

Deltek Time & Expense™

Post Installation Configuration Guide for
Customers Upgrading from Version 9.x

March 1, 2022



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 March 2022.

© 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 and Expense).....	3
❑ Step 2 — Review Costpoint Security (User Groups).....	4
❑ Step 3 — Create T&E Administrator User Account.....	6
❑ Step 4 — Grant T&E Administrator Rights	8
❑ Step 5 — Create Alternate File Locations	9
❑ Step 6 — Configure Alternate File Locations and Default Authentication Method	11
❑ Step 7— Sync T&E 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 — Migrate T&E Data to Costpoint Tables	25
❑ Step 14 — Clean Up Data Discrepancies.....	27
❑ Step 15 — Create Scheduled Jobs	31
Create a Job Parameter (Step 1 of 5)	31
Create a Job ID (Step 2 of 5)	33
Create a Job Queue (Step 3 of 5)	34
Create a Server (Step 4 of 5)	35
Submit a Job to the Queue (Step 5 of 5).....	36
Appendix A — User Interface Customization.....	38
Appendix B — Release Notes and Documentation	39

Overview

Welcome to the Time & Expense (T&E) 8.1.x. Post-Installation Configuration guide. The procedures described in this guide should be completed after Time & Expense 8.1.x 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 8.1.x, you must perform the 15 steps described in this document in the order presented.

□ Step 1 – Log In to Costpoint (Time and Expense)

Log in to Time and Expense 8.1.x 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 T&E 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 Manage Timesheet.
- EP_EMPLOYEE — This User Group will provide access to Manage Expense Reports.

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

For new users, T&E 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 shows the 'Manage User Groups' application window. The 'User Groups' table is visible with columns 'User Group ID', 'Name', and 'Active Directory ID'. Below it, the 'Application Rights' subtask is open, showing a table with columns 'Application', 'Name', and 'Rights'. The 'Application Rights' table lists applications like AOPUTLAP, AOPUTLVU, and APMACCT with their respective rights.

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	

Application *	Name	Applicati 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:

- T&E 8.1.x menus do not completely align with T&E 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 T&E Administrator User Account

This step is required only under the following conditions:

- You are implementing a standalone deployment of T&E 8.1.x.
- You are implementing a shared deployment with Costpoint 8.1.x.x, and the T&E administrator is not currently set up as a user in Costpoint 8.1.x.x.

To create a user account for the T&E Administrator, complete the following steps:

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

2. In the Identification section and on the Information tab, enter the following information:

Column	Description
User ID	Enter the current T&E login ID for the T&E administrator
User Name	This is required for standalone deployments of T&E. For shared deployments where the T&E administrator is an employee in the Costpoint employee table, this field will automatically populate when the Employee ID is provided. If the T&E 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 T&E.

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

Step 3 – Create T&E Administrator User Account

- **Authentication Method** – Select the authentication method for the T&E 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 T&E 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 T&E 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 T&E, 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 and Expense Administrator User Groups to the Primary Administrator, do the following:

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

The screenshot shows the 'Manage Users' interface in Deltek Costpoint. The 'Assigned User Groups' subtask is active, displaying a table with columns: User Group, User Group Name, and Company. A red box highlights the 'New' button in the top right corner of this subtask. A red arrow points from the 'New' button in the 'Company Access' subtask below to the 'New' button in the 'Assigned User Groups' subtask.

4. Add the appropriate T&E 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 T&E 9.x, file directories were configured within the Technical Console. In Costpoint 8.1, 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**.

Alternate File Location ID *	Name *	URL/Folder	Content Type	Content Type Description	CMS Location	CMS ID	CMS Name
&*OHIIHH-09-9-090-90-9090-	test test test test	\\makd-dmanibog\PAYROLLchuva					
01CATHY-0000000000000000000001	Cath's Alternate File Location	\\makfsp5\Costpoint\QE\ACPJ BNP\ACPJ\					
01_GAVIN_MAIELLA_ALT_LOCATION1	01_GAVIN_MAIELLA_ALT_LOCATION1	\\MAKLELATINAJA1\New Folder\Regressi					
444830	jean	\\MAKLMASORIA1\Sample\444830					
AAPOSTOL	AAPOSTOL	\\makfsp3\costpoint\Dev\Peer Review\Ar					
ABBY	ABBY	\\as100293\Share\ALTLOC					
ABBY2	ABBY	\\as100293\Share\ALTLOC\TRASH					
ACA	ACA XML File	\\AS100841\Users\ErikaYu\Desktop\Deltek					

User / User Group *	Name	Company *
ALL	Permit full access all modules	ALL

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 T&E (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 T&E. For expense locations, it should be granted to all expense user groups that need 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, do the following:

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

The screenshot shows the 'General Settings' form in Deltek Costpoint. The 'General Options' tab is active. Under the 'Defaults' section, the 'Notification Method' dropdown is highlighted with a red box and set to 'Email'. Other visible fields include 'Locale (Country/Language)' set to 'US/en', 'Description' set to 'United States/English', 'TEAccount Type Code' set to 'Direct Labor', 'Employee Security Role' set to 'RSI MANAGERS SECURITY ROLES', 'Subcontractor Security Role' set to 'Shop Workers TS only', 'Date Edit' set to 'Soft Edit', 'Currency' set to 'US Dollar', and 'Time Zone' set to 'Eastern Standard Time (America/New_York)'.

Select options for the following new field:

Field	Description
Notification Method	Change the Notification Method to Email since alerts are no longer created in T&E 8.1.x.

