

Deltek Time & Expense™ Version 10.0

General Availability Release Notes

December 2, 2019

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Overview

Welcome to Deltek Time & Expense Version 10.0 Release Notes.

For the version 10.0 release, Deltek Time & Expense has been fully integrated into the Costpoint framework and interface. Time & Expense displays as its own domain within Costpoint. Although it has been ported into Costpoint, all the basic program functionality is unchanged.

If your installation of Time & Expense is co-deployed with Costpoint, Time & Expense displays as a new domain in the left navigation pane. Depending on your role, you may already be familiar with the navigation, toolbars, and basic screen functionality of Costpoint. Please see the *Deltek Costpoint 7.1.1 Deployment Options Technical Overview*.

If you did not previously have a Costpoint installation or, if you only used Time & Expense to enter timesheets and expense reports, you should acquaint yourself with the new interface before using version 10.0.

See “Available Documentation for this Release” on page 2 for a complete list of the training documentation available with this release.

Post-Installation Configuration

Following the successful installation of Time & Expense 10.0, there are additional configuration tasks which must be completed prior to first use.

See the *Deltek Time & Expense 10.0 Post-Installation Configuration Guide* for more information.

Available Documentation for this Release

This section describes all the documentation available for this release.

Documentation in this section is broken down by category, as follows:

- **User Basics Documentation** – Guides and documents listed in this section are intended for all users who are unfamiliar with the Costpoint interface.
- **Technical Documentation** - Guides and documents listed in this section are intended for Time & Expense administrators.

User Basics Documentation

Getting Started Guide with the Interface and User Basics

The *Deltek Costpoint Interface Getting Started Guide* contains updated information about the Costpoint interface and application functions, with tips for navigating through Costpoint.

Use this guide as a starting point for learning about the Costpoint interface. There are many notable differences between version 10.0 and earlier versions of Time & Expense, because the application now resides within the Costpoint framework. Costpoint was previously used in conjunction with Time & Expense, but they were separate applications with distinct interfaces.

Before you begin using the version 10.0 screens, you should first familiarize yourself with the interface basics. The table below describes key areas of the guide.

Document Name	Description
Global Menu and Toolbars	<p>The Global Menu provides easy access to commonly used functions, so you can carry out your tasks quickly and efficiently. Each menu item drills down to reveal options that are applicable to an open application/task or active window.</p> <p>Use the items in the Toolbar Menu to save work to the database, clone records, refresh the current application, manage printing tasks, and many other functions.</p> <p>To learn more about the Global Menu and Toolbar, see page 6 of the <i>Deltek Costpoint Interface Getting Started Guide</i>.</p>
Domains and Modules	<p>Costpoint is organized into five program areas, or domains. The Navigation screen displays these domains in the stack on the left side. These domains are further categorized in a series of three panes. Starting from left to right, you can navigate from the highest-level program domain down to the desired application.</p> <p>Each domain in Deltek Costpoint is subdivided into modules, which are displayed on the left pane next to the domain list. When you select</p>

Document Name	Description
	<p>a module, the list of application groups displays on the second pane.</p> <p>You only see those domains, modules, and applications to which you have access rights. If you have questions concerning access/permissions, please contact your administrator.</p>
Ease of Access Features	<p>Costpoint has a Lookup and Autocomplete feature that makes it easy for you to create new records and find the data that you need.</p>
User Preference Functions	<p>Costpoint has a Change Default Period feature which you can use to change your default fiscal year, period, and subperiod for the current module. It also has a Maintain My Menu feature which you can use to create a custom user menu for quick access to your most frequently used screens, including the Manage My Desktop screen.</p>

Quick Reference Cards

A Quick Reference Card displays a visual presentation of summary information about a system feature or screen.

Currently, seven quick reference cards are available:

- **User Interface** – This card contains information about the Costpoint interface and navigation.
- **Shortcut Keys and Toolbar Icons and Buttons** – This card lists the shortcut keys and icons available in Costpoint.
- **Query and Lookup** – This card shows you how to use the Query and Lookup features.
- **Views** – This card explains the differences between Table View and Form View.
- **Manage Expense Authorization** – This card provides an overview of the layout for this application and provides details for the Planned Expenses section and subtask options.
- **Manage Expense Report** – This card provides an overview of the layout for this application and provides details for the Claimed Expenses section and subtask options.
- **Manage Timesheets** – This card provides an overview of the layout for this application and provides details for the Timesheet Lines table and subtask options.

You can also obtain these Quick Reference Cards from the Delttek Software Manager.

Videos

See the Getting Started section of the online Help for videos on a variety of topics, including:

- Basic Printing
- Copying to MS Excel

- Using Lookup and Query
- Changing the Global Icons
- Printer Setup and Saved Printer Parameters
- Error Messages
- How to Run Multiple Sessions
- Manage User Interface Profiles
- Job Server

Note also that within the Time & Expense online help system, you will also find other videos available that are specific to the using the Time & Expense applications.

Menu Maps

If you are moving to version 10.0 from version 9.0.1 or earlier, the Time & Expense Menu Maps can help you locate your applications. Menu Maps can be downloaded from the Deltek Software Manager.

- **9.0.1 to 10.0 Menu Mapping** — The left column of this Menu Map lists the version 9.0.1 applications in menu order. Find the application you want to open. The second column displays that application's menu path in version 10.0.
- **10.0 to 9.0.1 Menu Mapping** — The left column of this Menu Map lists the version 10.0 applications in menu order. Find the application you want to open. The second column displays that application's menu path in version 9.0.1.

Technical Documentation

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform. As a result, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

Installation Guides

There are several guides that will help you in the installation of Costpoint 7.1.1 and they are:

- *DeltekTimeAndExpense1000NewInstallationForOracle.pdf*
- *DeltekTimeAndExpense1000NewInstallationForMicrosoftSQLServer.pdf*
- *DeltekTimeAndExpense1000UpgradeInstallationForMicrosoftSQLServer.pdf*
- *DeltekTimeAndExpense1000UpgradeInstallationForOracle.pdf*
- *DeltekCostpoint711DeployingHotFixes.pdf*
- *DeltekCostpoint711FrameworkUpdateInstallation.pdf*

Post-Installation Configuration Guide

Following the installation of Time & Expense 10.0, refer to this guide for required configuration tasks prior to first use.

Other Costpoint Technical Guides

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform. As such, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

The guides and documents are described in the table below and can provide administrators with additional information about Costpoint features and benefits.

Document Name	Description
Deltek Costpoint 7.1.1 Configuration Utility	This document describes how to use the Costpoint Configuration Utility, which helps Costpoint administrators perform the most common configuration tasks.
Deltek Costpoint 7.1.1 Content Management Integration	This document describes how to configure and tune the Costpoint Content Management Integration (CMI) application to provide access to Microsoft SharePoint™, as well as other Content Management Systems (CMS) that are compliant with the Content Management Interoperability Standard (CMIS).
Deltek Costpoint 7.1.1 DB Wizard Utility	This document describes how administrators can use the DB Wizard utility to apply hot fixes and database structure changes to Costpoint installations.
Deltek Costpoint 7.1.1 Deployment Options Technical Overview	This document provides a high level overview of various Costpoint configuration options, including server, database, and security options.
Deltek Costpoint 7.1.1 Integration Overview	This document provides a high level overview of how Costpoint reports, processes, and data can be integrated with third-party applications via Web services.
Deltek Costpoint 7.1.1 Integration Console	This document is a detailed guide to the Costpoint Integration Console, which automates the process of integrating Costpoint reports, processes, and data with third-party applications via Web services.
Deltek Costpoint 7.1.1 Message Boards	This document describes how integration between Costpoint and MS Exchange can enable collaboration among Costpoint users as well as between Costpoint and non-Costpoint users. This capability also allows you to link e-mails with attachments directly to Costpoint documents and view them directly from Costpoint.
Deltek Costpoint 7.1.1 Monitoring Utility	This document describes how to use the Monitoring Utility to diagnose Costpoint configuration problems.
Deltek Costpoint 7.1.1 Performance Optimization	This document contains Costpoint performance tips and tricks, information on the

Document Name	Description
	configuration of the Deltek performance lab, as well as a list of optimized applications for the Oracle parallel SQL execution option.
Deltek Costpoint 7.1.1 Post Installation Hardening Guide	This document presents common principles and recommendations that administrators should consider for post-installation hardening of the Costpoint server environment.
Deltek Costpoint 7.1.1 Process Execution Modes	This document describes the many options for executing reports and processes in Costpoint, including using interactive and batch modes and job servers.
Deltek Costpoint 7.1.1 Security	This document describes user authentication and other security safeguards in Costpoint.
Deltek Costpoint 7.1.1 User Migration Utility	This document describes how to migrate users from earlier Costpoint versions to Costpoint 7.1.1.
Deltek Costpoint 7.1.1 Extensibility Designer Coding Guide	This document contains java coding information for Costpoint Extensibility developers.
Deltek Costpoint 7.1.1 Extensibility Designer Quick Start Guide	This document outlines the basic steps for creating and deploying extensibility.
Deltek Costpoint 7.1.1 Extensibility Designer Report Guide	This document describes how to extend a report.
Deltek Costpoint 7.1.1 Extensibility Designer User Guide	This document contains detailed instructions for using the Costpoint Extensibility Designer.
Deltek Costpoint 7.1.1 Screen Customization and Business Logic Extensibility	This document is an overview of Costpoint's screen customization and business logic extensibility features.

Overview of Version 10.0 and General Changes

The integration with Costpoint provides several key benefits to Deltek Time & Expense, including but not limited to the following:

- Web Services/Extensibility – Provides the capability to customize and extend product functionality. Also provides the capability to create custom integrations.
- Enhanced authentication methods – Provides enhanced LDAP, SSO, and mixed authentication capabilities.
- Infrastructure enhancements such as clustering support, Oracle RAC and parallel execution – Provides benefits such as true failover support so that user sessions are not lost.
- Screen personalization – Modify screen layout by user or for a group of users.
- Tablet\Phone Support – Provides automatic screen resizing when used with a tablet or phone (Smart Phone Mode).
- Content management integration – Provides content management integration with SharePoint and other CMIS compliant systems (same as Costpoint).

Continuous Delivery Model

With this release, Time & Expense has moved to a "Continuous Delivery Model" where we will release new features and enhancements incrementally on top of Time & Expense 10.0 without requiring customers to upgrade to a major, minor or maintenance release as often as in the past.

New enhancements will be made available through DSM after development and testing are complete. These software changes can be applied in the same way that hot fixes, cumulative updates, and regulatory updates are currently applied, through a combination of system jar and application level changes.

Some features may require a new license, some may be enabled through a control/configuration setting, and others, such as an increase to a field size in the database, will be available once the changes are applied.

For more information on the Costpoint Continuous Delivery model, refer to KB article # 81289, or also see *DeltekCostpoint711ContinuousDeliveryModelWhitePaper.pdf*, available from DSM.

Subcontractor Management

Time & Expense version 10.0 integrates the new Costpoint Subcontractor Management functionality, enabling companies that co-deploy the systems to capture, approve, and export subcontractor labor and expenses. Consequently, various new fields have been added to key labor and expense screens, and the term "Employee" has been changed to "Resource" throughout the entire system.

Because Subcontractor Management utilizes a direct integration between Costpoint and Time & Expense, it requires a shared Costpoint 7.1.1 and Time & Expense 10 deployment model. To learn more about the Subcontractor Management, see the *Deltek Costpoint® 7.1.1 Release Notes: Subcontractor Management*.

Technical Console

The Technical Console is no longer available in version 10.0. In most cases, functionality was superseded through integration with Costpoint. Certain fields were added to existing Time & Expense screens. These are noted in sections of this document that discuss application changes.

Employee Self Service

The Employee Self Service (ESS) module is now available as module from within the People domain of Costpoint. For more information on changes related to Employee Self Service, see the following Costpoint Hot Fix Readme document:

DeltekCostpoint711ReleaseNotesEmployeeSelfService.pdf.



For Employee Self Service customers planning to deploy the new Costpoint Employee Self Service module in Costpoint 7.1.1, please see Knowledge Base Article **87536** for information on requesting new Employee Self Service license keys.

Hosted Online Help

You can now access the online help for Time & Expense through the Web, instead of locally.

Users do need Internet access to use the help this way. The benefit of hosted help is that Deltek updates this help periodically. Regardless of whether you use hosted or local help, the process is the same—when you click **Shift+F1** or **HELP » Help**, the appropriate help topic displays.



To ensure that you always have the most current version of the help, Deltek strongly recommends using hosted help. Otherwise, you will only receive help updates as you download help updates from DSM, when they are available.

To enable the Hosted Help option, go to the Logging tab in the Configuration Utility and select the **Use Hosted Online Help** option.

Note also that the version 10.0 online help was converted to a new delivery format, and as such, offers a new look and improved functionality.

The online help topics have been updated to reflect the interface changes that resulted from the conversion to the Costpoint framework.



If you use local help instead of Hosted Help, you may possibly encounter a display issue when using Internet Explorer. In the event you encounter a display issue, you need to turn off Compatibility View for the browser. Click **Tools > Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. Then refresh the browser.

Overview of Screen Layout Changes

To help you understand basic differences in screen layout between version 10.0 and earlier versions of Time & Expense, this section compares a few version 9.0.1 screens to the screens in version 10.0. It is important to note, however, that though the interface has changed, functionality for most applications is virtually the same.



If you use Time & Expense primarily to enter timesheets, see “Manage Timesheets” on page 19 to learn more about screen changes in that application. The screens chosen as examples in this section are typically used by Administrators.

Simpler screens, for instance those without tabs, have not changed at all in terms of how fields display on the screen. For example:

In 9.0.1, this screen displayed three fields and a check box.

The same three fields and check box display in the 10.0 version of this screen.

Screens that displayed tabs in earlier versions have undergone more significant layout changes. For example:

In earlier versions, the Manage Events screen displayed three tabs.

In many version 10.0, the tabs were converted to subtasks, which are opened by clicking the subtask link, as shown below:

Overview of Screen Layout Changes

In version 10.0, the Basic Information tab on the Manage Events screen is now a section heading instead of separate tab.

Employee Notifications and Other Notifications are now opened by clicking subtask links.

When you click a subtask link, the subtask opens as a separate element on the screen that you can position to suit your preferences. Subtasks collect and store additional information (also known as child data) related to the selected record on the main screen. To facilitate data entry, you can have multiple subtasks open simultaneously.

Once clicked, subtasks usually display below the main screen.

Save your application layout preferences using the Current Application Layout feature on the Screen Configuration menu.

In some applications, tabs have been only partially converted into subtasks, meaning the tab itself still exists, but certain sections are now separate subtasks. For example, in **Configuration » Controls » Configure General Settings**, the Miscellaneous tab still exists, but the Attachments section is now a separate subtask.

You may also encounter a few applications where a single tab was separated into multiple subtasks. For example, in **Expense » Controls » Expense Report Types**, information and fields previously found on the Expense Authorization tab now display in two separate subtasks:

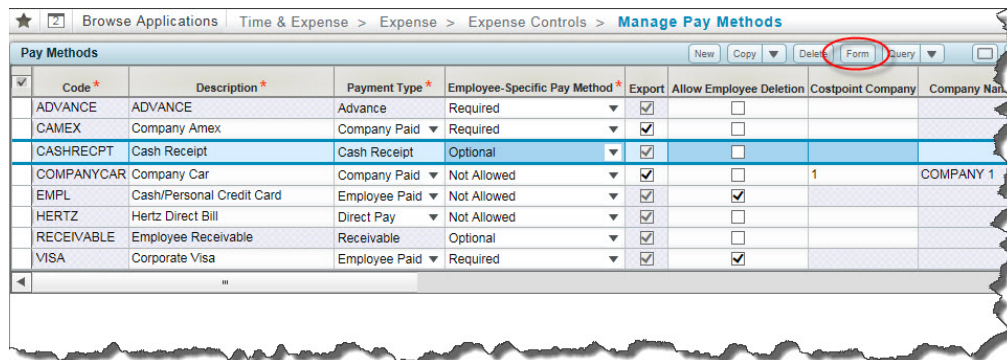
- Expense Authorization Tasks – Authorization
- Expense Authorization Tasks – Advance.

Screen layout changes such as these are noted by application in the “Overview of Changes by Application” sections of this document.

Table View and Form View

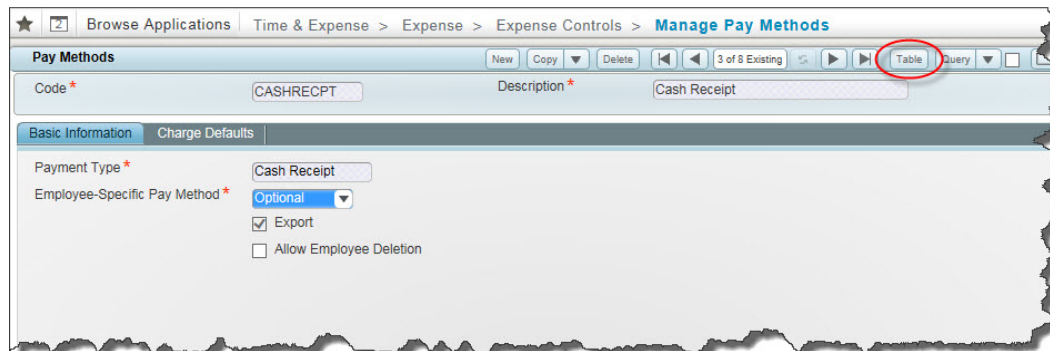
Any screen that has the Query function can display in Form View or Table View. Usually, if more than one row is returned in a Query, the screen displays in Table View.

In Table View, the fields display in a grid, as shown below.



Code *	Description *	Payment Type *	Employee-Specific Pay Method *	Export	Allow Employee Deletion	Costpoint Company	Company Name
ADVANCE	ADVANCE	Advance	Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CAMEX	Company Amex	Company Paid	Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CASHRECPT	Cash Receipt	Cash Receipt	Optional	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
COMPANYCAR	Company Car	Company Paid	Not Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	COMPANY 1
EMPL	Cash/Personal Credit Card	Employee Paid	Not Allowed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HERTZ	Hertz Direct Bill	Direct Pay	Not Allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
RECEIVABLE	Employee Receivable	Receivable	Optional	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
VISA	Corporate Visa	Employee Paid	Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

In Form View, the screen displays as shown below, with the fields grouped on the screen.



Code: CASHRECPT Description: Cash Receipt

Payment Type: Cash Receipt

Employee-Specific Pay Method: Optional

☒ Export

☐ Allow Employee Deletion

To toggle between the different views, click the **Table** or **Form** button on the application toolbar. Record selection may be easier in Table view, but depending on the screen, you may find that Form view is helpful when entering data or selecting field options.

Adding and Editing Records in Subtasks

In earlier versions, child data that displayed in tables, such as Expense Types, was read- only, and dialog boxes opened when you clicked **Add** or **Edit**. For example, in 9.0.1 new expense types were entered in the Add Expense Type dialog box:

In Version 9.0.1, clicking **Add Expense Type** displayed the Add Expense Type dialog box.

In version 10.0, dialog boxes are most often replaced with subtasks (child tables), where you can add and edit records directly in the table. Most subtasks allow you to toggle between Table View and Form View.

Expense Types								
Category *	Label	Expense Type *	Description	Taxable *	Default Tax Schedule	Modify Tax Rate	Distribute Taxes	
TRANSPORT	Air/Rail	BUS	Bus	Not Taxable		<input type="checkbox"/>	<input type="checkbox"/>	
TRANSPORT	Air/Rail	IAIRFARE	International Airfare	Not Taxable		<input type="checkbox"/>	<input type="checkbox"/>	
TRANSPORT	Air/Rail	TRAIN	Train	Not Taxable		<input type="checkbox"/>	<input type="checkbox"/>	
LODGING	Lodging	LODGING	Lodging	VAT Taxable		<input type="checkbox"/>	<input type="checkbox"/>	
CAR	Car Rental	CARRENTAL	Car Rental	VAT Taxable		<input type="checkbox"/>	<input type="checkbox"/>	

- Table View **Table** – In some subtasks, Table View is the only display option. Click **New** to add new records.
- Form View **Form** – Form View more closely resembles the dialog box layout of earlier versions, and works best for reviewing one record at a time. Use the navigational arrows to page through available records.

When you add, delete, or edit a line while working in table windows, symbols display beside each line that designate which lines will change when you save your table.

Symbol	Description
✓	Indicates rows that contain data you have modified
➡	Indicates rows you have added
✗	Indicates rows you have marked for deletion

Time Module

This section describes changes made to applications in the Time module, including entering timesheets, and for supervisors, approving and rejecting timesheets.

Overview of Changes by Menu Area

Refer to the tables below for an overview of changes made to applications within the Time module. The tables are organized according to the version 10.0 menu structure. Some changes are described in further detail in related sections of this document. Otherwise, refer to the online Help to learn more.

