

# Deltek Touch Time & Expense for GovCon 1.2 (SaaS)

## User Guide

**May 19, 2014**

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 May 2014.

© 2014 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
Mobile Device Requirements .....	1
If You Need Assistance .....	2
Customer Services .....	2
Customer Care Connect Site .....	2
Additional Documentation .....	3
Getting Started.....	4
Access Touch Time & Expense .....	4
Log On to Touch Time & Expense .....	4
Enter a PIN Instead of Password .....	4
Log Out of Touch Time & Expense .....	4
Relaunch Behavior on iOS and Android Platforms .....	5
Change User and/or Domain .....	5
Screen Display.....	6
Tasks.....	6
Timesheet.....	6
Expenses.....	7
Leave.....	7
More .....	7
Tasks .....	8
Sign a Timesheet .....	8
Update a Timesheet.....	8
Approve a Timesheet .....	8
Reject a Timesheet .....	9
Timesheet .....	10
View Calendar .....	10
Change Timesheet Period .....	10
View Timesheet.....	10
Timesheet Status .....	11
Add/Edit Charge Screen .....	11
Add a Charge to Your Timesheet.....	12
Edit a Timesheet .....	12
Sign a Timesheet .....	13
Revise a Signed Timesheet .....	13
Favorites.....	14

---

Save a Timesheet .....	14
Reopen Timesheet.....	14
Summary View .....	14
Search .....	15
Expenses .....	17
Add an Expense .....	17
Edit an Expense Entry.....	18
Add, Edit, and Delete Expense Attachment.....	18
Copy an Expense Entry .....	19
Delete an Expense Entry from the Expenses Screen.....	19
Delete an Expense Entry from the Deltek Expense Desktop.....	20
Claim a Capture Expense in Deltek Expense .....	20
Leave .....	22
View Leave Balances .....	22
More.....	23
Settings .....	23
Help .....	24
About .....	24
Privacy Policy .....	25
Log Out.....	25

## Overview

Deltek Touch Time & Expense for GovCon, the touch screen version of the Web-based Time Collection module, enables you to enter, view, and sign timesheet information and capture expenses from your touch screen device.

This document contains detailed information and instructions on how to use various features of the application.



The official name of the application is *Deltek Touch Time & Expense for GovCon*. This document only uses it at first mention. The succeeding instances of the application name display *Touch Time & Expense*.

In addition, the application name in the Google Play and the Apple App Store displays *GovCon Time & Expense*.

---

## Mobile Device Requirements

In this release, Touch Time & Expense only supports mobile devices that run on the following operating systems:

- Apple iOS 6.1 and higher
- Android 4.x and higher

## If You Need Assistance

If you need assistance installing, implementing, or using Touch Time & Expense, Deltek makes a wealth of information and expertise readily available to you.

### Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

1. Extensive self-support options through the Customer Care Connect Web portal.
2. Phone and email support from Customer Care analysts
3. Technical services
4. Consulting services
5. Custom programming
6. Classroom, on-site, and Web-based training



[Find out more about these and other services from the Customer Care Connect site.](#)

### Customer Care Connect Site

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

The following are some of the many options you have at the Customer Care Connect site:

1. Download the latest versions of your Deltek products
2. Search Deltek's knowledge base
3. Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
4. Display or download product information, such as release notes, user guides, technical information, and white papers
5. Submit a support case and check on its progress
6. Transfer requested files to a Customer Care analyst
7. Use Quick Chat to submit a question to a Customer Care analyst online
8. Subscribe to Deltek communications about your Deltek products and services
9. Receive alerts of new Deltek releases and hot fixes



[If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions](#)

## Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In**.



If you do not have a username and password for the Customer Care Connect site, contact your firm's Time & Expense Administrator.

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

## Additional Documentation

The following table lists the additional Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Customer Care Connect site.

Document Name	Description
<i>Deltek Touch Time and Expense for GovCon 1.2 (SaaS) Time Collection Setup Guide</i>	This document provides instructions for setting up Touch Time & Expense Collection.
<i>Deltek Touch Time and Expense for GovCon (SaaS) Cumulative Release Notes</i>	This document contains a summary of the technical considerations, major features, and known issues of the application.

## Getting Started

Use the information in this section to install and log onto Touch Time & Expense and set up PIN security.

### Access Touch Time & Expense

Search for the application on the Google Play Store or Apple App Store and then install it on your device.