3. Click the **Miscellaneous** tab.

Step 6 — Configure Alternate File Locations and Default Authentication Method

General Options
UDT Options
Miscellaneous
Integration Setting

Miscellaneous

☒ Costpoint Multicompany
☐ Restrict Delegation
☒ Use Group Cache for Charge Lookup

Charge Lookup Method *
Advanced

Import/Export Alternate File Locations

Import Location
ACA_IMPORT

Import Trash Location
ACA_TRASH

Export Location
ACA_EXPORT

Email

System Email Address
SYSTCB81QCM19SUBKS7@deltek.

Time Sender Email Address
TSTCB81QCM19SUBKS7@DELTEK

Expense Sender Email Address
EXPTCB81QCM19SUBKS7@DELTE

Custom Stored Procedure Names

☒ Put all in TEMP

Timesheet Pre Save
Timesheet Post Save
Timesheet Pre Sign
Timesheet Post Sign
Timesheet Pre Approve
Timesheet Post Approve

ER Pre Sign
ER Pre Save
EA Pre Save
EA Pre Sign
ER Post Sign
ER Post Save
EA Post Save
EA Post Sign

Native Mobile Options



☒ Allow Mobile Access
☒ Allow users to send information to Google Analytics
☒ Allow Mobile Time Application
☒ Allow Mobile Expense Application
☒ Allow Offline Access

Mobile Privacy Option

☒ Allow ICR Expense Processing

[UDT Labels](#)
[User-Defined Field Labels](#)
[Attachments](#)

- Under **Import/Export Alternate File Locations**, 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

Expense Settings

Locale: US/en United States/English

Export Options **Miscellaneous**

General

Foreign Reimbursement * Actual

Header UDT * UDT02

AP Invoice Date * Expense Report Date

Last Expense Report Number * RSISY70831

☒ Allow Unauthorized Charges

☒ Allow User Override of ORG in Expense Wizard

☒ Allow ORG entry in General Wizard

☒ Allow Submitter to Perform Charge Approvals

☒ Query field for UDF fields

General Wizard default ORG * None

Expense Authorization

Last Expense Authorization Number * TA00000084

Tolerance % * 1%

Receipt Storage Location * EXPENSERECEIPTS

Traveler Location * EXPENSERECEIPTS

Traveler Reject Location * T

Image Examine Level * 5 - most careful

Defaults

Number of MyExpense Reports * 25

Default Expense Class * Employee - Commercial

Number of MyExpense Authorizations * 25

☒ Hide Voided Expense Reports on Desktop

☒ Hide Voided Expense Authorizations on Desktop

Image Options

File Imaging * Standard

☒ Gather Receipt Info at ER Sign

Print Options

☒ Include Voucher Distribution Schedule on ER Print

Commitments

Include Expense Authorizations in commitments at status * Submitted

Include Expense Reports in commitments at status * Approved

[UDT Options](#) [Signature/Approval Text](#) [Aging Option](#)

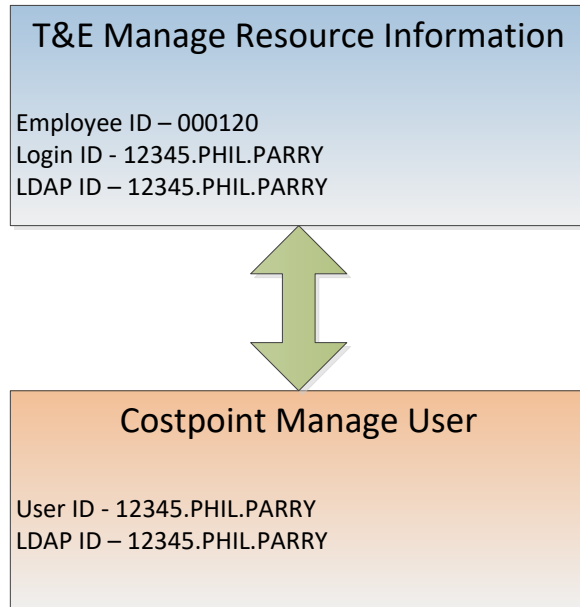
7. Under **Expense Authorization**, enter location values in the following fields:

- Receipt Storage Location.
- Traveler Location (FAX attachment location)
- Traveler Reject Location

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

□ Step 7— Sync T&E Admin User Account

Use this step to review and synchronize the Time & Expense (T&E) Resource Information record for the main administrator account for which you just assigned user groups. The T&E resource information record (Employee Record) must be associated to a 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.

The screenshot shows the "Resource Information" form in a software application. The form is divided into several sections. The "Identification" section on the left includes fields for Employee ID (set to "INSTALL"), Last Name (set to "User"), First Name (set to "Installation"), Middle Initial, Government ID (set to "000000000"), Vendor ID, Login ID (set to "99999.PHILIPPARRY"), Active Directory (set to "99999.philip.parry"), Hire Date (set to "01/01/1900"), Termination Date, Email, and Resource Type (set to "Employee"). The "Payroll" section on the right includes fields for Payroll ID and Payroll Employee ID. The "Costpoint Vendor" section includes fields for Costpoint Vendor Employee ID and Costpoint Vendor Email. A red rectangle highlights the "Login ID" and "Active Directory" fields in the Identification section. A "Create User Account" button is located at the bottom right of the form.

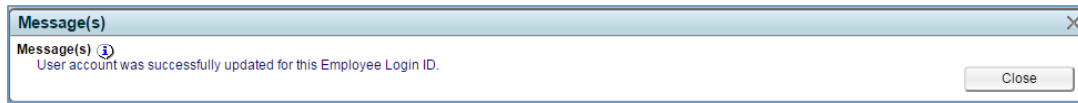
2. Verify that the **Login ID** value is correct. If T&E is co-deployed with Costpoint that value equals the current Costpoint User ID.
3. Verify that **Active Directory** field is correct.