Timesheets

Application	9.0.1 Path	Overview of Changes
Manage Work Schedule	Schedule » Employee Work Schedule	<p>Employee and supervisor functionality were separated into two screens. Manage Work Schedule is used by Resources (employees and contractors) to manage their own schedules.</p> <p>Charge Lookup and Charge Favorites were updated to include subcontractor Work Assignments. The following UDTs are pulled from Costpoint:</p> <ul style="list-style-type: none"> UDT01 UDT02 UDT06 UDT06 UDT06
Manage Resource Work Schedule	N/A (not applicable) in version 9.0.1.	<p>New screen for supervisors and proxies to manage work schedules of employees and subcontractors. Previously, employee and supervisor work schedule functions were performed from the same screen.</p>
Manage Timesheets	Record Time » Timesheet	<p>The following is an overview of changes.</p> <ul style="list-style-type: none"> You can display timesheets in Table view or Form view. A Correct button now displays on the timesheet header and replaces the Reverse Timesheet toolbar icon (see page 27). You now have greater flexibility in how columns are arranged. In earlier versions, columns on the timesheet could be resized but not rearranged. Your display preferences can be saved in your UI Profile. Instead of opening as a dialog box, areas such as Leave and Time In/Out open as subtasks, which can be pinned to the screen. You can

Application	9.0.1 Path	Overview of Changes
		<p>save your layout preferences in your profile, making it easier to use and view these tasks as you enter time.</p> <ul style="list-style-type: none"> Charge Favorites is easier to access and manage as it is now a separate subtask and no longer part of the Charge Lookup screen. Information not relevant to the employee was removed from the Manage Timesheets screen, included the following: <ul style="list-style-type: none"> Notes Revision Class UDT (01-15) or other configured value (an employee code, for example) <p>See Page 19 for more information.</p>
Approve Timesheet Charges	Process » TS Line Level Approval	Work Assignment has been added to Charge Options, enabling project managers to approve the labor activity incurred on subcontractor work assignments.
Manage/Approve Timesheets	N/A	<p>This new screen enables managers to approve or reject timesheets and manage employee timesheets, including entering time and creating missing timesheets.</p> <p>See page 25 for more information.</p>

Timesheet Reports/Inquires

Report and Inquiry screens in the Time module are more streamlined in version 10.0. In earlier versions, depending on the screen, the report or inquiry results displayed on the Results tab, where you could preview or print.


In version 10.0, use the Print options to preview and print results. On inquiry screens, the results display in a table on the main screen. Since the report and inquiry screens are no longer tabbed, other fields, such as those relating to workflow notifications, have been consolidated on the main screen as well.

Before you begin using the reporting screens, review the “Report Output Options” section of the *Deltek Costpoint Interface Getting Started Guide*, and see “Basic Printing” video available in the Getting Started area of the Costpoint online help.

Application	9.x Path	Overview of Changes
Daily Floor Check Inquiry	Audit » Daily Floor Check Inquiry	<ul style="list-style-type: none"> Fields and tabs have been consolidated to a single screen. Alerts have been removed from Notification Types.

Application	9.x Path	Overview of Changes
Timesheet Status	Audit » Timesheet Status	<ul style="list-style-type: none"> Fields and tabs have been consolidated to a single screen. Alerts have been removed from Notification Types.
Timesheet Correction Status	N/A	<p>New screen. If you are a supervisor, use this screen to review and manage timesheet correction requests from employees who report to you. You can approve or reject the employee's request.</p> <p>See page 28 for more information.</p>
Print Resource Activity Report	Analyze » Employee Activity	<ul style="list-style-type: none"> Fields and tabs consolidated to a single screen. The Show Self Only check box replaced the "Self" option that was previously on the Function drop-down list. If you are assigned more than one function, select the function/group from the Employee Selection table. <i>Work Assignment</i> and other options related to Subcontractor Management have been added to Lookups fields.
Print Charge Activity Report	Analyze » Charge Activity	<ul style="list-style-type: none"> Fields and tabs have been consolidated to a single screen. <i>Work Assignment</i> and other options related to Subcontractor Management have been added to Lookups fields.
Print Resource Utilization Report	Analyze » Utilization Inquiry	<ul style="list-style-type: none"> Fields and tabs have been consolidated to a single screen. <i>Work Assignment</i> and other options related to Subcontractor Management have been added to screen Lookups.
Print Timesheets by Charge	Analyze » Print Timesheets by Charge	<p>New options:</p> <ul style="list-style-type: none"> Entered Hours Prorated Hours
Print Billing Backup Report	Analyze » Billing Backup	No significant changes.
Print Interim Timesheet Report	Analyze » Interim Timesheet	Fields and tabs have been consolidated to a single screen.

Timesheet Interfaces

Application	9.x Path	Overview of Changes	See...
Export Timesheets	Process » Export Timesheets	<p>New Subcontractor Management Fields</p> <ul style="list-style-type: none"> Subcontractor Export Make Next Period Current <p>Other New Fields and Buttons</p> <ul style="list-style-type: none"> File Location File Name A Save Defaults button was added which allows you to save the current field settings as default values for future use. A Reload Defaults button was also added which allows you to revert to previously saved values. <p>Screen Changes</p> <ul style="list-style-type: none"> The Print button have been replaced by print functionality on Global toolbar. Process and Export buttons have been replaced by  on Global toolbar. 	




Time Controls

Application	9.x Path	Overview of Changes
Configure Time Settings	Settings » Time Configuration	<p>UDT Options Tab</p> <ul style="list-style-type: none"> Now a subtask instead of a tab. Signature/Approval Task is now a separate subtask. <p>Export Options Tab</p> <ul style="list-style-type: none"> Export Filter and Export have been relocated to the UDT Options subtask table. <p>Miscellaneous Tab</p> <ul style="list-style-type: none"> Number of my Timesheets removed. Charge Default Description removed. Mobile Defaults removed. Must Use Predefined Revisions has been added. Select this to require Resources to use revision messages. <p>Revision Explanations Subtask</p>

Application	9.x Path	Overview of Changes
		<ul style="list-style-type: none"> New. Enter standardized timesheet revision messages. Can be optional or required based on setting.
Manage Utilization Categories	Settings » Utilizations	No changes.
Manage Leave Types	Settings » Leave Types	Tabs are now subtasks.
Manage Company Work Schedules	Settings » Company Work Schedules	A Date field with calendar icon were added, which replaces the screen calendar.
Manage Timesheet Schedules	Settings » Timesheet Schedules	Add, edit, or delete schedules directly in the Timesheet Schedule Periods table instead of the Add/Edit dialog box.
Manage Timesheet Classes	Settings » Timesheet Classes	<ul style="list-style-type: none"> A Subcontractor field was added under Export on the Basic Information tab. Select this check box to indicate that the timesheet class is for subcontractors. The UDT Options, UDT 10 Links, Leave, and Notifications tabs were converted to subtasks. The Allow Off-Line Timesheets option is no longer supported, and the configuration option was removed. The Must Use Reverse Timesheet option is now named Must Use Correct Timesheet. For more information on this option, see “Timesheet Correction” on page 27.
Manage Wage Schedules	Settings » Wage Schedules	Add, edit, or delete schedules directly in the Wage Schedule Rates table instead of the Add/Edit dialog box.
Manage Events	Settings » Events	Employee Notifications and Other Notifications are now subtasks instead of tabs.
Manage Interim Charges	N/A	This new screen replaces the option to create timesheet charges directly from the timesheet.

Time Utilities

Application	9.x Path	Overview of Changes
Mass Correct Timesheets	Utilities » Mass Correct Timesheets	<ul style="list-style-type: none"> The Group drop-down list was added. Choose <i>All</i> or <i>Selected</i>. If you choose <i>Selected</i>, use the Select Employee Groups subtask to select which employee groups to include.

Application	9.x Path	Overview of Changes
		<ul style="list-style-type: none"> The Execute button has been replaced by  on Global toolbar.
Generate Timesheets	Utilities » Record Time » Generate Timesheets	<p>These screen buttons have been replaced by options on the Global menu:</p> <ul style="list-style-type: none"> Print/Preview was replaced by options under . Generate replaced by options under .
Change Timesheet Status	Utilities » Change TS Status	No changes of note.
Rebuild Leave Taken	Utilities » Rebuild Leave	No changes of note.
Clear Timesheets	Utilities » Clear Timesheets	The Execute button label changed to Clear Timesheet .
Timesheet Transfer	Utilities » Timesheet Transfer	No changes of note.

Other Changes of Note

- Direct Charge Lookup — This functionality is no longer supported. Changes are underway that will improve the functionality and are forthcoming in a future release.

Manage Timesheets

The Manage Timesheet screen is located on the **Time » Timesheets » Manage Timesheets** menu. Use this screen to record time.



In earlier versions of Time & Expense, you opened this screen by clicking **Time » Record Time » Timesheet**.

To open an existing timesheet, choose from the following options:

- Click **Time » Timesheets » Manage Timesheets** and use the navigational arrows or query function to locate the timesheet.
- Click **Configuration » Resources » Manage My Desktop** and select the timesheet task you want to open.

See "Application Toolbar" on page [19](#).

See "Timesheet Header" on page [19](#).

See "Subtask Options" on page [21](#).

See "Timesheet Lines Table" on page [23](#).

Application Toolbar

Use the application toolbar to create a new timesheet record or to navigate to existing records.

Use these arrows to navigate to later timesheet periods.

Use these arrows to navigate to earlier timesheet periods.

Click **Query** to locate a timesheet using the lookup functions. Search by period ending or timesheet status.

Click **New** to create a timesheet if one does not exist for the desired period.

Click **Table** to display the header fields and tabs in table format. Click **Form** to return to Form view.

Note that the back arrow (◀ left pointing) advances the display to more recent records, and the forward arrow (▶ right pointing) moves to earlier records. In earlier versions, the arrows worked in the exact opposite manner.

Additionally, if you navigated to a timesheet period that did not yet exist, you were prompted to create a timesheet, but in version 10.0, you must click **New**.

When you switch from Form view to Table view, all the information in the header, including the tabs, display in a table. You should experiment with both layouts to see which you prefer. See the *Getting Started with the Interface and User Basics* guide to learn how to save your preferences.

Timesheet Header

The header area of the version 10.0 timesheet includes the same basic information, but now includes tabs for functions or processes that previously opened in dialog boxes.



The toolbar icons that displayed at the top of the 9.x header have been largely replaced by subtask links. Those changes are covered under “Subtask Options” on page [21](#) of this document.

Basic Information Tab

The Basic Information tab of the header area displays the employee name, timesheet status, revision number, timesheet class, and the timesheet period ending date.

However, it also displays fields that in earlier versions were located in the footer area, including the following:

- **Signature** — If the timesheet has a status of Signed, this field displays the name of the signer and a time/date stamp.
- **Sign** — Click this button to sign your timesheet. A message displays confirming the action, but in the current version, you are not required to enter your password.
- **Approval** — If the timesheet has a status of Approved, this field displays the name of the individual who approved it and a time/date stamp.
- **Correct** — This button is enabled on timesheets only under certain conditions. This new feature replaces the Reverse Timesheet function.
- **Entered and Prorated** — Toggle between these options to display entered or prorated hours. In version 9.x, these fields displayed if your company configured the Hours Proration settings. In version 10.0, they display on the interface even when Hours Proration is not enabled. In that case, either setting displays entered, not prorated, hours.

Warnings Tab

Select the Warnings tab in the timesheet header to display all the Save, Sign, and Approve warnings associated with timesheet.

When you save or sign your timesheet, warnings initially display in a pop-up message window. After you click **OK**, the message is saved to the Warnings tab.

The Warnings tab is read-only and stores all the warning messages associated with the timesheet.

In earlier versions, warnings displayed in a dialog box that opened automatically during validation.

Revision Explanation

Select the Revision Explanation tab in the timesheet header to display revisions.

The Revision Explanation tab displays when you make revision that requires an explanation.

Dismiss the message after you enter a reason.

The tab displays automatically if you make a revision that requires an explanation after you click **Save** or **Save & Continue**. Type your explanation in the **Explanation/Reject Reason** field. The field is outlined in red when a revision explanation is required.

To view the revision history of the timesheet, click the **Revision Audit** subtask. For more information, see “Subtask Options” on page 21 of this document.

Subtask Options


Subtasks collect and store additional information (also known as child data) related to the selected record on the main screen.

The subtasks for the Timesheet display between the header area and Timesheet Lines table. The links that display can vary based on company configuration settings.

After you click a link, the selected subtask displays below the Timesheet Lines table

You can control where on the screen subtask tables display, and you can have multiple subtasks open at the same. After you position them, you can save your settings, and Costpoint will remember them next time you display the Timesheet screen. See *Getting Started with the Interface and User Basics* guide for more information.

Leave Subtask


Click the **Leave** subtask to view leave hours. To print leave information, click  on the Global menu and select **Leave Status** on the short-cut menu.

In the Leave table, select the type of leave you want to view.

Leave	
Leave Type	Balance
Vacation	192.0000

Leave Details			
Date	Type	Hours	Reason
01/01/2015	Adjustment	200.0000	beg
04/24/2015	Taken	-8.0000	

Leave balances for the selected leave type display in the Leave Details table.

In version 9.x, you clicked  on the timesheet toolbar to display the Leave dialog box, which included a Print/Preview button.

Revision Audit Subtask

Click the **Revision Audit** subtask to view the revision history for the timesheet.

The Revision field displays the revision number.

Revision details display in the table.

Use the directional arrows to navigate to other revision records.

Revision Audit

2 of 4 Existing

Table

Query

Revision

4

Signed By

Jones, Deltek (DEL_MGR)

Date Signed

03/04/2015 02:06:22 PM

Approved By

Administrator, Deltek (DEL_ADMIN)

Date Approved


03/09/2015 12:19:09 PM

Explanation

Entered the incorrect number of hours.

Revision	Line No	Date	Project	Account	Charge Description	Revision
4	1	01/19/2015	20001.03	500-10	GSA Schedule #1/GSA Schedule #1 Service	Changed Hours For

Ok

In earlier versions, you clicked  on the toolbar to open the Revision Audit dialog box, and instead of using directional arrows, you selected revisions from the Revision drop-down list.

Pay Type Summary Subtask

Click the Pay Type Summary subtask to view a summary of hours by Pay Type, such as regular hours and vacation hours.

The pay type information is read-only.

Pay Type Summary

Pay Type	Pay Type Description	Hours	Cost Only Pay Type
HOL	Holiday	14.00	N
R	Regular	53.00	N

Ok

Charge Favorites Subtask

Click the Charge Favorites subtask to manage existing charge favorites. Instead of the tree structure which existed in earlier versions, the charges display in table format.

Select **Load** next to each row that you want to automatically load on a new timesheet.

Click **Delete** to remove the selected charge as a favorite.

If you have many favorites, use the **Query** feature to narrow your search.

Charge Favorites						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charge Description	Project	PLC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1	20001	CL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GSA Schedule #1	20001	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gov. Railway Study/Gov. Railway Study	27000.001.01	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday	LEAVE.HOL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation	LEAVE.VAC	

In earlier versions, you clicked the Lookup icon on a timesheet row and then clicked Favorites in the Charge Lookup dialog box. Charge Favorites were navigated using a tree structure.

Timesheet Lines Table

Enter hours in the Timesheet Lines table. Similar to version 9.x, you select charge codes on the left side of the table, and enter hours on the right side.

Click **New** to add a row to the timesheet.

Click **Copy** to duplicate the selected row.

Click **Query** to search for an existing row in the timesheet table.

Click **Form** to change to Form view.

If your system is configured to display Labor/Billing Rates, click this link to display the rates.

Timesheet Lines				<div>Now Copy Delete Form Query</div>							
<input checked="" type="checkbox"/>	Line	Description	Project	PLC	Sat 7/18/15	Sun 7/19/15	Mon 7/20/15	Tue 7/21/15	Wed 7/22/15	Thu 7/23/15	Fri 7/24/15
	1	GSA Schedule #1	20001	CL							
	2	GSA Schedule #1	20001								
	3	Gov. Railway Study/Gov. Railway	27000.001.01								
	4	Holiday	LEAVE.HOL								
	5	Vacation	LEAVE.VAC								
Regular											
Overtime											
Total											
=											

Click **Add Line to Favorites** to add the selected line to charge favorites.

Add Line to Favorites

Labor/Billing Rate


Click **Add Line to Favorites** to add the selected line to charge favorites.

Labor/Billing Rates				
Rate		Amount		
Labor	0.00000	1254x168	0.00000	Calculate
Billing	0.00000		0.00000	

Left Side of the Timesheet Lines Table

After you add a row to the Timesheet Lines table, select or enter project charges on left side of the table.


✓ Indicates a modified row, and an ✗ indicates a deleted row. Both disappear after you click Save or Save & Continue.


Click  to add a comment to explain a line.

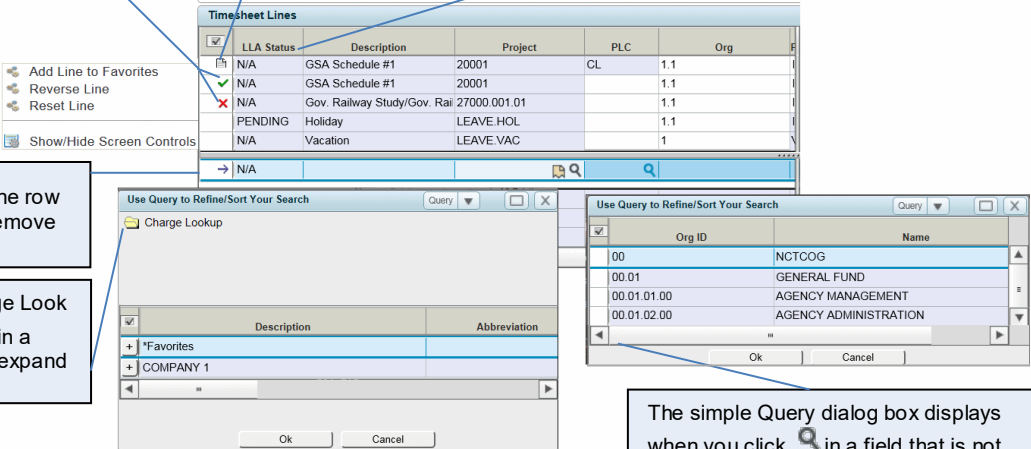
This column displays the line level approval status.

These menu options display when you right-click on a row.

→ Indicates an added row. If the row is not needed, click Delete to remove it.

The Query dialog box for Charge Look Up displays when you click  in a primary charge field. Click + to expand the charge tree.

The simple Query dialog box displays when you click  in a field that is not a primary charge.



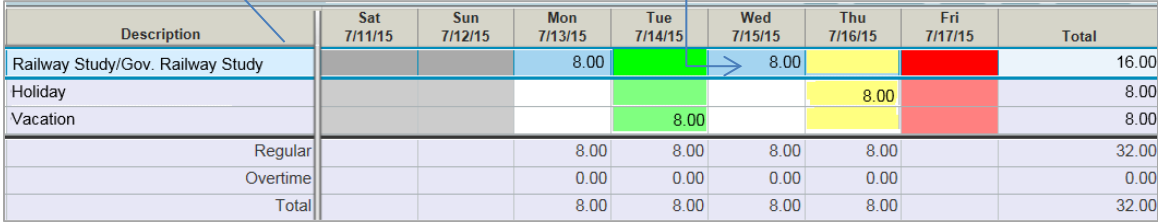
Columns on your timesheet may appear in different order than the screen image above.

Right Side of the Timesheet Lines Table







Enter hours by typing directly in the table cell, or enter hours in Form view.

The row where you are entering hours is highlighted in blue. In the example image below, the top row is active.

Click the Tab key to advance horizontally through a row. However, unlike earlier versions, the Enter key is not enabled for vertical navigation within a column.




As in earlier versions, color coding in the cells indicates the work status for a given day:

Cell Color	Meaning	Cell Color	Meaning
 Gray	Non-Work Day	 White	Work Day (On Site)
 Yellow	Holiday	 Blue	Work Day (Off Site)
 Green	Leave		
 Red	Pending Leave		

Manage/Approve Timesheets Screen

To open the Manage/Approve Timesheets screen, click **Time » Timesheets » Approve Timesheet**.

If you are a supervisor, use this new screen to manage employee timesheets, or if you have proxy rights to create or sign timesheets on behalf of others, you can do so from this screen.

Although the Manage/Approve Timesheets screen is new, the functionality existed previously. In earlier versions, you clicked  **Search** on the Global toolbar in the Timesheet application. The Search dialog box displayed the same fields that you will now see in the Approve Timesheets screen. Thus you will already be familiar with basic layout and functionality of this screen.

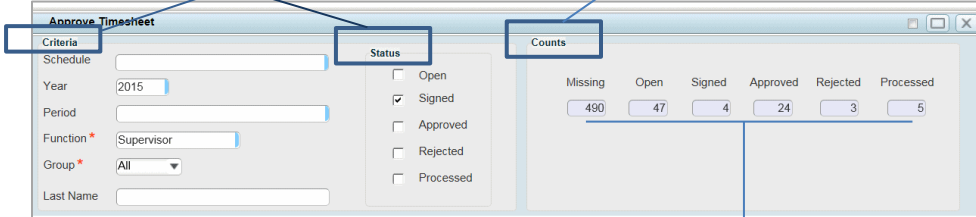
One key difference is that the Costpoint architecture allows for display of search results in Table view, allowing for easier and more efficient review and approval/rejection of timesheets. Once you have selected a timesheet record, the approval/rejection tasks are completed in much the same manner as in earlier versions.

