

Deltek

Deltek Time & Expense™

Post Installation Configuration Guide

September 14, 2020

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published September 2020.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

| | |
|---|----|
| Overview | 1 |
| Post Upgrade Configuration..... | 2 |
| ❑ Step 1 — Log In to Costpoint (Time & Expense)..... | 3 |
| ❑ Step 2 — Review Costpoint Security (User Groups)..... | 4 |
| ❑ Step 3 — Create Time & Expense Administrator User Account | 6 |
| ❑ Step 4 — Grant Time & Expense Administrator Rights | 8 |
| ❑ Step 5 — Create Alternate File Locations | 9 |
| ❑ Step 6 — Configure Alternate File Locations and Default Authentication Method | 11 |
| ❑ Step 7— Sync Time & Expense Admin User Account | 14 |
| ❑ Step 8 — Configure SMTP and Valid Attachment Types | 16 |
| ❑ Step 9 — Configure Preset Revision Explanation Feature..... | 19 |
| ❑ Step 10 — Configure Enhanced Correcting Timesheet Feature | 20 |
| ❑ Step 11 — Create/Sync Remaining User Accounts | 22 |
| ❑ Step 12 — Database Attachments Conversion Utility | 24 |
| ❑ Step 13 — Create Scheduled Jobs | 25 |
| Create a Job Parameter (Step 1 of 5) | 25 |
| Create a Job ID (Step 2 of 5) | 28 |
| Create a Job Queue (Step 3 of 5) | 28 |
| Create a Server (Step 4 of 5) | 29 |
| Submit a Job to the Queue (Step 5 of 5)..... | 30 |
| Appendix A — User Interface Customization..... | 32 |

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.

The screenshot displays the 'Manage User Groups' application. The main window shows a table of user groups:

| User Group ID * | Name * | Active Directory ID (sAMAccountName) |
|----------------------|--------------------------------|--------------------------------------|
| 156048 | TFS | |
| ALL | Permit full access all modules | |
| CER__ACCTG | CER Accounting | |
| CER__ACCT_ALL_SECURE | CER Accounting All Secure | |
| CER__ADMIN | CER Cloud Administrator | |
| CER__ADV | CER Advanced User | |

The 'Application Rights' sub-window is open, showing a table of application rights:

| Application * | Name | Application Rights |
|---------------|----------------------------------|--------------------|
| AOPUTLAP | Import Accounts Payable Vouchers | Full |
| AOPUTLVU | Import Vendors | Full |
| APMACCT | Manage Accounts Payable Accounts | Full |

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.

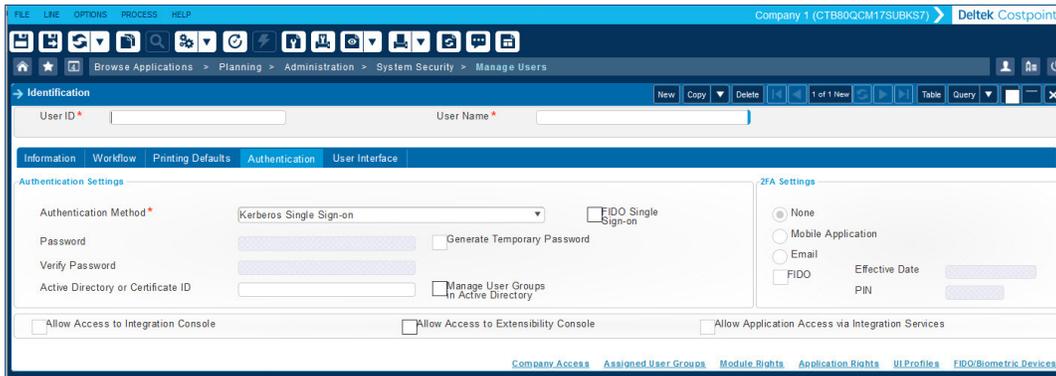
To create a user account for the Time & Expense Administrator, complete the following steps:

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

- 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. |

Step 3 – Create Time & Expense Administrator User Account



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

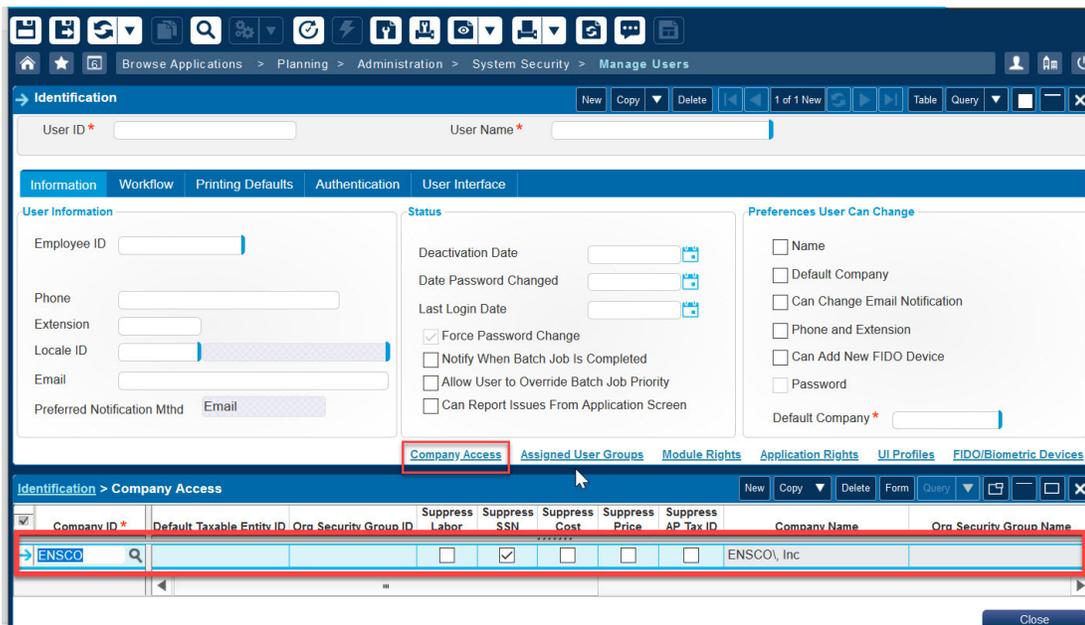
- **Authentication Method** – Select the authentication method for the Time & Expense administrator account.