Touch Time & Expense supports Lightweight Directory Access Protocol (LDAP) authentication. Touch Time & Expense does not support Single sign-on (SSO).

### Log On to Touch Time & Expense

1. Install *GovCon Time & Expense* from Google Play Store or Apple App Store.
2. On your first login, the application prompts you to accept Terms and Use of Service and Usage Statistics Tracking. Tap the corresponding buttons.



Usage Statistics Tracking tracks the number of times you access the application and how often you use certain features. Touch Time & Expense does not track any personal or confidential data, such as user name, projects, and clients.

3. Enter your organization's Touch Time & Expense URL using the format **https://<server>/deltektouch/govcon/time/**, where <server> refers to the host name of your Touch server.
4. Tap **Connect**.
5. Tap the **Username**, **Password**, and **Domain** fields to enter corresponding values.
6. Tap **Login**. For initial login, you can either create PIN or skip PIN creation.



Touch Time & Expense remembers your user ID on your next login. The application sets user settings to default. To log in using a different user ID and domain, tap **Forget Me on this Device** on **Settings**.

### Enter a PIN Instead of Password



This procedure only applies if your administrator has configured your system to allow PIN authentication.

If you created a PIN when you log into Touch Time & Expense for the first time, you can use that PIN to log into the application instead of your user ID and password.

### Log Out of Touch Time & Expense

1. Tap **More**.
2. Tap **Log Out**. You need to enter your password or PIN on your next login.





If your password is changed after PIN has been set up, the PIN will fail authentication and you will be required to login with a new password. You can set up the PIN again after login.

---

## Relaunch Behavior on iOS and Android Platforms

For iOS and Android using the packaged application from one of the app stores, the following scenarios occur:

- If you close Touch Time & Expense and open it again from the Home screen or task bar (double tap the **Home** button and tap the open application from the task bar), it displays the last screen that you accessed. In this case, you do not need to enter your password or PIN.
- If your session has timed out, Touch Time & Expense prompts you to enter your password or PIN the next time a server call is made (meaning, the next time the application “talks” to GovCon).

## Change User and/or Domain

Use the login screen to change user and/or domain.

## Screen Display

The Touch Time & Expense user interface has five major screens, which you can access by tapping the corresponding tab at the bottom.

### Tasks

The Tasks screen is enabled only if you have tasks to perform. The Tasks badge indicates the number of tasks you need to perform, and is color-coded based on the task's priority level:

- **Red** — Indicates a high priority task.
- **Yellow** — Indicates a medium priority task.
- **Black** — Indicates a low priority task.

### Sign Timesheets

Tap **Sign Timesheet** to display the timesheets that require resource's signature. If there is only one timesheet period to sign, tapping **Sign Timesheets** displays the timesheet. If there are multiple timesheet periods to sign, tapping **Sign Timesheets** displays the list of timesheets.

### Update Timesheets

Tap **Update Timesheets** to display the timesheets that resource needs to record their labor on days they fail to floor check. If there is only one timesheet period to update, tapping **Update Timesheets** displays the timesheet. If there are multiple timesheet periods to update, tapping **Update Timesheets** displays the list of timesheets.




If set up for a particular schedule (period within a schedule), a text is displayed next to the timesheet period.

### Approve Timesheets

Tap **Approve Timesheets** to display the timesheets that require the approval of the resource manager. The Approve Timesheets task is available only for resource managers. Tapping a timesheet displays the timesheet on the Review screen.

### Timesheet

The Timesheet screen allows you to create, edit, and submit timesheets. Tapping the Timesheet tab displays the timesheet in Day view. Tapping the  displays the following action menu items:

#### Calendar

Tap this menu item to display the Calendar screen.

#### Sign

Tap this menu item to sign a timesheet.

## Summary View

Tap this menu item to display timesheet in Summary view.

## Search

Tap this menu item to search and view timesheets. This menu option is only available for the resource managers.

## Expenses

The Expenses screen allows you to capture expenses as they are being incurred, which include expenses details, receipt images, and receipts for expense with pending receipts. This tab is enabled only if your company is licensed for expense, user has license for expense, and mobile expense has been enabled in Time & Expense 9.0.1.

## Leave

This screen displays your leave balances by type.


## More

The More screen allows you to perform additional tasks in Touch Time & Expense.

## Tasks

If enabled, the Tasks screen allows you to sign, update, or approve timesheets.

