

Deltek Costpoint Time and Expense for Vendor Employees

Reference Guide
June 2025

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Points to remember – Suppliers working on Statement of Work / Subcontractors

Supplier managers and proxies will have direct access to timesheets.

Peraton personnel will not have direct access to timesheets.

ROLES:

- **LABOR:** individual entering own time or expense
 - **APPROVER:** Primary manager from Supplier company reviewing and approving timesheet or expense. This is the top individual in the approval group; all other IDs align to this person
 - **BACKUP APPROVER:** Supplier company personnel assigned to primary approver to backup approvals (can have multiple)
 - **PROXY (expense or timesheet):** Supplier company personnel assigned under Primary approver group to enter hours or expenses on behalf of the Labor individual (can have multiple)
 - **SUBCONTRACT EXPENSE APPROVER:** Peraton POC assigned to primary approver group to review and approve expenses submitted for payment (can have multiple)
- Only time worked on project should be submitted. There are no absence codes as absences are not recorded in Deltek T&E.
 - The same ID cannot sign AND approve timesheets due to application restrictions.
 - Vouchers are processed for APPROVED timesheets and expenses. The pay clock begins from the processing date, NOT the week ending date of the timesheet. Timely approval means timely payments.

Points to remember – Agency Contractor (ACs) / Peraton manager roles

Peraton personnel will have direct access to timesheets

Supplier managers and proxies will not have direct access to timesheets. Timesheet data will be visible in Beeline within 1 week of processing.

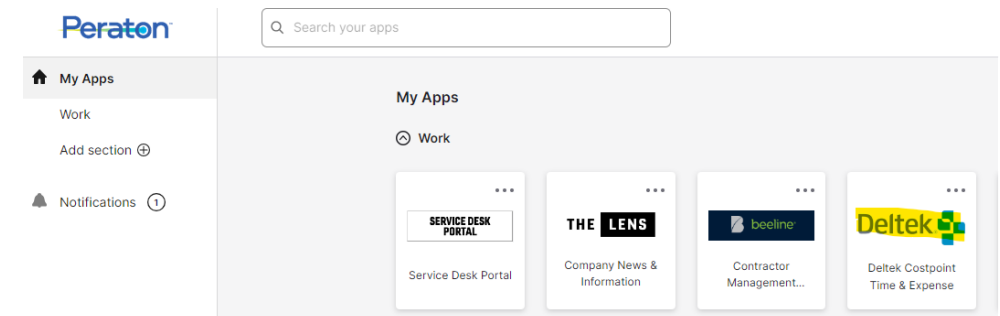
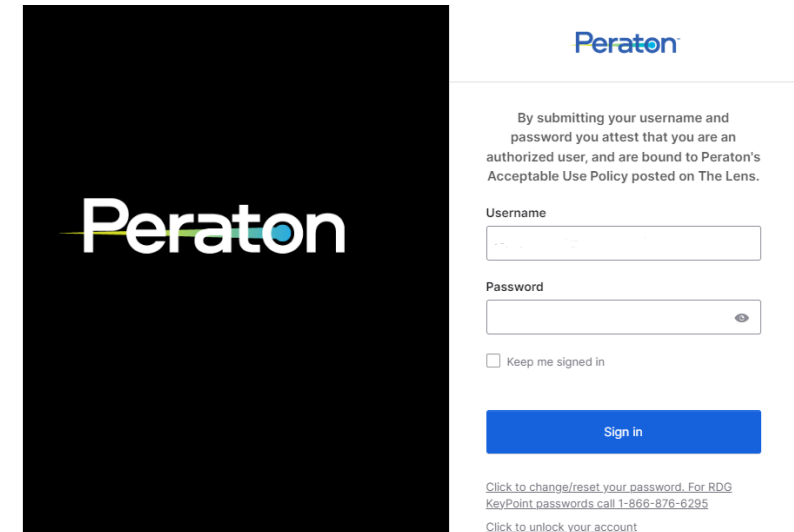
ROLES:

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 - **APPROVER:** Peraton manager reviewing and approving timesheet or expense. This is the top individual in the approval group; all other IDs align to this person
 - **BACKUP APPROVER:** Peraton personnel assigned to primary approver to backup approvals (can have multiple)
 - **PROXY (expense or timesheet):** Must have clear documentation for audit. Peraton personnel assigned under Primary approver group to enter hours or expenses on behalf of the Labor individual (can have multiple)
 - **SUBCONTRACT EXPENSE APPROVER:** Peraton POC assigned to primary approver group to review and approve expenses submitted for payment (can have multiple)
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Universal Functions, Password Maintenance and Tool Navigation

Access Deltek Time and Expense v10 (T&E)

1. All access to Deltek now needs to be done through OKTA: <https://sso.peraton.com>
2. Peraton login page appears
3. Enter your User Name and Password
5. If already setup, Okta will then prompt you for Multifactor Authentication; complete that
6. Once authenticated, you'll be directed to OKTA and will see all available tiles.
7. Select Deltek Cost Point Time and Expense



Mobile Access: There is no mobile App to download, simply enter the URL above in the mobile device's browser and follow these instructions.

Initial setup of Okta Multifactor Authentication (MFA)

1. On your first attempt logging into the Okta system, enter your User Name and Password, then click Sign In
2. You will then be prompted to select your primary method for Multifactor Authentication (MFA) out of the options available for you.

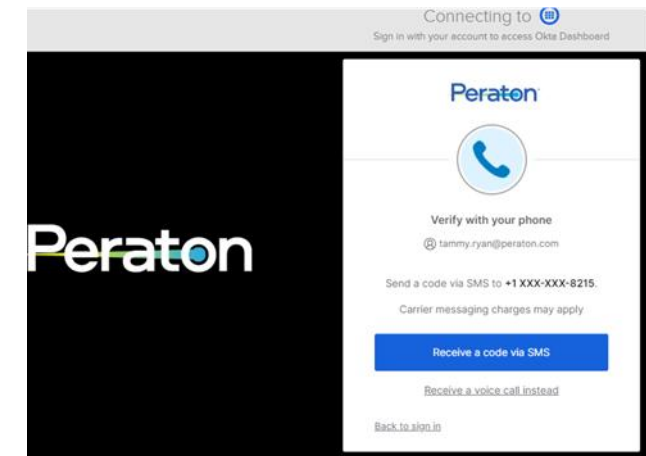
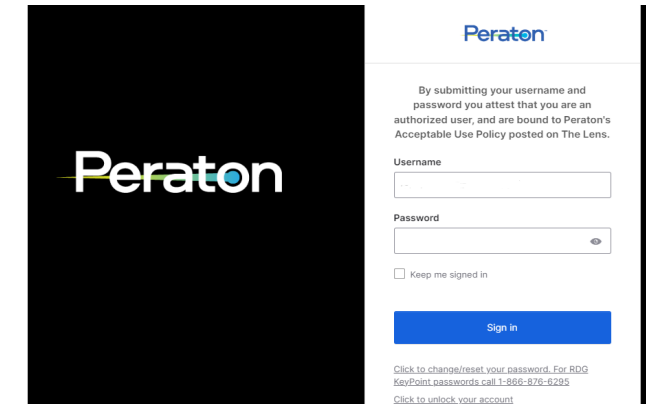
You need to set up a secondary method and a Security question.

Optional forms of MFA:

- Okta Verify: You can install the Okta Verify application on your Smartphone
- Google Authenticator: a mobile app like Okta Verify
- Phone: Short message service (SMS) Authentication or Voice Call Authentication

3. Follow the setup instructions for the methods you select.

Note: Peraton is not responsible for charges for use of personal device.