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**.



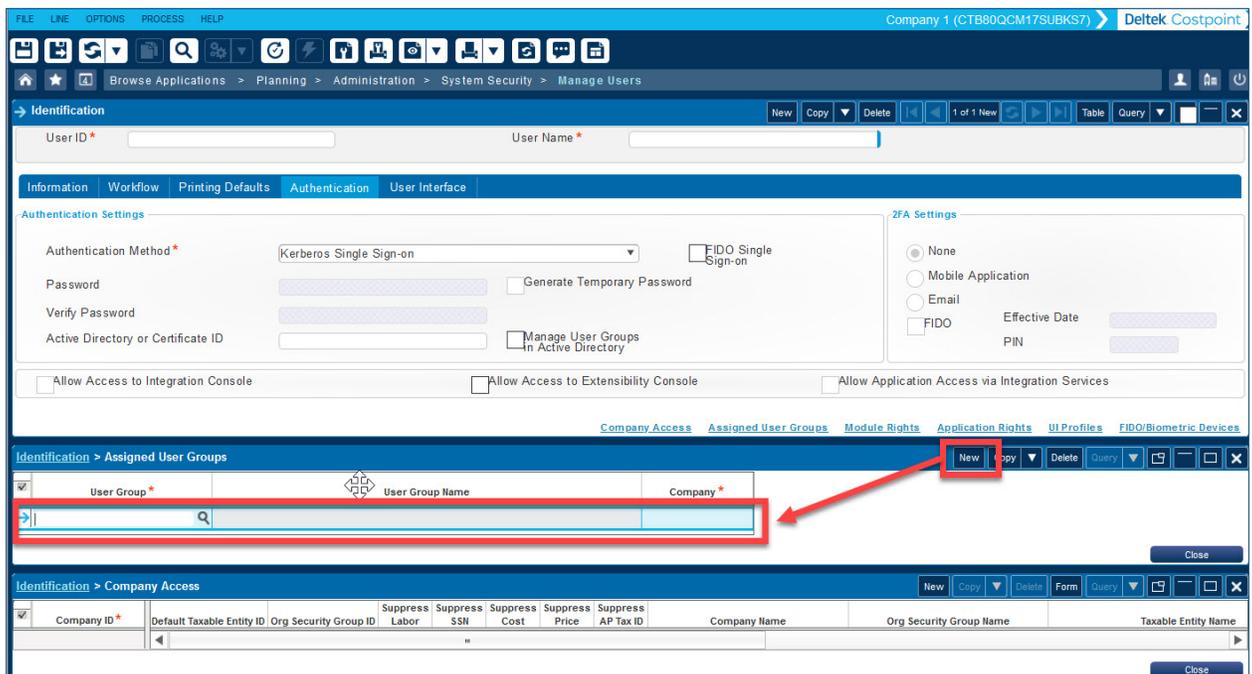
□ Step 4 – Grant Time & Expense Administrator Rights

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.

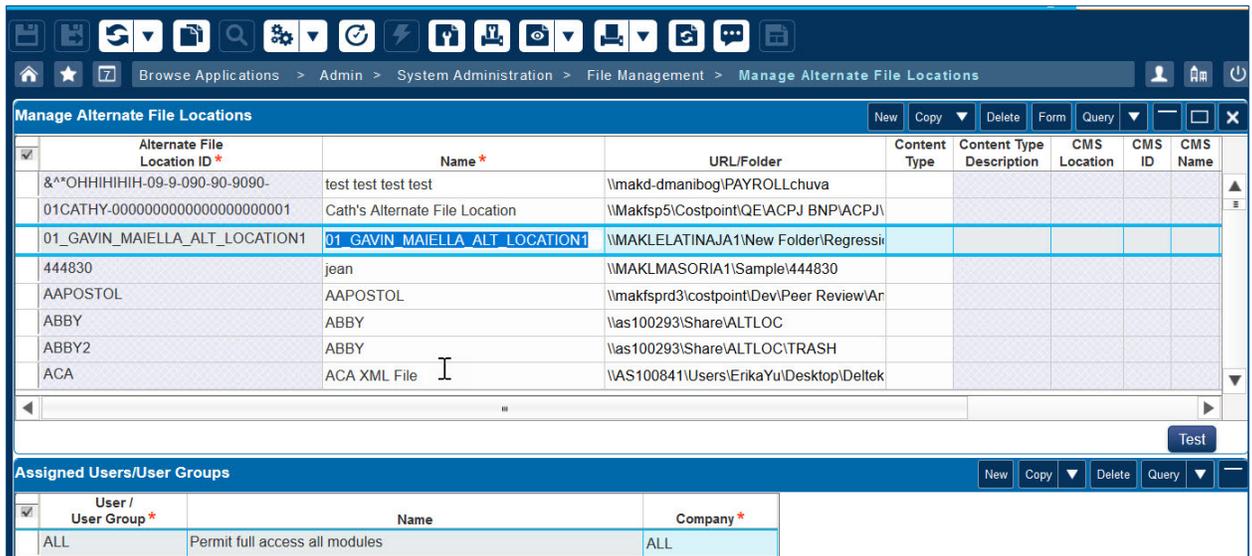
Step 5 – Create Alternate File Locations