### Sign a Timesheet

1. On the Tasks screen, tap **Sign Timesheets**.
2. Tap the timesheet that you want to sign. The timesheet displays with its current status.
3. Confirm that the hours and charge codes on your timesheet are correct.
4. Tap , then tap **Sign**.
5. On the Notifications screen, tap **Continue**.
6. Enter your password. If PIN security is set up, enter your PIN.
7. Tap **Done**.

The timesheet changes to **Signed** status.

### Update a Timesheet

1. On the Tasks screen, tap **Update Timesheets**.
2. Tap the timesheet that you want to update. The timesheet displays with its current status.
3. Perform the necessary updates. You can modify hour values, delete charges, add charges, and modify charge details.
4. Tap **Save**.



### Approve a Timesheet

1. On the Tasks screen, tap **Approve Timesheet**.







The Tasks screen displays a list timesheets that require your approval. The Tasks screen also displays the approval indicator which indicates the number of timesheets that require your approval.

The Tasks screen displays a list timesheets that are pending your approval and indicates the number of timesheets that are pending your approval.


2. Tap a timesheet to approve.  
The Tasks screen displays the summary of timesheet selected.
3. To approve a timesheet, take one of the following actions:
  - Tap .
  - Tap  and then **Approve**.




Based on your system setup, Touch Time & Expense may require you to enter your password or PIN for the timesheet to be approved.

4. Touch Time & Expense displays the next timesheet that you need to approve. You can also tap  to display the next timesheet or  to display the previous timesheet.
5. Tap  to display the next timesheet or  to display the previous timesheet.



You can view audit information of that particular timesheet or the hours submitted for each day of the selected timesheet period. Tap , then tap **Audit** or **Day View**.

## Reject a Timesheet

1. On the Tasks screen, tap **Approve Timesheet**.  
The Tasks screen displays a list timesheets that are pending of your approval.
2. Tap a timesheet.
3. Tap  and then **Reject**.



Based on your system setup, Touch Time & Expense may require you to enter your password or PIN for the timesheet to be rejected.

4. On the Reject screen, enter your reason for rejecting the timesheet in **Reject** field.
5. Tap **Done**.  
The timesheet status displays **Rejected**.

# Timesheet

The Timesheet screen allows you to view and change timesheet periods, and create, revise, and submit timesheets.



If you are a new user, you may want to go to GovCon and copy the previous timesheet into the next timesheet before you use Touch Time & Expense. This way, you can start off with some projects in your first timesheet that you do on mobile, making the first time you use Touch Time & Expense more convenient.

## View Calendar





1. On the Timesheet screen, tap , then tap **Calendar**.
2. On the Calendar screen, tap **Today** to display the timesheet containing the current date. Today's date is highlighted.

## Change Timesheet Period

1. On the Calendar screen, tap the date for which you want to update or enter time.
2. The timesheet period that contains the date you selected displays on the Timesheet screen. By default, the Timesheet screen displays the date of your current timesheet.






If set up for a particular schedule (period within a schedule), a text is displayed next to the timesheet period.

3. To view periods/weeks for the previous month, tap . To view periods/weeks for the next month, tap .
4. To view periods/weeks for the previous year, tap . To view periods/weeks for the next year, tap .

## View Timesheet

The header of the Timesheet screen displays the current status and total hours of a timesheet period.

1. Take one of the following actions:
  - Tap **Timesheet** to go to a particular period.
  - Tap , **Calendar**, then tap a date.
  - On the Calendar screen, tap **Today** to display the timesheet containing the current date. Today's date is highlighted.
2. On the Timesheet screen, you can perform any of the following tasks:
  - Switch between different days of a timesheet period by swiping the date carousel or tapping a date to switch to that date (for example, if you are on Mon 1, tapping Thu 4 moves the calendar to Thu 4).

- Tap  or  at either end of the date carousel to go back to the previous period or move to the next (for example, if you are on Mon 13 – Sun 19, tapping the next button moves the period to Mon 20 – Sun 26).

The selected day is highlighted.

## Timesheet Status

The status of a selected timesheet and time period displays on the Timesheet screen, below the



button. It determines which processing options are available to you.

- **Missing** — Indicates a missing timesheet for the selected period.
- **Draft** — Timesheet is not yet signed, or timesheet was reopened.
- **Signed** — Timesheet has been signed but not yet approved by the resource manager.