The use and various states of this screen are illustrated in the two examples that follow below.

Example 1: Initial Default Values

(1.) Under **Criteria**, select search parameters. In this example, the results, which display under **Counts**, are for the entire year.

(2.) Under **Status**, select the timesheets you want to display. In the example below, only timesheets with a status of Signed will display, limiting the results to timesheets that are ready for approval.




(3.) This section displays the total number of timesheets by status. The totals are based on selections you made under **Criteria**. In this example, values shown are for the entire year.

(See Example 2 on next page.)

Example 2: Timesheets by Schedule, Period, and Status

In this example, **Schedule** and **Period Ending** are added to narrow the results.

Click  to refresh the timesheet counts.

If All is selected in Groups, records all groups display. If you choose Selected, click the Select Employees Groups subtask to select the group.

In Table view, the results display in list format. The timesheet for the selected employee displays below. In this example, the first row is selected.

If you have rights and want to modify the timesheet, select the line to display the timesheet, or click **Sign** if you only need to sign it.

The **Open** status was also selected.

The updated counts are reflected below.

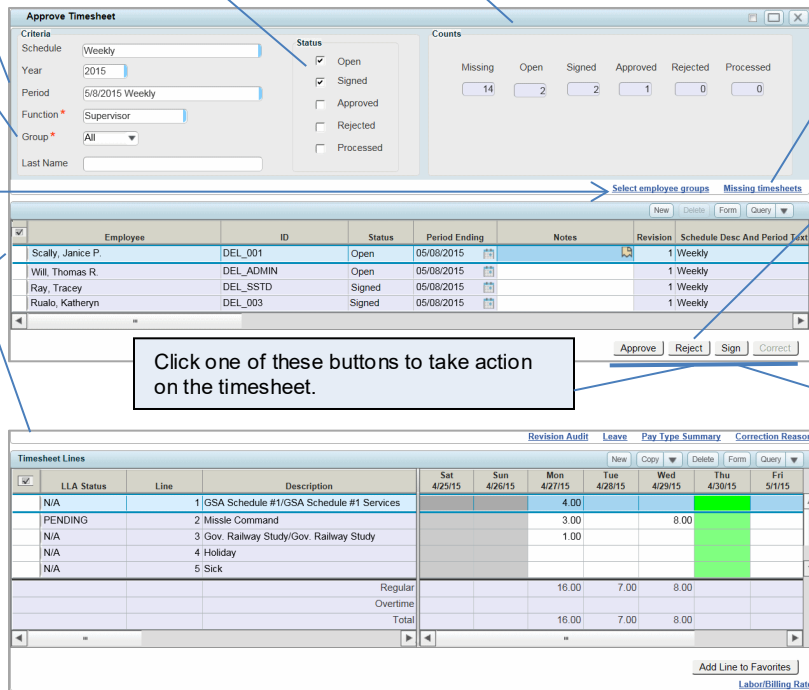
Click this subtask to display missing timesheets. See "Create Missing Timesheets" below.

If you click **Reject**, a rejection explanation is required.

Based on timesheet status, one or more of these buttons may be disabled.

Click one of these buttons to take action on the timesheet.

Correct is enabled only under certain conditions. See page 27 for more information.



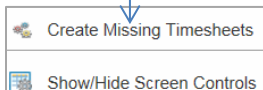
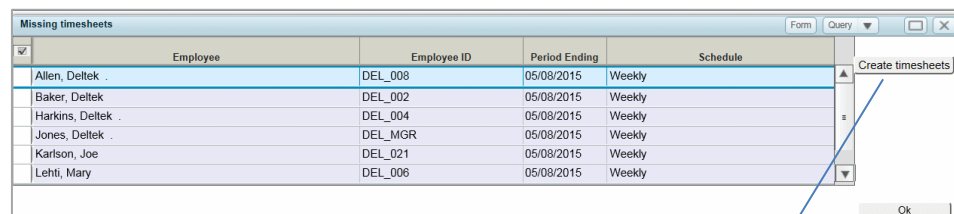
The screenshot shows the 'Approve Timesheet' window. The 'Criteria' section has 'Schedule' set to 'Weekly', 'Year' to '2015', 'Period' to '5/8/2015 Weekly', 'Function' to 'Supervisor', and 'Group' to 'All'. The 'Status' section has 'Open', 'Signed', 'Approved', 'Rejected', and 'Processed' checkboxes, with 'Open' checked. The 'Counts' section shows 'Missing: 14', 'Open: 2', 'Signed: 2', 'Approved: 1', 'Rejected: 0', and 'Processed: 0'. Below is a table of employees with columns: Employee, ID, Status, Period Ending, Notes, Revision, Schedule Desc And Period Text. The first row is selected: Scally, Janice P., DEL_001, Open, 05/08/2015, 1 Weekly. Below the table are buttons: Approve, Reject, Sign, Correct. At the bottom, there is a 'Timesheet Lines' table with columns: LIA Status, Line, Description, and a grid for dates (Sat 4/25/15, Sun 4/26/15, Mon 4/27/15, Tue 4/28/15, Wed 4/29/15, Thu 4/30/15, Fri 5/1/15). The first line is selected: PENDING, 1, GSA Schedule #1/GSA Schedule #1 Services, with values 4.00, 3.00, 8.00, 1.00, 7.00, 8.00.

For information on entering timesheets, see Manage Timesheets on page 18.

Create Missing Timesheets

When you click the **Missing Timesheets** subtask, missing timesheets display in a separate table.

To create a timesheet, select the employee record, and right-click to display the short menu.

The screenshot shows the 'Missing timesheets' table with columns: Employee, Employee ID, Period Ending, and Schedule. The table contains six rows of data:

Employee	Employee ID	Period Ending	Schedule
Allen, Deltek	DEL_008	05/08/2015	Weekly
Baker, Deltek	DEL_002	05/08/2015	Weekly
Harkins, Deltek	DEL_004	05/08/2015	Weekly
Jones, Deltek	DEL_MGR	05/08/2015	Weekly
Karlson, Joe	DEL_021	05/08/2015	Weekly
Lehti, Mary	DEL_006	05/08/2015	Weekly

Or click the **Create Timesheets** button.

Additional Notes...

- After you create a timesheet, the status changes from Missing to Open. The record, therefore, no longer displays in the Missing Timesheets table.
- The numbers which display under **Count** are dynamically updated, so, for example, if you created three timesheets, **Missing** decreases by three, and **Open** increases by the same number.
- After you close the Missing Timesheets subtask, the timesheets you created display only if **Open** is selected under **Status**. You can, however, use the query function to search for the timesheet.

Timesheet Correction

Reversal and correction of processed timesheets was enhanced to include the following changes and improvements:

- A **Correct** button displays in the timesheet header. This button replaces the Reverse Timesheet toolbar icon available in earlier versions.



The **Correct** button displays only when **Must Use Correct Timesheet** is selected in **Time » Time Controls » Manage Timesheet Classes**. The button remains dimmed on the timesheet until the status changes to *Processed*.

- Clicking **Correct** creates a reverse (negative) copy of the timesheet. This copy is hidden from the employee but exports along with the corrected version.

In earlier versions, the Reverse Timesheet function added the negative (reversing) lines directly to the timesheet. These lines displayed in addition to the original positive lines, as well as the new correcting lines. So for example, a timesheet with only six original lines became an 18 line timesheet.
- If the timesheet status is *Processed*, but the period is closed, the following enhancements were made:
 - The button label changes to **Request Correction**.
 - Via workflow, the supervisor is notified of the correction request.
 - A Timesheet Correction Status screen was added that enables supervisors to approve/reject timesheet correction requests.
 - If the correction request is approved, the period is opened for the requesting individual only. In earlier versions, the period had to be opened for all employees.

Configure Timesheet Correction

To enable the **Correct** button on the timesheet form, click **Time » Time Controls » Manage Timesheet Classes** and select **Must Use Correct Timesheet**.



This feature is configured by timesheet class, and is typically enabled for salaried employees whose wages are distributed across multiple job codes.

Correct a Timesheet in an Open Period

If the timesheet has a status of **Processed** and the period is open, the **Correct** button is enabled on the timesheet form.

When you click **Correct**, the following occurs:

- Lines on the timesheet change from read-only to editable.
- The status of the timesheet changes to *Open* if edits are made.
- The button label changes from **Correct** to **Undo Correct**, enabling the employee to revert to the original entries if necessary.
- A negative copy of the timesheet is created and stored for export.

After you sign the form, the corrected timesheet follows the standard workflow process.

Submit a Timesheet Correction Request

If the timesheet has a status of **Processed** but the period is closed, the **Request Correction** button is enabled on the timesheet form.

When you click **Request to Correct**, the following occurs:

- The Reason for Correction dialog box displays, where the employee provides a reason for the correction.
- Via workflow, the supervisor is notified of the request.

Manage Timesheet Correction Requests

If you are timesheet administrator, you are notified via workflow when an employee submits a timesheet correction request.

Use the new **Time » Timesheet Reports/Inquires » Timesheet Correction Status** screen to approve or reject the requests.



You can create additional workflow events to notify employees when requests are approved or rejected.

When you approve a request, the timesheet period is opened, but only for the employee who requested the correction. When the employee opens the timesheet, the **Correct** button is enabled.

Time and Expense Post GA Interface Updates

This section describes usability and interface enhancements that were released in cumulative updates following the initial March 2016 General Availability release.

Usability and Interface Changes

Released September 2018

Pop-up Dialog Boxes

As part of the ongoing effort to improve usability, several interface elements related to time and expense entry have been converted to pop-up dialog boxes.

The pop-up dialog boxes either display automatically due to a workflow trigger, such as when a rejected or revised form requires an explanation, or display when the user clicks a hyperlinked field value (for example, an ID or revision number).

Where added, the pop-ups eliminate other interface elements, such as tabs or subtasks, which previously required the user to navigate to a different location on the form to complete an action or view data, and when the dialog box is closed, the user now remains in the same location on the form.

The specific areas that have been converted as part of this enhancement are described below. Several screen images are included as examples.

Revision Reason

The Revision Explanation tab was replaced with a pop-up dialog box

Revision	Line No	Date	ProjectCS	AccountCS	Charge Description	Revision Audit Detail
3					Supervisor Rejected Timesheet	

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations
- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Rejection Reason

The Rejection Explanation tab was replaced with a pop-up dialog box.

Revision	Line No	Date	ProjectCS	AccountCS	Charge Description	Revision Audit Detail
3						Supervisor Rejected Timesheet

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations
- Timesheets » Manage/Approve Timesheets

Void Reason

The Void tab was replaced with a pop-up dialog box.

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations

Revision History

The Revision History subtask was replaced by a hyperlink in the **Revision** field.

Manage Expense Report

Report ID: ER00000835 Description: Sup claims non pd meals Revision: 0 Total To Me: 12.00

Revision	Revised by	Revision Date/Time	Revision Details	Explanation
1	Pine Jr., Nuts (EXPSUP1)	08/21/2018 02:11:42 PM	User Voided Expense Report	VOID REASON
0	Pine Jr., Nuts (EXPSUP1)	05/01/2018 12:29:37 AM		

Date: 05/01/2018 Description: Sup claims non pd meals Type: Non Per Diem

This change was made in the following applications:

- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations
- Correction Request**
- When a user requests correction, a pop-up dialog box opens for entry of the explanation. This change was applied to the Timesheets » Manage Timesheet application.

Timesheet

Employee	ID
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01

Reason for Correction

Reason for Correction

Hyperlinked Field Values in Expense Reports

Values in **Report ID** and **Total to Me** are now hyperlinked to display pop-ups with related information.

Manage Expense Report

Report ID: ER00000873 Description: short description testing Revision: 0 Total To Me: 14.00

Date: 06/18/2018 Status: Draft

Details

	USD		
Total Expenses	14.00	Total Billable	14.00
[-] Company Paid	0.00	Total Non Billable	0.00
[-] Advance	0.00	Total Overceiling	0.00
[-] Personal	0.00	Total Unallowable	0.00
[-] Non-Reimbursable	0.00		
[-] Payment Received	0.00		
Total to Me	14.00		

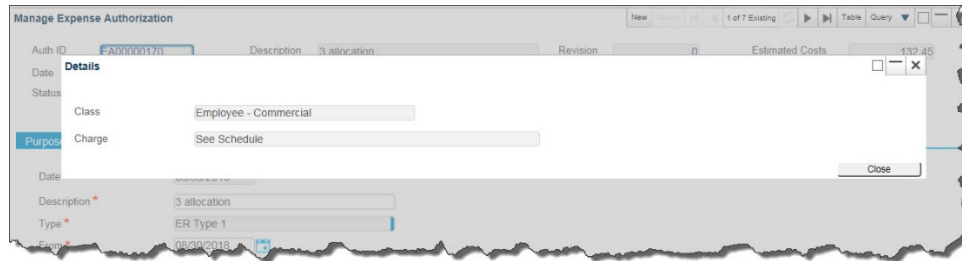
Purpose: 123 us-code1: 255 us-code2: 56

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports

Hyperlinked Field Values in Expense Authorizations

Auth ID is now hyperlinked to display a pop-up with related information.



This change was applied to the following applications:

- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations

Status Change

When an authorized user revises a signed expense report or expense authorization, the question of whether to change the status back to Draft now displays in a pop-up dialog box. This change was applied to the following locations:

- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage/Approve Expense Authorizations

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Module	Application ID	Application Name	Application File
Expense	EPMEEXPRPTAPPROVE	Manage/Approve Expense Reports	cp711_te_epmexprptapprove_012.zip
Expense	EPMEEXPRPT	Manage Expense Report	cp711_te_epmexprpt_020.zip
Expense	EPMEEXPAUTHAPPROVE	Manage/Approve Expense Authorizations	cp711_te_epmexpauthapprove_008.zip
Expense	EPMEEXPAUTH	Manage Expense Authorization	cp711_te_epmexpauth_016.zip
Time	TMMTIMESHEET_APPROVE	Manage/Approve Timesheets	cp711_te_tmmtimesheet_approve_016.zip
Time	TMMTIMESHEET	Manage Timesheets	cp711_te_tmmtimesheet_019.zip

New Exclude Processed Timesheets Option

An **Exclude Processed Timesheets** check box was added to the **Time » Timesheets » Approve Timesheet Charges** screen. When you select this option, timesheets with a status of *Processed* are filtered from the list of timesheet results for the selected option.

The screenshot shows the 'Approve Timesheet Charges' interface. In the 'Selection Criteria' section, the 'Exclude Processed Timesheets' checkbox is checked and highlighted with a red rectangle. Other visible elements include dropdown menus for 'Project' and 'Approval Status', and input fields for 'Function Role'. On the right, there are 'Drill-Down Options' for Level 1, Level 2, and Level 3, and 'Additional Detail Columns' for Column 1 and Column 2. At the bottom, there are 'Regular Hours' and 'Overtime Hours' input fields, both showing '0.00'. A note at the bottom right states '* Indicates Cost Only Pay Type Pay Type'.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTSLNAPP	Approve Timesheet Charges	cp711_te_tmmtslnapp_004.zip

Pop-up Dialog Boxes

Released October 2018

As part of the ongoing effort to improve usability, several interface elements related to time and expense entry have been converted to pop-up dialog boxes.

The pop-up dialog boxes either display automatically due to a workflow trigger, such as when a rejected or revised form requires an explanation, or display when the user clicks a hyperlinked field value (for example, an ID or revision number).

Where added, the pop-ups eliminate other interface elements, such as tabs or subtasks, which previously required the user to navigate to a different location on the form to complete an action or view data, and when the dialog box is closed, the user now remains in the same location on the form.

The specific areas that have been converted as part of this enhancement are described below.

Line Level Approval – Approved Lines

Information about a timesheet line that has been approved now displays in pop-up dialog box.

This change was applied to the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Line Level Approval – Rejected Lines

Information about a timesheet line that has been rejected now displays in pop-up dialog box.

This change was applied to the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Line Level Approval – Pending Lines

Information about a timesheet line that is pending approval now displays in pop-up dialog box.

This change was made in the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Time Module: Cumulative Updates

The following is a compilation of features and enhancements for this module released following the initial March 2016 General Availability release. This compilation is ordered from most recent release to the oldest.

Request Correction Button Hidden

Released April 2019

The Request Correction button on processed timesheets in closed periods will now be hidden if the associated workflow events are not enabled.

Requirements

This update requires the following file: cp711_te_tmmtimesheet_026.zip

New Previous Period and Next Period Timesheet Preview Options

Released March 2019

Navigation options were added to the **Time » Manage/Approve Timesheets** application that provide managers options to view read-only versions of their employees' previous and next timesheets.

The screenshot shows the 'Timesheet' application with the 'Basic Information' tab selected. The form contains the following fields:

- Employee ***: Beauchamp, Claire
- ID ***: TSEMP06
- Class**: Karen's TS Class
- Signature**: (Empty field)
- Approval**: (Empty field)
- Employee UDF3**: TSEMP06 Code 3
- Custom Option**: Custom Option #1
- Total Hours (Previous Period)**: 42.00
- Total Hours (Next Period)**: 0.00

The 'Total Hours (Previous Period)' and 'Total Hours (Next Period)' fields are highlighted with a red box, indicating they are new features.

The following fields were added to the Timesheet Basic Information tab:

- **Total Hours (Previous Period)** – This hyperlinked field, which links to a read-only display of the prior timesheet period, aggregates Cost Only and Non Cost Only hours.
- **Total Hours (Next Period)** – This hyperlinked field, which links to a read-only display of the next timesheet period, aggregates Cost Only and Non Cost Only hours.

Because this functionality is embedded in the **Time » Manage Timesheets** Basic Information tab, employees can also view read-only versions of their previous and next timesheets.

Timesheet Class Added to Manage Timesheets

Released January 2019

The Timesheet Class field was added to the header area of the **Time >> Labor >> Timesheets >> Manage Timesheets** screen.

If Costpoint is configured to allow employees to save personal screen configurations, the employee can hide the field using Screen Controls. To hide the field, the timesheet user should complete the following steps from the Manage Timesheets screen:

1. Right-click in the header area of the timesheet.
2. Click **Show/Hide Screen Controls** on the pop-up menu.
3. In the Show/Hide Screen controls dialog box, select the check box for **Class**.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTIMESHEET	Manage Timesheets	cp711_te_tmmtimesheet_023.zip

Manage/Approve Timesheet Search Period Default Values

Released December 2018

When you filter by Status and select a timesheet schedule in **Time » Timesheets » Manage/Approve Timesheets**, the Year and Period fields now default to the current year and

period, as based on what is configured for that schedule in the Manage Timesheet Schedule screen.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTIMESHEET_APPROVE	Manage/Approve Timesheets	cp711_te_tmmtimesheet_approve_017.zip

Creation of Timesheets Not Listed As Missing

Released October 2018

The **Timesheets » Manage/Approve Timesheets** screen was updated to allow the creation of timesheets that are not already listed as Missing.

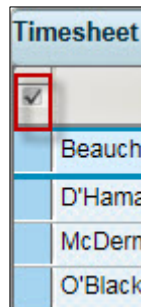
New Timesheet Mass Approval Capability

Released February 2018

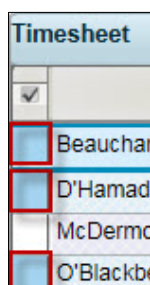
Users of the **Time » Timesheets » Manage/Approve Timesheets** screen now have the ability to approve multiple timesheets in a single step. To enable this enhancement, system administrators should select the new **Allow Mass Approval of Timesheets** check box on the Miscellaneous tab of the **Time » Time Controls » Configure Time Settings** screen.

To approve multiple timesheets from the **Time » Timesheets » Manage/Approve Timesheets** screen, do one of the following:

- Approve all timesheets by selecting the check box at the top of the check box column, as in the following figure:



- Approve selected timesheets by clicking [**CTRL+Click**] each individual check box:



Click **Approve** to approve all selected timesheets.

Although multiple timesheets are selected for approval, timesheets are individually validated. If error or warning messages display for individual selected timesheets, click **OK** to dismiss the messages. You can then click **Approve** again to approve the remainder of the selected timesheets.

Application JAR Requirements

The following table shows the required application JAR versions for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMCONFIG	Time Configuration	cp711_te_tmmconfig_002.zip
TE	Time	tmmtimesheet_ap prove	Manage/Approve Timesheets	cp711_te_tmmtimesheet_approve_ 009.zip

Active Field Default Setting Updated

Released January 2018

The **Active** field in **Time » Timesheet » Manage Resource Work Schedules** was updated so the default setting is 'Yes.'

Requirements

The enhancement requires cp711_te_common_xxx.zip.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMMGRWORKSCH	Manage Resource Work Schedules	

UDT Field Relocated on Manage Timesheet Header

Released January 2018

When enabled, the UDT 09 (Org) field now displays below the **Signature** field on the **Time » Timesheets » Manage Timesheets** screen.

Requirements

The enhancement requires cp711_te_common_xxx.zip.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTIMESHEET	Manage Timesheet	

Printing Leave Reports Enabled for Managers

Released December 2017

Managers and Supervisors can now print leave reports from the Manage Approve Timesheets application.