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

Step 5 — Create Alternate File Locations

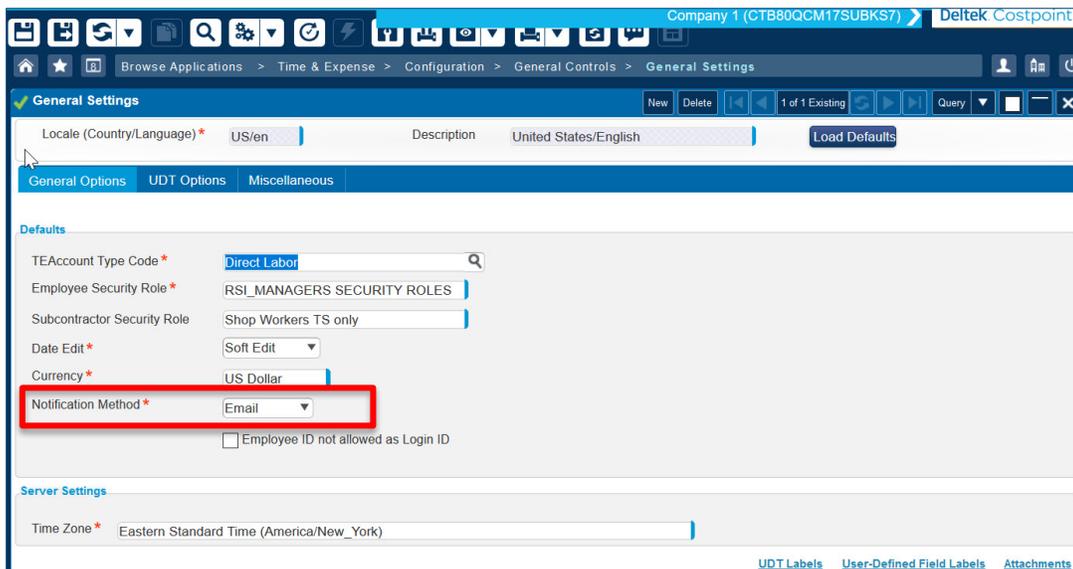
user groups that runs integration between Costpoint and Time & Expense. For expense locations, it should be granted to all expense user groups that needs to attach and view expense attachments.

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.

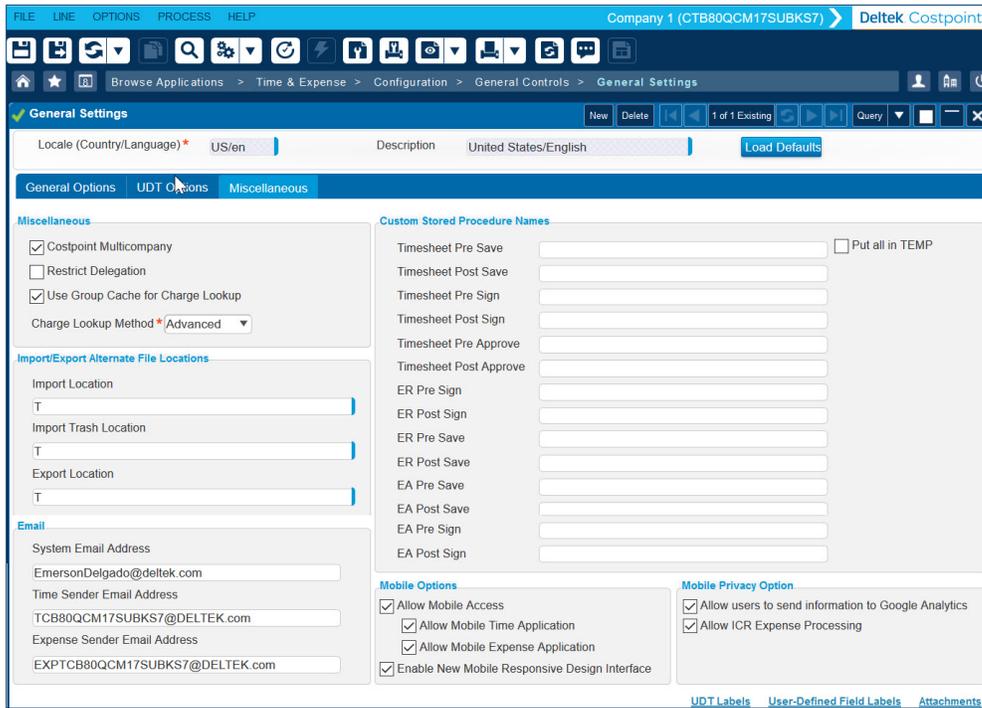


Select options for the following new fields:

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

3. Click the **Miscellaneous** tab.

Step 6 — Configure Alternate File Locations and Default Authentication Method

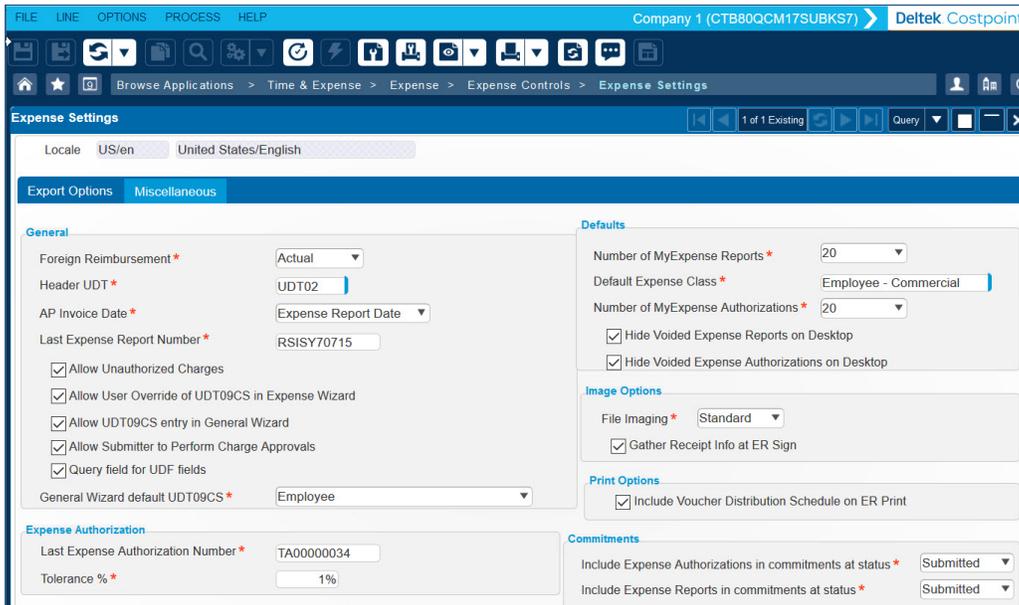


- Under **Imports**, select values in the following fields:

| 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. |

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

Step 6 — Configure Alternate File Locations and Default Authentication Method

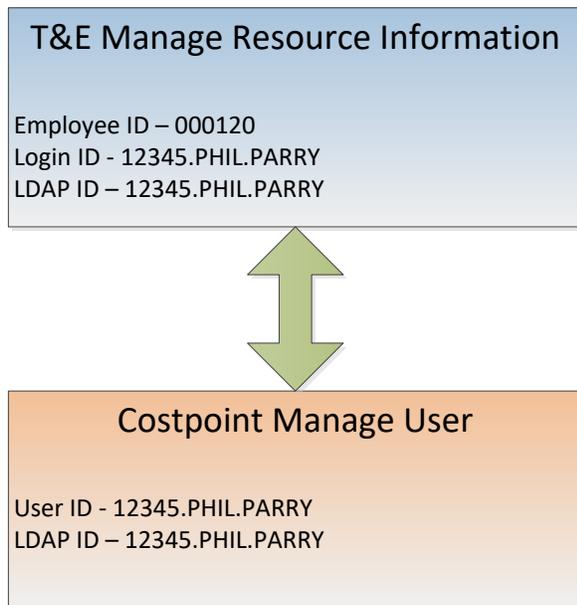


7. Under **Expense Authorization**, enter location values in the following fields:
 - Receipt Storage Location.
 - Traveler Location (FAX attachment location)
 - Traveler Reject Location

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.

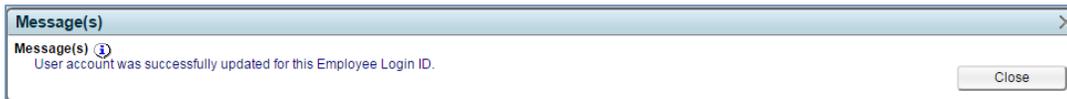
2. Verify that the **Login ID** value is correct. If Time & Expense is co-deployed with Costpoint that value equals the current Costpoint User ID.
3. Verify that **Active Directory** fields is correct.

Step 7— Sync Time & Expense Admin User account

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**.

The screenshot shows the 'Configure System Settings' interface in Deltek Costpoint. The 'Email System' section is the primary focus, with the following configuration details:

- SMTP Server Name:** SMTP.DELTEK.COM
- SMTP Port Number:** 25
- SMTP Server User ID:** (empty field)
- Password:** (empty field)
- E-mail Redirect:** (empty field)
- Require SSL / TLS:** (unchecked)
- Send all e-mails from SMTP Server User ID:** (unchecked)

Other visible settings include:

- Company Defaults:** Print Cover Page, Report Table Purge (Days): 8
- Costpoint User Accounts:** Auto-create User Accounts, Authentication Method: Kerberos Single Sign-on, Generate Random Password, Manage User Groups in AD
- 2FA Settings:** None, Mobile Application, Email, IDO
- Default Settings:** Page Size: Letter, Unit of Measure: Inches, Page Height: 11,000, Page Width: 8,500, Top Margin: 0.125, Bottom Margin: 0.125, Left Margin: 0.125, Right Margin: 0.125, Default Font: Arial Narrow, Default Locale: en_US, Company Logo: DELTEK SYSTEMS, Footer Label: Footer Label, Footer Text: Footer Text
- Corporate Settings (Security Settings):** Batch Job Retry Defaults: Number of Retries: 25, Retry Period: 1, Licensing Email ID: ConfigSysSet@deltek.com, Enforce Segregation of Duties Rules, Enable AutoComplete, Use Auto Position mode