This only needs to be verified if you are using an authentication method other than Database, as selected on the Authentication tab in **Admin » Security » System Security » Manage Users**. (If necessary, you can confirm the 9.x Authentication method in the Domains screen of the Technical Console.)

Step 7— Sync T&E Admin User account

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**.

Step 8 — Configure SMTP and Valid Attachment Types

Deltek Costpoint

Company 1 (CTB80QCM17SUBKS7)

System Settings

Company Settings | Batch Job | Case Reporting | Login Banner

☐ Apply Organization Security ☒ Allow Reusing of Passwords Header Color: LightSkyBlue ☒ Display System in the Header

☐ Apply Org Security for Employees without User ID ☐ Allow HR Org Manager/Rep/Spvsr from Other Companies

Environment Name

Email System

SMTP Server Name * SMTP.DELTEK.COM SMTP Port Number * 25

SMTP Server User ID Password

E-mail Redirect

☐ Require SSL / TLS ☐ Send all emails from SMTP Server User ID

Company Defaults

☒ Print Cover Page Report Table Purge (Days) * 8

Costpoint User Accounts

☐ Auto-create User Accounts Preferred Notification Method Email

Authentication Method * Kerberos Single Sign-on ☐ FIDO Single Sign-on

☐ Generate Random Password ☐ Manage User Groups in AD

2FA Settings

☐ None ☐ Mobile Application ☐ Email ☐ FIDO

Default Settings

Default Page Size

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 English (United States) ☒ Print Currency Symbol

Company Logo DELTEK SYSTEMS

Footer Label Footer Label

Footer Text Footer Text

Corporate Settings

General Settings | Security Settings

Batch Job Retry Defaults

Number of Retries * 25 Licensing Email ID * ConfigSysSet@deltek.com

Retry Period 1

☐ Enforce Segregation of Duties Rules ☒ Enable AutoComplete ☒ Use Auto Position mode ☐ Enable Hey Deltek ☒ Allow Offline Access

Company Logos

Logo Name *	Description	Logo File Location *	Logo File Name *
DELTEK SYSTEMS	deltek logo	<input checked="" type="checkbox"/> BABES	file name logo
LOGO	LOGO	EFILES	LOGO.BMP
AMDELTEKLOGO	AMDELTEKLOGO	AMATIRA	AMDELTEKLOGO.BMP
LOGO1	logo1	AMATIRA	AMDELTEKLOGO1.BMP

File Upload Limits

File Extension *	Description	Upload Rights *	Maximum Size (MB) *	Source	Never Purge	Expiration Age	Expiration Timeframe	Allow Override
(NONE)	Files With No Extension	Allow	100.00	System Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>
.PDF	PDF	Allow	100,000.00	User Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>
.ACH	ACH Files	Allow	1.00	User Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>
.CSV	Comma Separated Values Files	Allow	100.00	System Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>
.DAT	text files	Allow	1.00	User Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>
.DOC	DOC	Allow	1.00	User Files	<input checked="" type="checkbox"/>		-None-	<input checked="" type="checkbox"/>

- On the **Company Settings** tab, enter the SMTP server information for Time and Expense, if it is not already defined.
- 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.

Step 8 — Configure SMTP and Valid Attachment Types

Column	Description
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 8.1 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 » Time Settings**.

The screenshot shows the 'Time Settings' application window with the 'Miscellaneous' tab selected. The 'General' section on the left includes fields for 'Timesheet Schedule' (RSI-TPD 2021 DO NOT CHANGE), 'Work Schedule' (RSI Managers Work Schedule), and 'Timesheet Class' (Ovrhd Class(Shop Supervisors)0). The 'User-Defined Rates' section shows two rates: Rate 1 (Billing 01) and Rate 2 (Labor 02). The 'Miscellaneous' section on the right contains various settings, including 'Track Leave By' (UDT10), 'Line Level Approval' (Required), 'Hours Proration' (Enabled (Hours)), 'Value in TS Header' (None), 'Enhanced Leave Edit' (As of), 'Wage Determination' (Enhanced), and 'Previous Day Revision Deadline' (11:00 am). A red box highlights the 'Must Use Predefined Revisions' checkbox, which is checked. Other checkboxes include 'Allow Unauthorized Charges', 'Disable Line Comments', 'Disable Cell Comments', 'Allow Rejection of Processed Timesheets', 'Enable Mass Approvals', 'Track Lunch Start/End', 'Prorate Hours Upward', and 'Allow Timesheet Period Text'. The bottom of the window has tabs for 'UDT Options', 'Signature/Approval Text', and 'Revision Explanations'.

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 customers in the following ways:

- A **Correct** button was added to the Manage 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**.

Class	Description	Task	Email
AJSALREXEMPT	Ava's Salary Regular Exempt	Correct Timesheet	<input checked="" type="checkbox"/>
ANALYST	ANALYST	None	<input type="checkbox"/>
ANALYST JR	ANALYST JR	None	<input type="checkbox"/>
ANALYST SR	ANALYST SR	None	<input checked="" type="checkbox"/>
BATS CLASS	Booz Allen Timesheet Class	None	<input type="checkbox"/>
BREAKS	BREAKS	None	<input type="checkbox"/>
CHE CLASS	Che's Timesheet Class	None	<input type="checkbox"/>

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**.