Save Default Values for Timesheet Export

Released November 2017

A **Save Defaults** button was added to the **Time » Interfaces » Export Timesheets** screen. Click this button to save the current field settings as default values for future use.

A **Reload Defaults** button was also added. Click this button if, having entered new values, you want to revert to the previously saved values.

When you click **Save Defaults**, values entered in the following fields are either saved or not saved as indicated in the following list:

- Basic fields:
 - Saved values include: **Timesheets**, **Subcontractor Export**, and **Costpoint Company**.
 - **Batch ID** and **ADP Filename** are *not* saved.
- **Export Options** – All values in this section are saved.
- **Print Options** – All values in this section are saved.
- **Export to Costpoint Options** – No values in this section are saved.
- **Auto Adjust Options for Regular Timesheets** – All values in this section are saved.
- **Timesheet Generation** – All values in this section are saved.
- **Default Information** – No values in this section are saved.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMPEXPORTTS	Export Timesheets	cp711_te_tmpeportts_005.zip





Manage Timesheets Application Toolbar Improvements

Released November 2017

The directional arrows in the Manage Timesheets screen were modified to make them function in the same way they did in earlier versions of Time & Expense.


In Form view, the application opens to the current timesheet by default. Prior to this update, clicking the left arrow displayed the next (future) timesheet period, and clicking the right arrow displayed the previous (earlier) timesheet period. This was opposite of how the arrows functioned in version 9.x.

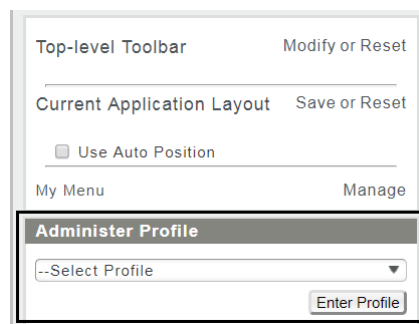
To simplify navigation between timesheet periods, the following updates were made:

Button	Module
	This button was removed from the application toolbar.
	Clicking this directional arrow displays the timesheet of the previous (earlier) pay period. Prior to this update, clicking this arrow displayed the next timesheet period.
	Click this directional arrow to display the timesheet for the next pay period. Prior to this update, clicking this arrow displayed the last timesheet period.
	This button was removed from the application toolbar.

To further simplify the Manage Timesheets toolbar for end users, a new **Toolbar Controls** option was added to **Options » Show/Hide Screen Controls**. This enables administrators (when logged on using an administrator profile) to remove (hide from view) the Table/Form and Query buttons.

If you have administrator privileges and want to hide application toolbar buttons, complete the following steps:

1. Log on using your administrator profile.
2. Open the Screen Configuration panel by either selecting **Screen Configuration** from the Options menu or by clicking  on the top-right corner of your Costpoint screen.
3. From the Administrator Panel drop-down list, select the user profile that corresponds to the timesheet users for whom you want to hide application toolbar buttons.



4. Click **Enter Profile**.
5. Click **Time » Timesheets » Manage Timesheets**.
6. Click **Options » Show/Hide Screen Controls**.
7. In the Show/Hide Screen Controls screen, select **Toolbar Controls**.

Note that this option only displays in User Profile mode.

8. In the table, click the **Always Hide** check box next to each toolbar option you want to hide and click **Apply**.

Toolbar Control	Always Hide
Table/Form	<input checked="" type="checkbox"/>
Query	<input checked="" type="checkbox"/>
Record Selected	<input type="checkbox"/>

Note: To make changes permanent please save Application Layout after clicking Apply

Apply Close

Requirements

The enhancement requires cp711_sys_035.zip.

Manage Timesheets Header Interface Simplification

Released November 2017

The header area of the **Time » Timesheets » Manage Timesheets** screen was updated to remove fields that display information that employees already know. These include the following fields:

- Revision
- Class
- UDT (01-15) or other configured value (an employee code, for example)

Additionally, the Notes tab was also removed, since it is not used by employees, and the **Sign** button was moved to the lower right-hand area to align with other screen buttons.

Image of screen before update:

Image of screen after update:



These fields and the Notes tab were *not* removed from **Time » Timesheets » Manage/Approve Timesheets**.

Requirements

The enhancement requires cp711_te_common_007.zip.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTIMESHEET	Manage Timesheets	cp711_te_tmmtimesheet_009.zip

Timesheet Charge Lookup: Multiple Charge Selection

Released October 2017

The Charge Lookup feature in **Time » Timesheets » Manage Timesheets** was enhanced to provide you with the ability to select multiple timesheet charges simultaneously, either when selecting charges from a branch or from Charge Favorites.

Updates to Manage/Approve Timesheets [

Released September 2017

The following enhancements were added:

- The Missing Timesheets subtask link now only displays if the subtask contains missing timesheet records.
- A new **ID** field, where you can enter the Employee ID, has been added in the Criteria section of the screen. Additionally, it also displays under Search Criteria in the Query dialog box.

File Requirements

These enhancements require the following Costpoint 7.1.1 files:

- cp711_te_common_001.zip;
- cp711_te_tmmtimesheet_007.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Time	TMMTIMESHEET_APPROVE	Manage/Approve Timesheets	cp711_te_tmmtimesheet_approve_003.zip

Record Time

Released January 2017

Hourly employees can now request permission to make corrections to closed timesheets just as salaried employees do. Hourly employees who need to correct a timesheet from a closed period must provide a reason. The request is then routed to their manager or other appropriate supervisor. The employee is notified after the manager approves or rejects the correction request. If the manager has approved the request, the hourly employee can correct the timesheet. The timesheet is then routed for approval.

Timesheet Export

Released November 2016

An **Export to Costpoint** check box was added to the **Time >> Timesheet Interfaces >> Export Timesheet** screen. Select this check box to automatically execute the import of timesheets into Costpoint at the same time as they are exported from Time & Expense. You can set the Costpoint import parameters in the Export to Costpoint section of this screen.

Prior to this enhancement, timesheet export/import required an import file, and import parameters were set in Costpoint (**People >> Labor >> Timesheet Interface >> Import Timesheets from Deltek Time and Expense**).

The options that display on this screen now also display on the Export Timesheet screen, enabling you to set import options at the same time you process the export.

The following options are new to the Export Timesheets screen:

- Auto-Adjust Salaried Employees
- Auto-Adjust Hourly Employees
- Override Auto Adjust %
- Timesheet Type
- Effective Bill Date Override
- Rollup Timesheet Dates
- Rollup Timesheet Lines
- Parse Segmented Lines
- Prorate Salaried Employees
- Generate Union Fringe
- Include Edit Report

For detailed documentation of these fields, see online help for **People >> Labor >> Timesheet Interface >> Import Timesheets from Deltek Time and Expense**.

Filter Timesheets by Approval Task

Released November 2016

The **Time >> Timesheets >> Manage Approve Timesheets** screen now provides the option to filter timesheets by Approval Tasks.

Previously, you could only filter based on timesheet status. For example, to display only those timesheets pending approval, you had to filter based on the status of Open and Signed. This enhancement allows you to directly display only those timesheets that are ready for approval.

To accommodate both filtering options, *Approval Tasks* and *Status*, a **Filter By** drop-down list was added. You must choose one of the two options when selecting your display parameters.

Daily Floor Check Inquiry

Released November 2016

Org and Primary Supervisor were added to the **Time >> Timesheet Reports/Inquiries >> Daily Floor Check Inquiry** report.

Print Resource Utilization Report

Released November 2016

The **Time >> Timesheet Reports/Inquiries >> Print Resource Utilization Report** now includes the ability to display utilization by either entered or prorated hours.

Expense Module

This section describes changes made to applications in the Expense module.

Overview of Changes by Menu Area

Refer to the tables below for an overview of changes made to applications within the Expense module. The tables are organized according to the version 10.0 menu structure. If a screen includes additional information within this document, a page number reference is included. Otherwise, refer to the online Help for additional information.

Expense Authorizations

Application	9.0.1 Path	Overview of Changes
Manage Expense Authorization	Plan Expenses » Expense Authorization	<p>Overview of Improvements</p> <ul style="list-style-type: none"> You can display expense authorizations in Form view or Table view, which displays all the authorizations according to date. Customize table layout, including column size, order, hide/show, and sort. The Wizard buttons (Continue and Back buttons) no longer display. Instead, you can select any tab or section of the form, regardless of where you are in the data entry process. Using the Attachment subtask, you can now upload attachments at any point. You can request advances from the Advance subtask. In earlier versions, you requested them during the signing process. Approval tasks (for managers and supervisors) are now completed from the new Approve Expense Authorization screen. <p>New Interface Elements</p> <ul style="list-style-type: none"> Details Tab — This tab displays additional fields that previously displayed on the Purpose. Void Tab — This tab displays based on permissions and all the rules for voiding are the same as earlier versions. <p>See page 52 for more information.</p>
Manage/Approve Expense Authorization	N/A	This new screen enables managers to approve or reject expense authorizations. See page 61 for more information.
Print Expense Authorization Report	N/A	This new report replaces print functionality previously available from the Expense Authorization Form. See page 62 for more information.

Expense Reports






Application	9.0.1 Path	Overview of Changes
Manage Expense Report	Record Expenses » Expense Report	<p>Overview of Improvements</p> <ul style="list-style-type: none"> You can display the expense reports in Form view or Table view, which displays all the authorizations according to date. Customize table layout, including column size, order, hide/show, and sort. The Wizard buttons (Continue and Back buttons) no longer display. Instead, you can select any tab or section of the form, regardless of where you are in the data entry process. Using the Attachment subtask you can upload attachments at any point. Approval tasks (for managers and supervisors) are now completed from the new Approve Expense Reports screen. <p>New Interface Elements</p> <ul style="list-style-type: none"> Details Tab — This tab displays additional fields that previously displayed on the Purpose. Void Tab — This tab displays based on permissions and all the rules for voiding are the same as earlier versions. <p>Other Changes of Note</p> <ul style="list-style-type: none"> The Expense Report toolbar was replaced by action buttons on the form. The buttons, such as Correct, are always visible, but may be enabled or disabled based on current status. Some schedules were combined. Charge Lookups and Charge Allocations were updated to include options related to subcontractor. <p>See page 63.</p>
Manage/Approve Expense Reports	N/A.	This new screen enables managers to approve or reject expense reports. See page 71 .
Print Expense Report	N/A.	This new report replaces print functionality previously available from the Expense Authorization Form. See page 72 .

Expense Reports/Inquiries

Report and Inquiry screens in the Expense module are more streamlined in version 10.0. In earlier versions, depending the screen, the report or inquiry results displayed on the Results tab, where you could preview or print.


In version 10.0, use the Print options on the Global toolbar to preview and print results. On inquiry screens, the results display in a table on the main screen. Since the report and inquiry screens are no longer tabbed, other fields, such as those relating to workflow notifications, have been consolidated on the main screen as well.

Before you begin using the reporting screens, review the “Report Output Options” section of the *Delte Costpoint Interface Getting Started Guide*, and see “Basic Printing” video available in the Getting Started area of the Costpoint online help.

Application	9.0.1 Path	Overview of Changes
Outstanding Aging Report	Analyze » Outstanding Aging	<ul style="list-style-type: none"> Notifications fields now reside on main screen. The Execute button has been replaced by options under .
Expense Authorization Status	Audit » Expense Authorization Status	<ul style="list-style-type: none"> Notifications fields now reside on main screen. Use options under  to send Notifications.
Expense Report Status	Audit » Expense Report Status	<ul style="list-style-type: none"> Notifications fields now reside on the main screen. Use options under  to send Notifications.
Commitments Inquiry	Audit » Commitment Inquiry/Report	<p>The inquiry and report functions of the 9.0.1 Commitment Inquiry/Report screen were split into two separate screens. Use this screen to perform inquiry functions.</p> <p>Click  on the Global toolbar to display inquiry results in the Commitments Inquiry Results table.</p> <p>See the online help for more information.</p>
Print Commitment Report	N/A	<p>This screen was added to replace the Commitments Inquiry reporting functions.</p> <p>Use options under  on the Global toolbar to preview or print report results.</p>







Batch Expenses

Application	9.0.1 Path	Overview of Changes
Manage Expense Batch Types	Settings » Batch Types	<p>Screen Changes</p> <ul style="list-style-type: none"> Source field on the Basic Information tab: <ul style="list-style-type: none"> Includes a new “Generic” layout option. This layout provides predetermined fields and is PCI (Payment Card Industry) compliant. See page 73 for layout details. The Amex and Visa options do not display for SaaS customers.

Application	9.0.1 Path	Overview of Changes
		<ul style="list-style-type: none"> Amex and Visa Import options were combined on the Import Options tab. Fields on the screen are enabled or disabled based on Batch Type Code (Visa or Amex). Filter options for Amex are now located in the Filters subtask. Transaction Type filters for Visa are now located in the Transaction Type Filter subtask. Filter Value fields for Visa are now located in Wizard Type Identification subtask. Identification values for Ghost Card are now located in a separate subtask.
Manage Batch Expense	Process » Maintain Imported Expenses	<p>The basic functionality of this screen is unchanged. However, since the Wizard entry model is no longer supported, you are no longer required to enter batch expense information in a particular order.</p> <p>In Form view, for example, the wizard pages have been replaced with tabs as follows:</p> <ul style="list-style-type: none"> General tab — Fields on this tab resided on the first wizard page in earlier versions. Amounts tab — Fields on this tab resided on the second wizard page in earlier versions. Details tab— Fields on this tab enabled or disabled based on Wizard type. The fields were located on the third wizard page in earlier versions, and also varied by wizard type. <p>To import expenses, open the Import Expenses subtask.</p> <ul style="list-style-type: none"> File Location and File Name are new fields. Click the Import button on this subtask to import files or click  on Global toolbar. Subtasks accessed from this screen are: Import Errors Dialog and Import Errors Dialog.

Expense Interfaces

Application	9.0.1 Path	Overview of Changes
Export ERs/Advances	Process » Export ERs/Advances	<ul style="list-style-type: none"> New fields: File Location and File Name. Check boxes for selecting report options were added to the main screen.

Application	9.0.1 Path	Overview of Changes
		<ul style="list-style-type: none"> Use options under  to refresh group or class selections or to print/export results. A Subcontractor check box was added. Select this check box to enable prime contractors to export approved subcontractor expense reports to Costpoint.
Export Commitments	Process » Export Commitments	<ul style="list-style-type: none"> Click  in File Location to select export location. The Preview/Print buttons have been replaced by options under  on the Global toolbar. The Process button has been replaced by  on Global toolbar. The Export button has been replaced by  on Global toolbar.
Compute Commitments	Process » Compute Commitments	The Execute button has been replaced by  on the Global toolbar.





Expense Controls

Application	9.0.1 Path	Overview of Changes
Configure Expense Settings	Settings » Expense Configuration	<p>UDT Options</p> <ul style="list-style-type: none"> Now a subtask instead of a tab. Signature/Approval Task is now a separate subtask. Aging Option is now a separate subtask. <p>Export Options Tab</p> <ul style="list-style-type: none"> Export Filter and Export have been removed from this tab and now reside in the UDT Options subtask table. <p>Miscellaneous Tab</p> <p>The following fields are new to the screen but previously displayed on the Domain Detail screen in the Technical Console:</p> <ul style="list-style-type: none"> Receipt Storage Location Traveler Location Traveler Reject Location Image Examine Level (was Traveler Examination Level)

Application	9.0.1 Path	Overview of Changes
Manage Currencies	Expense » Settings » Currencies	No changes of note.
Manage M&IE Breakdown	Settings » M&IE Breakdown	No changes of note.
Manage Providers	Settings » Providers	Visa Suppliers Name is now a subtask instead of a tab.
Manage Expense Charge Types	Settings » Charge Types	New Add Details button. For new charges, click Add Details to add expense charge type details to the table window.
Manage Pay Methods	Settings » Pay Methods	No changes of note.
Manage Currency Schedules	Settings » Currency Schedule	<ul style="list-style-type: none"> ▪ Tabs are consolidated and streamlined to display as a single screen. ▪ You can enter or edit exchanges rates directly in the Exchange Rates table.
Manage Per Diem Schedules	Settings » Per Diem Schedules	<ul style="list-style-type: none"> ▪ Tabs are consolidated and streamlined to display as a single screen. ▪ You can enter or edit schedules directly in the Schedule table instead. ▪ Click the Meal & Incidental subtask to view additional data for line selected in the table.
Manage Tax Schedules	Settings » Tax Schedules	<ul style="list-style-type: none"> ▪ Tax Schedules Rates tab has been converted to a subtask. ▪ Tax Schedule Labels now displays as a separate table element at the bottom of the main screen.
Manage Expense Types	Settings » Expense Types	<p>Basic Information Tab</p> <ul style="list-style-type: none"> ▪ New fields: 1099 Type, Relocation Code, W-2 Code. ▪ Over-Ceiling text box has been moved to User-Defined Labels & Text subtask. <p>Input Options Tab</p> <ul style="list-style-type: none"> ▪ Label changed to Input Options – Required Fields. ▪ Fields for all wizard types display and are enabled or disabled based on selected Wizard Type. ▪ The User-Defined Values table has been converted to a subtask.

Application	9.0.1 Path	Overview of Changes
		Other Screen Changes <ul style="list-style-type: none"> Multiple tabs were converted to subtasks. The User Defined tab has been converted to three separate subtasks, which correspond to labels entered for values 1-3 in the User-Defined Labels & Text subtask.
Manage Expense Report Types	Settings » Expense Report Types	Basic Information Tab <ul style="list-style-type: none"> Fields that were on the Basic Information tab now reside under Basic Information on the main screen. The Label fields under User-Defined Values have been relocated to the User-Defined Values – Labels subtask. Other Screen Changes <ul style="list-style-type: none"> Tabs were converted to subtasks. Tables on the Expense Authorization tab were split into two separate subtasks: <ul style="list-style-type: none"> Expense Authorization Tasks – Authorization Expense Authorization Tasks - Advance The User Defined tab was converted to three separate subtasks, which correspond to labels entered for values 1-3 in the User-Defined Labels & Text subtask.
Manage Expense Classes	Settings » Expense Classes	Basic Information Tab <ul style="list-style-type: none"> The Advance Request field has been removed. Costpoint Charge Lookup options are currently not supported pending future improvements. A Subcontractor check box was added under Subcontractor Options. Select this check box to indicate that the expense class is for subcontractors. When this check box is selected, the following business rules are enforced: <ul style="list-style-type: none"> Advances are not allowed. Expense Report Types cannot be added if they require an expense authorization. Other Screen Changes <p>Expense Report Types and Pay Method tabs were converted to subtasks.</p>

Expense Utilities

Application	9.0.1 Path	Overview of Changes
Clear Expense Reports	Utilities » Clear Expense Reports	The Execute button has been replaced by  on the Global toolbar.
Clear Expense Authorizations	Utilities » Clear Expense Authorizations	The Execute button has been replaced by  on the Global toolbar.
Maintain Expense	Utilities » Expense Utility	The Purge button has been replaced by  on the Global toolbar.
Advance Utility	Utilities » Advance Utility	No changes of note.
Maintain Payment	Utilities » Payment Utility	No changes of note.
Change Expense Report/Advance Status	Utilities » Change ER/Advance Status	<ul style="list-style-type: none"> The Execute button label was changed to Update. Click  on the Global toolbar or Refresh Groups to update group selections if you change the criteria.
Bar Code Processor	N/A.	This is a new screen that enables administrators to manually run the Bar Code Processor.

Other Changes of Note

- Per Diem Preprocessor — This application is no longer supported.

Manage Expense Authorization

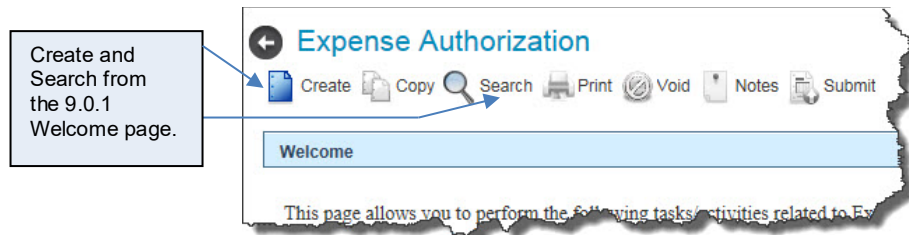
To display the Manage Expense Authorizations screen, click **Expense » Expense Authorizations » Manage Expense Authorizations**.

Although the screen layout is new for version 10.0, the functionality is mostly unchanged. One general enhancement, is the ability to upload attachments at any point in the data entry process.

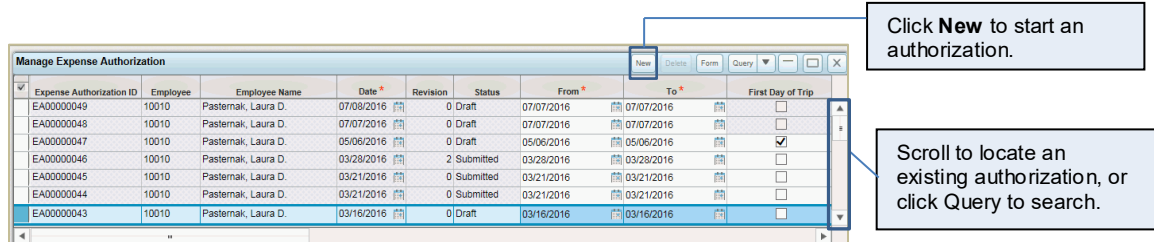
Overview of Changes


The list below highlights key differences between earlier versions and version 10.0.