Step 8 — Configure SMTP and Valid Attachment Types

The screenshot displays the 'System Settings' window in Deltek Costpoint. The 'Company Settings' tab is active, showing SMTP configuration fields: SMTP Server Name (SMTP.DELTEK.COM), SMTP Port Number (25), SMTP Server User ID, and Password. Below this, the 'Company Defaults' section includes 'Print Cover Page' and 'Report Table Purge (Days)' (8). The 'Costpoint User Accounts' section shows 'Authentication Method' set to 'Kerberos Single Sign-on' and 'Preferred Notification Method' set to 'Email'. The 'Default Settings' section includes 'Page Size' (Letter), 'Unit of Measure' (Inches), 'Page Height' (11.000), 'Page Width' (8.500), 'Default Font' (Arial Narrow), 'Default Locale' (en_US), and 'Company Logo' (DELTEK SYSTEMS). The 'Corporate Settings' section shows 'Batch Job Retry Defaults' with 'Number of Retries' (25) and 'Retry Period' (1). The 'Company Logos' table lists logos like 'DELTEK SYSTEMS', 'LOGO', 'AMDELTEKLOGO', and 'LOGO1'. The 'File Upload Limits' table lists file extensions like PDF, ACH, CSV, DAT, and DOC with their respective upload rights and maximum sizes.

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:

Step 8 — Configure SMTP and Valid Attachment Types

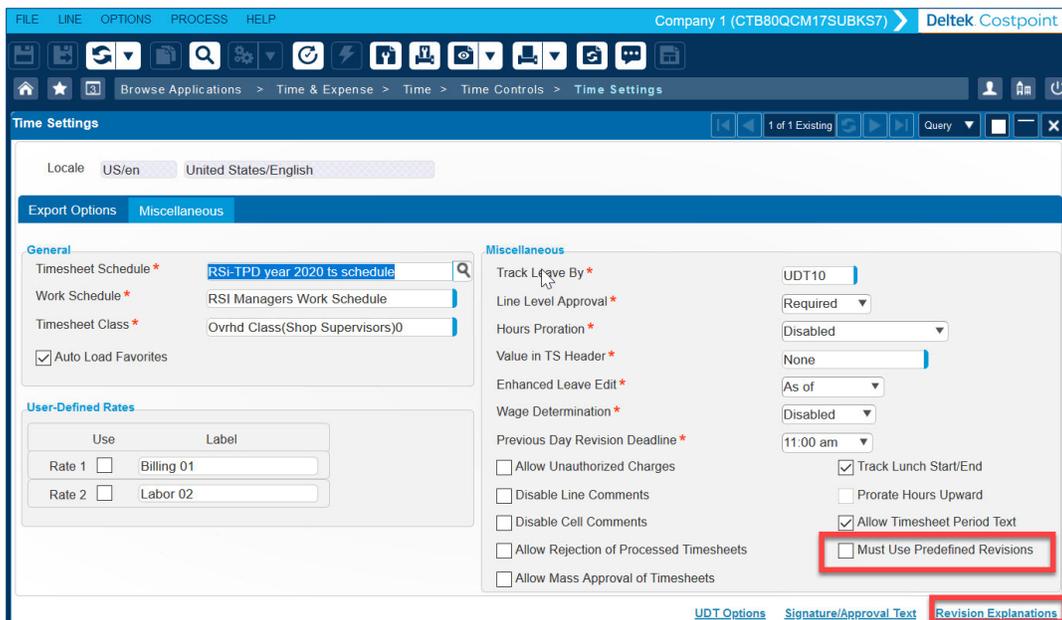
| Column | Description |
|----------------------|--|
| Upload Rights | Select Allow from the drop-down list. |
| Maximum Size (MB) | Enter 10 . |
| Source | The source is User Files . |
| Never Purge | Select the check box. |
| Expiration Timeframe | Select None from the drop-down list. |

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.

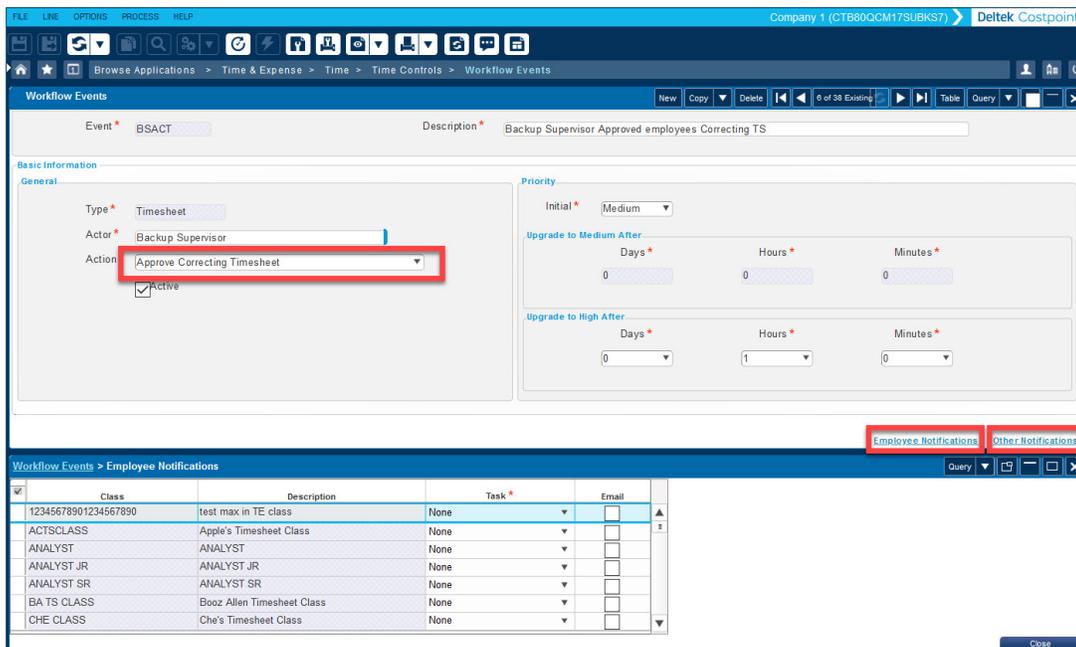
Step 10 – Configure Enhanced Correcting Timesheet Feature

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**.