Signed status in red indicates that the timesheet was signed by someone other than the resource who owns it.

- **Approved** — Timesheet has been approved by the resource manager but has not been processed.
- **Processed** — Timesheet has been successfully exported.
- **Rejected** — Timesheet was signed but was rejected by the resource manager.
- **Approved Closed** — Timesheet has been approved and the period for that particular timesheet is already closed.



The timesheet status is **Closed** if the period is closed or if the timesheet is read only.

## Add/Edit Charge Screen

The Add Charge screen displays when you tap a charge on the Lookup screen. The Edit Charge screen displays when you tap an existing charge on the timesheet. Use the Add/Edit Charge screen to perform detailed timesheet entry.

- **Date** — This field displays the selected timesheet date.
- **Hours** — Tap this field to enter the hour value using the time picker.
- **Hour Comments** — Tap this field to enter your comments.



A comment icon displays next to the timesheet charge if the timesheet line contains comments either in the **Hours Comment** or **Charge Comment** field.

- **Favorite** — Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to **Favorites**.
- **Charge Comment** — Tap this field to enter your comments regarding a charge.




A comment icon displays next to the timesheet charge if the timesheet line contains comments either in the **Hours Comment** or **Charge Comment** field.

- **Auto Populate** — Tap the **ON/OFF** switch to set it to **ON** to automatically add the selected charge to your timesheets.
- **Copy Timesheet Line** — Tap this to copy a timesheet charge.
- **Remove from Timesheet** — Tap this to remove the selected charge from your timesheet.



The rest of the fields on this screen are user-defined fields. Their labels may change depending on your company's preferences.

## Add a Charge to Your Timesheet

1. On the Timesheet screen, tap .
2. On the Lookup screen, tap **All Charges** to search among all available charges. Tap **Favorites** to select a charge from your favorite charges.



By default, search is performed by project ID and only if you selected **All Charges**.

3. To perform a search using a search type other than project IDs, tap **Search Project ID** and select a search type.



Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field and perform the search.
5. Tap a charge.
6. On the Add Charge screen, enter values in the required fields on the Add Charge screen, then tap **Done**.

The charge is added to your timesheet.

## Edit a Timesheet

Touch Time & Expense allows you to perform several tasks for your timesheet. You can enter timesheet data, add or delete a timesheet line, copy a timesheet list, delete a timesheet line, create or delete a favorite, select an activity or task, and reopen a timesheet.

### Enter Time on Timesheet (Quick Entry)

1. Tap the hour field of a selected timesheet line.
2. Scroll through the time picker, then tap a value.
3. Tap **Done**.
4. Tap **Save** to save your changes.





When you add a new timesheet line, the **Hours** field defaults to the unrecorded remaining hours based on your standard number of hours for the day.

## Enter Time on Timesheet Line (Detailed Entry)

1. On the Timesheet screen, tap anywhere on a timesheet line except the hour field. The Edit Charge screen displays with details for the selected charge.
2. Tap the field that you want to update, then enter or tap appropriate values.
3. Tap **Done**
4. Tap **Save** to save your changes.

## Copy a Timesheet Charge from the Timesheet Screen

1. Tap the date that you want to copy.
2. Touch and hold the charge until a pop up menu displays and then tap **Copy Charge**.
3. To copy a timesheet charge on the Edit Charge screen, tap **Copy Timesheet Line**.

## Delete a Timesheet Charge from the Timesheet Screen


Perform any of the following:

- Swipe the timesheet charge, then tap **Delete**.
- Touch and hold the charge until a pop up menu displays, then tap **Delete Charge**.
- Tap the charge, then tap **Remove from Timesheet** on the Edit Charge screen.




You cannot remove a timesheet line from the timesheet if the line was saved previously. In this case, the system zeroes out the hours. This behavior is due to audit constraints.

## Sign a Timesheet

1. Confirm that the hours and charge codes on your timesheet are correct.
2. Tap , then tap **Sign**
3. On the Notifications screen, tap **Continue**.
4. Enter your password. If PIN security is set up, enter your PIN.
5. Tap **Done**.

The timesheet changes to **Signed** status.

## Revise a Signed Timesheet

1. On the Timesheet screen, perform the necessary revisions. You can modify hour values, delete charges, add charges, and modify charge details.
2. Tap **Save**. The timesheet reverts to **Draft** status.
3. Tap , then tap **Sign**


4. On the Notifications screen, tap **Continue**.
5. Enter your password or PIN, then tap **Done**.

The timesheet changes to **Signed** status.