- In earlier versions, a Welcome page displayed, when you opened the Expense Authorizations application from the menu. For example:



In the new version, all existing expense authorizations display when the screen opens.



- The Wizard structure is obsolete in version 10.0, and you can now enter required background information (for example, purpose, location, and default charges) in any order. You are, however, still required to enter the purpose, location, and default charge information prior to saving the record. Additionally, information you enter is not automatically saved, so you should periodically click .
- If you are a supervisor or administrator, the approve/reject functionality is now accessed from: **Expense » Expense Authorizations » Manage/Approve Expense Authorizations**. See "Manage/Approve Expense Authorizations" on page [61](#).
- Print functions have been expanded and moved to a new screen: **Expense » Expense Authorizations » Print Expense Authorization Report**.
- The earlier version of the form was comprised of a four individual sections that you expanded or collapsed. For example:

In the earlier version, you expanded each section to enter data.

In version 10.0, the background area (tabs in the header) and Planned Expenses section remain visible, and Supporting Schedules and Workflow now display as subtask links in the middle of the form. There is also a subtask for making an advance request, and in Draft status, an Attachment subtask also displays.

Expense Module

See "Application Toolbar" on page 54.

See "Manage Expense Authorization Header" on page 54.

See "Subtask Options" on page 57.

See "Planned Expenses" on page 60.

Application Toolbar

Use the application toolbar to create a new timesheet record or to navigate to existing records.

Use these arrows to navigate to later timesheet periods.

Use these arrows to navigate to earlier timesheet periods.

Click **Query** to locate a timesheet using the lookup functions. Search by period ending or timesheet status.

Click **New** to create a timesheet if one does not exist for the desired period.

Click **Table** to display the header fields and tabs in table format. Click **Form** to return to Form view.

Note that the back arrow (left pointing) advances the display to more recent records, and the forward arrow (right pointing) moves to earlier records. In earlier versions, the arrows worked in the exact opposite manner.

Additionally, if you navigated to a timesheet period that did not yet exist, you were prompted to create a timesheet, but in version 10.0, you must click **New**.

When you switch from Form view to Table view, all the information in the header, including the tabs, display in a table. You should experiment with both layouts to see which you prefer. See the *Getting Started with the Interface and User Basics* guide to learn how to save your preferences.

Expense Authorization Header

Version 10.0 offers you the option to enter or modify expense authorizations in Table view or Form view. When you select Form view, tabs appear in the header area, for example:

To enter background information, complete fields on each tab. When you are finished, click **Save & Continue** in the global toolbar.

When you select Table view, fields that displayed on the Purpose and Details tabs now display in the table. Use the Tab key to advance through the table as you complete each field. To enter location and charge information, click the **Locations** and **Default Charges** subtasks.

New records display at the bottom of the table. Use the tab key to move to the next field.

Click these subtasks to finish entering background information.

Expense Authorization ID	Description *	Employee	Employee Name	Date *	Status	From *	To *
EA00000049	test	10010	Pasternak, Laura D.	07/08/2016	Draft	07/07/2016	07/07/2016
EA00000048	test	10010	Pasternak, Laura D.	07/07/2016	Draft	07/07/2016	07/07/2016
EA00000047	test	10010	Pasternak, Laura D.	05/06/2016	Draft	05/06/2016	05/06/2016
EA00000046	qwedwqeqw	10010	Pasternak, Laura D.	03/28/2016	Submitted	03/28/2016	03/28/2016
EA00000045	test	10010	Pasternak, Laura D.	03/21/2016	Submitted	03/21/2016	03/21/2016
EA00000044	test	10010	Pasternak, Laura D.	03/21/2016	Submitted	03/21/2016	03/21/2016



Although you have the option to complete the expense authorization in Table view, the remainder of this section assumes you are using Form view.

Purpose Tab

The Purpose tab displays basic information about the authorization: employee name and ID, dates covered by the authorization, and current status. The employee submits the request from this tab.



In earlier versions, the Purpose screen was the first page of the wizard, when you created a new authorization, you had to click Continue to advance to the next page. This behavior is obsolete in version 10.0.

Locations Tab

Use this tab to record information concerning the location where expenses will be incurred.

Click the Per Diem Rates subtask link to view per diem rates for the selected location.

Note: This link displays only after you have selected a location for the expense.

The screenshot shows the 'Locations' tab in the Expense Module. The 'Location' field is set to 'AMERICAN SAMOA, AMERICAN SAM'. The 'Start Date' and 'End Date' are both '01/06/2016'. The 'Country' is 'AMERICAN SAMOA', 'State' is 'N/A', 'City' is 'AMERICAN SAMOA', and 'County' is 'N/A'. The 'Frequent Location' and 'Active' checkboxes are checked. A 'Submit' button is at the bottom. A 'Per Diem Rates' link is visible in the top right corner. Below the form, a table shows the per diem rates for the selected location.

From Date	To Date	Lodging	Breakfast	Lunch	Dinner	Incidentals	Total M&IE
01/06/2016	01/06/2016	85.00	10.00	17.00	27.00	13.00	67.00

Default Charges Tab

Use this tab to enter specific charges to which the expense estimates will default. You can allocate charges by percentage of the total authorization amount. Click to look up charges.

The screenshot shows the 'Default Charges' tab in the Expense Module. The 'ID' field is empty, and the 'Charge Type' is 'Charge'. The 'Description' field is empty. The 'Default Allocation %' field is empty. An 'Add To Favorites' button is next to the 'ID' field. A 'Submit' button is at the bottom.

Details Tab

This tab is new in version 10.0. It contains additional information about the expense authorization, most of which is read-only. In earlier versions, this information displayed in the Authorization ID section of the form.

The screenshot shows the 'Details' tab in the Expense Module. The 'Class' field is 'Government Div Employee'. The 'Revision' field is '1'. The 'Total Planned' field is 'USD 220.00'. The 'Charge' field is '30001'. The 'Notes' field is empty. The 'Revision Explanation' field is empty. A 'Change Status to Draft' checkbox is checked. A 'Submit' button is at the bottom.

The tab also includes a Notes memo field, which displays comments, or instructions, added to your expense authorization by a system administrator or other authorized user.

Additionally, if make a change that requires a revision explanation, the Revision Explanation field is editable.



In earlier versions, notes displayed in the Notes dialog box after you clicked  on the toolbar.

Void Tab

Use the Void tab to void the authorization request and to record your reason for doing so.

The screenshot shows the 'Manage Expense Authorization' window. The 'Void' tab is selected and highlighted with a blue box. Below the tabs, there is a 'Reason' label and a text input field containing 'Trip postponed indefinitely'. Below the input field, there is a 'Void' button.



In earlier versions, you clicked  on the toolbar to void an expense authorization.

Subtask Links

Use subtask links to view additional information about the expense authorization, such as charge allocations, or to perform tasks, such as uploading attachments or updating workflow assignments.

The screenshot shows a set of subtask links: 'Revision History', 'Attachment', 'Charge Distribution', 'Advance', and 'Workflow'. A callout box with the text 'Click the link to open the subtask.' points to the 'Revision History' link. Below the links, there is a table with columns 'Revision Details' and 'Explanation'.

The subtask links display between the header area and Planned Expenses table. The links that display can vary based on company configuration settings or the status.

You can control where on the screen subtask tables display, and you can have multiple subtasks open at the same. After you position them, you can save your settings, and Costpoint will remember them next time you display the Expense Authorization screen. See *Getting Started with the Interface and User Basics* guide for more information.

Revision History Subtask

Click the **Revision History** subtask link to view the history of revisions made to the expense authorization.



Attachment Subtask

Complete fields in the table, and click **Upload Attachment**.



Additionally, the Fax Attachment option that existed in the Attachments screen has been replaced by options in the **Expense » Expense Reports » Print Expense Report** screen. From this new application, you can generate the coversheet by selecting **Show Receipt Traveler** and **Include Barcode with Traveler**. See “Print Expense Authorization Report” on page 62.

Charge Distribution Subtask

Manage Expense Authorization > Charge Distribution					Form	Query				
<input checked="" type="checkbox"/>	Allocation ID	Charge Type	Charge	Description						
	1	Project	01002	Project 2						
	2	Project	20010	Atrium Towers Multi-Use						

When you select a row, additional details for the charge display in the Charge Details table.

Charge Details					Form	Query	—
<input checked="" type="checkbox"/>	Expense ID	Expense Date	Category/Expense Type	Currency	Estimate		
	1	03/28/2016	Air/Rail/Domestic Airfares	USD	2.00		
				Total	2.00		
Ok							



In earlier versions, the Charge Distribution tab displayed in the Supporting Schedules section of the form.

Advance Subtask

Click the **Advance** subtask to request or view advances for the expense authorization.

Manage Expense Authorization > Advance				1 of 1 Existing	Form	Query	—	X
Currency	USD							
Requested	250.00	Outstanding	250.00					
Paid	0.00	Available	0.00					
Details								
Ok								

In the Details table, click **New** to enter the advance request. The request is submitted for approval when you click **Submit** in the header area of the Manage Expense Authorization form.

Manage Expense Authorization > Advance > Details							New	Delete	Form	Query	—	X
<input checked="" type="checkbox"/>	Advance ID	Currency	Amount *	Date Needed *	Reason *	Status						
	EA0000030_1	USD	250.00	06/20/2016	Need cash for out of pocket expenses	Submitted						
...												
							Ok					



In earlier versions, the Advance tab displayed in the Supporting Schedules section of the form, which included a separate Submit button.

Workflow Subtask

Click the **Workflow** subtask to display all the tasks associated with the expense authorization. For attachment tasks, click **Upload Attachment File** to attach the required documentation.

Manage Expense Authorization > Workflow											Form	Query	—	X
<input checked="" type="checkbox"/>	Sequence	Area	Primary Role	Task	Task Item	Expense/Charge	Amount	Rule	Status	Rejection Reason	(Can be) Completed By			
	0	Authorization	Employee	Create	Overall			Required	Completed		Pasternak, Laura D. (10010)	Friday, Dei		
	1	Authorization	Employee	Submit	Overall			Required	Completed		Pasternak, Laura D. (10010)	Wednesda		
	2	Authorization	Administrator	Approve	Overall			Required	Pending		Purcell, Laurie L. (10014);	Widius, Bart		
	2	Authorization	Employee	Attach	Attachment	Request or PO		Required	Pending		Pasternak, Laura D. (10010);	Widius, Bart		
											Upload Attachment File		View Attachment	
											Workflow Assignments			
Ok														

For a selected task, click the **Workflow Assignments** subtask to display details about the assignment. Select or clear the **Assign** check box as needed to modify the task assignment.

Manage Expense Authorization > Workflow > Workflow Assignments

Assign	Role	Type	Assigned To
<input type="checkbox"/>	Supervisor	Backup	Widlus, Barbara (10020)
<input checked="" type="checkbox"/>	Administrator	Primary	Purcell, Laurie (10014)
<input type="checkbox"/>	Supervisor	Backup	Shaw, Thomas (10025)

Refresh
Ok



In earlier versions, you viewed Workflow tasks from the Workflow Status section. To view or modify workflow assignments, you clicked the magnifying glass icon on a given row.

Additionally, roles that had approval rights, could complete approve and reject tasks from Workflow Status section, but those tasks are now completed from the Approve Expense Authorizations screen.

Planned Expenses Section

Use the Planned Expenses section of the form to add, edit, or delete planned expenses. To add an expense, click **New**.

Use the **Category** and **Expense Type** Lookups to select the type of expense.

Planned Expenses

New Delete 1 of 1 New

Details Charge Allocations

ID 0 Category Expense Type

Location Start Date

Expense Date End Date

Number of Units Days

Rate per Units

Ceiling

Estimate

Comments

Late Return

Conference

Attachment

Details Tab

Use this tab to enter expense details. Required details may vary based on Category and Expense Type.

Planned Expenses

New Delete 1 of 1 Existing

Details Charge Allocations

ID 1 Category Air/Rail Expense Type Domestic Airfares

Location

Expense Date 07/21/2015

Number of Units

Rate per Units

Ceiling 1,200.00000

Estimate 15.00000

Departure Date

Return Date

Days

Comments

Late Return

Conference

Attachment



In earlier versions, the Details tab only displayed required fields for the selected expense category and type. In version 10.0, all possible fields for a given expense category display, but they may be dimmed and non-editable if they are not required for the expense you are entering.

Charge Allocations Tab

This tab displays information concerning how the expense will be allocated. You can change the percentage or the amount that is allocated for each expense


Planned Expenses									
Details: Charge Allocations									
	ID	Charge Type	Project	Description	Account	UDT04	UDT09	UDT10	Default Allocation %
	1	Miscellaneous - Direct	20001	GSA Schedule #1	505-50		2.01.4120		100.00%
									Override Allocation % *
									100.00%

Manage/Approve Expense Authorizations

To open the Approve Expense Authorizations screen, click **Expense » Expense Authorizations » Manage/Approve Expense Authorizations**.

If you are a supervisor, use this new screen to manage employee expense authorizations, or if you have proxy rights to create or sign expense authorizations on behalf of others, you can do so from this screen.

Although the Approve Expense Authorizations screen is new, the functionality existed previously.

In earlier versions, you clicked  on the Global Toolbar in the Expense Authorization application. The Search dialog box displayed the same fields that you will now see in the Approve Expense Authorizations screen. Thus you will already be familiar with basic layout and functionality of this screen.


One key difference is that the Costpoint architecture allows for display of search results in Table view, allowing for easier and more efficient review and approval/rejection of expense authorizations.

Once you have selected an expense authorization, the approval/rejection tasks are completed in the same manner as in earlier versions.

The only difference is that in Version 10 you click the Workflow subtask to display the Workflow section of the screen. The use and various states of this screen are illustrated in the two examples that follow below.

In the Filter By dropdown list, choose one of the following:


- **Status** - to filter by expense authorization status. Then under **Status**, select the status check boxes.
- **Outstanding Tasks** - to filter by task type. Then, under **Task Type**, select the task check boxes.

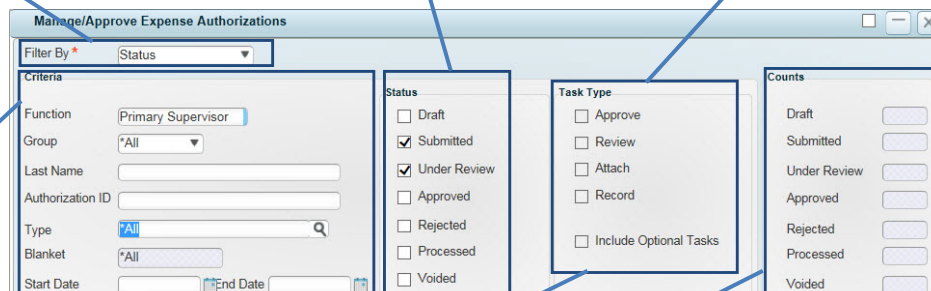
If you select **Status** from the **Filter By** dropdown list, this section becomes enabled. Select the check box next to each status you want to include, and then click .

In this example, expense authorizations with a status of **Submitted** and **Approved** will display in the Manage Expense Authorization table.

The check boxes in this section are enabled when **Outstanding Task** is selected in the **Filter By** field. Select the box next to each type of task you want to display.

If you are filtering by Status, use fields under **Criteria** to refine the search results.

Click  on the toolbar to display search results and to refresh the counts.



This section displays the total number of authorizations by status category. Leave the **Include Optional Tasks** check box clear to reduce the search results returned.

If **All** is selected in the **Group** field, records for all groups display. If you choose **Selected**, click the **Select Employees Groups** subtask to select the group.

Print Expense Authorization Report

This new screen replaces print functionality available in earlier versions from the Expense Authorization screen.

Use the Print Expense Authorization Report screen to print one or more expense authorizations, either at a summary or detail level. If your role is that of Supervisor or Administrator, you can use the Employee Group Select table directly below to select employee groups prior to printing.

To access the Print Expense Authorization Report screen, click **Time & Expense > Expense > Expense Authorizations > Print Expense Authorization Report**.

Print Expense Authorization Report

New Copy Delete

1 of 1 New

Table Query

Parameter ID *

Description *

Functional Role

PADMIN Administrator

Report Type

All All

Last Name

Authorization ID

EA00000012

Blanket

All

Start Date

07/01/2016

End Date

08/31/2016

Sort By

Authorization ID

Status

☐ Draft
☒ Submitted
☐ Under Review
☐ Approved
☐ Rejected
☐ Processed
☐ Voided

Options

☒ Show Summary
☐ Show Details

Select the check box for each status category that you want to print.

Employee Group Select

Query

Selected	Description
<input checked="" type="checkbox"/>	Infinite Services & Solut

Select All

Deselect All

Use this table to select employee groups for which you are responsible and for which you want to print reports.
Select the check box for each group you want to print. You can **Query** for additional employee groups.



In earlier versions, the Print function for Expense Authorizations was accessed by clicking on the Global Toolbar.



Manage Expense Report

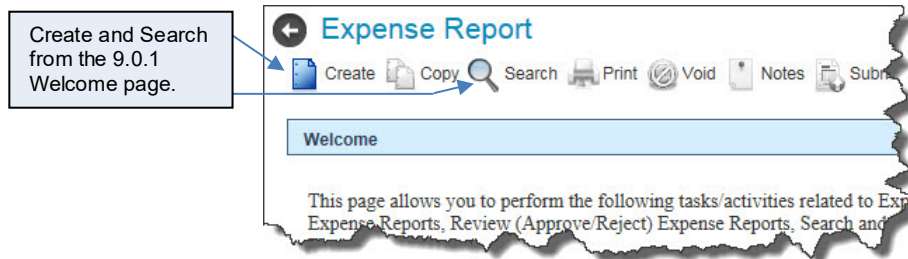
To open the Manage Expense Authorizations screen, click **Expense » Expense Reports » Manage Expense Reports**.

Although the screen layout is new for version 10.0, the functionality is mostly unchanged. One general enhancement, however, is the ability to upload attachments at any point in the data entry process.

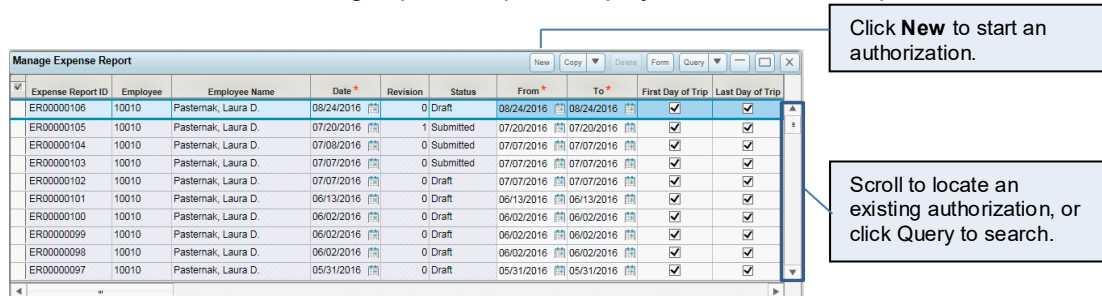
Overview of Changes


The list below highlights key differences between the earlier version (9.0.1) and the new version.

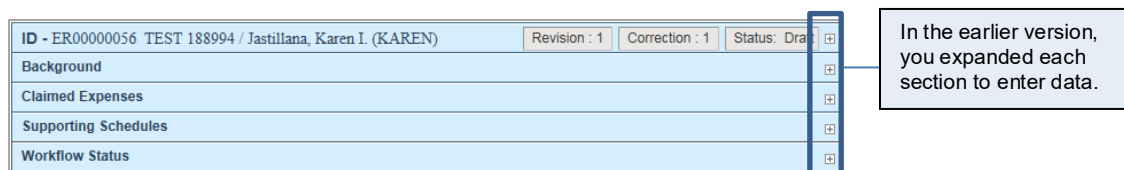
- In earlier versions, a Welcome page displayed, when you opened the Expense Report application from the menu. For example:



In the new version, all existing expense reports display when the screen opens.



- The Wizard structure is obsolete in version 10.0, and you can now enter required background information (for example, purpose, location, and default charges) in any order. You are, however, still required to enter the purpose, location, and default charge information prior to saving the record. Additionally, information you enter is not automatically saved, so you should periodically click .
- If you are a supervisor or administrator, the approve/reject functionality is now accessed from: **Expense » Expense Reports » Approve Expense Reports**. See "Approve Expense Reports" on page [71](#).
- Print functions have been expanded and moved to a new screen: **Expense » Expense Reports » Print Expense Report**.
- The earlier version of the form was comprised of a four individual sections that you expanded or collapsed. For example:



In version 10.0, the background area (tabs in the header) and Claimed Expenses section remain visible, and Supporting Schedules and Workflow now display as subtask links in the middle of the form. There's also a subtask for making an advance request, and in Draft status, an Attachment subtask also displays.

See "Application Toolbar" on page 64.