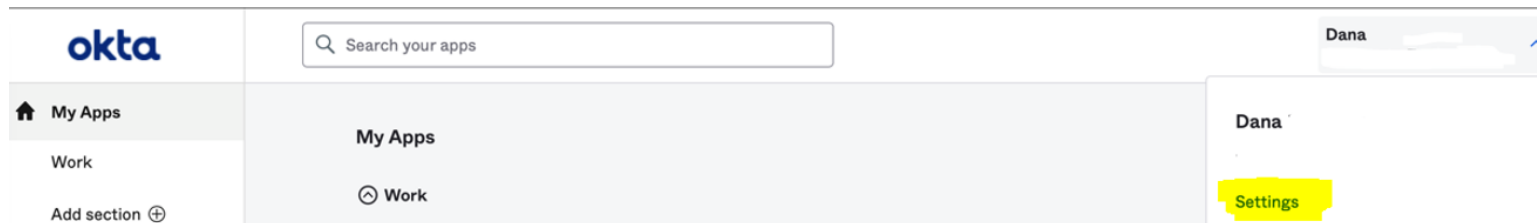
Already have an Okta account? The Deltek tile **will** be added to your Okta portal



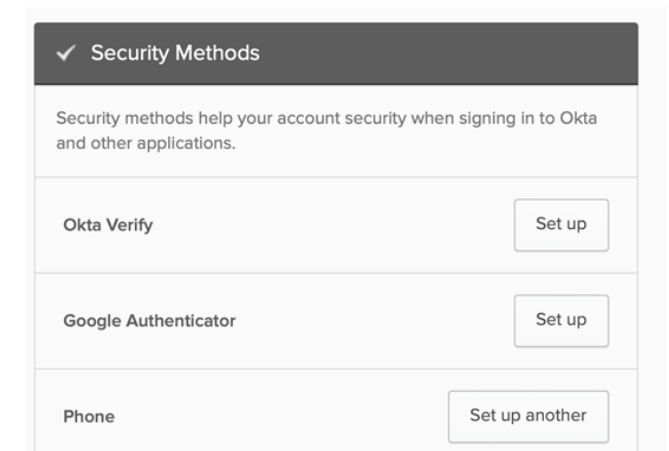
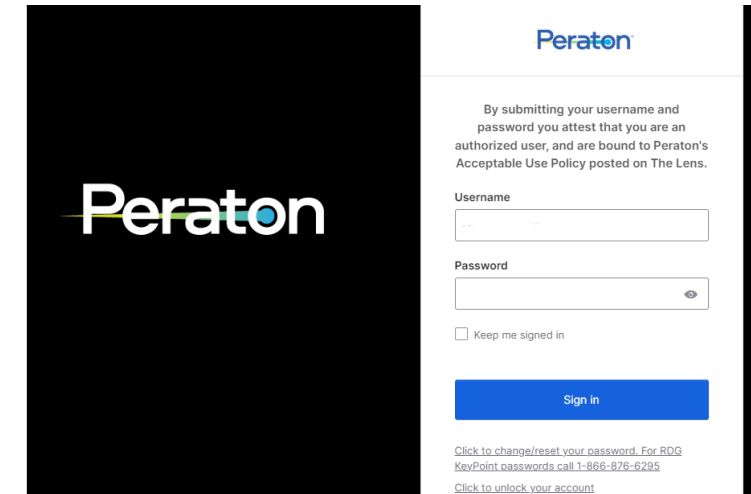
Change / Configuring Other Forms of MFA

To configure or change methods of MFA or changing your security question:

1. Log directly into your Okta start page/dashboard at <https://sso.peraton.com>.
2. Select the drop-down arrow by your name from your Okta start page/dashboard and select **Settings**.



3. You will see sections for your Personal Information, Change Password, and Security Methods. Click the green **Edit Profile** button at the top.
4. Scroll down to the **Security Methods** section and select the **Setup** or **Remove** button with the type of MFA that you want to configure and follow the prompts to add or modify the selected method of MFA.



Password Maintenance

- Your Peraton Sponsoring Manager will have your initial password.
- For password/login issues, contact the Service Desk at 833-994-2449
 - You will need your Employee ID and Peraton Sponsoring Manager's name
 - If password is forgotten, call the Service Desk
- Alternatively, passwords can be reset via Okta (<https://sso.peraton.com>)
 - If logging in with a temporary or expired password; will be immediately prompted to change the password
 - To proactively change password, once in Okta, select the drop-down arrow by your name from your Okta start page/dashboard and select **Settings**. Click the green **Edit Profile** button at the top. Complete the Change Password section.
- DO NOT USE the external log-in screen options (shown to the right) to “Reset Passwords” for Okta



By submitting your username and password you attest that you are an authorized user, and are bound to Peraton's Acceptable Use Policy posted on The Lens.