## Favorites

Favorites are saved combinations of project, task, and activity, which give you easy access to them when doing time registration.

### Add a Charge to Favorites


1. On the Timesheet screen, tap .
2. On the Lookup screen, tap **All Charges**.  
By default, search is performed by project ID.
3. To perform a search using a search type other than project IDs, tap **Search Project ID**, and select a search type.



Search types are user-defined fields and the labels may change depending on your company's preferences.

4. Enter a search string in the **Search String** field, and perform the search.
5. Tap the charge that you want to add to **Favorites**.
6. Tap the **ON/OFF** switch in the **Favorite** field to set it to **ON**.
7. Tap **Done**.

### Remove a Charge from Favorites

1. On the Timesheet screen, tap .
2. On the Lookup screen, tap **Favorites**.
3. Tap the charge that you want to remove from **Favorites**.
4. Tap the **ON/OFF** switch in the **Favorite** field to set it to **OFF**.
5. Tap **Done**.

## Save a Timesheet

After you make all changes, you need to tap **Save** so that Touch Time & Expense can save the updated timesheet line to the Time and Expense server.


## Reopen Timesheet

You can only reopen a timesheet if you have the rights to do so. You can do this on the Calendar screen.

## Summary View

The Summary screen allows you to view timesheet summary and audit information.

## View Timesheet Summary

1. On the Timesheet screen, tap  then **Summary View**. The Summary screen displays.



If set up for a particular schedule (period within a schedule), a text is displayed next to the timesheet period.

2. Tap any of the following tabs to filter your view:
  - **Day** — Tap this tab to display the hours you submitted for each day of the selected timesheet period, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.



Tapping a date in the Day view displays the timesheet for that date, where you can make the necessary revisions, if there are any.

- **Week** — Tap this tab to display the total number of hours you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet.
- **Charge** — Tap this tab to display the hours per charge that you submitted for the selected timesheet, including overtime charges, if any exist. It also displays the status of the timesheet and the total hours.




Tap a charge to display the Charge screen. The Charge screen displays the number of hours submitted per day for the charge you tap.

- **Pay Type** — Tap this tab to display the hours per pay type that you submitted for the selected timesheet. It also displays the status of the timesheet and the total hours.





Cost only charge is indicated by an asterisk (\*).

## View Audit Information

1. On the Summary screen, tap  then **Audit**. The Audit screen displays
2. Tap any of the following tabs to filter your view:
  - **Status** — Tap this tab to display the signature and approval details (approver and date of approval) for the current timesheet revision.
  - **Revision** — Tap this tab to display the explanation for the revisions made to the timesheet, if there are any.
  - **Warnings** — Tap this tab to display the warnings you receive when you save and/or sign the timesheet.


## Search

The Search screen is only available for resource managers.

1. On the Timesheet screen, tap , then tap **Search**. The Search screen displays.
2. Use the Search screen to search for existing timesheets based on the following criteria:
  - **Period** — Tap this field to select a period to perform the timesheet search. This field defaults to the current timesheet period.
  - **Role** — Tap this field to select the resource's functional role.
  - **Group** — Tap this field to select the resource's group.
3. Tap the check mark next to the timesheet status:
  - **Draft**
  - **Signed**
  - **Approved**
  - **Rejected**
  - **Processed**
4. Tap . The Search screen displays the timesheets that match the criteria you specify.
5. Tap the check mark next to the timesheet that you want to view.



Tap **Select All** to select all timesheets in the list.

6. Tap **Review**. The Review screen displays the selected timesheet in [Summary view](#).
7. Tap , then tap any of the following options:
  - Tap **Approve** to approve the selected timesheet.
  - Tap **Reject** to reject the selected timesheet.
  - Tap **Audit** to view the audit information of the selected timesheet.
  - Tap **Day View** to view the selected timesheet in Day view.



Values that you specify in the **Role**, **Group**, and **Timesheet Status** fields remain as long as you are logged on to Touch Time & Expense.

## Expenses

The Expenses tab is enabled only if all of the following conditions are met:

- Deltek Expense is licensed by your company
- Mobile Expense Access is enabled in Time & Expense
- User has installed Touch Time & Expense 1.2

The Expenses screen displays captured out-of-pocket expenses and corporate imported credit card expenses that have not been claimed on Expense Report. An expense entry is removed from the Expenses screen when the expense is claimed on Expense Report in Time & Expense 9.0.1.

