Deltek

Deltek Time & Expense™

Post Installation Configuration Guide

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Contents

Overview

Welcome to the Time & Expense 8.0 Post-Installation Configuration guide. The procedures described in this guide should be completed after Time & Expense 8.0 is fully installed but before employees access the software.

This guide is for customers who have upgraded from version 9.x.

Post Upgrade Configuration

To finalize the upgrade to Time & Expense 8.0, you must perform the 12 steps described in this document in the order presented.

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

- Verify Time & Expense User Security — Because Time & Expense and Costpoint are deployed as one product, with this upgrade we converted the Time & Expense 9.x security role to the Costpoint user group security. For this reason, you should review the user groups the upgrade created during the upgrade process.
- Configure New Features — Time & Expense 8.0 contains several new features that require configuring, including features for enhanced timesheet correction and timesheet preset revision explanation.
- Grant Access to Time & Expense — Time & Expense and Costpoint are deployed as a single product, administrators must first set up Costpoint IDs for Time & Expense users and sync existing Costpoint users with Time & Expense.
- Set Up Scheduled Processes — As Time & Expense utilizes Costpoint's Job Server for scheduled processes, administrators must create new parameters for scheduled applications along with jobs created on Job Server.

☐ Step 1 — Log In to Costpoint (Time & Expense)

Log in to Time & Expense 8.0 as CPSUPERUSER.

☐ Step 2 — Review Costpoint Security (User Groups)

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

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

- TM_EMPLOYEE — This User Group will provide access to Timesheet.
- EP_EMPLOYEE — This User Group will provide access to Expense Reports.

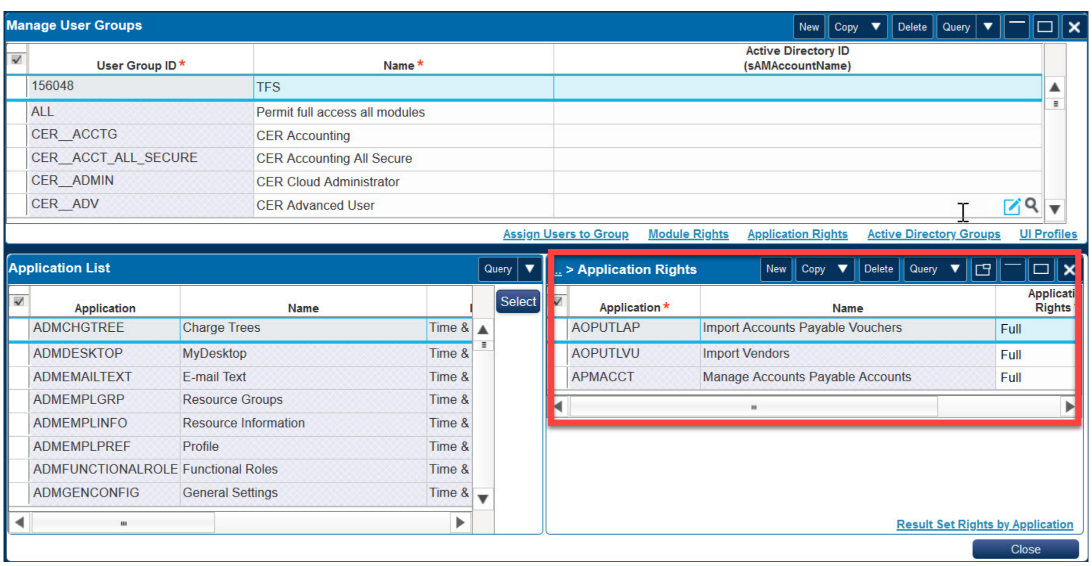
The upgrade will also link both User Groups with the EMPLOYEE Time & Expense Security Role, so if user access is changed in Time & Expense (Security Role or Seat License), the user will be assigned to the correct user groups.

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

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

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

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



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

- Current Time & Expense menus do not completely align with Time & Expense 9.x.

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

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

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

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

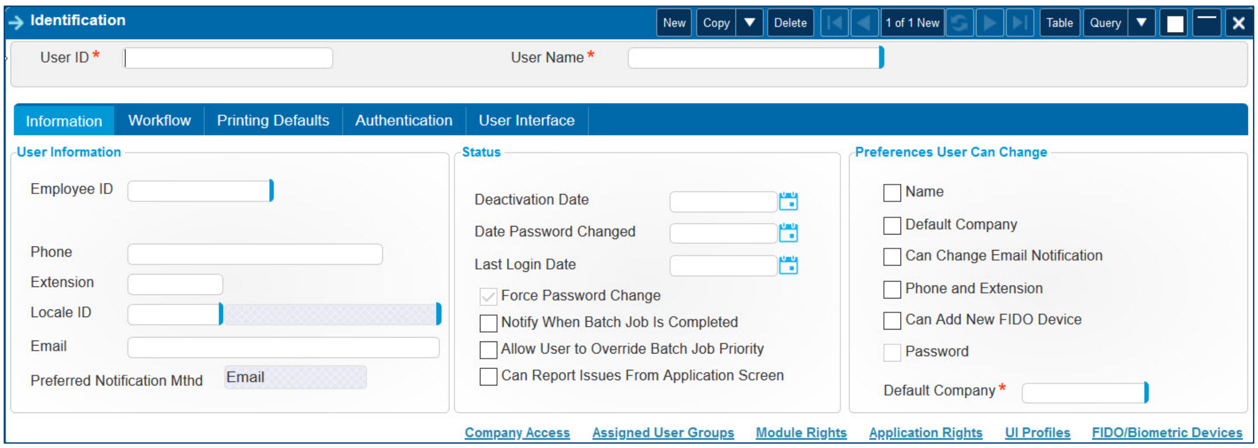
☐ Step 3 – Create Time & Expense Administrator User Account

This step is required only under the following conditions:

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

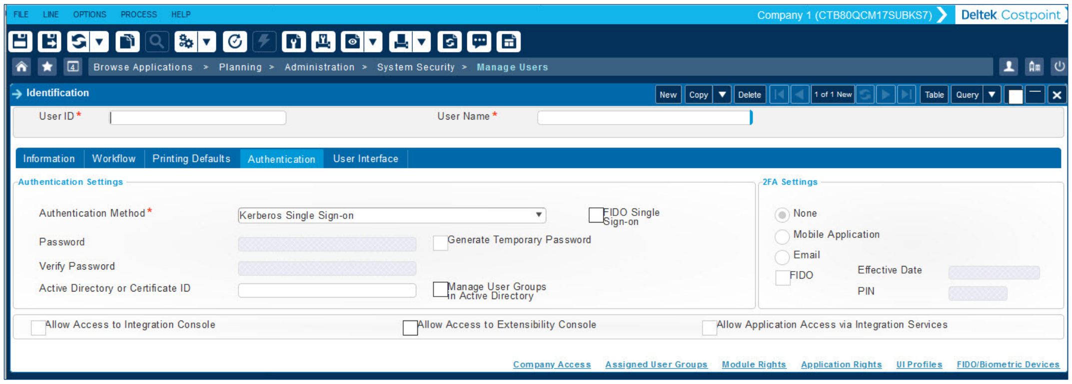
To create a user account for the Time & Expense Administrator, complete the following steps:

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



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

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



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

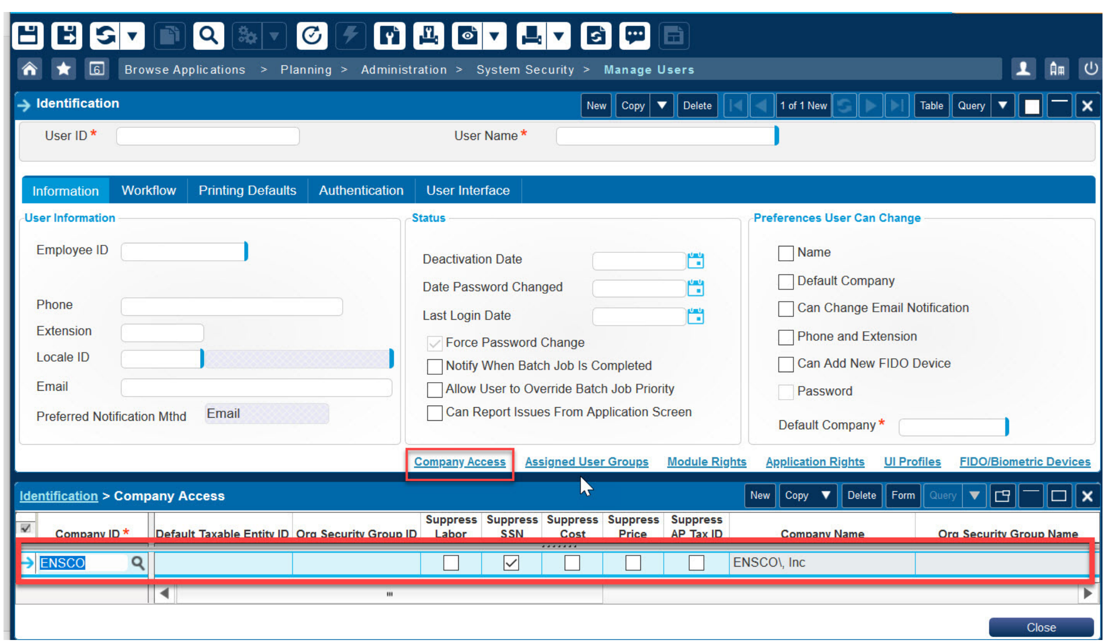
   - **Authentication Method –** Select the authentication method for the Time & Expense administrator account.

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

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

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

5. Click **Save.**



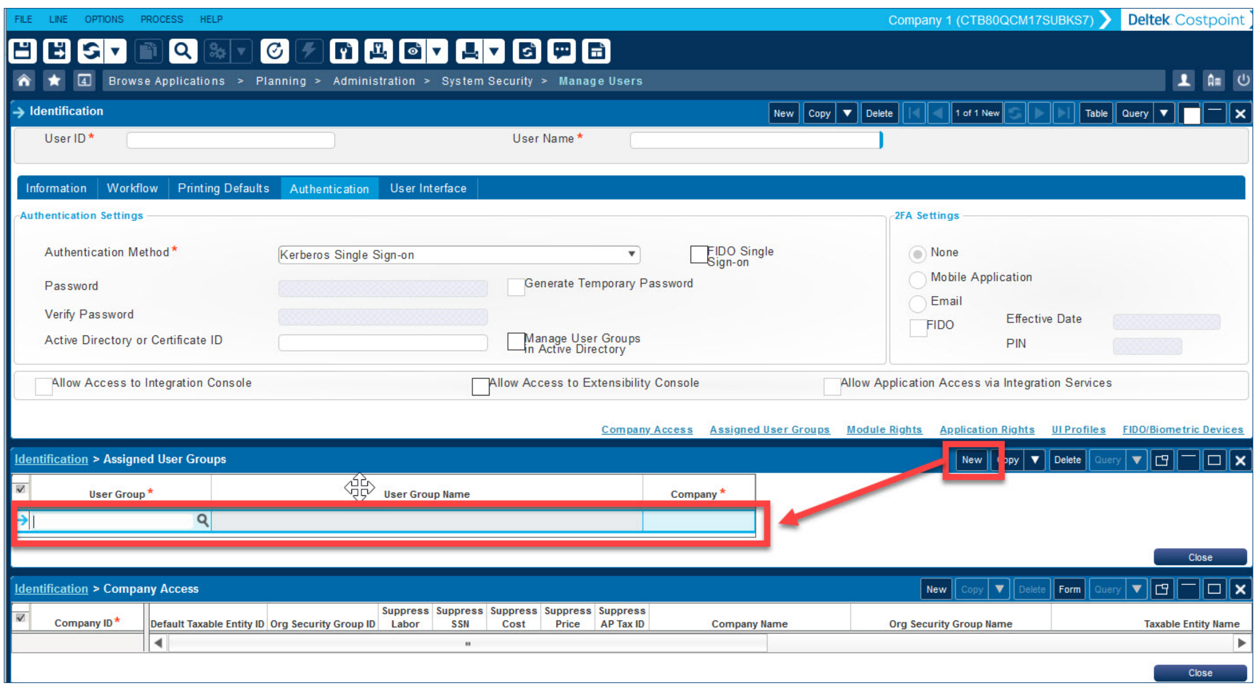
◻ Step 4 — Grant Time & Expense Administrator Rights

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

- TM_ADMIN — Administrator screen rights for Deltek Time
- EP_ADMIN — Administrator screen rights for Deltek Expense

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

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



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

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

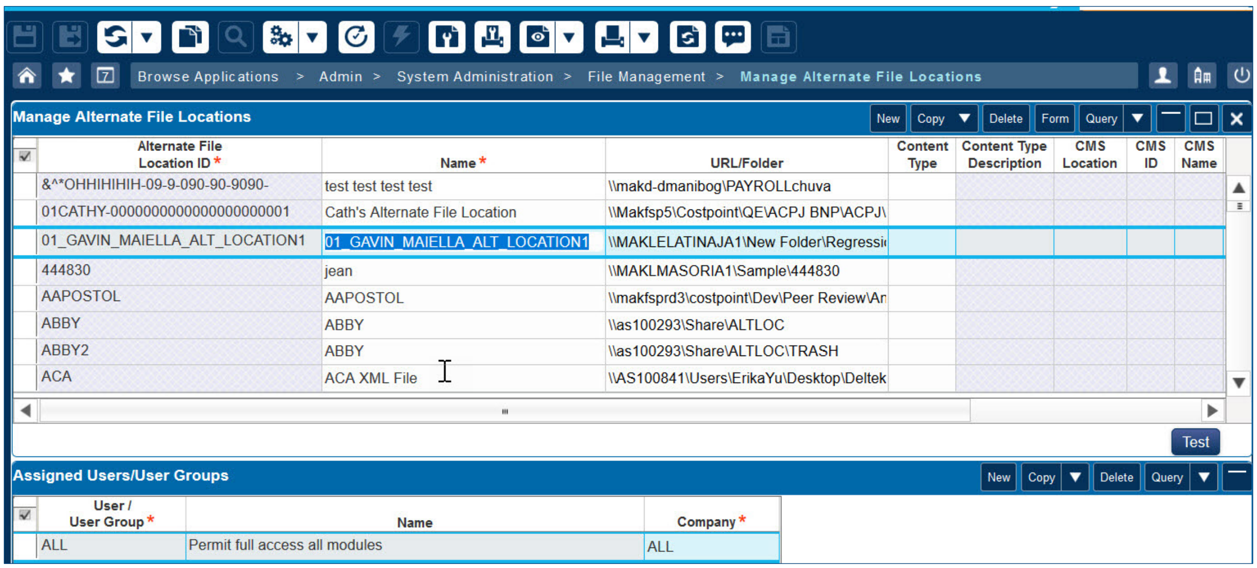
Step 5 — Create Alternate File Locations

In Time & Expense 9.x, file directories were configured within the Technical Console. In this latest version of Time & Expense, they are replaced by alternate file locations.

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

To add alternate file locations, complete the following steps:

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



2. Create the following locations:
   - Time or Expense:
     - **Export Location** — This is the location where timesheets, expense reports, and advances are exported.
     - **Import Location** — This is the location where master data is dropped off for import into Time & Expense (ASCII and XML).
     - **Trash Location** — This is the location where master data files (ASCII and XML) are moved after import.
   - Expense (if applicable):
     - **Receipt Storage Location** — This is the location where Expense Report and Expense Authorization attachments are stored.
     - **Traveler Location** — This is the location where attachment travelers can be dropped off for the automatic attachment to expense report or expense authorization.
     - **Traveler Reject Location** — This is the location where attachment travelers that are rejected during automatic attachment to expense report or expense authorization are moved.