The screenshot shows the 'Timesheet Classes' configuration window. The 'Class' field is set to '1111' and the 'Description' is 'testing 1572752'. The 'Basic Information' tab is selected. The 'Entry Options' section includes 'Entry Mode' (Standard), 'Require Confirmation' (unchecked), 'Entry Validation' (None), 'Rounding' (None), 'Hours Increment' (Quarter), and 'Total Time Method' (None). The 'Overtime Options' section includes 'Overtime Handling' (None), 'Overtime Distribution' (Daily), 'Pay Type Rules Source' (None), and 'Custom Overtime Dialog' (unchecked). The 'Miscellaneous' section includes 'Revision Explanation' (Required), 'Create Interim Charges' (unchecked), 'Interim Validation' (None), and 'Reverse Timesheet on Correction' (checked and highlighted with a red box). The 'Mobile Lookup Options' section includes 'Allow Mobile Access' (checked), 'Show Project' (checked), 'Show Manufacturing Orders' (checked), and 'Show Account' (checked). The 'Export Options' section includes 'Labor Distribution' (checked), 'Payroll' (checked), 'Subcontractor' (unchecked), and 'Export In-Process Timesheets' (unchecked). The 'Schedule Rights' section includes 'Must Request Leave' (checked), 'Allow Edit of Day Properties' (checked), 'Allow Edit of Standard Hours' (checked), 'Allow Edit of Lunch Hours/Times' (checked), and 'Allow Edit of Work/Non-Work Hours' (checked). The 'User Defined Rates' section includes a table with columns 'Rate', 'View', and 'Modify'. The table has two rows: 'Billing 01' and 'Labor 02', both with 'View' and 'Modify' checkboxes unchecked.

Rate	View	Modify
Billing 01	<input type="checkbox"/>	<input type="checkbox"/>
Labor 02	<input type="checkbox"/>	<input type="checkbox"/>

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 T&E access to remaining users.

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

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

2. Click **Query** and on the Query tab, filter based on currently active users as shown below:

3. Select the employees for whom you want to create user accounts. For example:

Step 11 — Create/Sync Remaining User Accounts

Resource Information										
New Copy Delete Form Query										
Employee ID *	Active	Last Name *	First Name *	Middle Initial	Government ID	Vendor ID	Login ID *	Active Directory	Hire Date	Terminat
100	<input checked="" type="checkbox"/>	Shayne	Lucy		000000000	test	100		01/01/1995	
10010	<input checked="" type="checkbox"/>	Toth	Jo Linda	M	100100001	TOTH	10010		07/29/2004	
10011	<input checked="" type="checkbox"/>	Velez	Eduard	J	158789754	~10011	10011		03/01/2005	
10012	<input checked="" type="checkbox"/>	Rubin	Michael	M	084018134	~10012	10012		11/08/1998	
10013	<input checked="" type="checkbox"/>	Linder	Jeanette	S	317368159	~10013	10013		06/22/1998	
10014	<input checked="" type="checkbox"/>	Purcell	Laurie	L	351909789	~10014	10014		05/12/2000	
10016	<input checked="" type="checkbox"/>	Biggs	Sidney	K	830761007	~10016	10016		11/01/2000	
10017	<input checked="" type="checkbox"/>	Niu	Lilly	P	351045661	~10017	10017		05/17/2000	
10018	<input checked="" type="checkbox"/>	Goswami	Ashok	I	125663346	~10018	10018		04/03/1999	
10019	<input checked="" type="checkbox"/>	Tian	Vy	Z	667234939	~10019	10019		05/01/1999	
10020	<input checked="" type="checkbox"/>	Widius	Barbara	O	657311466	~10020	10020		05/22/2017	

As you select employees, you should confirm that login ID information is accurate for users with existing Costpoint login credentials.

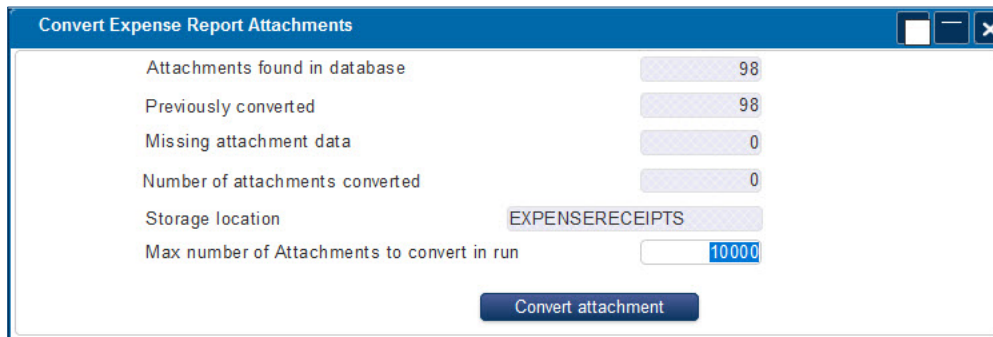
4. Click **Create User Account**. Only existing user accounts are updated. Verify that users can log in to Time & Expense.

Note: If a User ID in the Costpoint Manage User screen does not match the one entered on the T&E Manage 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 T&E Manage 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 version 8.1 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).



Field	Value
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.