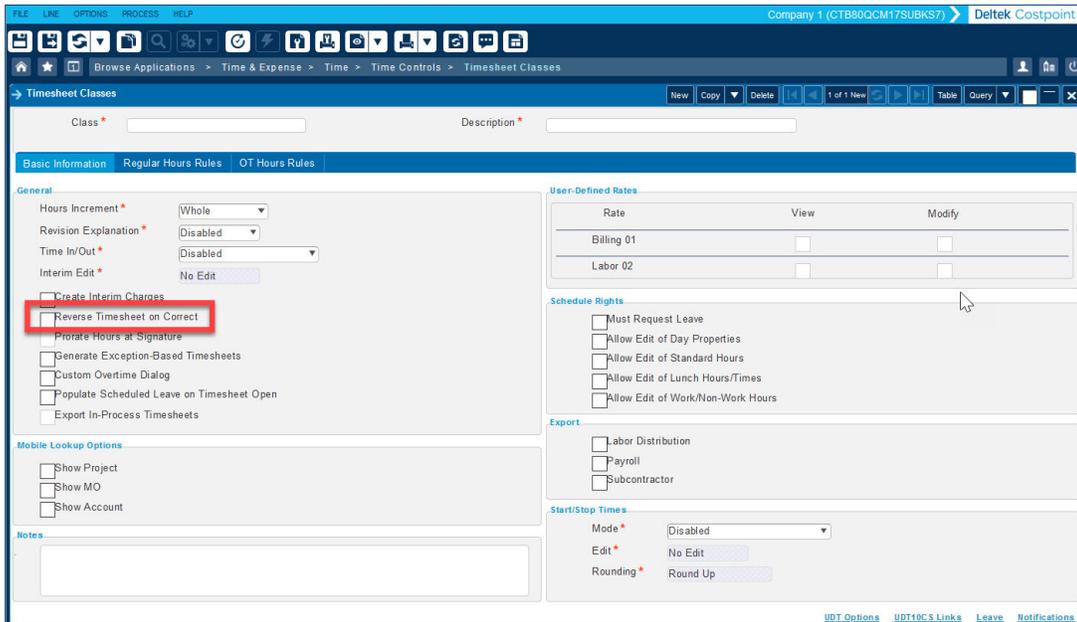
There are three different events that need to be defined on this screen, as follows:

- 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**.

Step 10 — Configure Enhanced Correcting Timesheet Feature



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).

| | |
|---|-----------------|
| Attachments found in database | 98 |
| Previously converted | 98 |
| Missing attachment data | 0 |
| Number of attachments converted | 0 |
| Storage location | EXPENSERECEIPTS |
| Max number of Attachments to convert in run | 10000 |

Convert attachment

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.

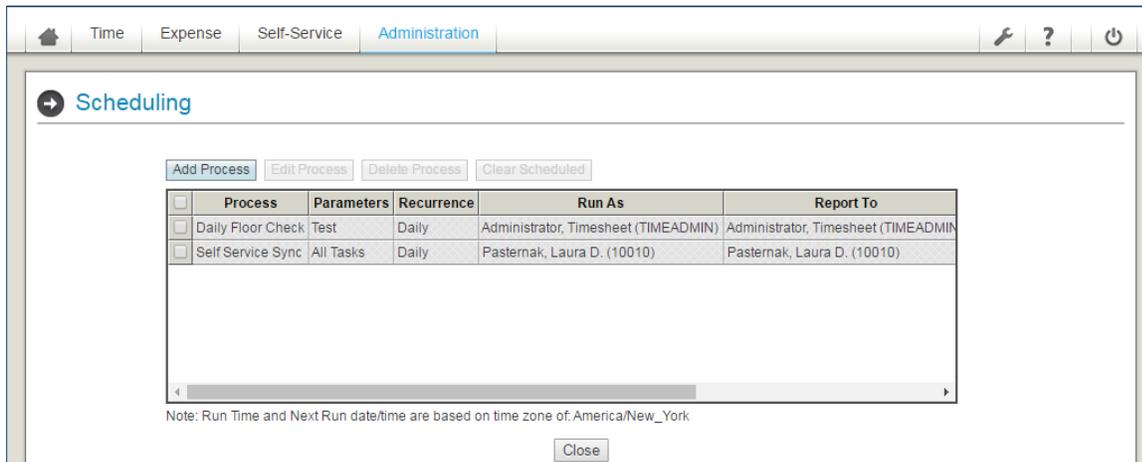
The utility includes the following fields:

- **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.

