the project's top-level branch.

If you do not use indirect projects, you will need to add indirect charges manually within Deltek Expense.

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

☐ Step 12 — Grant Employee Access (Adminisration » Users & Groups » Employee Information)

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

> If employee already has a password and a role, you need only to grant them a license.

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

Training

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

Manuals

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

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

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

Procedural Checklists

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

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

Quick Reference Guide

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

On-Line Help

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

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

Training Classes

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

> Training classes should be hands-on, if possible. You can use the production database or a special training database. See the Deltek Time & Expense with ESS Technical Guide for information on setting up different domains.
>
> If possible, conduct your training just before users begin using the system. Training should recur throughout the rollout schedule as new employees are introduced to the system.

Rollout

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

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

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

Pilot Recommendations

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

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

Rollout Recommendations

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

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

- Frequency — The rollout phases should conform to your accounting periods.

- Data Completeness — Because some of your employees will still be creating manual expense reports, it is important to have a complete set of source documents and data. There are two ways to handle this issue:

  - Require employees to print expense reports and submit paper expense reports during rollout.

  - Enter manual expense reports into the system and have employees sign off on those expense reports later.

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

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

Appendices

Appendix A — Costpoint Interface

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

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

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

Expense reports are exported on demand. Once expense reports are approved or approved with receipts, an administrator can select the expense reports for export.

This export process creates an ASCII file containing the expense report data.

Costpoint's expense report import process validates and updates the Costpoint database with the expense report data. If any rejections occur, the system creates an ASCII file containing the rejections. The file is processed in the same way as the "Master Data." The appropriate expense reports are updated and users notified to correct expense reports.
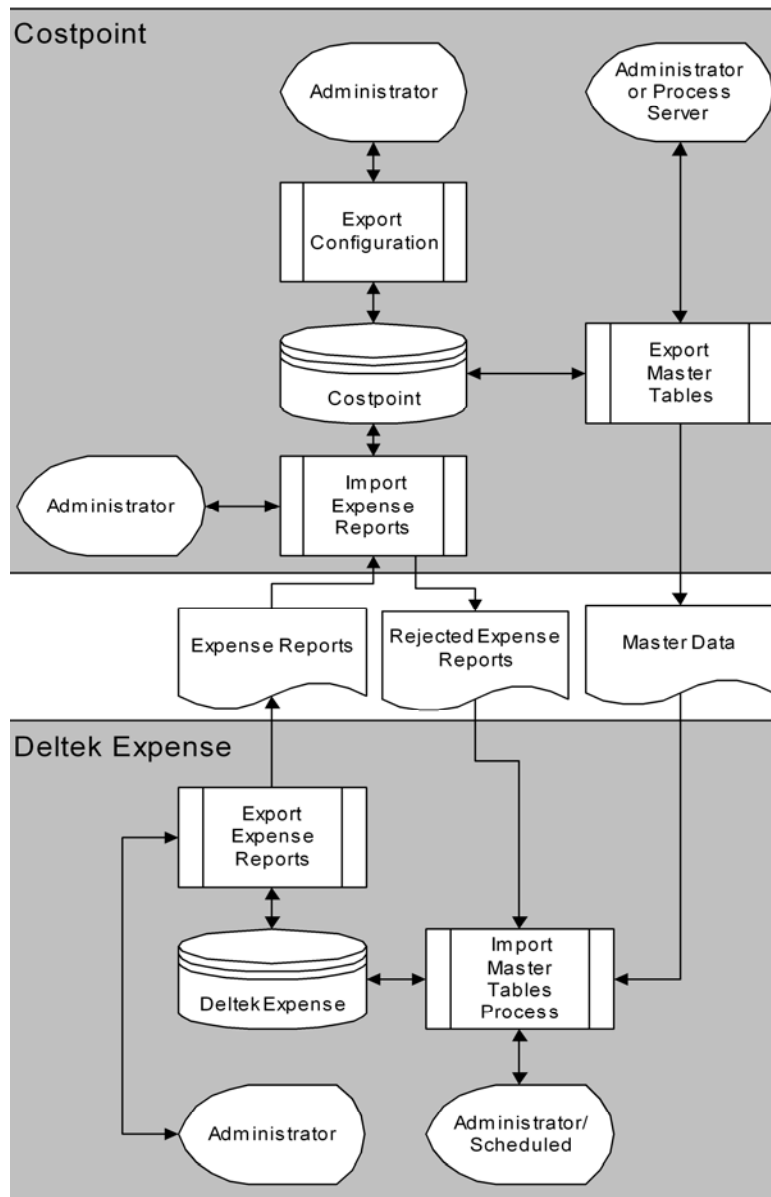
> You can find detailed documentation on the Costpoint portion of the interface in the appropriate Costpoint manuals. Important sections include: Configure Labor Settings, Manage Employee Salary Information, Manage Accounts, Manage Project User Flow, and Import Timeshets from Deltek Time and Expense. See the Deltek Expense/Costpoint Interface documentation for more information.
>
> You can also find detailed documentation on the Deltek Expense portion of the interface in the Deltek Time & Expense with ESS Technical Guide and in the online help.