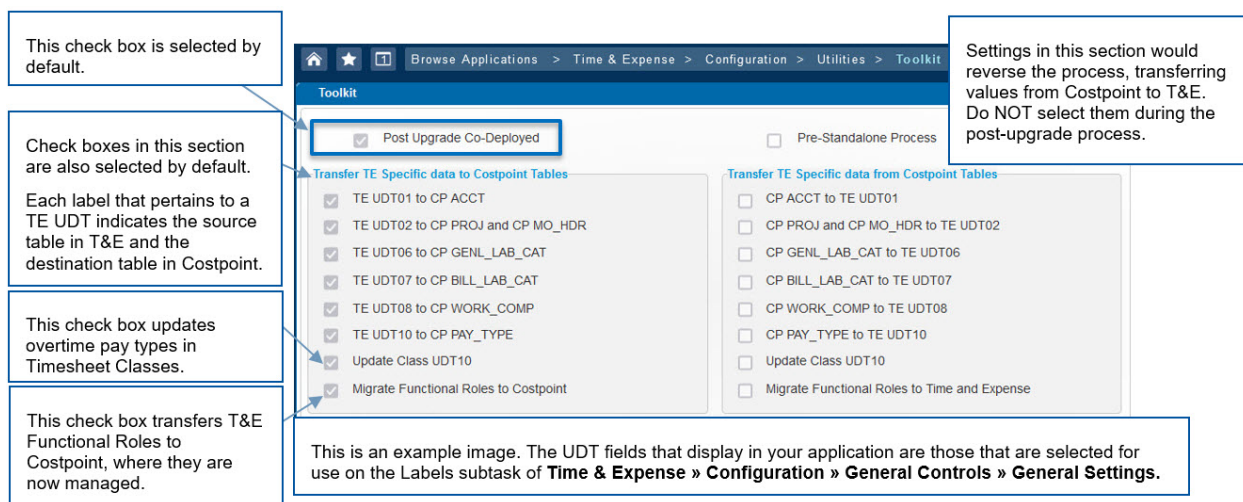
□ Step 13 – Migrate T&E Data to Costpoint Tables

For version 8.1, Time & Expense installations that are co-deployed with Costpoint now read directly from the Costpoint tables for UDTs (01–11) across all domains, eliminating the need to import and export data in co-deployed systems.

To support this level of integration, many Time & Expense fields were added as hidden fields to the underlying Costpoint tables.

In this step, you will run a utility that transfers your data to these fields in Costpoint. To access the utility, click **Time & Expense » Configuration » Utilities » Toolkit**.

The first time you open the application, the check boxes on left-hand side of the screen under **Transfer TE Specific Data to Costpoint** are selected by default, as shown in the example image below.



Note: The **Update Class UDT10** and **Migrate Functional Roles to Costpoint** check boxes are also related to version 8.1 enhancements. You can leave these check boxes selected when you run the utility. For additional information on these settings, see online Help, or in the Time & Expense section of the Deltek Costpoint 81 Release Notes, see feature descriptions for “Costpoint Functional Roles” and “Automatic Overtime Calculation.”

Following the installation of version 8.1, do the following to run the Toolkit:

1. Click **Time & Expense » Configuration » Utilities » Toolkit**.
 2. On the Toolkit screen, confirm that:
 - The **Post Upgrade Co-Deployed** check box is selected.
 - All the check boxes under **Transfer Specific TE Data to Costpoint** are selected.
 3. On the Process menu, click **Action Menu » Execute Toolkit**.
- Process dialog boxes display that indicate the progress of each action being processed.

Note: The procedure above is a one-time requirement following the upgrade to version 8.1.If you re-run the Toolkit with the same settings selected, you may overwrite new data with old data..

For your reference, the table below shows the application path of the destination tables in Costpoint.

UDT Check Box in Toolkit	Full Path of Destination Application in Costpoint
TE UDT01 to CP Account	Accounting » General Ledger » Accounts » Manage Accounts
TE UDT 02 to CP Proj and CP MO_Hdr	<ul style="list-style-type: none"> Projects » Project Setup » Project Master » Manage Project User Flow Materials » Production Control » Manufacturing Orders » Manage Manufacturing Orders
UDT 06 to CP GENL_LAB_CAT	People » Labor » Labor Rate Controls » Manage General Labor Categories
UDT 07 to CP BIL_LAB_CAT	<ul style="list-style-type: none"> Projects » Project Setup » Project Labor » Manage Project Labor Categories (PLC) Materials » Production Control » Manufacturing Orders » Manage Manufacturing Orders
TE UDT08 to CP WORK_COMP	People » Labor » Labor Controls » Manage Workers' Compensation Codes
TE UDT10 to CP PAY_TYPE	People » Labor » Labor Rate Controls » Manage Pay Types

Note: An Integration Settings tab was also added to **Time & Expense » Configuration » General Controls**, which displays in co-deployed systems. To learn more about this tab, see online Help or in the Deltek Costpoint 81 Release Notes, see "Enhanced Integration of Costpoint and Time & Expense."

□ Step 14 – Clean Up Data Discrepancies

As described in the previous step, Time & Expense installations that are co-deployed with Costpoint will read directly from the Costpoint tables for UDTs (01-11) across all domains.

Therefore, unresolved data discrepancies, such as when a UDT exists in one system but not in the other, may result in system errors in version 8.1.

In this step, you will run a utility that enables you to identify and address potential data discrepancies after upgrading to version 8.1. To access the utility, click **Time & Expense » Configuration » Utilities » CP/TE Diagnostics Toolkit**.

The utility includes 19 separate diagnostics, and where issues are identified, it can automatically resolve the discrepancy by setting the value in one system to that of the other, or in some cases, you may be required to manually update the data, such as adding or deleting a UDT.

After you upgrade, the Costpoint values, such as for UDTs, become the default value, and the older values from Time & Expense are moved to archive tables.

Warning: Depending on the issue, failure to correct the data may cause errors due to records no longer being available after you upgrade to version 8.1.

For each item you select under **Type**, the CP/TE Diagnostics Toolkit displays instructions specific to that diagnostic. The first time you use the application, you must **Initialize** to populate the **Type** drop-down list.

2.) This list populates after you click **Initialize**. It displays all the diagnostics where results were identified.

3.) Click this after you select an option from the Type drop-down list.

1.) Click this button to initialize the data and populate the Type drop-down.

This table displays after you click **Show Results**.