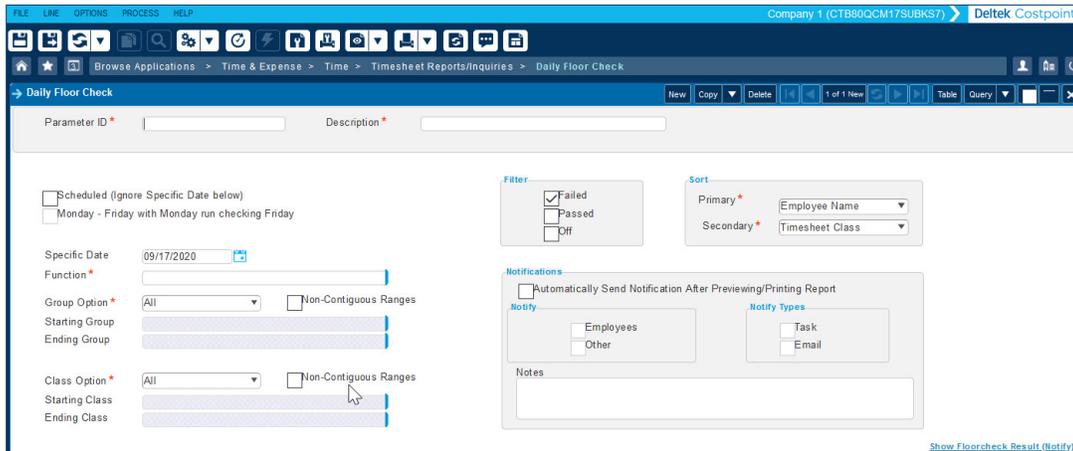
Although the screen location in Step 1 will vary based on the job, you can generally apply all the steps to any scheduled process you need to enable.

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**.

Step 13 — Create Scheduled Jobs



- 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. |

- 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.

Step 13 — Create Scheduled Jobs

The screenshot shows the 'Print Options' dialog box. At the top, there are fields for 'Parameter ID' and 'Description'. Below that, the 'Delivery Option' section includes checkboxes for 'System Printer', 'Print to File', 'Download', 'Email', 'Archive', and 'Local Printer'. The 'Print to File' checkbox is highlighted with a red box. To the right, there is a 'Queueing' section with a 'Submit Batch Job' checkbox. The 'Document Locale' section has a dropdown menu set to 'As Generated'. The 'Pages' section has checkboxes for 'All' and 'Print Cover Page', with a 'Pages' input field. Below this is a tabbed interface with 'System Printer', 'File Options', 'Email', and 'Archive' tabs. The 'File Options' tab is highlighted with a red box. The 'Printer' section contains fields for 'Printer', 'Printer Type', 'Name', and 'Location'. The 'Advanced Options (PostScript)' section includes fields for 'Resolution', 'Scale', 'Paper Source', 'Print on Both Sides', 'Color Printing', 'Number of Copies', and 'Collate'. At the bottom are 'Ok' and 'Cancel' buttons.

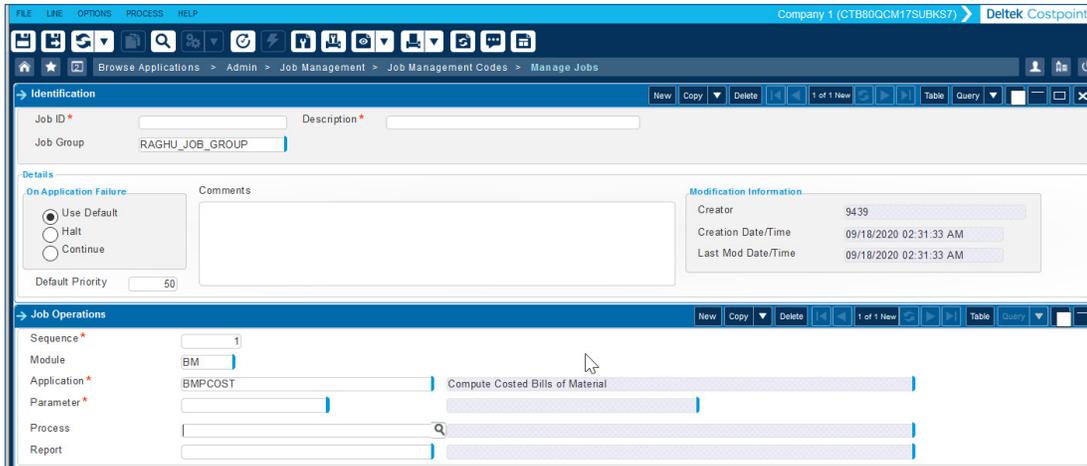
If you choose **Email** as your preferred delivery option, use the Email tab to specify options for email delivery.

This screenshot shows the 'Print Options' dialog box with the 'Email' checkbox selected in the 'Delivery Options' section, highlighted with a red box. The 'Email' tab in the bottom tabbed interface is also highlighted with a red box. The 'Email' section includes fields for 'To', 'Cc', and 'Subject'. Below these is an 'Additional Attachments' table with columns for '#', 'File Name', and 'Alternate File Location'. There is a 'Text' field at the bottom with a blue checkmark icon. The 'Ok' and 'Cancel' buttons are at the bottom.

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. |

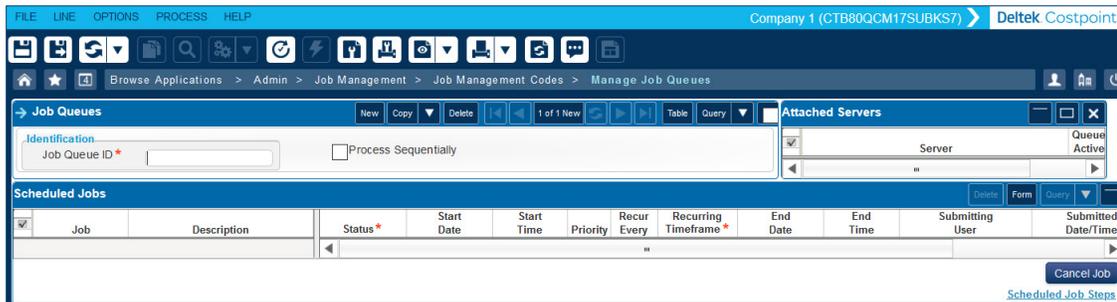
Create a Job Queue (Step 3 of 5)

To create a job queue, complete the following steps:

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

Step 13 — Create Scheduled Jobs

- 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.