Username

Password

☐ Keep me signed in

Sign in

[Click to change/reset your password](#). For RDG KeyPoint passwords call 1-866-876-6295
[Click to unlock your account](#)

Password Maintenance

It is highly recommended that subcontractors set up reminders to change their passwords prior to when they expire (every 90 days). The system may not warn you of an impending expiration.

Passwords must be a minimum of ten (10) characters containing 3 out of 4 of the following categories:

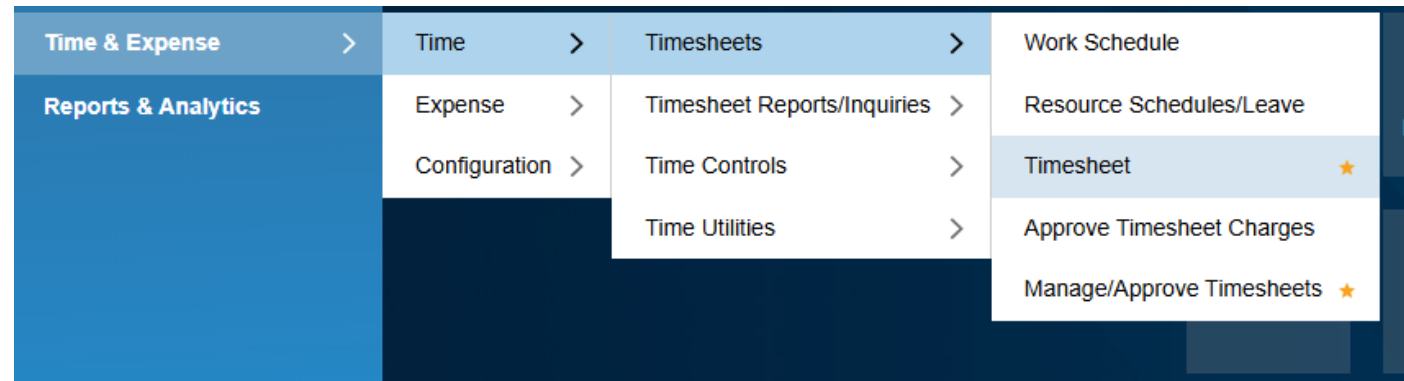
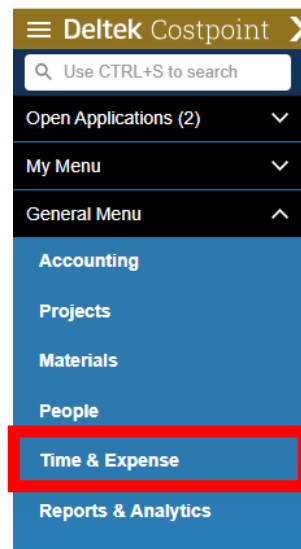
1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numbers (0 through 9)
4. Non-alphanumeric characters (Examples: !, \$, #, %)