UDT	UDT Value	Time and Expense Value	Costpoint Value
Labor locations	123		
Labor locations	477		
Labor locations	BAR		
Labor locations	BLST		
Labor locations	BMD		
Labor locations	C03		
Labor locations	U032		
Labor locations	U033		
Labor locations	VLL		
Labor locations	WDC		
TEAccount	0001		
TEAccount	00151		

Step 14 — Clean Up Data Discrepancies

This section displays if you click **Record Counts**. For each diagnostic, it displays the number of records where discrepancies were found.

CP/TE Diagnostics Toolkit > Record Counts

Error - Account type does not match - UDT in use	0	Warning - Calculation does not match	0
Error - Costpoint company does not match	0	Warning - Cost Only flag does not match	0
Error - Not in Costpoint - UDT in use	143	Warning - Description does not match	0
Error - Org is set not to export - UDT in use	0	Warning - Factor does not match	0
Error - Project required flag does not match - UDT in use	0	Warning - Not in Costpoint but in Charge Tree	0
Error - Whether for time and/or expense does not match - UDT in use	0	Warning - Org is set not to export - UDT not in use	0
Warning - Abbreviation does not match	0	Warning - Overtime flag does not match	0
Warning - Account type does not match - UDT not in use	0	Warning - Project required flag does not match - UDT not in use	0
Warning - Active flag does not match	0	Warning - Whether for time and/or expense does not match - UDT not in use	0
Warning - Allow Charging flag does not match	0		

Close

Following the installation of version 8.1.1, do the following to run the Toolkit:

1. Click **Time & Expense » Configuration » Utilities » CP/TE Diagnostics Toolkit**.
2. In the Toolkit screen, click the **Intialize** button.

This process compares the Costpoint and Time & Expense data to identify discrepancies between them. After the initialization process is completed, the **Type** drop-down populates with different diagnostics where discrepancies were found. Up to 19 separate types may display.

3. From the **Type** drop-down, select the diagnostic you want to review and click **Show Results**.

The Results table is populated with the data discrepancies uncovered by the diagnostic. Optionally, you can click **Record Counts** to display record results for all the separate diagnostics.

4. Depending on the type of diagnostic you selected, one of the following options may display below the Results table:

- **Set CP Value to T&E Value:** Select this option to change the value in Costpoint to match the value in Time & Expense.
- **Remove from Charge Tree:** This option displays only for the diagnostic that identifies records that exists in the Time & Expense charge tree for UDTs 01-11 but do not exist in Costpoint. Select this option to remove the charges from the T&E charge tree. The charges, if needed, must be manually added to the appropriate application in Costpoint.

If no options display, corrections must be made manually in the appropriate area of Time & Expense or Costpoint.

The table below provides a brief description of each diagnostic that may display under **Type**. Refer to the on-screen instructions in the **CP/TE Diagnostics Toolkit** application for details on how to correct the data for each one that occurs in your system.

Diagnostic Type	Purpose
Error - Not in Costpoint - UDT in use	This identifies all records that exists in Time & Expense but do not exist in Costpoint.
Error - Project required flag does not match – UDT in use	This identifies all Accounts where the Project Required setting in Time & Expense does not match the same setting in Costpoint.

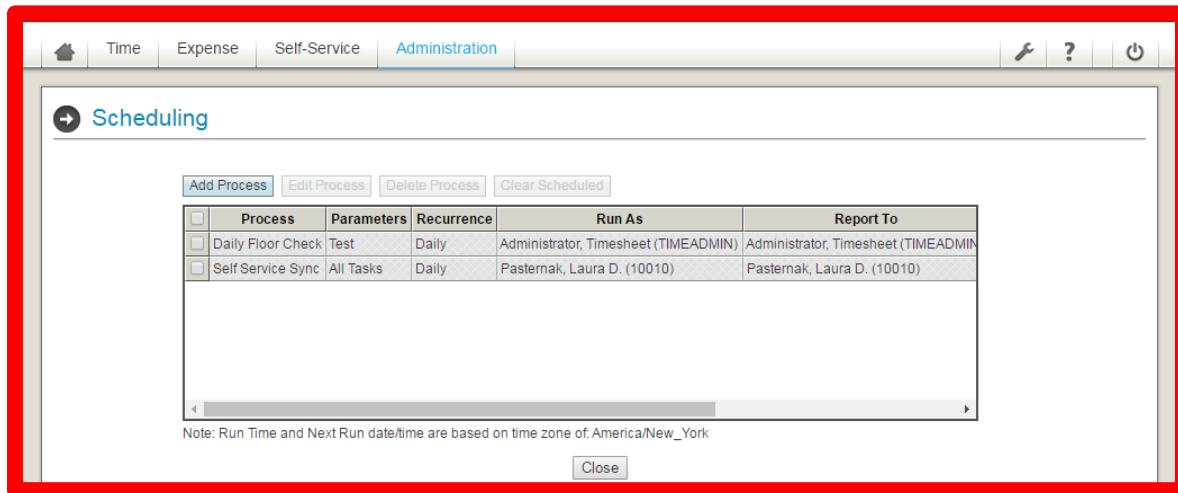
Diagnostic Type	Purpose
Error - Whether for time and/or expense does not match - UDT in use	This identifies all Projects where the time and/or expense value in Time & Expense does not match the same value in Costpoint.
Warning - Abbreviation does not match	This identifies Project and Org records where the abbreviation does not match between Costpoint and Time & Expense.
Warning - Account type does not match – UDT not in use	This identifies Accounts where the Time Collection Account Type value in Costpoint does not match Account Type in Time & Expense.
Warning - Account type does not match - UDT in use	This identifies accounts where the Time Collection Account Type value in Costpoint does not match the same setting in Time & Expense.
Warning - Active flag does not match	This identifies all records where the Active setting in Time & Expense does not match the same setting in Costpoint.
Warning - Allow Charging flag does not match	This identifies all records where the Allow Charging setting in Time & Expense does not match the same setting in Costpoint.
Warning - Calculation does not match	This identifies all Pay Type records where the calculation in Time & Expense does not match the calculation in Costpoint.
Warning - Cost Only flag does not match	This identifies all Pay Type records where the Cost Only setting in Time & Expense does not match the same setting in Costpoint.
Warning - Costpoint company does not match	This identifies all Project and MO records where the Costpoint company in Time & Expense does not match the company in Costpoint.
Warning - Description does not match	This identifies all records where the description in Time & Expense does not match the description in Costpoint.
Warning - Factor does not match	This identifies all Pay Type records where the factor in Time & Expense does not match the factor in Costpoint.
Warning - Not in Costpoint but in Charge Tree	This identifies all records that exist in the Time & Expense Charge Tree but do not exist in Costpoint.
Warning - Overtime flag does not match	This identifies all Pay Type records where the overtime setting in Time & Expense does not match the overtime setting in Costpoint.
Warning - Project required flag does not match – UDT not in use	This identifies all account records where the Project Required setting in Time & Expense does not match the same setting in Costpoint.