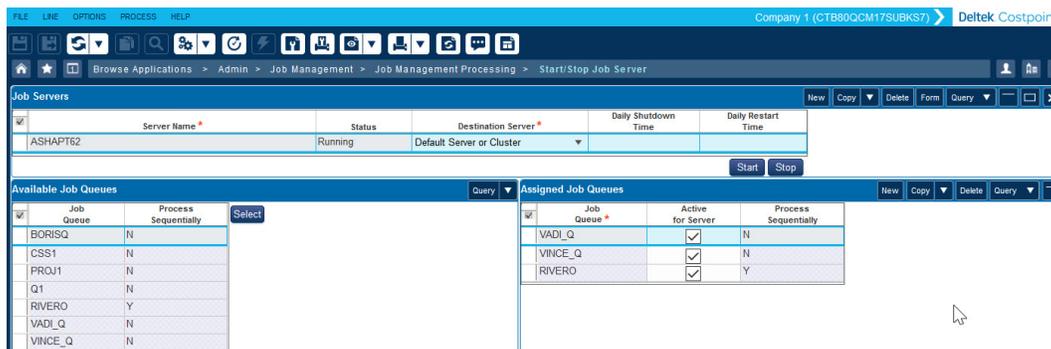
- If you are creating a new job queue, enter an ID in **Job Queue ID**.
- Click **Save**.

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:

- Click **Administration » Job Management » Job Management Processing » Start/Stop Job Server**.
- 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](#)).



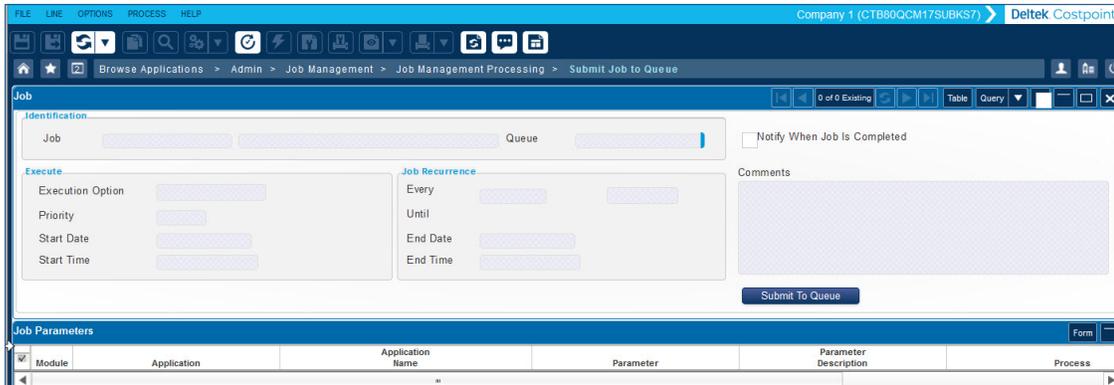
- Review values in the following fields:

| 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).

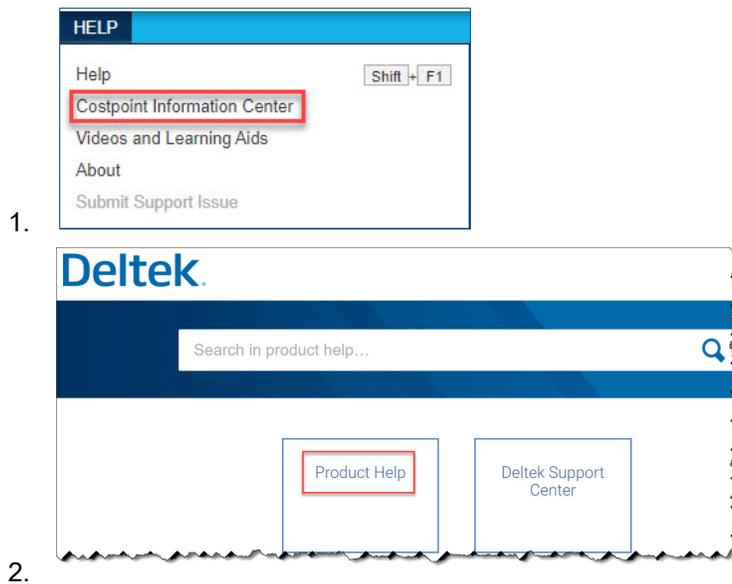
Appendix A — User Interface Customization

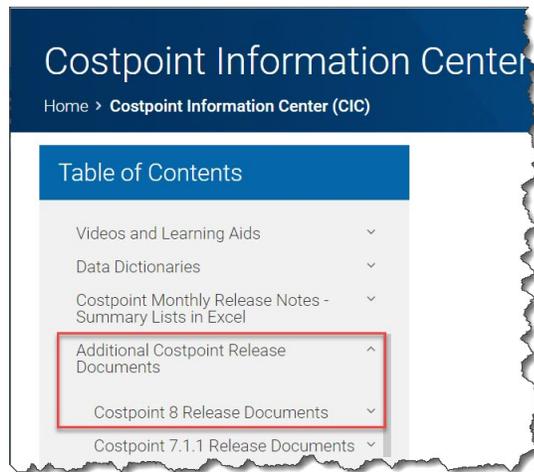
A user interface (UI) profile is a collection of screen and functional logic customizations that can be assigned to users or user groups to provide custom user capabilities. Areas of the interface that can be customized by user or user group include:

- 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:





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.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com