See "Expense Report Header" on page 65.

See "Subtask Options" on page 67.

See "Claimed Expenses" on page 69.

The screenshot shows two overlapping windows from the Deltek Expense Module. The top window, titled "Manage Expense Report", has tabs for Purpose, Locations, Default Charges, Details, and Void. It contains fields for ID (ER00000060), Employee (DEL_001), Date (06/16/2016), and Status (Draft). The "Details" tab is active, showing fields for Type (Long Distance - Government), Authorization (Launch), From (06/13/2016), To (06/15/2016), Purpose (Traveled to Deltek for Expense training), and a summary of expenses totaling 1,254.00. The bottom window, titled "Claimed Expenses", also has tabs for Details and Amount. It shows fields for ID (1), Category (AirRail), Expense Type (Domestic Airfare), Location, Expense Date (06/15/2016), Provider (Delta), Short Description (ER00000060 / FGT675VFD / FGT675VF), Itinerary (ORD to IAD), Comments (Training at Deltek), Ticket Number (FGT675VFD), and User-Defined Code 1 (Coach Class). Both windows have an application toolbar at the top with buttons for New, Copy, Delete, and navigation arrows.



Although you have the option to complete the expense report in Table view, the remainder of this section assumes you are using Form view.

Application Toolbar

Use the application toolbar to create a new timesheet record or to navigate to existing records.

The screenshot shows the application toolbar with several callouts explaining its functions. The toolbar includes buttons for New, Delete, navigation arrows (back, forward, and search), a status indicator (2 of 8 Existing), and buttons for Table, Query, and a close button (X). Callouts include: "Use these arrows to navigate to later timesheet periods." (pointing to the forward arrow), "Use these arrows to navigate to earlier timesheet periods." (pointing to the back arrow), "Click **Query** to locate a timesheet using the lookup functions. Search by period ending or timesheet status." (pointing to the Query button), "Click **New** to create a timesheet if one does not exist for the desired period." (pointing to the New button), and "Click **Table** to display the header fields and tabs in table format. Click **Form** to return to Form view." (pointing to the Table button).

Note that the back arrow (left pointing) advances the display to more recent records, and the forward arrow (right pointing) moves to earlier records. In earlier versions, the arrows worked in the exact opposite manner.

Additionally, if you navigated to a timesheet period that did not yet exist, you were prompted to create a timesheet, but in version 10.0, you must click **New**.

When you switch from Form view to Table view, all the information in the header, including the tabs, display in a table. You should experiment with both layouts to see which you prefer. See the *Getting Started with the Interface and User Basics* guide to learn how to save your preferences.

Expense Report Header

Version 10.0 offers you the option to enter or modify expense authorizations in Table view or Form view. When you select Form view, tabs appear in the header area, for example:

Purpose Tab

This tab displays basic information about the report: employee name and ID, dates covered by the report, and current status for the expense report. The employee submits the expense report from this tab.

Manage Expense Report [New] [Delete] [16 of 81 Existing] [Table] [Query] [X]

Purpose | Locations | Default Charges | Details | Void

ID: ER00000081 | test | Date: 03/28/2016 | Status: Draft

Employee: 10010 | Pasternak, Laura D.

Type: International - Government | Authorization: Launch | Close Blanket: ☐

From: 03/28/2016 | To: 03/30/2016 | Code 1: 123456789012345678 | Code 2: TEST33 | Code 3: TEST34

Purpose: Union Jack Client conference

Submit | Correct

Total Expenses	USD 10.00
(-) Company Paid	10.00
(-) Advance	0.00
(-) Personal	6.00
(-) Non-Reimbursable	0.00
(-) Payment Received	0.00
Total Amount Due to Employee	-6.00

[Billable](#) [Charge Distribution](#) [Company Paid](#) [Non Reimbursable](#) [Payment](#) [Revision History](#) [Attachment](#) [Advances](#)
[Category View](#) [Date View](#) [Workflow](#)

Locations Tab

Use this tab to record information concerning the location where expenses were incurred.

Click the Per Diem Rates subtask link to view per diem rates for the selected location.
Note: This link displays only after you have selected a location for the expense.

Manage Expense Report [New] [Delete] [1 of 1 Existing] [Table] [Query] [X]

Locations | Purpose | Default Charges | Details | Void

Seq: 1 | Location: ABBEVILLE, ALABAMA | State: alabama state | City: abbville city | County: HENRY COUNTY

Start Date: 05/27/2016 | End Date: 05/27/2016 | 944x328

☒ Frequent Location ☒ Active

Comment:


Submit | Correct

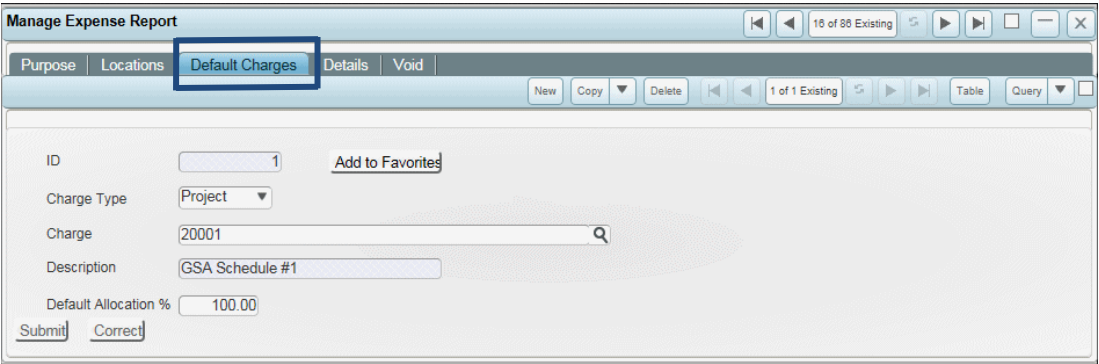
[Per Diem Rates](#)

From Date	To Date	Lodging	Breakfast	Lunch	Dinner	Incidentals	Total M&IE
05/27/2016	05/27/2016	70.00	30.00	11.00	18.00	3.00	39.00

Ok

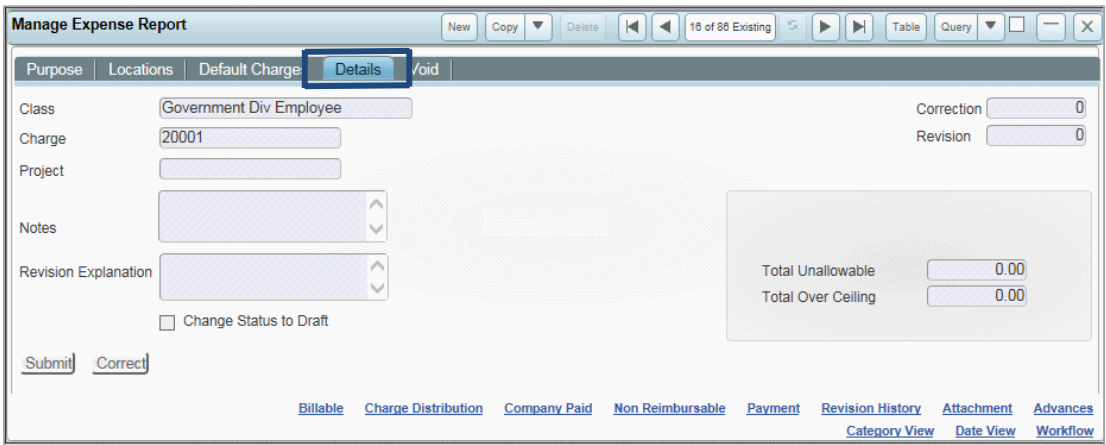
Default Charges Tab

Use this tab to enter specific charges to which the expense estimates will default. You can allocate charges by percentage of the total report amount. Click  to look up charges.



Details Tab

This tab is new in version 10.0. It displays information that was automatically generated when you created the expense report. You can add notes and reasons for any revisions you have made.



The tab also includes a Notes memo field, which displays comments, or instructions, added to your expense authorization by a system administrator or other authorized user. This fields replaces the Notes icon that displayed on the toolbar in earlier versions.

Additionally, if make a change that requires a revision explanation, the Revision Explanation field is editable.



In earlier versions, notes displayed in the Notes dialog box after you clicked  on the toolbar.

Use subtask links to view supporting schedules, or to perform tasks, such as uploading attachments. The subtask links display between the header area and Claimed Expenses table. The links that display can vary based on company configuration settings or the status.

Click these links to perform tasks or modify the way expenses are sorted.

[Billable](#)
[Charge Distribution](#)
[Company Paid](#)
[Non Reimbursable](#)
[Payment](#)
[Revision History](#)
[Attachment](#)
[Advances](#)
[Category View](#)
[Date View](#)
[Workflow](#)

You can control where subtask tables display on your screen, and you can have multiple subtasks open at the same. After you position them, you can save your settings, and Costpoint will remember them next time you display the Manage Expense Reports screen. See *Getting Started with the Interface and User Basics* guide for more information.

The supporting schedules provide additional information about the expense report, such as charge distributions, voucher distributions, and revisions.

Select the charge row
you want to view.

Manage Expense Report > Charge Distribution				
Form Query [v] [] [x]				
<input checked="" type="checkbox"/>	Allocation ID	Charge Type	Charge	Description
<input checked="" type="checkbox"/>	1	Project	20002	Missile Command
<input type="checkbox"/>	2	Project	20001	GSA Schedule #1
<input type="checkbox"/>	3	Project	20050	North Terminal Cargo Bldg

Charge Details									
Exp ID	Expense Date	Category/Expense Type	Currency	Under Ceiling Amount	Under Ceiling Percentage	Over Ceiling Amount	Over Ceiling Percentage	Unallowable Amount	Unallowable Percentage
1	01/16/2015	Car Rental/Car Rental	USD	350.00	100.00	0.00	0.00	0.00	0.00
2	01/16/2015	Lodging/Per Diem Lodging	USD	440.00	100.00	0.00	0.00	0.00	0.00
3	01/16/2015	Lodging/Miscellaneous	USD	0.00	0.00	0.00	0.00	0.00	0.00
				790.00		0.00		0.00	



In earlier versions, these schedules were available in the Supporting Schedules section of the Expense Report form.

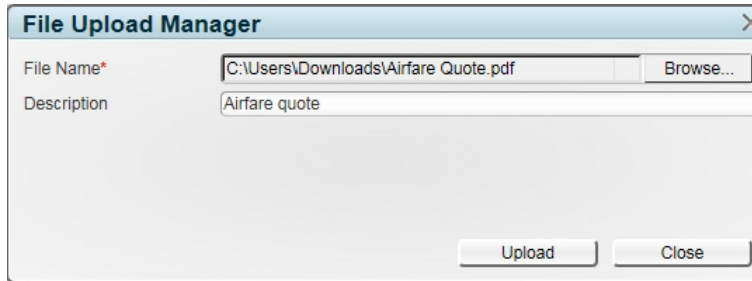
Click the **Attachment** subtask to upload an attachment to the expense report.

Manage Expense Report > Attachment							New	Copy	Delete	Query	⌵	⌴	⌵	⌴	⌵	⌴	⌵	⌴
✓	Original File Name	Description	Attachment Type *	Missing Receipt	Reason for missing Receipt	Storage Location	File Name											
→	Airfare Receipt.pdf	Airfare receipt	AIRFARE	Q		EXPENSERECEIPTS	ER00000105_20160730002659.pdf											
⏪																		

Upload Attachment

View Attachment

Complete the fields in the table and click **Upload Attachment**.



The File Upload Manager dialog box has a title bar with a close button. It contains two input fields: 'File Name*' with the text 'C:\Users\Downloads\Airfare Quote.pdf' and a 'Browse...' button to its right; and 'Description' with the text 'Airfare quote'. At the bottom are 'Upload' and 'Close' buttons.

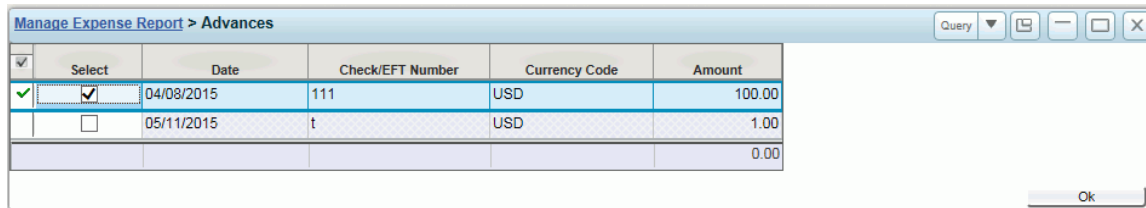
Additionally, the Fax Attachment option that existed in the 9.0.1 Attachments screen has been replaced by options in the **Expense » Expense Reports » Print Expense Report** screen. From this new application, you can generate the coversheet by selecting **Show Receipt Traveler** and **Include Barcode with Traveler**. See “Print Expense Report” on page [72](#).



In earlier versions, you uploaded attachments from the Workflow Status section as part of the submittal process. In version 10.0, you can upload attachments at any point during the drafting process.

Advance Subtask

Click the **Advance** subtask to request or view advances for the expense authorization.



	Select	Date	Check/EFT Number	Currency Code	Amount
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/08/2015	111	USD	100.00
<input type="checkbox"/>	<input type="checkbox"/>	05/11/2015	t	USD	1.00
					0.00

Buttons: Query, Print, Refresh, Close. Bottom button: Ok.

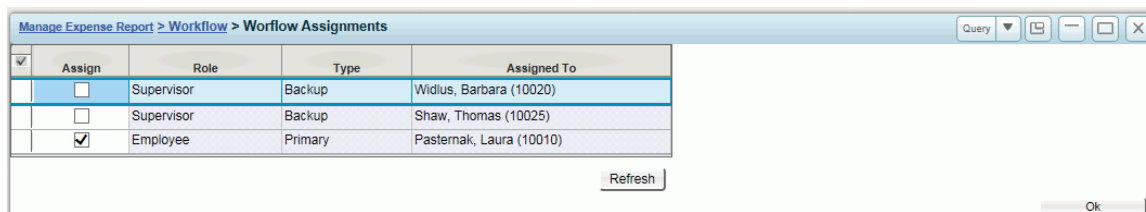


In earlier versions, the Advance tab displayed in the Background section of the form.

Workflow Subtask

Click the **Workflow** subtask to display all the tasks associated with the expense authorization. For attachment tasks, click **Upload Attachment File** to attach the required documentation.

Complete the fields in the table, and click **Upload Attachment**.



	Assign	Role	Type	Assigned To
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor	Backup	Widlus, Barbara (10020)
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor	Backup	Shaw, Thomas (10025)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employee	Primary	Pasternak, Laura (10010)

Buttons: Refresh, Ok.

For a selected task, click the **Workflow Assignments** subtask to display details about the assignment. Select or clear the **Assign** check box as needed to modify the task assignment.

Manage Expense Report > Workflow

Sequence	Primary Role	Task	Task Item	Expense/Charge	Amount	Rule	Status
0	Employee	Create	Overall			Required	Completed
1	Employee	Submit	Overall			Required	Pending
2	Employee	Attach	Attachment	Expense Receipt(s)	34.00000	Required	Completed

Upload Attachment File View Attachment
Workflow Assignments
Ok



In earlier versions, you viewed Workflow tasks from the Workflow Status section. To view or modify workflow assignments, you clicked the magnifying glass icon on a given row.

Additionally, roles that had approval rights, could complete approve and reject tasks from Workflow Status section, but those tasks are now completed from the Approve Expense Reports screen.

Claimed Expenses Section

Use the Claimed Expenses section of the form to add, edit, or delete expenses. To add an expense, click **New**.

Use the **Category** and **Expense Type** Lookups to select the type of expense.

Or

Use the **Outstanding Expense** Lookup to select an imported expense.

Claimed Expenses

New Delete 1 of 1 New Table Query

Details Amount

ID 0 Category Expense Type Outstanding Expense

Location

Expense Date 08/24/2016

Provider

Short Description

Itinerary

Comments

Agreement Number

Charge Allocations Under Ceiling Charge Allocations Over Ceiling Charge Allocations Unallowable Attachment



In earlier versions, Outstanding Expenses displayed as a separate tab.

After you select the Category and Expense Type, additional tabs may display. The tabs that display depend on the expense category and configuration settings. Some fields populate based on background information already entered.

The tabs that display varies based on Category, Expense Type, and company configuration.

Claimed Expenses

New Delete 1 of 2 Existing Table Query

Details Amount Room Rates Taxes Other Lodging Expenses

ID 1 Category Lodging Expense Type Per Diem Lodging

Location LONDON, UNITED KINGDOM

Expense Date 03/30/2016

Provider

Short Description ER00000081 / LODGINGPD / 2016-03-28

Itinerary

Comments

Agreement Number

Check-In Date 03/28/2016

Check-Out Date 03/29/2016

Number of Nights 1

Late Check Out

Per Diem Rates Charge Allocations Under Ceiling Charge Allocations Over Ceiling Charge Allocations Unallowable Attachment

Details Tab

Use this tab to enter expense details. Required details may vary based on Category and Expense Type.



In earlier versions, the Details tab only displayed required fields for the selected expense category and type. In version 10.0, all possible fields for a given expense category display, but they may be dimmed and non-editable if they are not required for the expense you are entering.

Amount Tab

Use this tab to record such details as payment method, personal portions of expenses, and ceiling adjustments.

Taxes

The Taxes tab displays tax information for the expense. This tab displays only if the system is configured to calculate taxes on the selected expense type.

Additional Tabs

Additional tabs and their fields vary depending on the type of claimed expense being entered (for example, lodging, car rental, or airfare). The following example is for a lodging expense:

Claimed Expenses					
<div> Details Amount Room Rates Taxes Other Lodging Expenses </div>					
<input checked="" type="checkbox"/>	Expense Date *	Misc Expense Type *	Personal	Amount *	Notes
	03/30/2016	Mini Bar	<input checked="" type="checkbox"/>	6.00000	

Charge Allocations Subtasks

To view the charge allocations for a selected expense, click each of the Charge Allocation subtask links.

<div> Charge Allocations Under Ceiling Charge Allocations Over Ceiling Charge Allocations Unallowable </div>								
<div> Claimed Expenses > Charge Allocations Under Ceiling </div>								
<div> Allocate By Amount </div>								
<input checked="" type="checkbox"/>	Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04
	1	100.00	2.50	Car Rental - Direct	20001	GSA Schedule #1	505-20	
<div> Claimed Expenses > Charge Allocations Over Ceiling </div>								
<input checked="" type="checkbox"/>	Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04
	1	0.00	0.00	Car Rental - Direct	20001	GSA Schedule #1	555-20	
<div> Claimed Expenses > Charge Allocations Unallowable </div>								
<input checked="" type="checkbox"/>	Allocation ID	Percentage	Amount	Charge Type	Project	Description	Account	UDT04
	1	0.00	0.00	Car Rental - Direct			999-00	

The Charge Allocations Under Ceiling subtask includes an **Allocate by (Amount/Percentage)** button. If you select "Percentage," you can edit the Percent field of the allocation table. If you select "Amount," you can edit the Amount field of the allocation table. The button displays only on the Charge Allocations Under Ceiling subtask.



In earlier versions, Charge Allocations displayed as a single tab in Claimed Expenses and options you selected from the drop-down list controlled whether Under Ceiling, Over Ceiling, or Unallowable displayed. For version 10.0 these drop-down options have been converted into three separate subtasks which can be simultaneously displayed.

Manage/Approve Expense Reports

The Approve Expense Report application is new for Version 10. To display the screen, click **Expense » Expense Reports » Approve Expense Reports**.

If you are a supervisor, use this new screen to manage your employees' expense reports, or if you have proxy rights to create or sign expense reports on behalf of others, you can do so from this screen.

Although the Approve Expense Reports screen is new, the functionality existed previously. In earlier versions, you clicked on the Global Toolbar in the Expense Report application. The Search dialog box displayed the same fields that you will now see in the Approve Expense Reports screen. Thus you will already be familiar with basic layout and functionality of this screen.

One key difference is that the Costpoint architecture allows for display of search results in Table view, allowing for easier and more efficient review and approval/rejection of expense reports. Once you have selected an expense report, the approval and rejection tasks are completed in the

same manner as in earlier versions. The only difference is that in Version 10 you click Workflow subtask to display the Workflow section of the screen.

In the Filter By dropdown list, choose one of the following:

- **Status** - to filter by expense reports status. Then under **Status**, select the status check boxes.
- **Outstanding Tasks** - to filter by task type. Then, under **Task Type**, select the task check boxes.

If you select **Status** from the **Filter By** drop-down list, this section becomes enabled. Select the check box next to each status you want to include, and then click 🔍.

In this example, expense reports with a status of *Submitted* and *Under Review* will display.

The check boxes in this section are enabled when *Outstanding Task* is selected in the **Filter By** field. Select the box next to each type of task you want to display. Leave the **Include Optional Tasks** check box clear to reduce the search results returned.

If you are filtering by **Status**, use fields under **Criteria** to refine the search results.

Click 🔍 on the toolbar to display search results and to refresh the expense report counts.

This section displays the total number of expense reports by status category.

If *All* is selected in the **Group** field, records for all groups display. If you choose *Selected*, click the **Select Employees Groups** subtask to select the group.