Costpoint Screens

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

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

| Screen	Location	Notes
Configure TE Suspense Settings	Accounting/Accounts Payable/Accounts Payable Interfaces	Use this screen to define suspense and default logic for the expense report import in Deltek Costpoint.
Import TE Expenses/Advances	Accounting/Accounts Payable/Accounts Payable Interfaces	Use this screen to import expense reports that were exported from Deltek Expense.

Appendix B — GCS Premier Interface

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

You can use the Export Configuration screen in the ET * Time Collection tab in System Interfaces in GCS Premier to configure the export. The export process uses your configuration settings to extract the "master data" and save it in the form of ASCII files for pickup by Deltek Expense. You can perform this extraction on demand or schedule it via the batch manager.

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

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

The GCS Premier expense report import process validates and updates the GCS Premier database with the expense report data.
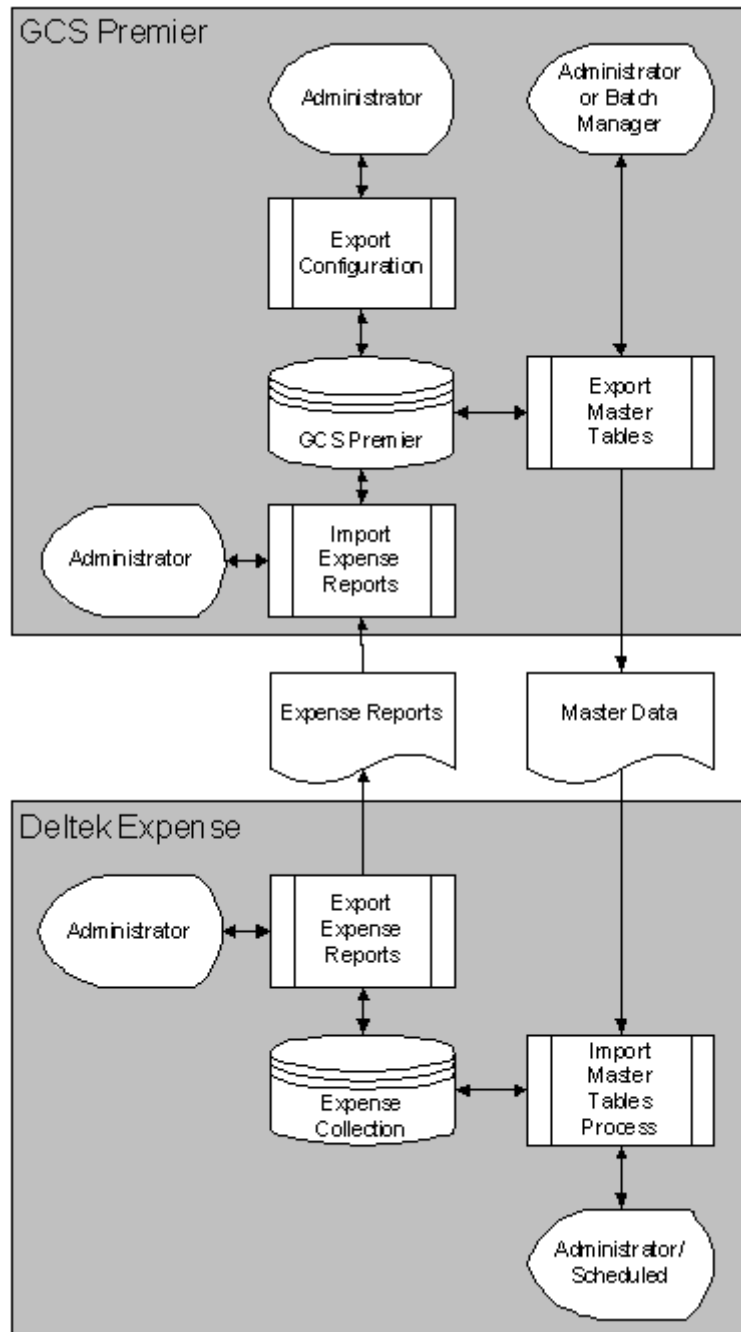
> You can find detailed documentation on the GCS Premier portion of the interface in the appropriate GCS Premier/System1 manuals. Important sections include: Export Configuration and Import Expense Reports.
>
> You can also find detailed documentation on the Deltek Expense portion of the interface in the Deltek Time & Expense with ESS Technical Guide and in the online help.