Diagnostic Type	Purpose
Whether for time and/or expense does not match- UDT not in use	This identifies all project records where the time and/or expense value in Time & Expense does not match the same value in Costpoint. It also identifies Orgs where Export to Time Collection is not selected.

□ Step 15 – Create Scheduled Jobs

Since the schedule jobs process and its associated parameters have not been converted from T&E 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**.

Step 15 — 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 an option (for example, **Email**). Do not select **Local Printer**.

The 'Print Options' dialog box is shown with the 'File Options' tab selected. The 'Delivery Options' section has checkboxes for 'System Printer', 'Print to File' (checked), 'Download' (checked), 'Email' (checked), 'Archive', and 'Local Printer'. The 'Queueing' section has a checkbox for 'Submit Batch Job'. The 'Document Locale' section has a dropdown menu set to 'As Generated'. The 'Pages' section has checkboxes for 'All' (checked) and 'Print Cover Page' (checked), with a text field for 'Pages' containing '(Enter page numbers and ranges separated by comma(s), e.g.:1,4,10-15)'. The 'File Options' section has a 'File Type' dropdown set to 'PDF', a 'File Name' text field, and an 'Alternate File Location' text field with a search icon. The 'System Printer', 'File Options', 'Email', and 'Archive' tabs are visible at the bottom.

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**, use the Email tab to specify options for email delivery.

The 'Print Options' dialog box is shown with the 'Email' tab selected. The 'Delivery Options' section has checkboxes for 'System Printer', 'Print to File' (checked), 'Download' (checked), 'Email' (checked), 'Archive', and 'Local Printer'. The 'Queueing' section has a checkbox for 'Submit Batch Job'. The 'Document Locale' section has a dropdown menu set to 'As Generated'. The 'Pages' section has checkboxes for 'All' (checked) and 'Print Cover Page' (checked), with a text field for 'Pages' containing '(Enter page numbers and ranges separated by comma(s), e.g.:1,4,10-15)'. The 'Email' section has fields for 'To', 'Cc', and 'Subject'. Below these is a table with columns for '#', 'File Name', and 'Alternate File Location'. There is a checkbox for 'Additional Attachments' and a 'Text' field with a checkmark icon. The 'System Printer', 'File Options', 'Email', and 'Archive' tabs are visible 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](#)).

Step 15 — Create Scheduled Jobs

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.

Step 15 — Create Scheduled Jobs

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.

The screenshot shows the 'Submit Job to Queue' interface. At the top, there's a navigation bar with 'Company 1 (CTB80QCM17SUBKS7)' and 'Deltek Costpoint'. Below it is a breadcrumb trail: 'Browse Applications > Admin > Job Management > Job Management Processing > Submit Job to Queue'. The main form has several sections: 'Job Identification' with 'Job' and 'Queue' dropdowns; 'Execute' with 'Execution Option', 'Priority', 'Start Date', and 'Start Time' fields; 'Job Recurrence' with 'Every', 'Until', 'End Date', and 'End Time' fields; and a 'Comments' text area. A 'Submit To Queue' button is located at the bottom right of the form. Below the form is a 'Job Parameters' table with columns: Module, Application, Application Name, Parameter, Parameter Description, and Process.

- 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

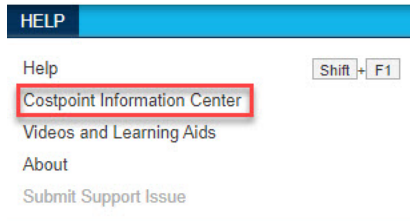
A user interface (UI) profile is a collection of screen and functional logic customizations that can be assigned to users or user groups to provide custom user capabilities. Areas of the interface that can be customized by user or user group include:

- 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

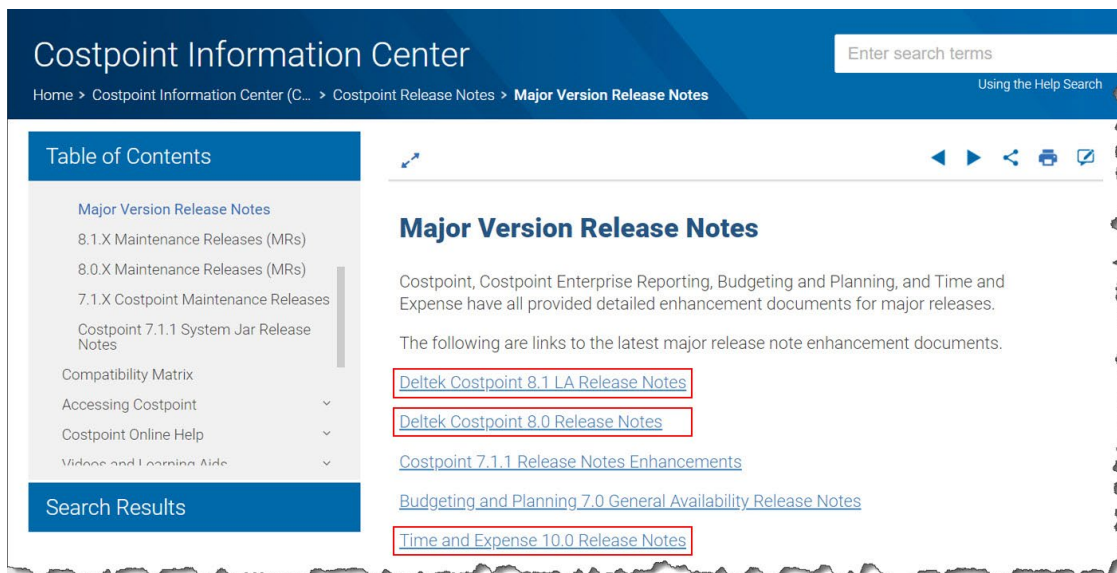
To learn more about user profiles, see the online Help for **Administration » System Administration » Workspace Customization**.

Appendix B – Release Notes and Documentation

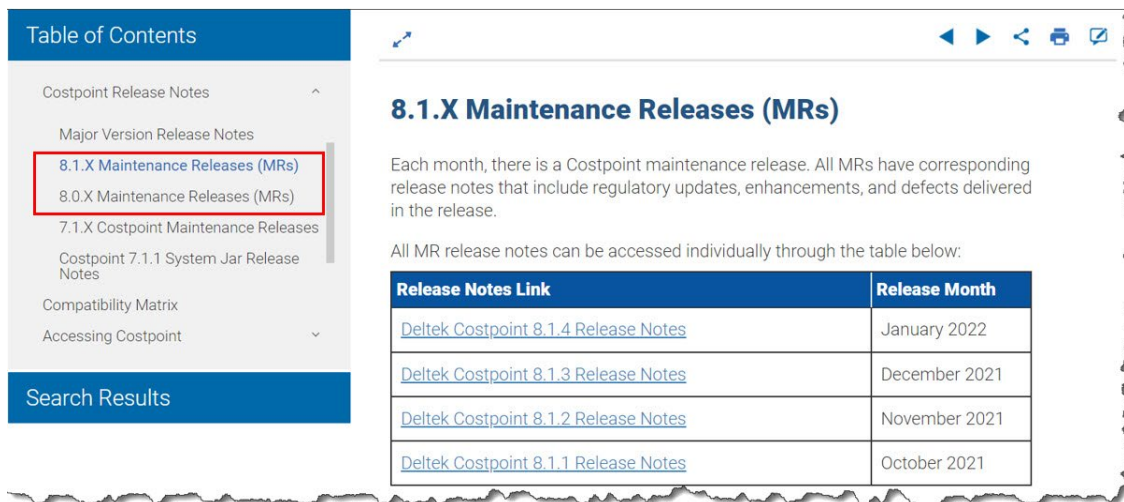
For a complete list of available Costpoint Technical Documentation, including configuration guides for Deltek Costpoint Mobile Time & Expense, and release notes for all versions, click **Help » Costpoint Information Center » Product Help » Additional Costpoint Release Documents**. For example:



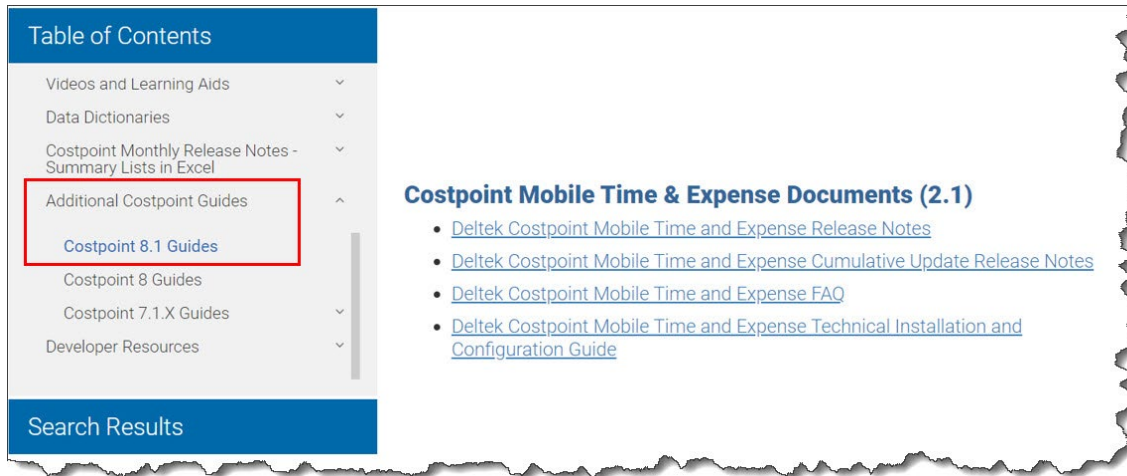
For release notes for each major point release, select Major Version Release Notes:



For subsequent updates to major releases, see links to Maintenance Releases (MRs):



For Technical Guides and Costpoint Mobile T&E documentation, select Additional Costpoint Guides.



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