Print Expense Report

This new screen replaces print functionality available in earlier versions from the Expense Report screen.


Use the Print Expense Report screen to print one or more expense reports, either at a summary or detail level. If your role is that of Supervisor or Administrator, you can use the Employee Group Select table directly below to select employee groups prior to printing.

To access the Print Expense Authorization Report screen, click **Time & Expense > Expense > Expense Reports > Print Expense Report**.

Select the check box for each status category that you want to print.

Use this table to select employee groups for which you are responsible and for which you want to print reports. Select the check boxes for groups you want to print. You can **Query** for additional employee groups.



In earlier versions, the Print function for Expense Reports, including Receipt Traveler and Bar Code Reader functionality, was accessed by clicking  on the Global Toolbar.

Manage Expense Batch Types: Generic Layout

A **Generic** option was added to the **Source** drop-down list in **Expense » Batch Expenses » Manage Expense Batch Types** screen. This option was added to accommodate PCI compliance for SaaS clients. Please note that the AMEX and Visa options are disabled for Costpoint SaaS clients. Refer to the table below for layout details.

Field Name	Database Field Name	Length	Status	Default Value	Notes
Version		1	Required	0	Must be 0.
Transaction ID	BATCH_EXPENSE_EDIT.transaction_id	65	Required		
Transaction Type	BATCH_EXPENSE_EDIT.s_type_cd	10	Optional	EXP_BATCH_T YPE.S_TYPE_ CD	Valid values include: <ul style="list-style-type: none"> CARRENTAL LODGING MEALS TRANSPORT OTHER
Employee ID	BATCH_EXPENSE_EDIT.empl_id	20	Optional	EXP_BATCH_T YPE.DFLT_EM PL_ID	If not assigned, this field will default based on batch type rules.
Expense Date	BATCH_EXPENSE_EDIT.expense_dt	8	Required		For example, 20160225
Provider Code	BATCH_EXPENSE_EDIT.provider_cd	20	Optional	EXP_BATCH_T YPE.DFLT_PR OV_ID	
Merchant Name	BATCH_EXPENSE_EDIT.merchant_name	40	Optional		
Ticket #	BATCH_EXPENSE_EDIT.ticket_number_s	20	Optional		
Departure Date	BATCH_EXPENSE_EDIT.departure_dtt	8	Optional		For example, 20160225
Return Date	BATCH_EXPENSE_EDIT.return_dtt	6	Optional		For example, 20160225
Units	BATCH_EXPENSE_EDIT.unit_no	6	Optional		
Trans Currency Code	BATCH_EXPENSE_EDIT.trans_currency_cd	3	Required		Currency in which the transaction was incurred.
Pay Currency Code	BATCH_EXPENSE_EDIT.PAY_CURRENCY_CD	3	Required		Currency in which the user is paid or the company is billed.
Trans Unit Rate	BATCH_EXPENSE_EDIT.trans_unit_rate	15	Optional	0.00	
Trans Daily Room Rate	BATCH_EXPENSE_EDIT.trans_daily_room_rate	15	Optional	0.00	

Field Name	Database Field Name	Length	Status	Default Value	Notes
Trans Daily Tax Rate	BATCH_EXPENSE_EDIT.trans_daily_tax_rate	15	Optional	0.00	
Trans Amount	BATCH_EXPENSE_EDIT.trans_incurred_amt	15	Optional	0.00	
Trans Tax Amount	BATCH_EXPENSE_EDIT.trans_tax_amt	15	Optional	0.00	
Pay Incurred Amount		15	Optional	0.00	This is required if the transaction currency does not match the pay currency. Used to calculate exchange rate.
Start Date	BATCH_EXPENSE_EDIT.start_dt	8	Optional	Expense Date	For example, 20160225
End Date	BATCH_EXPENSE_EDIT.end_dt	8	Optional	Expense Date	For example, 20160225
o # of Days	BATCH_EXPENSE_EDIT.days_nights_no	6	Optional	0	
Itinerary Text	BATCH_EXPENSE_EDIT.itinerary_text	60	Optional		
Comments Text	BATCH_EXPENSE_EDIT.comments_text	254	Optional		
Personal Flag	BATCH_EXPENSE_EDIT.personal_FI	1	Optional	N	

Expense Module: Cumulative Updates

The following is a compilation of features and enhancements for this module released following the initial March 2016 General Availability release. This compilation is ordered from most recent release to the oldest.

Expense Wizard

Released September 2019

Manage Expense Report and Manage Expense Authorization were updated with a wizard option that provides guided processes for creating authorizations and reports. To learn more about the Expense Wizard and related updates, including configuration and administration options, see:

[Time and Expense 10.0 Expense Wizard Release Notes](#)

Database Attachments Conversion Utility

Released October 2018

An Expense Report Convert Attachment application was added to **Expense » Expense Utilities**.

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

This new utility converts attachments stored in the 9.0.1 database to PDFs so that the files are available to users after the upgrade to version 10.0 is complete. The utility should be used during the post-installation process, following the initial upgrade.

This application should be run only after the Alternate File Location has been set up and configured. Instructions for configuring the Alternate File Location are included in the following guide *DeltekTimeandExpense1000PostInstallationConfigurationGuide.pdf*.

When an upgrading customer clicks **Expense » Expense Utilities » Expense Report Convert Attachments**, existing attachments are automatically converted.

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

The utility includes the following fields:

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

Expense Report Attachment Subtask Conversion

Released October 2018

To improve usability, the Attachment subtask in Manage Expense Report and Manage/Approve Expense Reports was converted to a tab. This change also supports the upcoming Expense Wizard, scheduled for release later in 2018.

The screenshot displays the 'Manage Expense Report' interface. At the top, there's a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a summary section shows fields for Report ID (ER00000304), Description (changing default, changes back), Revision (1), Total To Me (20,125.00), Date (07/12/2018), Correction (0), Payment Received (0.00), Status (Submitted), Batch ID, and Currency (USD). A tabbed interface at the bottom includes 'Purpose', 'Locations', 'Default Charges', 'Details', 'Workflow', and 'Attachment' (which is selected). The 'Attachment' tab shows a table with columns: Description, Attachment Type *, Missing Receipt, Reason for missing Receipt, and File Name. Below the table are 'Upload Attachment' and 'View Attachment' buttons. A similar section for 'Claimed Expenses' is visible below, also with an 'Attachment' tab and a table with the same columns.

Prior to this change, the Attachments displayed as subtask link, as shown below:

This screenshot shows an older version of the interface. The 'Attachment' subtask is represented as a link in the bottom navigation bar, alongside other links like 'Billable', 'Charge Distribution', 'Company Paid', 'Non Reimbursable', 'Payment', 'Revision History', 'Advances', and 'Attachment' (which is circled). The main content area shows 'Claimed Expenses' with a table listing details for a specific expense (ID 1, Category/Lodging, Expense Type Per Diem Lodging, Location LONDON, UNITED KINGDOM, etc.). The 'Attachment' link in the bottom bar is circled, indicating its role as a subtask link.

This enhancement was applied to Manage Expense Report and Manage/Approve Expense Reports.

All Days Selected by Default for Meal Allowances

Released October 2018

In the **Manage Expense Report » Claimed Expenses » Meal Totals Details** table, all days for meals allowances are selected by default so that users do not have to individually select each line item.

Meal Totals > Meal Details						
<input checked="" type="checkbox"/>	Select	Date	Breakfast	Lunch	Dinner	Incidental
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/05/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/08/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/09/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Approval Task Breakout

Released September 2018

Filtering options for Approve tasks have been broken out into three separate Approve options in the Task Types section of both the Manage/Approve Expense Reports and Manage/Approve Expense Authorizations screens.

The new Approve filters have been added to the following Expense applications:

- **Expense Authorizations » Manage/Approve Expense Authorizations**

Task Type

☒ Approve Overall
☒ Approve Charge
☒ Approve Attachments
☒ Review
☒ Attach
☒ Record
☐ Include Optional Tasks

Approve Overall
Approve Charge
Approve Attachments

These Approve filters are grouped with the existing **Review**, **Attach**, and **Record** task filters

- **Expense Reports » Manage/Approve Expense Reports**

Task Type

☒ Approve Expense Report
☒ Approve Charge Allocation
☒ Approve Attachments
☒ Review
☒ Attach
☒ Record
☐ Include Optional Tasks

Approve Expense Report
Approve Charge Allocation
Approve Attachments

These Approve filters are grouped with the existing **Review**, **Attach**, and **Record** task filters.

The task table of the Manage MyDesktop screen has also been updated to incorporate the new Approve filtering options. Additionally, when you click **Launch** from Manage MyDesktop for any of the new Approve tasks, the corresponding Manage/Approve screen displays with those tasks already filtered.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPAUTHAPPROVE	Manage/Approve Expense Authorizations	cp711_te_epmexpauthapprove_008.zip
TE	Expense	EPMEXPRPTAPPROVE	Manage/Approve Expense Reports	cp711_te_epmexprptapprove_006.zip cp711_te_epmexprptapprove_007.zip cp711_te_epmexprptapprove_008.zip cp711_te_epmexprptapprove_009.zip cp711_te_epmexprptapprove_012.zip
TE	Expense	EPMEXPAUTH	Manage Expense Authorization	cp711_te_epmexpauth_016.zip cp711_te_common_017.zip
TE	Expense	EPMEXPRPT	Manage Expense Report	cp711_te_epmexprpt_020.zip
AD	Configuration	ADMDESKTOP	Manage MyDesktop	cp711_te_admdesktop_005.zip

Expense Authorization Attachment Subtask Conversion

Released July 2018

To improve usability, the Attachment subtask in Manage Expense Authorization and Manage/Approve Expense Authorizations was converted to a tab.

The screenshot shows the 'Manage Expense Authorization' screen with the 'Attachments' tab selected. The top section displays metadata for the authorization: Auth ID (EA00000106), Description (Add Charges to ER When Created), Revision (0), Estimated Costs (45.00), Date (06/19/2018), Status (Processed), and Currency (USD). Below this, there are tabs for Purpose, Locations, Default Charges, Attachments (selected), Details, and Workflow. The Attachments tab contains a table with columns: Description, Attachment Type, Missing Receipt, Reason for missing Receipt, and File Name. Below the table are buttons for 'Upload Attachment' and 'View Attachment'. A section titled 'Planned Expenses' is also visible, showing details for a specific expense with ID 1, Type Taxi, and Estimate 45.00. This section also has an 'Attachments' tab.

Prior to this change, the Attachments displayed as subtask link, as shown below:

The screenshot shows the 'Manage Expense Authorization' screen with the 'Attachments' subtask link highlighted. The top section displays metadata for the authorization: ID (EA00000046), Employee (10010), Pasternak, Laura D., Date (03/28/2016), and Status (Submitted). Below this, there are tabs for Type, From, To, Purpose, Submit, Revision History, Charge Distribution, Advance (highlighted), and Workflow. The 'Advance' tab is the subtask link for attachments.

This enhancement was applied to Manage Expense Authorization and Manage/Approve Expense Authorizations.

Expense Report Workflow Moved to Tab

Released June 2018

The Workflow subtask on **Expense » Expense Report » Manage Expense Reports** screen has been reconfigured as a tab for easier access. On new expense reports, the Workflow tab does not display until the expense report is saved.

The screenshot shows the 'Manage Expense Reports' screen with the 'Workflow' tab selected. The top section displays tabs for Purpose, Default Charges, Details, Void, and Workflow (selected). Below the tabs is a table with columns: Sequence, Primary Role, Task, Task Item, Expense/Charge, Amount, Currency, Rule, Status, Rejection/Missing Reason, and (Can be) Completed By. The table contains two rows: Row 0 (Employee Create Overall, Required, Completed, Pine Jr., Nuts (EXPSUP1) Monday, Jun 18) and Row 1 (Employee Submit Overall, Required, Pending). Below the table are buttons for 'Upload Attachment File', 'View Attachment', and 'Attachment Missing'.

Expense Authorization Workflow Moved to Tab

Released June 2018

The Workflow subtask on **Expense » Expense Authorization » Manage Expense Authorization** screen has been reconfigured as a tab for easier access. On new expense reports, the Workflow tab does not display until the expense authorization is saved.

Purpose Locations Default Charges Details Void Workflow										
										Form Query ▼
Sequence	Area	Primary Role	Task	Task Item	Expense/Charge	Amount	Currency	Rule	Status	Rejection/Missing Reason
0	Authorization	Employee	Create	Overall				Required	Completed	Pine Jr., Nuts (EXPSUP1) Tu
1	Authorization	Employee	Submit	Overall				Required	Pending	

Expense Report Per Diem Rates Now Display as Pop-ups

Released June 2018

Per Diem rates now display in a pop-up window on the Expense Report Locations tab. The pop-up displays the rates before and after you save while in the normal Costpoint layout and also in Wizard mode after you select the location.

Purpose Locations Default Charges Details Void Workflow										
										New Delete Form Query ▼
Seq	Location *	Start Date *	End Date *	State *	City *	Per Diem Rates	Active	Frequent Location	Comment	
1	OVERLAND PARK, KANSAS	06/19/2018	06/24/2018	KANSAS	OVERLAND PARK	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Expense Authorization Per Diem Rates Now Display as Pop-ups

Released June 2018

Per Diem rates now display in a separate pop-up window when you click the **View** link in the Per Diem Rates column on the Expense Authorization Locations tab.

Purpose Locations Default Charges Details Void Workflow										
										New Delete Form Query ▼
Seq	Location *	Start Date *	End Date *	State *	City *	Per Diem Rates	Active	Frequent Location	Comment	
1	OVERLAND PARK, KANSAS	06/19/2018	06/24/2018	KANSAS	OVERLAND PARK	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Expense Report Purpose Field Enlarged

Released June 2018

The vertical size of **Purpose** field of the **Expense » Expense Reports » Manage Expense Report** screen was increased to allow at least four lines of text.

Manage Expense Report

ID: ER00000055 Description: CP Pizza

Date: 03/28/2018 Status: Processed

Purpose | Default Charges | Details

Employee: 101049 Fisher, Arthur R

Type: Non-Travel

Authorization: Launch

From: 03/27/2018 To: 03/27/2018

Purpose: Pizza for Costpoint configuration interns and team

Submit Correct

Billable

Expense Authorization Purpose Field Enlarged

Released June 2018

The vertical size of **Purpose** field of the **Expense » Expense Authorizations » Manage Expense Authorization** screen was increased to allow at least four line of text.

Manage Expense Authorization

ID: Description:

Date: 05/31/2018 Status: Draft

Purpose | Locations | Default Charges | Details

Employee: 101049 Fisher, Arthur R.

Type: Travel

From: 05/31/2018 To: First Day of Trip Last Day of Trip

Purpose:

Submit

Updates to Claimed Expenses Layout

Released April 2018

The **Claimed Expenses** section of the **Expense » Expense Reports » Manage Expense Report** screen was modified so that basic information now displays above the various expense details tabs and remains in view at all times.

Claimed Expenses New Copy Delete 1 of 3 Existing Table Query

Report ID: ER00000788 Description: outside er dates Report Start: 03/01/2018 Report End: 03/03/2018
Expense ID: 2 Expense Type: 770713 Ent, Reimburse USD Expense Date: 03/03/2018 Expense Amount: 12.00

Details Meal Detail Attendees Details Amount Taxes

Category: Entertainment Expense Type: 770713 Ent, Reimburse USD

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPAUTH	Manage Expense Authorization	cp711_te_epmexprpt_012.zip cp711_te_epmexprpt_013.zip cp711_te_epmexprpt_013.zip cp711_te_epmexprpt_013.zip cp711_te_epmexprpt_014.zip cp711_te_epmexprptapprove_008.zip cp711_te_epmexprpt_016.zip

Update to Planned Expenses Layout

Released April 2018

The **Planned Expenses** section of the **Expense » Expense Authorizations » Manage Expense Authorization** screen was modified so that basic information now displays above the Details and Charge Allocation tabs and remains in view at all times.

Planned Expenses New Delete 1 of 1 Existing Table Query

Auth ID: EA00000142 Description: blanket ea 875157 Auth Start: 12/12/2017 Auth End: 12/12/2017
Expense ID: 1 Expense Type: Janet's Transportation Expense Date: 12/12/2017 Estimate: 250.00

Details Charge Allocations

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPRT	Manage Expense Report	cp711_te_epmexprpt_012.zip cp711_te_epmexprpt_013.zip cp711_te_epmexprpt_013.zip cp711_te_epmexpauth_012.zip

Expense Report Header Modifications

Released January 2018

The **Expense » Expense Reports » Manage Expense Report** screen was modified so that basic information about the expense report now displays above the Purpose, Locations, Default Charges, Details, and Void tabs.

The header fields are now in constant view and include the following:

- **ID** – This field was on the Purpose tab.
- **Description** – This field was on the Purpose tab.
- **Date** – This field was on the Purpose tab.
- **Status** – This field was on the Purpose tab.
- **Total To Me** – This field was labeled **Total Amount Due To Employee**. That label is still used in the printed expense report. The new label, **Total To Me**, displays only on the screen. It displays on both the header and the Details tab.
- **Payment Received** – This field displays on both the header and the Details tab.
- **Currency** – This field displays on both the header and the Details tab.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPRT	Manage Expense Report	cp711_te_epmexprpt_011.zip

Expense Authorization Header Modifications

Released January 2018

The **Expense » Expense Authorizations » Manage Expense Authorization** screen was modified so that basic information about the expense authorization now displays above the Purpose, Locations, Default Charges, Details, and Void tabs.

The header fields are now in constant view and include the following:

- **ID** – This field was on the Purpose tab.
- **Description** – This field was on the Purpose tab.
- **Date** – This field was on the Purpose tab.

- **Status** – This field was on the Purpose tab.
- **Estimated Costs** – This field displays in the header and continues to display in the Details section.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPAUTH	Manage Expense Authorization	cp711_te_epmexpauth_008.zip

Manage/Approve Expense Authorizations: Include Optional Tasks Setting

Released January 2018

An **Include Optional Tasks** check box was added to the Task Type section of **Expense » Expense Authorization » Manage/Approve Expense Authorization**.

When you filter by Outstanding Tasks and **Include Optional Tasks** is selected, the results include expense authorizations that have both required and optional tasks outstanding.

When **Include Optional Tasks** is *not* selected, the results include only expense authorizations with required tasks outstanding, and optional tasks are excluded.

Excluding optional tasks can reduce the number of results returned and thus improve system performance.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPAUTHAPPROVE	Manage/Approve Expense Authorizations	cp711_te_epmexpauthapprove_004.zip

Manage/Approve Expense Reports: Include Optional Tasks Setting

Released January 2018

An **Include Optional Tasks** check box was added to the Task Type section of **Expense » Expense Report » Manage/Approve Expense Reports**.

When you filter by Outstanding Tasks and **Include Optional Tasks** is selected, the results include expense reports that have both required and optional tasks outstanding.

When **Include Optional Tasks** is *not* selected, the results include only expense reports with required tasks outstanding, and optional tasks are excluded.

Excluding optional tasks can reduce the number of results returned and thus improve system performance.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPRPTAPPROVE	Manage/Approve Expense Reports	cp711_te_epmexprpt_approve_005.zip

Default Attachment Type Added

Released December 2017

The attachment type now displays by default in the **Attachment Type** field if only one type is available.

Required Fields Signified by Red Asterisk

Released December 2017

Required fields in the Manage Expense Report and Manage Expense Authorization screens are denoted with a red asterisk [*]. Failure to complete these fields results in an error message.

Changes to Subtasks on New Expense Reports

Released November 2017

The **Expense Reports » Manage Expense Reports** and the **Expense Reports » Manage/Approve Expense Reports** screens were updated so that the following subtasks no longer display on newly created expense reports, since they are not applicable:

- Advances
- Billable
- Charge Distribution
- Company Paid
- Non-Reimbursable
- Payment
- Revision History
- Workflow

Requirements

The enhancement requires cp711_te_common_007.zip.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPRPT	Manage Expense Report	cp711_te_epmexprpt_009.zip

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPAUTH	Manage Expense Authorization	cp711_te_epmexpauth_006.zip

Changes to Subtasks on New Expense Authorizations

Released November 2017

The **Expense Authorizations » Manage Expense Authorization** and the **Expense Authorizations » Manage/Approve Expense Authorizations** screens were updated so that the following subtasks no longer display on newly created expense authorizations, since they are not applicable:

- Revision History
- Charge Distribution
- Workflow

Requirements

The enhancement requires cp711_te_common_001.zip.

The enhancement requires cp711_te_common_003.zip.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Expense	EPMEXPRPTAPPROVE	Manage/Approve Expense Reports	cp711_te_epmexprptapprove_003.zip
TE	Expense	EPMEXPAUTHAPPROVE	Manage/Approve Expense Authorization	cp711_te_epmexpauthapprove_003.zip

Consolidation of Attachment Workflow Email Notifications

Released October 2017

When an employee or supervisor has more than one pending attachment task, the task notifications are now consolidated into a single email message. The message will include a list of expenses for the expense report that requires the attachment, and it will additionally consolidate the expense attachments that are marked as missing.

Default Expense Report Type

Released October 2017

When only one valid expense report type exists for an expense class, Time & Expense will now default that value into the **Type** field of the expense report and expense authorization forms.