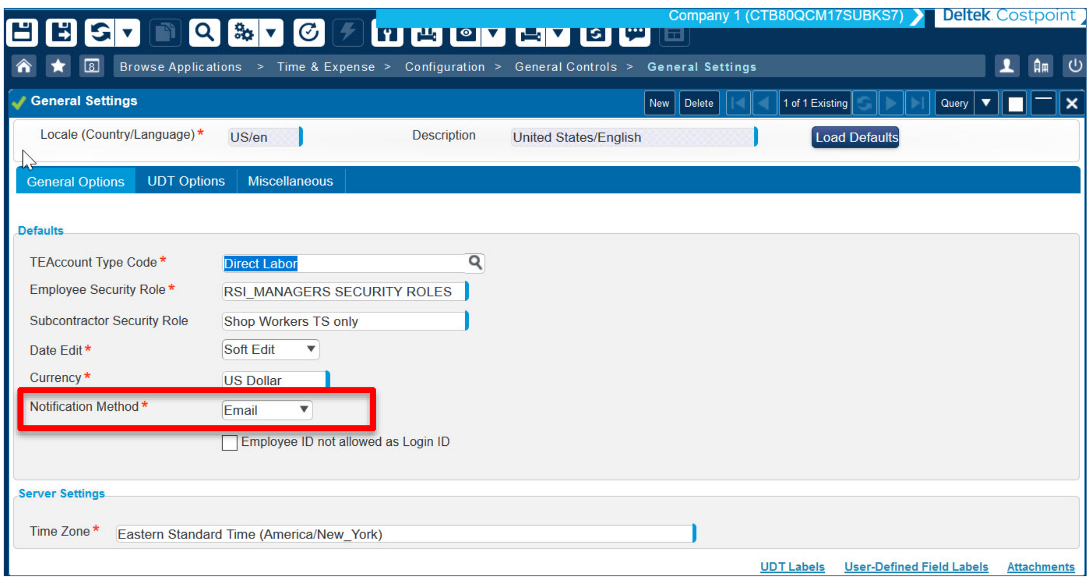
   For each of the locations, you will need to add the appropriate user groups that would need access. For example, access to the Export, Import, and Trash locations would be needed by any user groups that runs integration between Costpoint and Time & Expense. For expense locations, it should be granted to all expense user groups that needs to attach and view expense attachments.

Note: Refer to the Costpoint Online Help for details on the Manage Alternate File Locations screen.

☐ Step 6 — Configure Alternate File Locations and Default Authentication Method

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

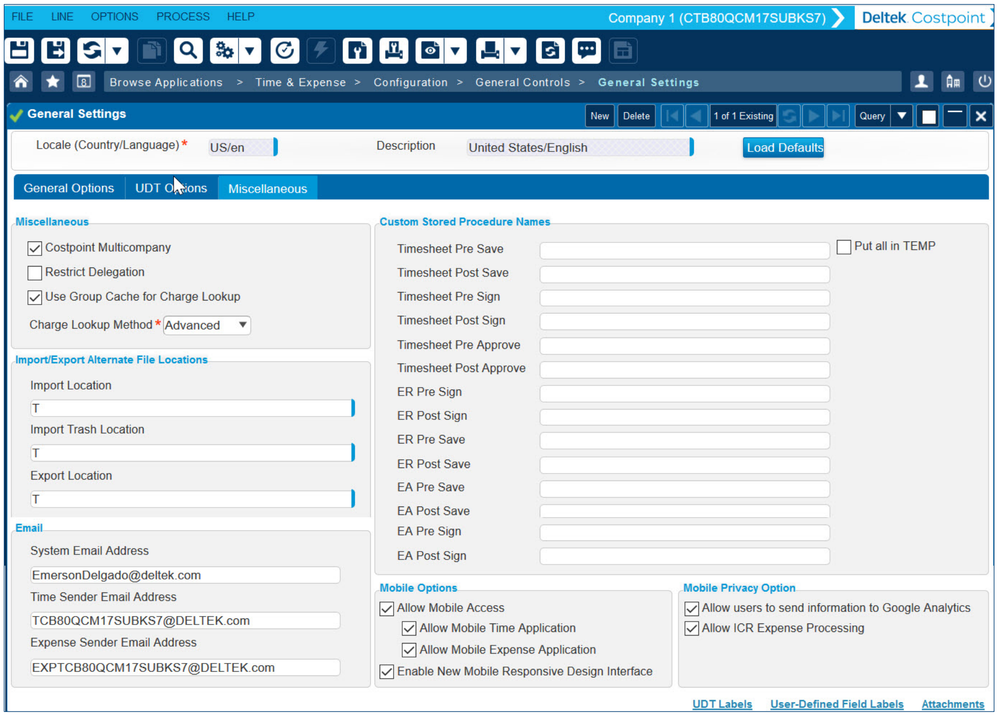
1. Click **Time & Expense » Configuration » General Controls » General Settings**.
2. Click the **General Options** tab.



Select options for the following new fields:

Field	Description
Notification Method	Change the Notification Method to **Email** since alerts are no longer created in Time & Expense.

3. Click the **Miscellaneous** tab.

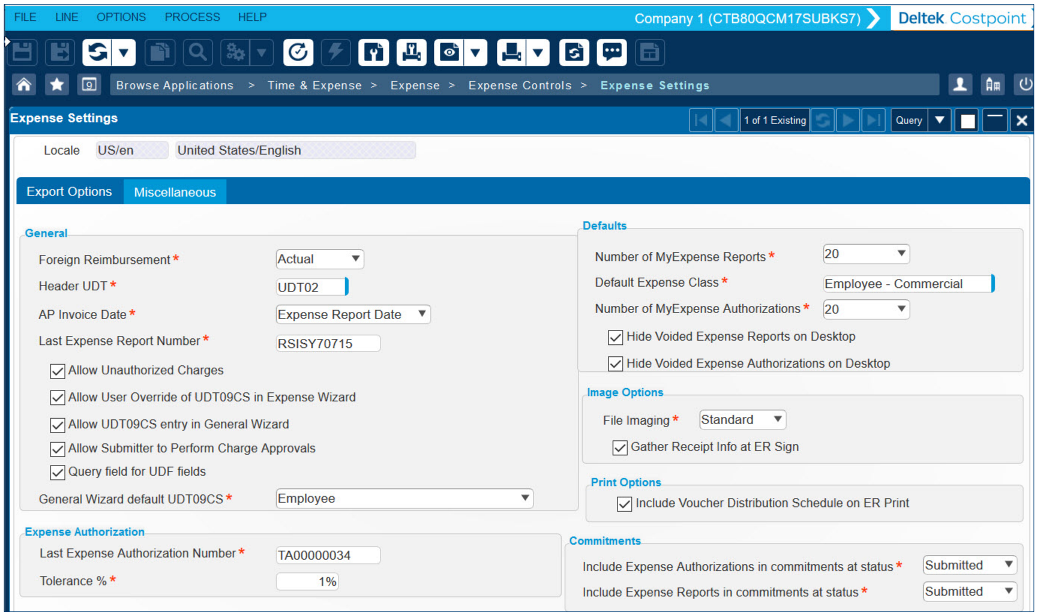


4. Under **Imports**, select values in the following fields:

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

5. If you are an Expense client, click **Time & Expense » Expense » Expense Controls » Expense Settings**.

6. Click the **Miscellaneous** tab.

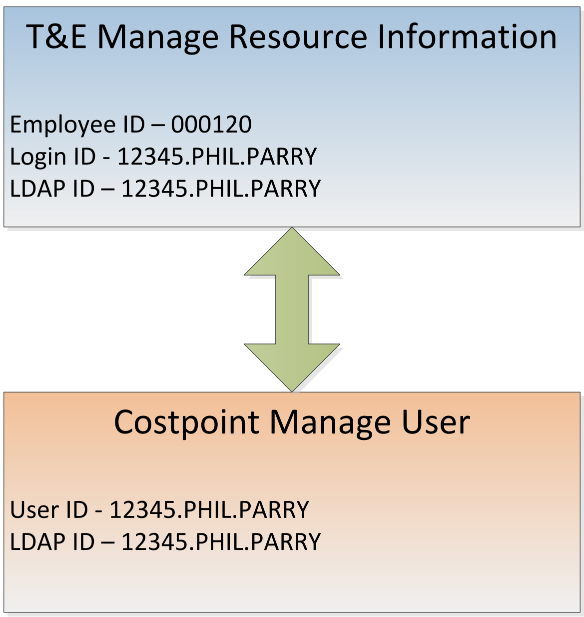


7. Under **Expense Authorization**, enter location values in the following fields:
   - Receipt Storage Location.
   - Traveler Location (FAX attachment location)
   - Traveler Reject Location

> **Note:** In version 9.x, this information was locate on the Domain Details screen in the Technical Console.