For password issues, contact the Service Desk at 833-994-2449

Navigation

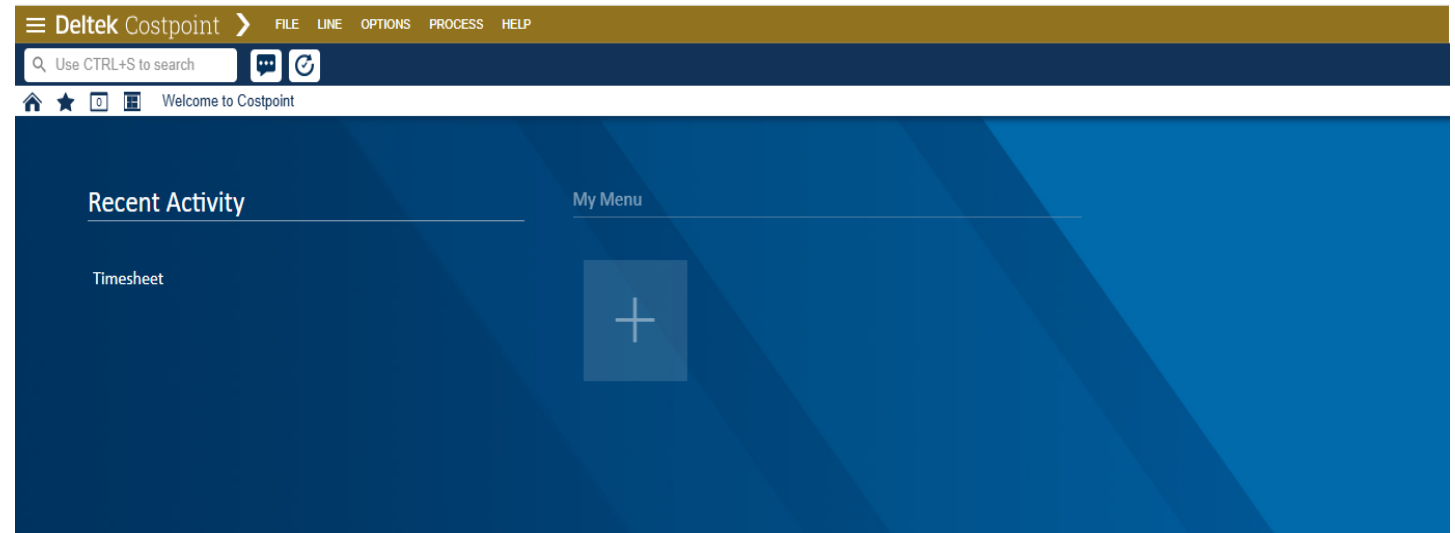
Menu Options assigned to your role will appear in the main application screen. If it doesn't, please select the 3 lines in the top left corner. Select the option desired:

- Time & Expense: goes directly to timesheet and expense modules
- Reports & Analytics: Home Dashboard