The Expenses screen displays the expense entries by End Date in descending order. An expense entry is displayed with the following details:


- Description of the expense entry
- Expense dates (start and end dates if different)
- Expense type description
- Transaction currency amount
- Transaction currency code
- Attachment indicator

Using the Expenses screen, you can perform the following tasks:

Task	Description
View Expenses	View expense captured on a device and has not been claimed
Add Expense	Capture expense details
Edit Expense	Edit captured expense details of expenses that have not been claimed
Delete Expense	Delete captured expenses that have not been claimed
Copy Expense	Copy an existing captured expense
Add Expense Attachment	Attach image to a captured expense as attachment type
Edit Expense Attachment	Change attachment type or replace image for captured expense
Delete Expense Attachment	Delete attachment of a captured expense

## Add an Expense

1. Tap **Expenses**. The Expense screen displays.

2. Tap . The Add Expense screen displays.
3. Use the Add Expense screen to add a new expense entry.

Field	Description
Report Type	Tap this field to display the class expense report types.
Expense Type	Tap this field to display the expense types based on the report type selected.
Merchant	Tap this field to enter description of the expense entry.
Date	Tap <b>Select Date</b> to display the calendar and tap the appropriate calendar dates.
Amount	Tap this field to enter the amount of expense.
Currency	Tap this field to choose the currency of the expense entry.
Pay Method	Tap this field to choose a method to pay the expense.
Comments	Tap this field to enter comments regarding the expense entry.
Add Attachment	Tap this button to add an attachment to the expense entry. This button is enabled only if the <b>Expense Type</b> selected allows you to add attachments.



The fields displayed on the Add Expense screen differ based on the type of expense being captured.

4. Tap **Done**.  
The new expense entry is now displayed on the Expenses screen.

## Edit an Expense Entry

1. On the Expenses screen, tap an expense entry. The Edit Expense screen displays.
2. Tap the field that you want to update, then enter or tap appropriate values.
3. Tap **Done**.

## Add, Edit, and Delete Expense Attachment

Using Touch Time & Expense, you can capture expense information and receipts using your mobile device and attach the captured image to an expense entry. You can replace the image for an expense and delete attachment of a captured expense.

## Add Expense Attachment

1. To add an attachment, tap **Add Attachment** on the Add Expense or Edit Expense screen.
2. Tap **Take Photo** to capture an image, or tap **Existing Photo** to select an existing photo or image
3. Tap an attachment type, and then tap a photo. The attachment type defaults to the first existing value.
4. Tap **Done**.

## Edit Expense Attachment

1. To edit an attachment, tap the attachment on the Add Expense or Edit Expense screen.
2. Tap **Replace Attachment**.
3. Tap **Take Photo** to capture an image, or tap **Existing Photo** to select an existing photo or image.
4. Tap an attachment type and then tap a photo. The attachment type defaults to the first existing value.
5. Tap **Done**.

## Delete Expense Attachment

1. To delete an attachment, tap the attachment on the Add Expense or Edit Expense screen.
2. Tap **Delete Attachment**.
3. Tap **Done**.

## Copy an Expense Entry

1. On the Expenses screen, tap the expense entry that you want to copy.
2. Touch and hold the expense entry until a pop up menu displays, and then tap **Copy Expense**. The Copy Expense screen displays.
3. Tap the field that you want to update, then enter or tap appropriate values.
4. Tap **Done**.