Additionally, note the following:

- If more than one expense report type is available, and a default is not set, Time & Expense will default the first valid expense report type into the **Type** field.
- If no default expense report type exists, and if there are no other valid expense report types, the **Type** field is left blank, and an error message displays.
- If a default expense report type exists for the employee, it is selected as the default option.
- If the selected report type doesn't have any valid expense types, an error message displays on save.

Filter Expense Authorizations and Expense Reports by Outstanding Task

Released March 2017

The Approve Expense Authorization screen (**Expense >> Expense Authorization >> Approve Expense Authorizations**) and Approve Expense Report screen (**Expense >> Expense Reports >> Approve Expense Reports**) now provide the option to filter expense authorizations and expense reports by Outstanding Task.

Previously, you could only filter based on expense authorization or expense report status. For example, to display only those authorizations/reports pending approval, you had to filter based on the status of Approved, Rejected, Submitted, and other categories.

To accommodate both filtering options, *Outstanding Tasks* and *Status*, a **Filter By** drop-down list was added. You must choose one of the two options when selecting your display parameters.

When you select the *Outstanding Tasks* drop-down option under **Filter By**, the following filter options become available:

- Approve
- Review
- Attach
- Record

Expense Report Export

Released November 2016

An **Export to Costpoint** check box was added to the **Expense >> Expense Interfaces >> Export ERs/Advances** screen, which enables you to directly export expense reports to Costpoint. Additionally, you can now set the Costpoint import parameters from this same screen.

This feature streamlines the export process by having Time & Expense export screen gather needed Costpoint import parameters, export expense reports and advances directly to Costpoint work tables, and automatically calling the Costpoint import with gathered parameters.

An Export to Costpoint Options section was added that includes the following fields:

- Fiscal Year
- Period
- Subperiod
- Rate Group

For detailed documentation of these fields, see online help for **Accounting >> Accounts Payable >> Accounts Payable Interfaces >> Import TE Expense/Advances**.

Expense Advances

Released November 2016

A **Planned** field was added to the Advance subtask of the **Expense >> Expense Authorizations >> Manage Expense Authorization** screen. This read-only field displays the total value of the authorization.

Configuration Module

This section describes changes made to applications in the Configuration module.






Screens in the version 10.0 Configuration module existed in the Administration module in version 9.x.

Overview of Changes by Menu Area

Refer to the tables below for an overview of changes made to applications within the Configuration module. The tables are organized according to the version 10.0 menu structure. If a screen includes additional information within this document, a page number reference is included. Otherwise, refer to the online Help for additional information.


General Controls


Application	9.0.1 Path	Overview of Changes
Configure General Settings	Administration » Product Configuration » General Configuration	<p>Many settings and functions controlled from this screen are now managed through Costpoint, most often in screens located within the Administration module.</p> <p>In the screen header, click  in Locale (Country/Language) to change the locale, if more than one exists, and then click Load Defaults to refresh the screen data. In earlier versions, you clicked the Search icon on the toolbar to change the locale.</p> <p>General Options Tab</p> <p>Fields removed:</p> <ul style="list-style-type: none"> All password settings except for Allow PIN use on Mobile device were removed. Show Menu check box was removed. Row Settings fields were removed. <p>Fields added:</p> <ul style="list-style-type: none"> Authentication Method — Select the method you use to authenticate user logins. If you select Database, the Email field on the Configuration >> Resources >> Manage Resource Information screen must contain a valid email address. Subcontractor Security Role — This option provides a default role for subcontractor resources who are added or imported into the system, which is more restrictive than the one used for employee resources. When importing resources, if a security role is not provided for a new resource, the Subcontractor Security Role

Application	9.0.1 Path	Overview of Changes
		<p>is applied by default of the resource is classified as a subcontractor.</p> <p>UDT Options Tab</p> <p>The UDTs table section of the tab is now the UDT Labels subtask.</p> <p>Note, however, that you now modify UDT labels from the Administration >> System Administration >> Workspace Customization >> Manage Standard Label Customizations screen.</p> <p>Miscellaneous Tab</p> <p>Fields/Sections removed:</p> <ul style="list-style-type: none"> Show Employee ID Show Employee ID in Workflow The User-Defined Labels section was converted to a subtask. The Attachments section was converted to a subtask. <p>Fields/Sections added that were previously located in the Technical Console:</p> <ul style="list-style-type: none"> Export Location – Enter the location where all export files will be stored. Import Location – Click  to select the location where all import files will be stored. Trash Location – Click  to select the location where all trash files will be stored. Custom Stored Procedures – Enter the names of custom stored procedures. <p>Other Changes</p> <p>The Charge Lookup Options tab was removed. This was used in conjunction with Costpoint Direct Lookup, which is currently de-supported pending future improvements.</p>
Manage Account Types	Administration » Product Configuration » UDT 01 Types	No changes of note.
Manage Resource Group Types	Administration » Product Configuration » Employee Group Types	No changes of note.

Resources

Application	9.0.1 Path	Overview of Changes
Manage Resource Information	Administration » Users and Groups » Employee Information	<p>All the tabs, except for Charge Favorites (removed), were converted to subtasks and fields previously on the Basic Information tab now display on main screen.</p> <p>Other changes to Basic Information include the following:</p> <ul style="list-style-type: none"> Access table is now a separate subtask. <p>New Fields</p> <ul style="list-style-type: none"> Active Directory – Resource Type – Select either Employee or Subcontractor. Email field – Was located on the Miscellaneous tab. This field is required when Database is selected as the Authentication method in Configure General Settings. Costpoint Vendor fields (new for Subcontractor Management): <ul style="list-style-type: none"> Costpoint Vendor Employee ID – Enter up to a 20-character, alphanumeric ID that will be used for the Subcontractor Employee interface. Costpoint Vendor Email – Enter the subcontractor's Email address. Create User Account button – When you add a new record, the subtasks are not enabled until you click this button. Previously, you had to click Save.
Manage Resource Groups	Administration » Users and Groups » Employee Groups	<p>All the tabs, except for Charge Favorites (removed), were converted to subtasks and fields previously on the Basic Information tab now display on main screen. There were otherwise no changes of note made to this screen.</p>
Manage Security Roles	Administration » Users and Groups » Security Roles	<p>In version 10, the User groups assigned to the user control the application menu options. Therefore, security roles are now associated with one more user groups, and by extension, granted access to the Time and/or Expense modules.</p> <p>Screen changes include the following:</p> <ul style="list-style-type: none"> Addition of a User Groups subtask, where you assign module rights to the selected user group based on the selected Security Role.

Application	9.0.1 Path	Overview of Changes
		<ul style="list-style-type: none"> Security is assigned at the module level. You can no longer assign rights at the application level. <p>See the Deltek Time & Expense Post-Installation Configuration Guide for more information on implementing this change prior to users logging on.</p>
Manage Functional Roles	Administration » Users and Groups » Functional Roles	No significant changes.
Manage Preferences	You clicked  on the Global Toolbar.	<p>Click Time & Expense » Configuration » Resources » Manage Preferences.</p> <p>Time and Expense tabs have been removed but some functionality has been replaced by Costpoint features. For example, to specify which application will first display by default when you log in:</p> <ol style="list-style-type: none"> In My Menu, click Manage My Menu. From the My Menu Application List, copy the application code for the application you want to display upon logging in to Time & Expense. Exit Time & Expense. On the Login Screen, click Additional Criteria. Paste the code in the Application field. Select the Remember Log in Information check box.
Manage Desktop	This is on the Home Page.	<p>Screen changes include the following:</p> <ul style="list-style-type: none"> Pending tasks display in new Tasks and Task Details tables. The My Timesheets section no longer resides on the screen. Instead, open Time » Timesheets » Manage Timesheets and use Table view to list all of your timesheets. The Alerts section has been removed. MyMenu no longer resides on this screen. It has been replaced with Costpoint's My Menu feature on the Navigation toolbar. <p>See page 95 for more information.</p>


Application	9.0.1 Path	Overview of Changes
Manage Resource Licenses	Administration » Users and Groups » Password Utility	<p>Screen changes include the following:</p> <ul style="list-style-type: none"> Fields and tabs have been consolidated to a single screen. The Execute button has been replaced by  on Global toolbar. The results display in the Resources table on the main screen.

Master Data

Application	9.0.1 Path	Overview of Changes
Maintain Charge Trees	Maintain Charge Trees	<p>This application functions the same way as it did in earlier versions, except that the Add/Edit dialog boxes were replaced by subtasks.</p> <p>The Restrictions tab was replaced by the following subtasks that display on the main screen:</p> <ul style="list-style-type: none"> Tree Restrictions Branch Restrictions Charge Restrictions
Manage UDT01	Manage UDT01	Tabs are now subtasks and there are separate subtasks for adding direct links and wild card links. Otherwise, no changes of note.
Manage UDT02	Manage UDT02	Tabs are now subtasks and there are separate subtasks for adding direct links and wild card links. Otherwise, no changes of note.
Manage UDT03	Manage UDT03	Tabs are now subtasks and there are separate subtasks for adding direct links and wild card links. Otherwise, no changes of note.
Manage UDT04	Manage UDT04	No changes of note.
Manage UDT05	Manage UDT05	No changes of note.
Manage UDT06	Manage UDT06	No changes of note.
Manage UDT07	Manage UDT07	There are separate subtasks for adding direct links and wild card links. Otherwise, no changes of note.
Manage UDT08	Manage UDT08	No changes of note.

Application	9.0.1 Path	Overview of Changes
Manage UDT09	Manage UDT09	There are separate subtasks for adding direct links and wild card links. Otherwise, no changes of note.
Manage UDT10	Manage UDT10	No changes of note.
Manage UDT11	Manage UDT11	No changes of note.
Manage UDT12	Manage UDT12	No changes of note.
Manage UDT13	Manage UDT13	No changes of note.
Manage UDT14	Manage UDT14	No changes of note.
Manage UDT15	Manage UDT15	No changes of note.

Interfaces

Application	9.0.1 Path	Overview of Changes
Import Master Data	Administration » Process » Import Console	<p>The Log tab was removed and is replaced by the Master Data Import screen.</p> <p>The Execute button has been replaced by  on Global toolbar.</p>
Master Data Import History	This was previously the Log tab of the Import Console screen	Some fields are obsolete due to the new framework while others have been added.

Other Changes of Note

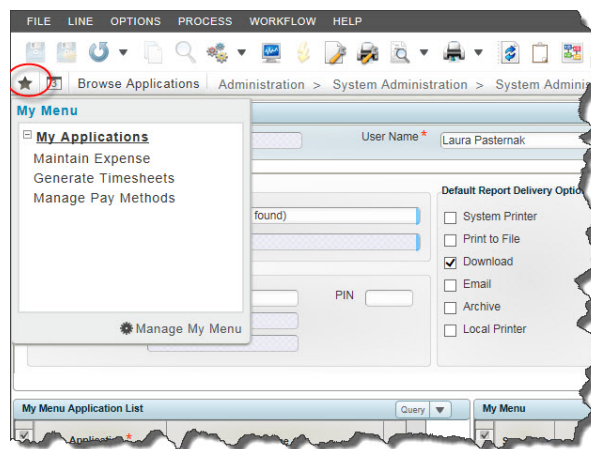
- Custom Text — This application has been discontinued.
- Recurrence Codes — This application has been discontinued.
- Scheduling — This application has been replaced with Costpoint functionality.

Manage MyDesktop

In 9.0.1, the MyDesktop screen displayed by default when you logged into Time & Expense. For Version 10.0, click **Time » Configuration » Resources » Manage MyDesktop** to display the screen.

You can still use this screen to view pending tasks related to timesheets, expense reports, and expense authorizations and launch the necessary applications to carry out these tasks directly from this screen. However, note the following changes:

- The My Timesheets section no longer resides on the screen. Instead, open **Time » Timesheets » Manage Timesheets** and use Table view to list all of your timesheets.
- The Alerts section has been removed.
- MyMenu no longer resides on this screen. It has been replaced with Costpoint's My Menu feature on the Navigation toolbar:



For more information on My Menu functionality, see the Navigation Toolbar section in the Costpoint Getting Started Guide.

The Manage MyDesktop screen contains two tables:

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

Task Count displays the number of tasks awaiting completion for a given Task Type.

The Tasks table displays pending tasks, such as Submit tasks for timesheets, Attachment tasks for expense reports, and for supervisors, various Approval tasks.

The Task Details table displays all the tasks for the selected Task Type in the table above, such as all Timesheets currently awaiting approval.

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Approve Request	Overall	4
Timesheet	Approve Timesheet	Overall	4
Expense Authorization	Approve	Overall	5

Timesheet Employee Name	Period Ending	Origination DateTime	Warning DateTime	Critical DateTime	Functional Role	Backup Functional Role
Pasternak, Laura D. (10010)	02/07/2016	02/05/2016 02:37:11 PM	02/05/2016 06:37:11 PM	02/06/2016 02:37:11 PM	Supervisor	Supervisor
Pasternak, Laura D. (10010)	02/07/2016	02/05/2016 02:37:11 PM	02/05/2016 06:37:11 PM	02/06/2016 02:37:11 PM	Supervisor	Supervisor
Abusaid, Samir P. (10028)	02/01/2015	03/09/2016 07:59:03 AM	03/09/2016 01:59:03 PM	03/10/2016 07:59:03 AM	Supervisor	Supervisor
Abusaid, Samir P. (10028)	01/25/2015	03/09/2016 07:59:10 AM	03/09/2016 01:59:10 PM	03/10/2016 07:59:10 AM	Supervisor	Supervisor

See image below for details on these subtasks.

Click **Launch** to display the application where you can complete the selected task.

- Outstanding Advances – This subtask displays the user's outstanding advances. As the user claims the advances in the Expense Report screen, they are deleted here.
- Outstanding Expenses – This subtask displays the user's outstanding expenses. As the user claims the expenses displayed in the Expense Report screen, they are deleted here. If any of these expenses are personal expenses and therefore *not* company-paid, the user can delete them here.

Tasks

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Approve Request	Overall	4
Timesheet	Approve Timesheet	Overall	4
Expense Authorization	Approve	Overall	5

Task Details

Timesheet Employee Name	Period Ending	Origination Date/Time	Warning Date/Time	Critical Date/Time
Pasternak, Laura D. (10010)	02/07/2016	02/05/2016 02:37:11 PM	02/05/2016 08:37:11 PM	02/06/2016 02:37:11 PM
Pasternak, Laura D. (10010)	02/07/2016	02/05/2016 02:37:11 PM	02/05/2016 08:37:11 PM	02/06/2016 02:37:11 PM
Abusaid, Samir P. (10028)	02/01/2015	03/09/2016 07:59:03 AM	03/09/2016 01:59:03 PM	03/10/2016 07:59:03 AM
Abusaid, Samir P. (10028)	01/25/2015	03/09/2016 07:59:10 AM	03/09/2016 01:59:10 PM	03/10/2016 07:59:10 AM

Outstanding Expenses

Hide	Batch Type	Expense Date	Wizard Type	Amount	Curr
<input type="checkbox"/>	Corporate Visa	10/02/2009	Entertainment	185.00 USD	

Outstanding Advances

Request Date	Advance ID	Payment Type	Pay Amount	Currency
04/06/2015	111	Check	100.00000 USD	
05/11/2015	TE	Check	1.00000 USD	

Callouts:

- This subtask displays outstanding expenses.
- Select **Hide** for any personal expense that is not paid by the company. Clear the check box for any outstanding expense that is company-paid.
- Click this link to display a list of personal expenses you previously chose to hide.
- This subtask displays outstanding advances.

Administration Domain

Deltek Time & Expense 10.0 is built on the Deltek Costpoint platform, and as such, it includes much new functionality related to the Costpoint framework.

Refer to the *Deltek Time & Expense 10.0 Administration Guide* to learn more about administrative tasks and procedures required to manage the software.



Time & Expense 9.0.1 also included an Administration module. In version 10.0, those screens now exist within the Configuration module.

Configuration Module: Cumulative Updates

The following is a compilation of features and enhancements for this module released following the initial March 2016 general availability release.

Import Process Modified to Allow Updating of Login IDs

Released January 2019

The **Time & Expense >> Configuration >> Interface >> Import Master Data** application was enhanced to allow the Employee Import process to update an existing employee Login ID field. This occurs if the Login ID value in the import file is identical to the Employee ID, and **Employee ID not allowed as Login ID** is selected on the General Options tab of **Configuration » General Controls » Configure General Settings**.

New Employee ID Not Allowed as Login ID Option and Active Directory Validation

Release September 2018

An **Employee ID not allowed as Login ID** check box was added to the General Options tab of **Configuration » General Controls » Configure General Settings**.

The screenshot shows the 'General Configuration' window with the 'General Options' tab selected. The 'Employee ID not allowed as Login ID' checkbox is checked and highlighted with a red box. Other settings visible include: Locale (Country/Language) set to 'US/en', Description set to 'United States/English', AccountCS Type Code set to 'JD Time and Expense Account', Employee Security Role set to 'Arnel's Administrator [Ltd.]', Date Edit set to 'Hard Edit', Currency set to 'US Dollar', Notification Method set to 'Alert', Authentication Method set to 'Single Sign-on', and Time Zone set to 'Eastern Standard Time (Queensland) (Australia/Brisbane)'.

This configuration option is *not* available to customers who use the Database authentication methods, such as:

- *Database*
- *Single Sign-on or Database*
- *Windows Domain and Database*

The Database authentication methods, unlike the other methods, do *not* require an Active Directory ID to create a new Time & Expense user.

For customers who use authentication methods where the Active Directory ID is required (all methods other than Database), this new setting provides a mechanism for ensuring that a user is *not* created unless the Active Directory value already exists or that Login ID is not the same as the employee ID.

Prior to this change, when a user was created and the Active Directory field was blank, it defaulted to the Login ID, which itself defaults to the Employee ID. This caused the Employee ID to become the Active Directory default value, which was undesirable for customers who use a different naming convention when creating the Active Directory.

If you select **Employee ID not allowed as Login ID**, the user is *only* created if the **Active Directory** field (**Configuration » Resources » Manage Resource Information**) contains a value or Login ID is not equal Employee ID.

If you do *not* select **Employee ID not allowed as Login ID**, the user is automatically created even if **Active Directory** is blank, and **Active Directory** will default to the value in the Login ID. In this scenario, an optional workaround used by some customers has been to change the Login ID to the Active Directory ID so that even if Active Directory is blank, it will default to the proper value when the user is created.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
TE	Configuration	ADMGENCONFI G	General Configuration	cp711_te_admggenconfig_006.zip
TE	Configuration	ADMEMPLINFO	Manage Resource Information	cp711_te_admemplinfo_009.zip

Set Default Application

Released December 2017

A **Default Application ID** field was added to **Configuration » Resources » Manage Preferences** that enables users to select a default application that will display when they log onto Time and Expense.

Additionally, an **Application Name** field was added that displays the name of the default application you select.



The **Default Application ID** and **Application Name** fields were also added to **Admin » Security » System Security » Manage Users**. Time and Expense administrators can use these fields to select the application that will automatically display when users log onto Time and Expense.

Export Location Configuration

Released October 2017

The Time & Expense export process was enhanced so that configuration of the export location is now managed from the Miscellaneous tab of the **Configuration » General Controls » Configure General Settings** screen. Prior to this update, the export locations were configured from the export applications within Time & Expense.

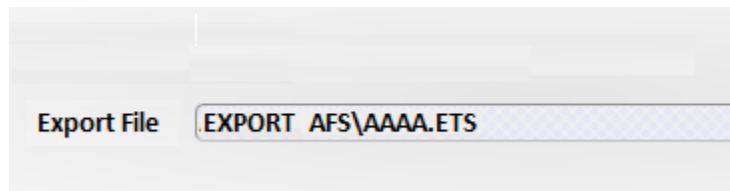
The following modifications were made to the Configure General Settings screen:

- The **Locations** group heading was renamed to **Import/Export Alternate File Locations**
- An **Export Location** field was added.
- The **Trash Location** field was renamed to **Import Trash Location**.

In the following applications, the **File Location** field was renamed to **Export File**:

- Export ERs / Advances
- Export Commitments
- Export Timesheets

It is now a display-only text field, and the export location specified in Configure General Settings appears as a prefix to the file name, as shown in the following example:



Additionally, under **Export Options** in the **Time » Interfaces » Export Timesheets** screen, the **Export to Costpoint** field was renamed to **Export Directly to Costpoint**.

Changes to Configure General Settings

An **Authentication Mode** field was added to the General Options tab of the **Configuration >> General Configuration Settings** screen. Use this field to select the default authentication method for users when they are granted access to Time & Expense. Options include:

- Database
- Single Sign-on
- Active Directory
- Single Sign-On or Active Directory
- Single Sign-On or Database
- Windows Domain and Active Directory
- Windows Doman and Database
- Certificate SSO

Note that if you if select **Database**, the Email field on the **Configuration >> Resources >> Manage Resource Information** screen must contain a valid email address.

For Additional Information

Customer Care Connect Site

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

The following are some of the many options that the Customer Care Connect site provides:

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



For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.


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 forget your username or password, you can click the **Account Assistance** button on the login screen for help.



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