☐ Step 7— Sync Time & Expense Admin User Account

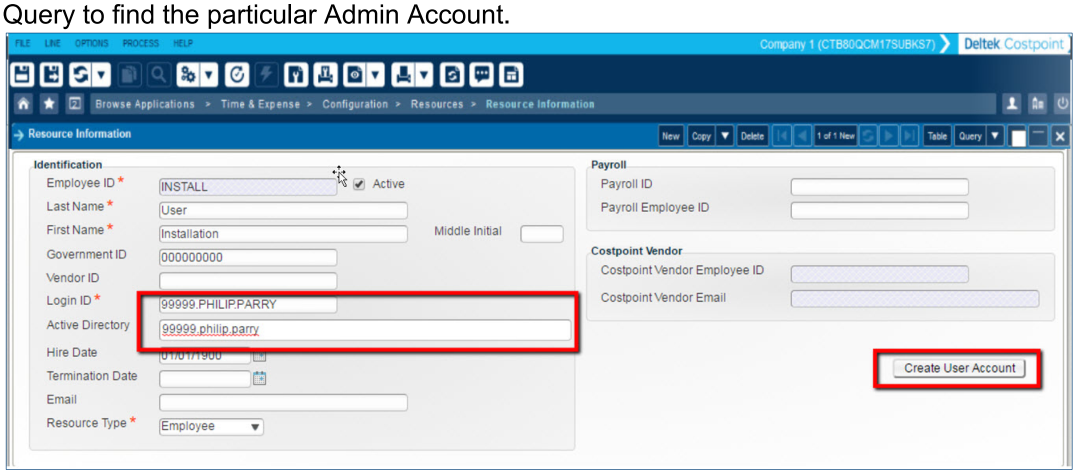
Use this step to review and synchronize the Time & Expense Resource Information record for the main administrator account for which you just assigned user groups. The Time & Expense resource information record (Employee Record) must be associated to user in Costpoint security. For example:



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

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

   Query to find the particular Admin Account.

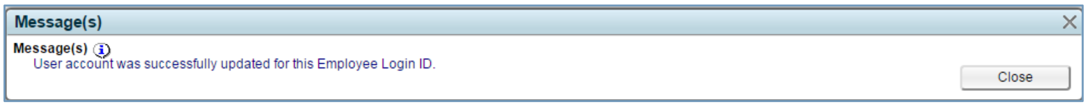


2. Verify that the **Login ID** value is correct. If Time & Expense is co-deployed with Costpoint that value equals the current Costpoint User ID.
3. Verify that **Active Directory** fields is correct.

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

4. Click **Create User Account**.

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



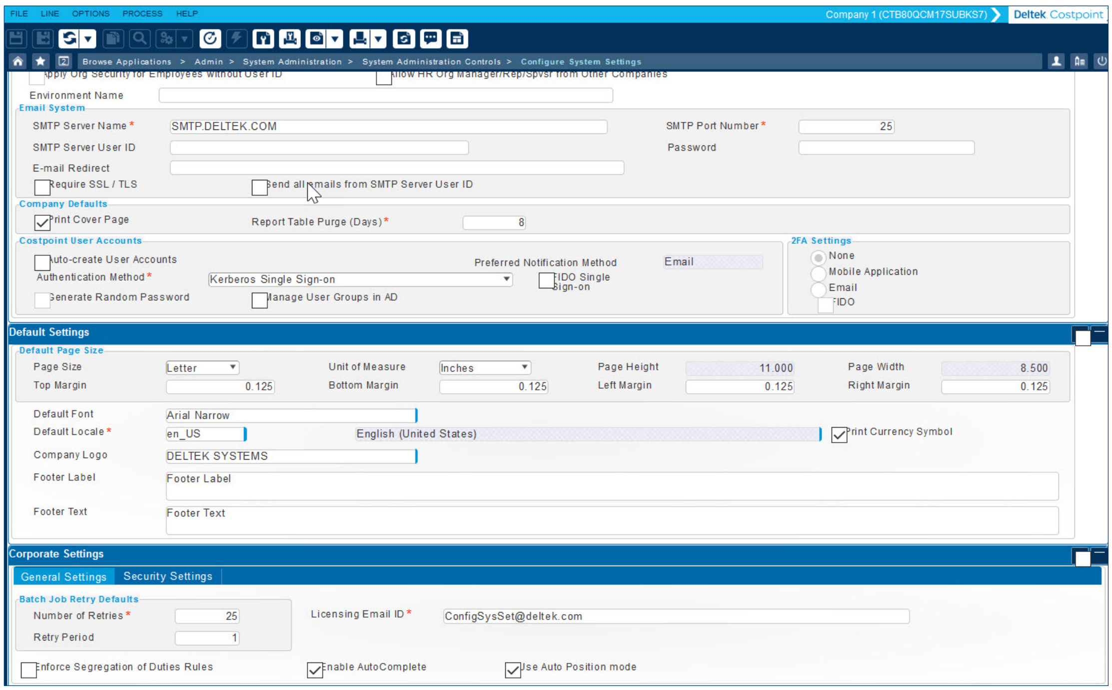
5. Log out and log back in.

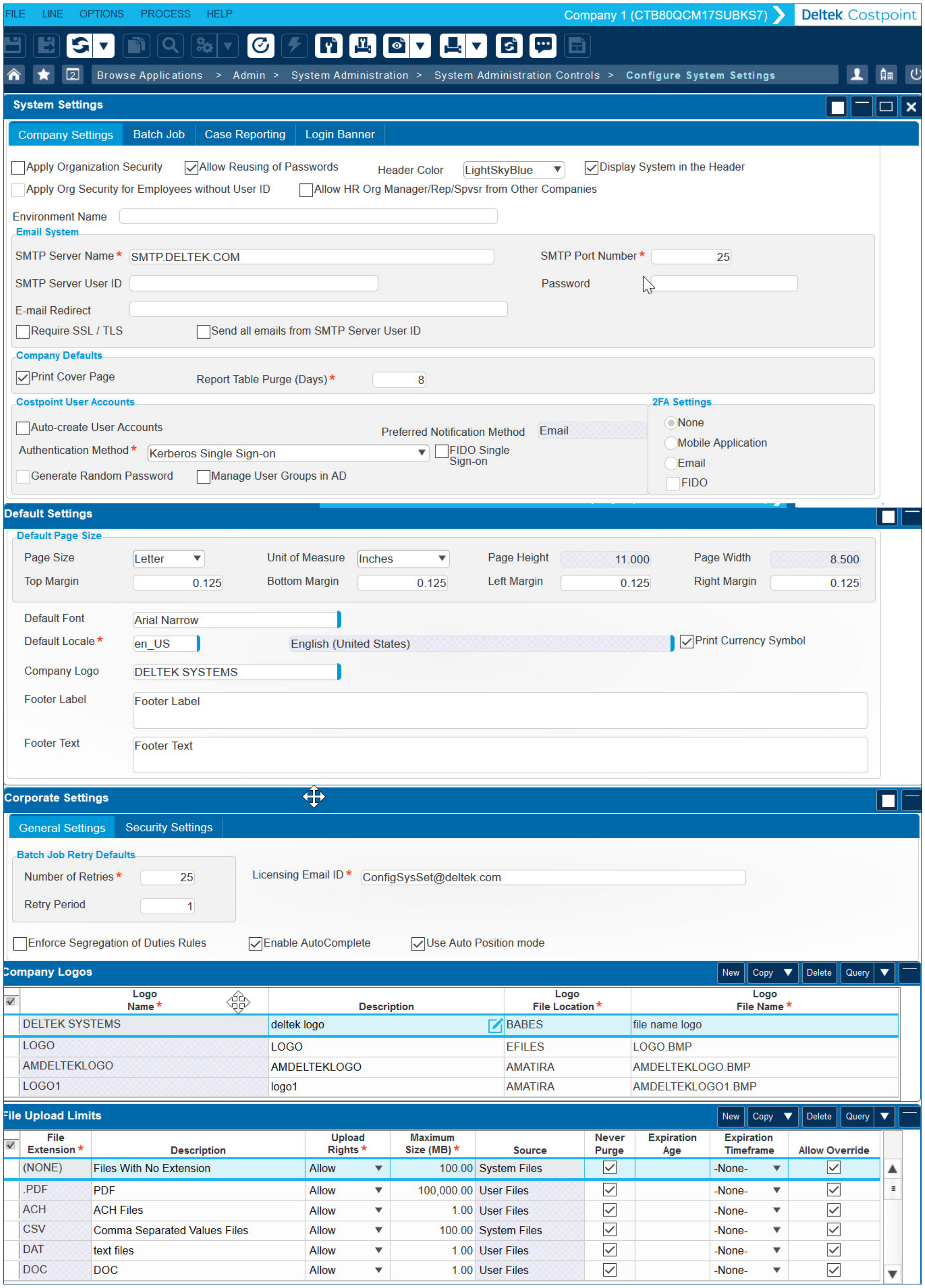
☐ Step 8 — Configure SMTP and Valid Attachment Types