TE Download Configuration File

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

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

Setting	Notes	Type
Field Mapping - Work Schedule	This setting indicates whether the *Work Schedule* field in the Employee Time and Expense screen will be downloaded to Deltek Time\Expense\Self Service. If this is checkbox is not selected, the system will download blanks and Deltek Time\Expense\Self Service will use the default as configured.	Time
Field Mapping - Date 1	This setting controls the value downloaded to the first user-defined date field in the Deltek Time\Expense\Self Service employee master file. The valid values are as follows: • Blank • Birth Date • Adjusted Hire Date • Last Review • Next Review • Termination Date • Seniority Date • TE Date* * From the Employee Time and Expense screen.	Time & Expense
Field Mapping - Date 2	This setting controls the value downloaded to the second *User-Defined Date* field in the Deltek Time\Expense\Self Service employee master file. The valid values are as follows: • Blank • Birth Date • Adjusted Hire Date • Last Review • Next Review • Termination Date • Seniority Date • TE Date* * From the Employee Time and Expense screen.	Time & Expense

Setting	Notes	Type
Field Mapping - Date 3	This setting controls the value downloaded to the third user-defined date field in the Deltek Time\Expense\Self Service employee master file. The valid values are as follows: • Blank • Birth Date • Adjusted Hire Date • Last Review • Next Review • Termination Date • Seniority Date • TE Date* * From the Employee Time and Expense screen.	Time & Expense
Field Mapping - TS Schedule	This setting controls the value downloaded to the employee's timesheet schedule in the Deltek Time\Expense\Self Service employee history file. The valid values are as follows: • Blank • Pay Frequency • TE TS Schedule* * From the Employee Time and Expense screen.	Time
Field Mapping - Supervisor	This setting controls where GCS Premier gets the employee's primary supervisor if employee groups are created by supervisor. • Blank • Supervisor (Non Validated) • TE Supervisor* * From the Employee Time and Expense screen (Validated).	Time & Expense
Field Mapping - Vendor ID	This setting controls where GCS Premier gets the employee vendor ID. • Blank • Empl ID (Same as) • TE Vendor ID* * From the Employee Time and Expense Screen (Validated).	Expense

Setting	Notes	Type
Download Default	These settings control whether a default value is downloaded for each employee for each of the following: • Department • Reference 1 • Reference 2 • Labor Category • Trade Code • Suffix • Pay Type	Time & Expense
Create Employee Groups By	These settings control whether employee groups are created and downloaded based on the following data in GCS Premier. • Division • Department • OBS • Supervisor • Locator Code • Locator 1 — 5 • Suffix • Labor Category	Time
Master Table Options - Download	These settings control which GCS Premier data is downloaded to the UDT tables in Deltek Time\Expense\Self Service. It also controls which suffixes are downloaded.	Time & Expense
Master Table Options - Miscellaneous - Account Types	This setting controls whether accounts downloaded from GCS Premier are assigned the GCS Premier account type. If this is checkbox is not selected, the system will download blanks and Deltek Time\Expense\Self Service will use the default as configured.	Time & Expense
Master Table Options - Miscellaneous - Labor Rates	This setting controls whether employees downloaded from GCS Premier will have labor rates assigned.	Time
Master Table Options - Miscellaneous - Leave	This setting controls whether employee leave balances are downloaded from GCS Premier.	Time
Charge Tree Options	Theses settings control how charge trees are created and downloaded to Deltek Time\Expense\Self Service.	Time & Expense

Setting	Notes	Type
Export Options - Export Directory	This controls in the directory in which the download creates the XML.	Time & Expense

Employee Time & Expense

Use this GCS Premier screen to assign values to employees. You will later use these values when you select employees for downloading. You can also supply some of the details that will download for the employee. Every employee that you plan to download must have a record. The table below breaks out the fields.

Setting	Notes	Type
Vendor	This system will download this employee's vendor ID if Export Configuration is so set.	Expense
Supervisor	This system will download this employee's supervisor ID if Export Configuration is so set.	Time & Expense
Code 1	This system will download this user-defined code 1 if Export Configuration is so set.	Time & Expense
Code 2	This system will download this user-defined code 2 if Export Configuration is so set.	Time & Expense
Code 3	This system will download this user-defined code 3 if Export Configuration is so set.	Time & Expense
Expense Class	This system will download this employee's expense class if Export Configuration is so set.	Expense

Setting	Notes	Type
TS Class	This system will download this employee's timesheet class if Export Configuration is so set.	Time
TS Schedule	This system will download this employee's timesheet schedule if Export Configuration is so set.	Time
Work Schedule	This system will download this employee's work schedule if Export Configuration is so set.	Time
Date 1	This system will download this user-defined date 1 if Export Configuration is so set.	Time & Expense
Date 2	This system will download this user-defined date 2 if Export Configuration is so set.	Time & Expense
Date 3	This system will download this user-defined date 3 if Export Configuration is so set.	Time & Expense

Export Master Tables

This screen extracts the GCS Premier data in accordance with the export configuration and creates XML files in the appropriate export directory where then can be imported by Deltek Time\Expense\Self Service.

> You can initiate this process from this screen or via the batch manager. See the GCS Premier documentation for further details.

Import Expense Report

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

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

Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

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