

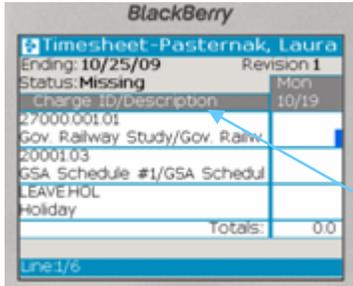
# Deltek Mobile Time Timesheet Options Quick Reference Card

[www.deltek.com](http://www.deltek.com)

## TIMESHEET OVERVIEW

Deltek Mobile Timesheet makes it simple to enter time on your timesheet. Your timesheet options are explained here.

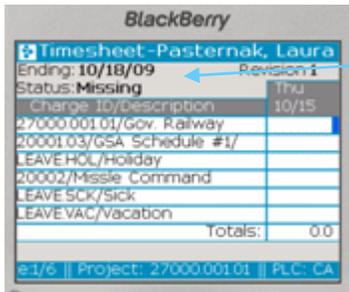
To edit or view a timesheet, select Go To Timesheet from the menu options.



## Change View

From the Change View screen you can change how your timesheet displays on the screen. You can either view your timesheet with one column and three rows, or one column and six rows. The default view is the one that you are currently using to view your timesheet.

Select Change View from the menu options to access this screen.



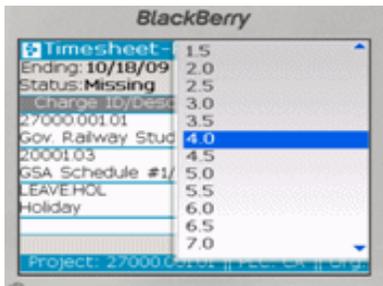
## Enter Hours

The Enter Hours function lets you enter your timesheet hours using the Timesheet Hours lookup.

Hourly increments are determined in Mobile Timesheet Configuration. Your hours can be configured for whole, half, quarterly, or tenth.

Select Enter Hours from the menu options to access this screen, and then enter your hours for each charge. You can also enter hours directly in the field.

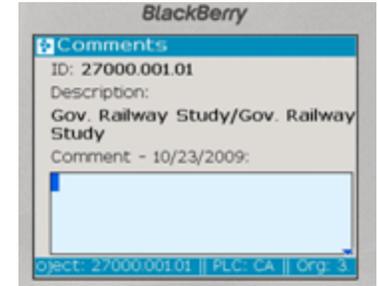
Note that the Enter Hours menu is either enabled or disabled in Options Configuration.



## Comments

From the Comments screen you can view or edit comments for the selected timesheet charge and timesheet cell.

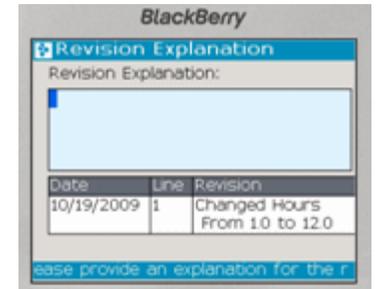
While in the Timesheet dialog, select Comments from the menu options to access this screen.



## Revision Explanation

The Revision Explanation screen is where you enter an explanation for a change that was made to your timesheet.

Updates are made after you have entered your revision explanations in the Revision Explanation screen.



## Sign Timesheet

The Sign Timesheet function allows you to complete your timesheet by signing it. Deltek Mobile Time will save any changes prior to signing. Validations are then performed to determine if any errors or warnings exist.

Once all errors and warnings have been viewed and/or corrected, your signed timesheet will then be sent to your supervisor for approval.

Select Sign Timesheet from the menu options to access this screen.



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## TIMESHEET CHARGES

You have many charge options in Deltek Mobile Timesheet. You can edit, copy, delete and reverse your charges. Also, you can charge Favorites and search for charges.

These options are outlined in this Quick Reference Card.

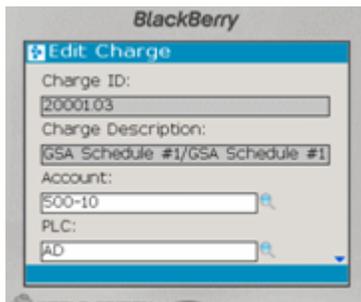
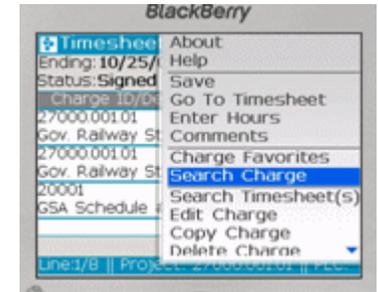
## Search Charges

From the Search Charge screen you can:

- Add Charges to Favorites
- Add Charges to Timesheet

The Search Charge screen consists of 4 screen types:

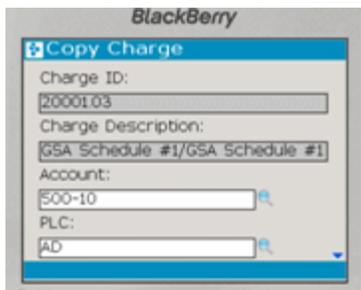
- Selection Dialog (Project, Account, or Manufacturer Order)
- List
- Search
- Form



## Edit Charges

From the Edit Charge screen, you can change non-prime UDT values on a timesheet.

You can also add charges to Favorites.



## Copy Charges

From the Copy Charge screen, you can select a charge to copy.

You can also copy non-prime UDT values on a timesheet, and save charges to Favorites.

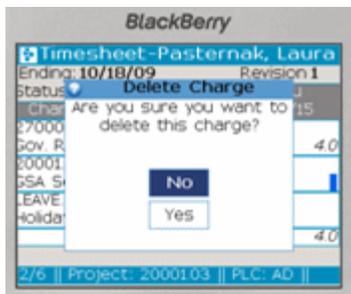
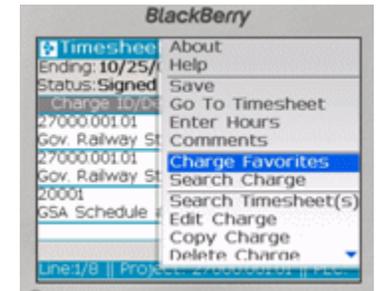
Note that hours are not copied.

## Charge Favorites

From the Charge Favorites screen you can View, Edit, Delete, Search, and Add to a Timesheet.

The Charge Favorites screen consists of 3 screen types:

- Search
- List
- Form



## Delete Charges

The Delete Charge option lets you delete charges from your timesheet.

If a charge is saved, it will not be deleted, but any unposted hours will be zeroed out.

## Reverse Charges

The Reverse Charge option lets you reverse charges from your timesheet. It does this by creating a duplicate of the current charge with the hours reversed.