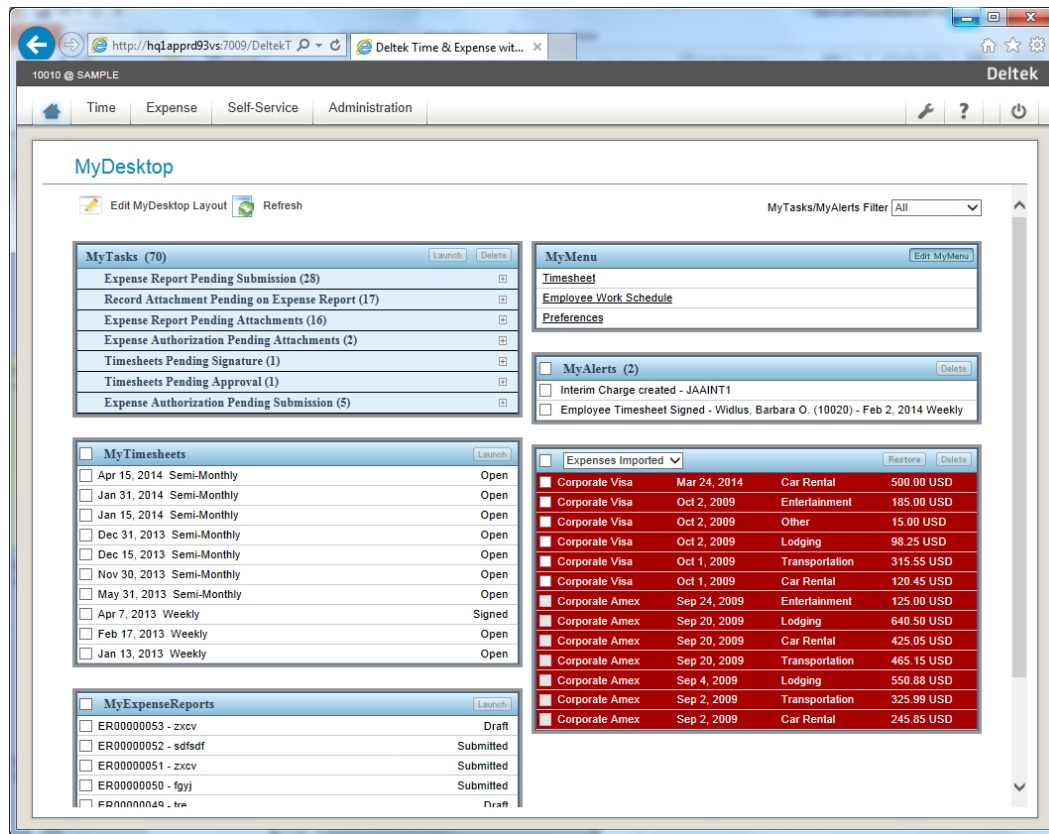
The fields displayed on the Copy Expense screen differ based on the type of expense being captured.

## Delete an Expense Entry from the Expenses Screen

Perform any of the following:

- Swipe the expense entry, then tap **Delete**.
- Touch and hold the expense entry until a pop up menu displays, then tap **Delete Expense**.
- Tap the expense entry, and then tap **Delete Expense** on the Edit Expense screen.

## Delete an Expense Entry from the Deltek Expense Desktop



Expenses captured in Touch Time & Expense are stored along with the centralized billed credit card expenses, you can view captured expenses through the Desktop screen in Deltek Expense. You can also delete these out-of-pocket expenses through the Desktop screen.

## Claim a Capture Expense in Deltek Expense

You can claim expenses captured on devices along with attachments when you do your expense report in Deltek Expense. Once claimed, the expense will be removed from your device. The



following screen displays when you add an expense to an expense report.

**Expense Report**

Create Copy Search Print Void Notes Submit

ID - ER00000018 ss / Pasternak, Laura D. (10010) Status: Draft

Background

Claimed Expenses

**Add Expense - Transportation \ Bus**

Outstanding Expenses Details Amount Charge Allocations

You have the following outstanding expenses. If you want to claim one on this expense report, please select it below

	Source	Transaction ID	Merchant Name	Date	Amount	Currency	Provider
<input type="checkbox"/>	Other	A84C7BA2-F81E-4AC6-B609-840D7287DC59	KS Cleaners	Mar 26, 2014	5.29	US Dollar	
<input type="checkbox"/>	Transportation	EC434A19-CDBC-4689-B6D0-3F429897677B	bus trip	Mar 30, 2014	10	Yen	
<input type="checkbox"/>	Other	7A826802-85A2-453B-8E8E-3DC8606746F9	vet	Apr 3, 2014	200.00	US Dollar	
<input type="checkbox"/>	Other	05633CEB-93C2-4F06-9382-267996DB74B1	EZ Park	Apr 7, 2014	20.00	US Dollar	
<input type="checkbox"/>	Other	98D8D40E-A494-467F-A962-EE2329A7A46A	CopyMax	Apr 7, 2014	10.00	US Dollar	

Cancel Continue

Supporting Schedules

Workflow Status

When you select an outstanding expense (whether it is an expense captured in Touch Time & Expense or Deltek Expense, or a centralized credit card transaction that you attached a receipt for), the expense data pre-populates the expense data along with attachments. Once claimed in Expense Report, the expense entry is removed from the Expenses screen in Touch Time & Expense.