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

To define SMTP server information, complete the following steps:

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





2. On the **Company Settings** tab, enter the SMTP server information for Time & Expense, if it is not already defined.
3. If you use expense attachments, define the valid file extensions accepted for attachments. In the File Upload Limits table, add rows for the various file types (PDF, JPG, PNG, and so on) acceptable for attachments. Enter the following information:

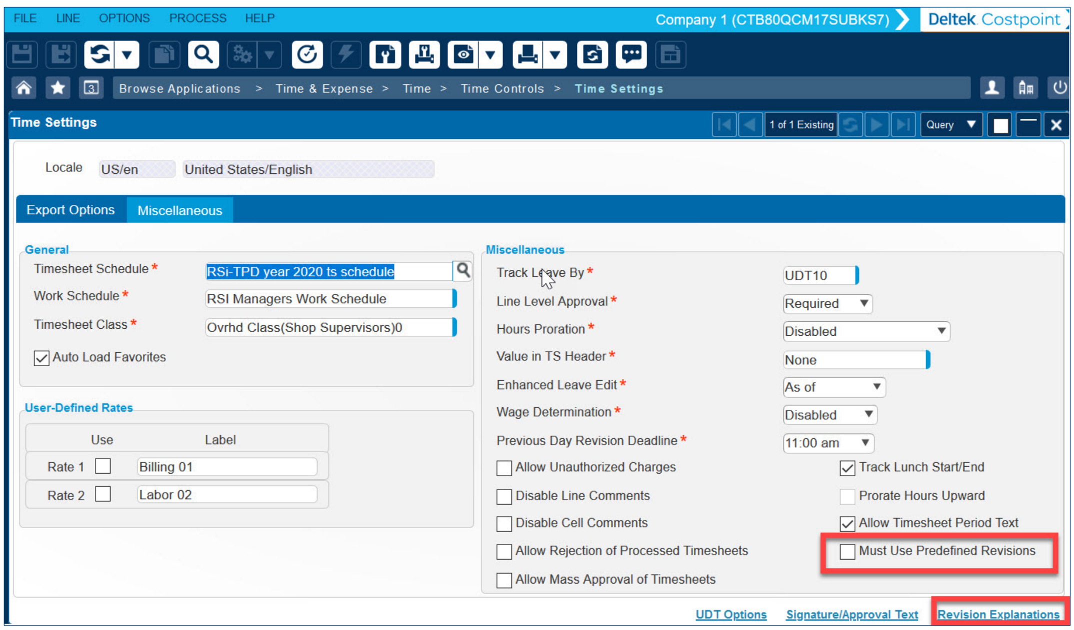
Column	Description
Upload Rights	Select **Allow** from the drop-down list.
Maximum Size (MB)	Enter **10**.
Source	The source is **User Files**.
Never Purge	Select the check box.
Expiration Timeframe	Select **None** from the drop-down list.

◻ Step 9 — Configure Preset Revision Explanation Feature

Time & Expense enables companies that are licensed for Time to define preset revision explanations for use by their employees when revising timesheets.

To configure time settings, complete the following steps:

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



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

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

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

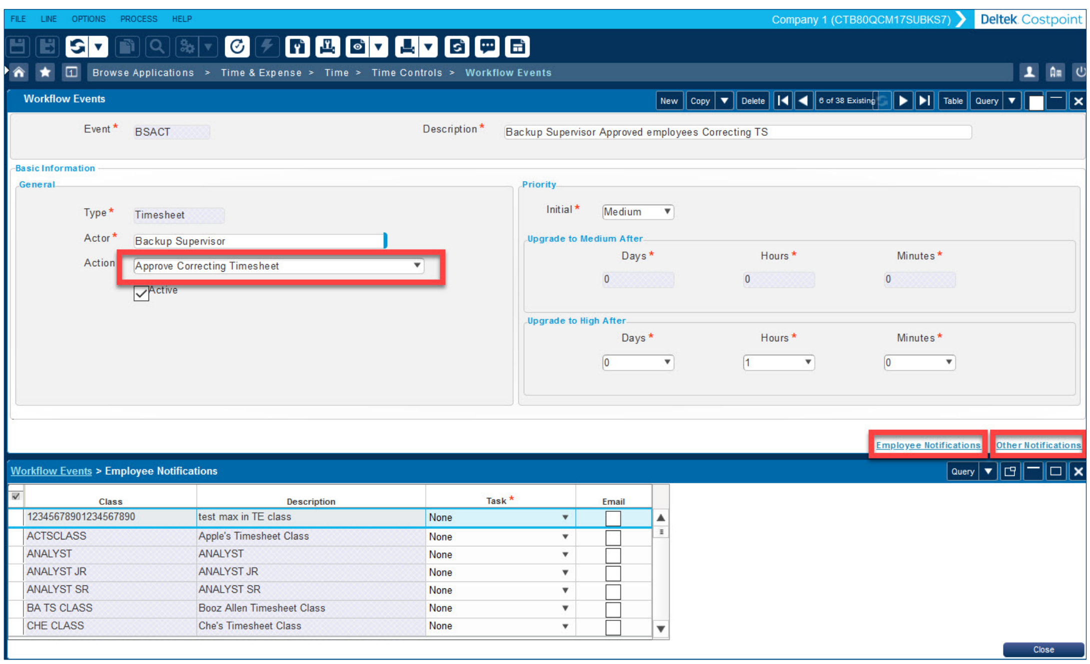
◻ Step 10 — Configure Enhanced Correcting Timesheet Feature

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

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

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

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

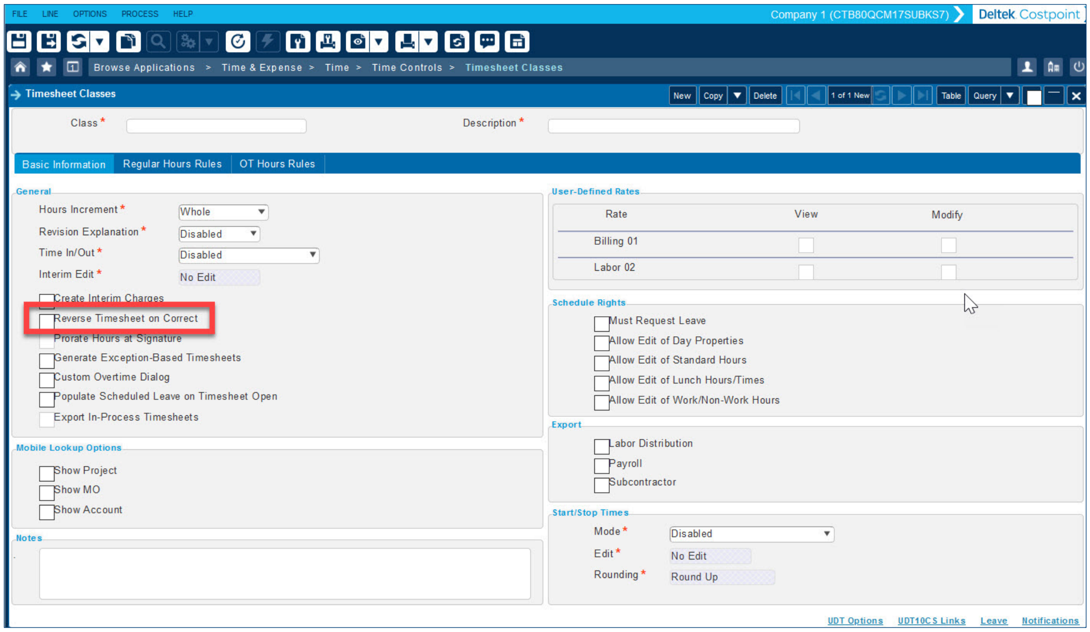


There are three different events that need to be defined on this screen, as follows:

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

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

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



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

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

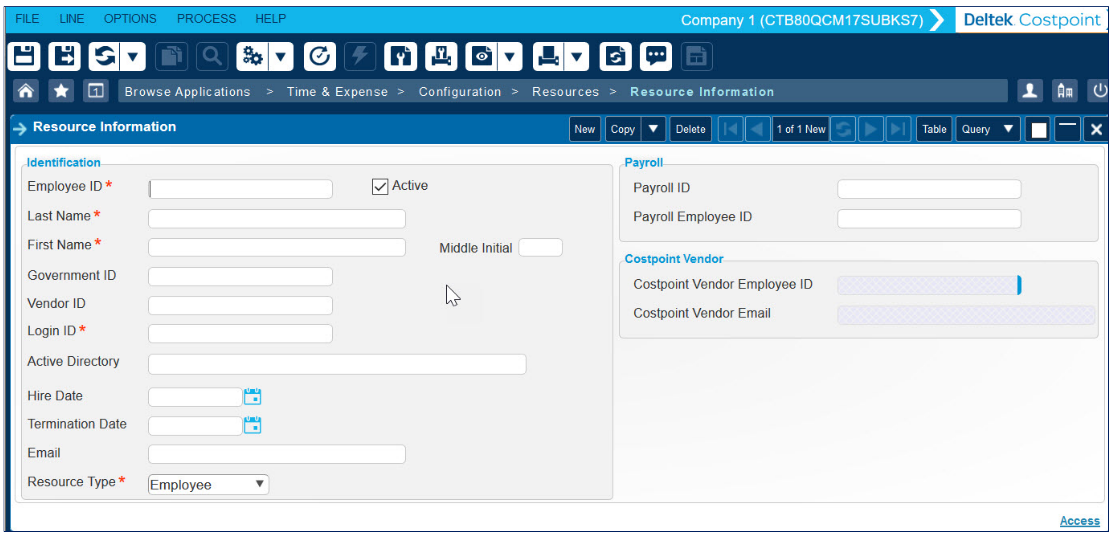
   > **Note:** For more information, see *Deltek Time And Expense 1000 General Availability Release Notes* or the online Help.

Step 11 — Create/Sync Remaining User Accounts

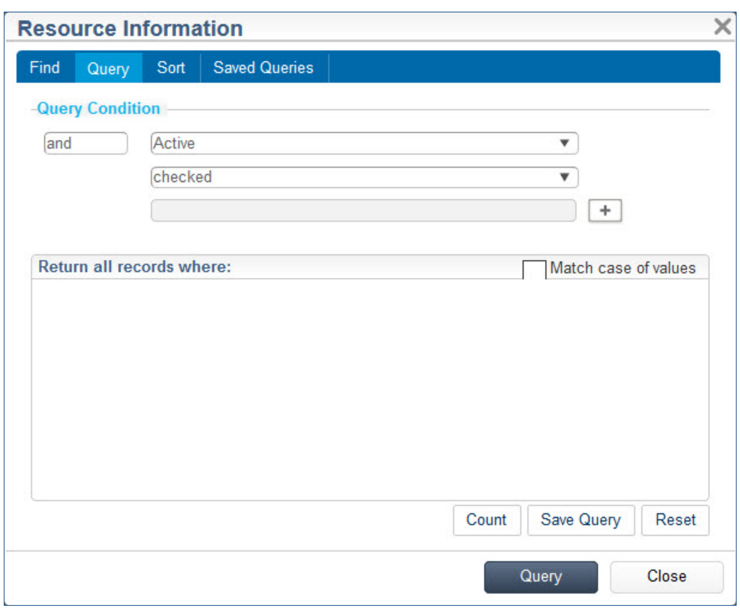
In this step you will create user accounts for Time & Expense-only users and synchronize accounts for users who already have existing Costpoint login credentials. This step grants Time & Expense access to remaining users.

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

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



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



3. Select the employees for whom you want to create user accounts. As you select employees, you should confirm that login ID information is accurate for users with existing Costpoint login credentials.

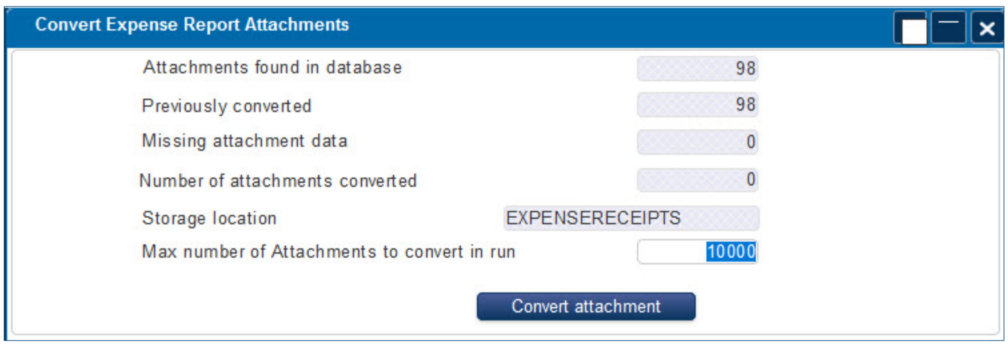
4. Click **Create User Account**. Only existing user accounts are updated. Verify that users can log in to Time & Expense.

> **Note:** If a User ID in the Costpoint Manage User screen does not match the one entered on the Time and Expense Resource Information screen, you may receive an error message: “Different User Account exists for this Active Directory.” To address this issue, revise the login ID on the Time and Expense Resource Information screen to match the User ID on the Costpoint Manage User screen.

Step 12 — Database Attachments Conversion Utility

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

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



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

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

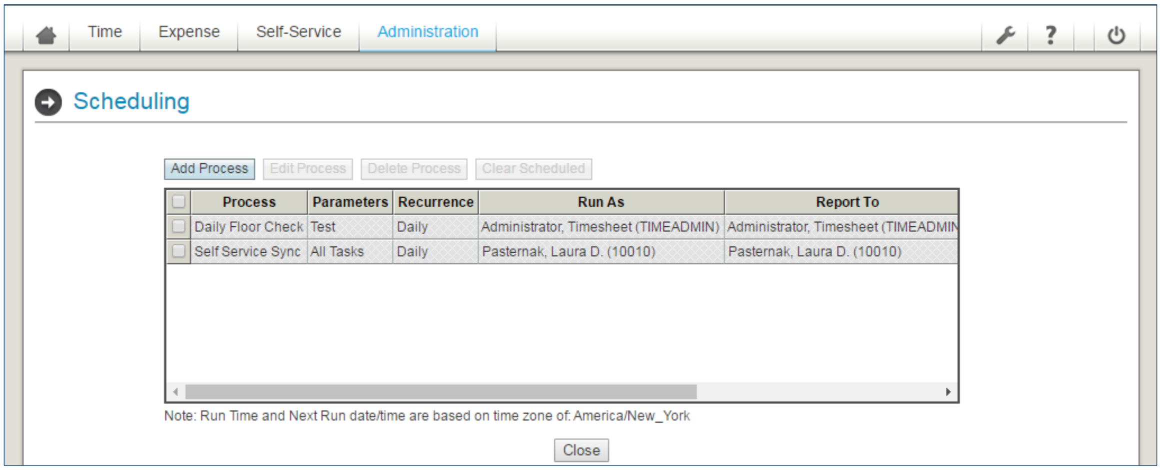
The utility includes the following fields:

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

Step 13 — Create Scheduled Jobs

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

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



Once the parameters are specified, you must set up scheduled jobs. See the **Deltek Costpoint 8.0 Process Execution Modes** guide for further information. Also see KB8094 on the Deltek support site.

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

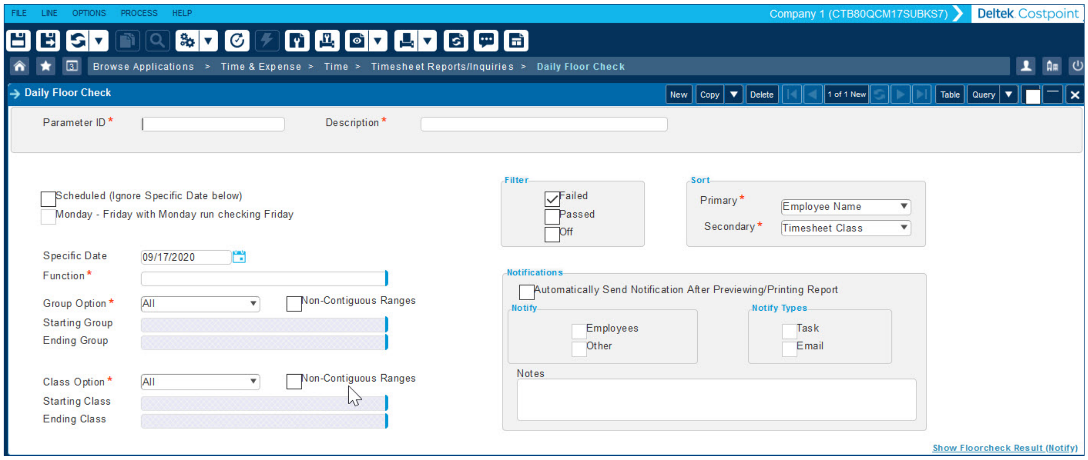
1. Create a job parameter.
2. Create a job ID.
3. Create a job queue.
4. Create a server.
5. Submit the job to the queue.

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

Create a Job Parameter (Step 1 of 5)

To create a job parameter, complete the following steps:

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



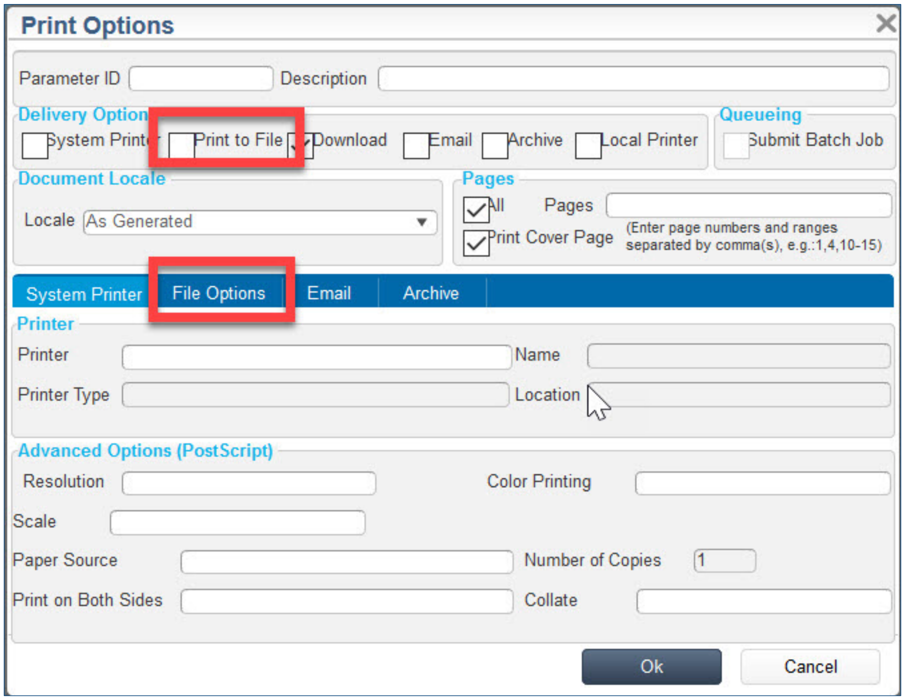
2. On the Daily Floor Check screen (in this example), designate the groups and classes for whom the report should be run, as well specify notification options. Note the following fields in particular:

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

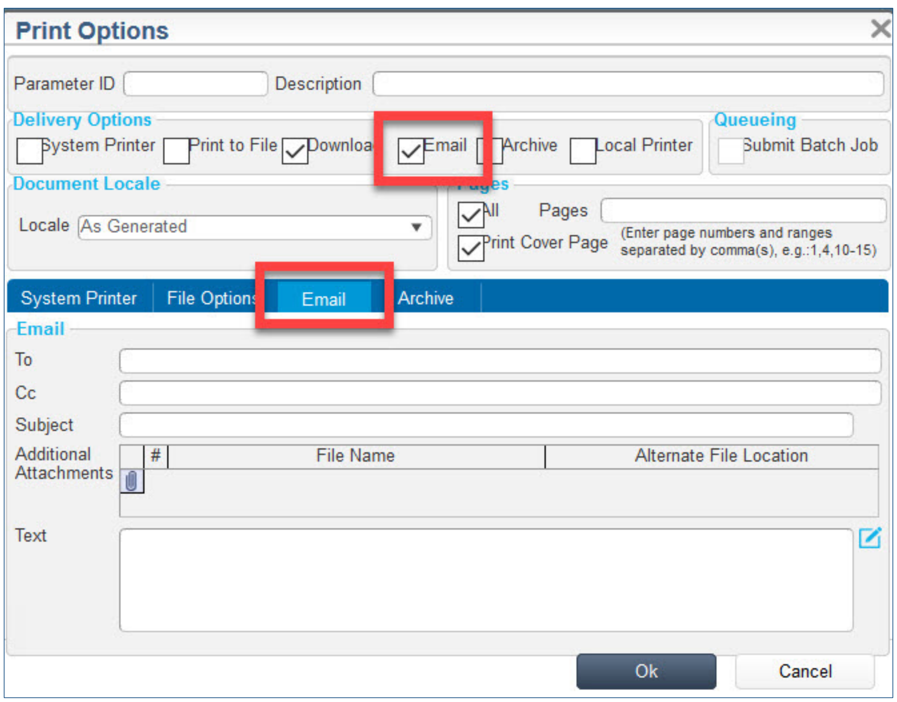
3. Click  to open the Print Options screen, where you can establish report output settings.

   Under Delivery Options, select either **Email** or **Print to file**. Do not select **Local Printer**.

   If you choose **Print to File**, indicate the delivery options on the File Options tab. Specify the name of the file and designate the location where the report should be saved.



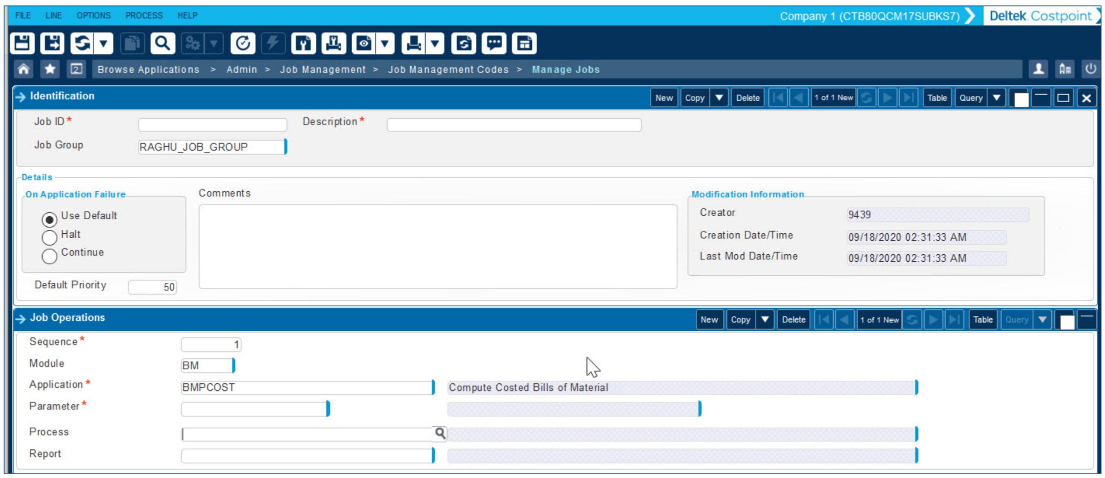
If you choose **Email** as your preferred delivery option, use the Email tab to specify options for email delivery.