## Leave

The Leave screen allows you to view your leave balances by type.

### View Leave Balances

Tap Leave to display the Leave screen.

Use the Leave screen to view the following:

- Leave balances by leave type, which includes holiday, vacation, and sick leave
- Number of leaves taken by leave type
- Number of accrued leaves by leave type
- Leave transaction details

## More

The More screen allows you to perform additional tasks in Touch Time & Expense.

## Settings

The Settings screen allows you to configure your Touch Time & Expense settings

### Configure Touch Time & Expense Settings

Use the Settings screen to view or modify the Touch Time & Expense settings:

1. Tap **Settings**.
2. You can view or modify the following:
  - **User ID** — This field displays the user ID of the user currently logged on to the application.
  - **Domain** — This field displays the domain name.
  - **Use PIN** — This option is available if the administrator enabled PIN security for the application.
  - **Usage Tracking** — Slide to turn on or off usage tracking using Google Analytics. Setting it to **ON** tracks the number of times you access Touch Time & Expense and submit a timesheet through the application.
  - **Mobile Hours Increment** — Use this option to set how the hours will increment. For example, selecting **Quarter** enables you to enter hours in 15-minute increments. Your options are **Whole**, **Half**, and **Tenth**. If you selected an option that is not compatible with your Timesheet Class, the application will use the hour increment specified in your Timesheet Class.
  - **Display Non Work Days** — Tap the **ON/OFF** switch to set it to **ON** to display non-work days (weekends and holidays).
  - **Default Add to Favorites** — Tap the **ON/OFF** switch to set it to **ON** to automatically add new charges to **Favorites**.
  - **Default Auto Populate** — Tap the **ON/OFF** switch to set it to **ON** to automatically add a new charge to your timesheet. When you set this option to **ON**, the **Auto Populate** option on the Add or Edit charge screen is set to **ON** by default.
  - **Timesheet Line Sort** — Use this option to sort the charges on your timesheet by **Line Number**, **Charge ID**, or **Charge Description**. Changes made to the sorting order are applied when you save the timesheet.
  - **Time Zone** — This field displays the selected time zone.
  - **Visual Confirmation** — Use this option to have Touch Time & Expense display confirmation message after you perform an action such as saving a timesheet, signing a timesheet, or approving a timesheet. Your options are:
    - **No Confirmation** — Tapping this option does not display confirmation message after you perform an action.
    - **Timed Confirmation** — Tapping this option displays a confirmation message for three seconds and then closes it. Or you can tap **OK** to close the confirmation message.

- **Action Confirmation** — Tapping this option requires you to tap **OK** to close the confirmation message.



It is recommended to clear your previous settings first by tapping **Forget Me on this Device** before you use this option.

- **Forget Me on this Device** — Tap this to delete your account information from the device. If you select this option, you need to accept the license agreement and enter your account information, such as user ID and domain, the next time you log on to Touch Time & Expense.

## Enable PIN



This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **More » Settings**.
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **On**.
3. On the PIN Setup screen, enter your preferred four-digit security PIN, then re-enter it to confirm.

## Disable PIN



This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **More » Settings**.
2. In the **Use PIN** field, tap the **On/Off** switch to set it to **Off**.

## Reset PIN

Use the logon screen to reset your PIN.



This procedure only applies if your administrator has configured your system to allow PIN authentication.

1. Tap **Log Out**.
2. On the Login screen, tap **Reset PIN**.
3. Enter your password in the **Password** field.
4. Enter a four-digit PIN, then re-enter it to confirm.

## Help

Tap **Help** to launch the online help.

## About

Tap **About** to view the device and operating system information, which includes the following:

- Device Type
- Operating System
- User Agent
- Web App version
- Touch Server version
- Web Service version
- GovCon version
- Touch Server Build version
- Web App Build version


You can also send the same information to an email address by tapping **Email Info**. This information may be requested by Deltek support if you have an issue with the application.

## Privacy Policy

Tap **Privacy Policy** to view the Legal Notices and Privacy Statement information page of Deltek.

## Log Out

Tap **Log Out** to exit the device, requiring you to enter your password or PIN on your next login.

A blue geometric graphic consisting of several overlapping triangles and polygons, located in the top-left corner of the page.

Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

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