Create a Job ID (Step 2 of 5)

To create a job ID, complete the following steps:

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



Review values in the following fields:

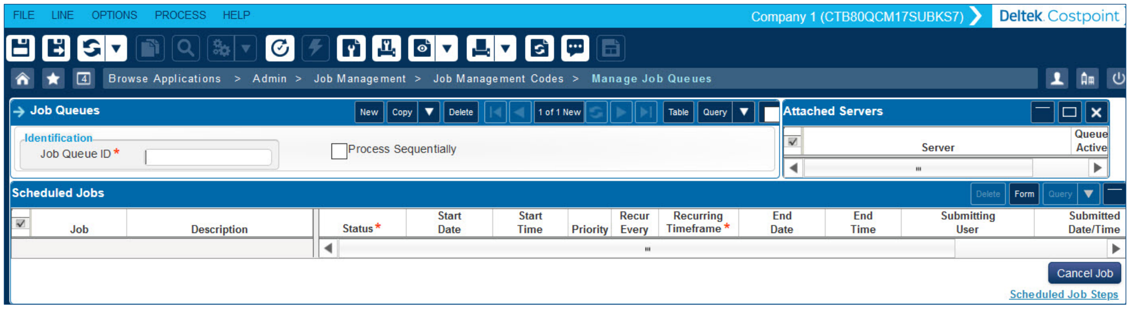
Field	Description
Job Group	If Job Groups do not already exist, or if you want to set up a new job group, click **Administration » Job Management » Job Management Codes » Manage Job Groups** and then return to this step.
Module	The correct modules for Time, Expense, and Administration are TM, EP, and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

Create a Job Queue (Step 3 of 5)

To create a job queue, complete the following steps:

1. Click **Administration » Job Management » Job Management Codes » Manage Job Queues**.

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



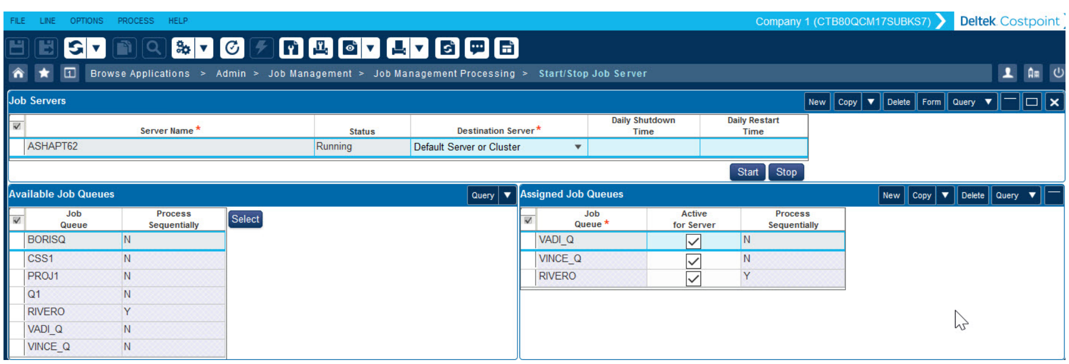
3. If you are creating a new job queue, enter an ID in **Job Queue ID**.
4. Click **Save**.

> **Note:** Servers and scheduled jobs do not display until all steps are completed.

Create a Server (Step 4 of 5)

To create a server, complete the following steps:

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



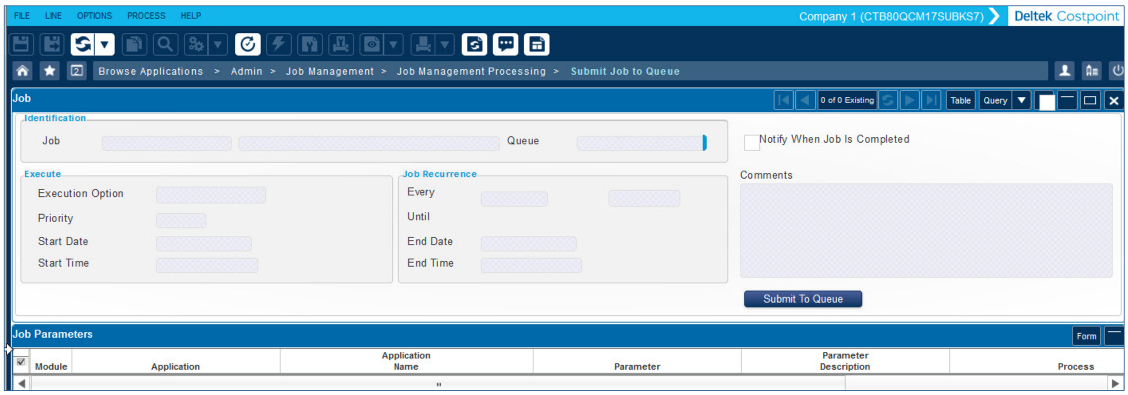
3. Review values in the following fields:

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

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

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

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



   a. Review values in the following fields:

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

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

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

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

- Create a job parameter (Step 1).
- Create a job ID (Step 2).

Submit the job to the queue (Step 5).

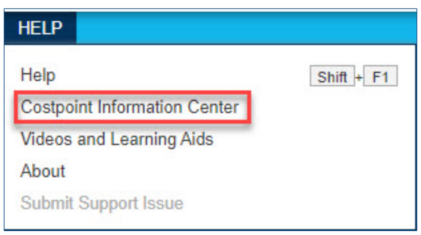
Appendix A — User Interface Customization

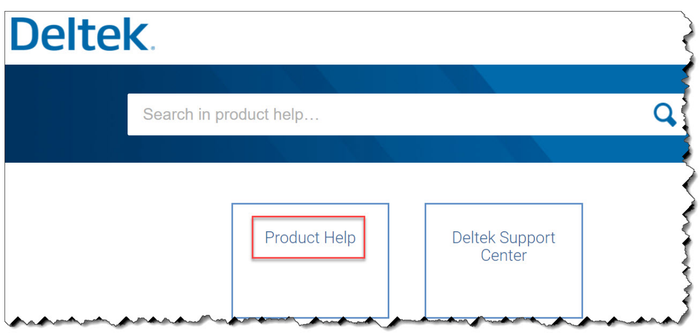
A user interface (UI) profile is a collection of screen and functional logic customizations that can be assigned to users or user groups to provide custom user capabilities. Areas of the interface that can be customized by user or user group include:

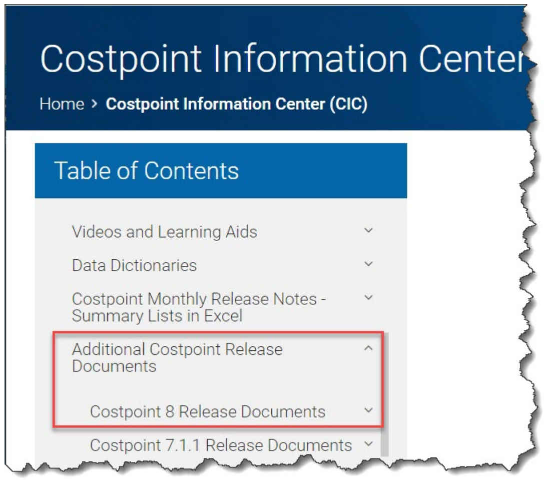
- Toolbar
- My Menu
- Hiding Fields/Controls
- Columns, both size and order
- Auto Position Mode
- Tables, including row sorting order
- Application elements, such as tabs and group boxes

To learn more about user profiles, see the online Help for **Administration » System Administration » Workspace Customization**.

For a complete list of available Costpoint Technical Documentation, including configuration guides for Mobile Time & Expense, click **Help » Costpoint Information Center » Product Help » Additional Costpoint Release Documents**. For example:

1. 

2. 

3. 

Also visit the Deltek Learning Zone (https://education.deltek.com), and under Costpoint, browse for "Understanding Time & Expense" to see a list of available training resources.

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