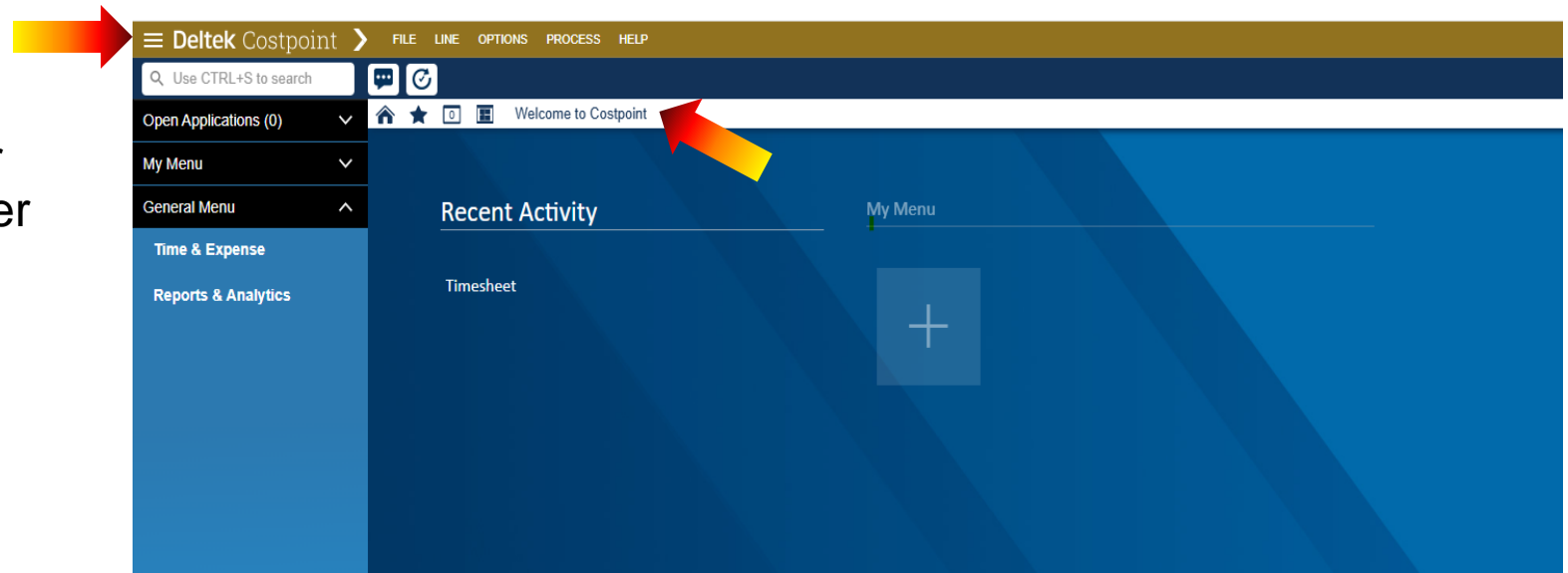


Navigation

- If the modules on the left disappear ...



- Click Welcome to Costpoint or the 3 lines in the left and corner and they'll return



Reports and Analytics

- Reports & Analytics: Home Dashboard
 - Here you will perform your tasks, see recent timesheets, and navigate within the system.
 - The following features are available from “Go to Home Dashboard”

Home ★ 2 Reports & Analytics > Dashboards > Home Dashboard

The screenshot shows the Peraton Home Dashboard interface. The navigation bar at the top includes a home icon, a star, a notification icon with the number '2', and the text 'Reports & Analytics > Dashboards > Home Dashboard'. The dashboard is divided into several sections:

- My Tasks:** A table with columns: Category, Pending Tasks, Priority, QTY. It lists 'Expense Report' with 'Attach' and 'Submit' links, and 'Timesheet' with a 'Sign' link.
- My Timesheets:** A table with columns: T/S Period End Date, Description, Status, Hours. It lists weekly timesheets from 05/09/2025 to 03/07/2025, with statuses like 'Open', 'Missing', and 'Open'.
- My Leave Balances:** A table with columns: Leave Type, Hrs Taken, Hrs Remaining. It lists 'Holiday - Floating (FHC)' and 'Paid Time Off (PTO)'.
- My Workflow Approvals:** A table with columns: Workflow Name, Step, Time Elapsed, Time Remaining, Status. It shows 'NO ROWS FOUND THAT MEET SELECTION CRITERIA'.
- My Expense Reports:** A table with columns: Date, Description, Status, Amount. It shows 'NO ROWS FOUND THAT MEET SELECTION CRITERIA'.
- My Expense Authorizations:** A table with columns: Date, Description, Status, Amount. It shows 'NO ROWS FOUND THAT MEET SELECTION CRITERIA'.
- My Outstanding Expenses:** A table with columns: Batch Type, Expense Date, Type, Amount, Currency. It shows 'NO ROWS FOUND THAT MEET SELECTION CRITERIA'.

Yellow arrows point to the navigation bar and the 'Manage Dashboards' button in the top right corner of the dashboard.

My Tasks: Displays the number of tasks (for each task type). This list may be expanded or minimized using the “+” and “-” buttons under Manage Dashboards in the upper right-hand corner. Only groupings that have tasks are displayed. An example of a task type (grouping) is “Timesheets Pending Approval”.

My Timesheets: Displays a number of your recent timesheets. To open a timesheet, select the description. Status can be “Processed”, “Open”, or “Rejected”

Timesheets

From the “Menu Navigation Area”, you can perform the following functions:

The screenshot displays the Deltek Costpoint application interface. On the left, a light blue box labeled "Menu Navigation Area" has a red arrow pointing to the "Time & Expense" menu item. The "Time & Expense" menu is expanded, showing sub-items: "Time", "Expense", and "Configuration". The "Time" sub-item is circled in red. A blue arrow points from a text box to the "Timesheet" link within the "Time" sub-menu. The "Timesheet" link is also circled in red. The background of the application shows a "Recent Activity" section with a table listing "Timesheets" and "Timesheet Reports/Inquiries".

Menu Navigation Area

Time & Expense

- Time**
- Expense
- Configuration

Timesheet

Timesheet: Select this link; record time; to open your current week's timesheet.

Timesheet

Selecting “Timesheet” from Menu Navigation Area will open your current week’s timesheet. There are two main sections for time entry:

Time & Expense > Time > Timesheets > Timesheet

✓ Timesheet

Sign New Delete More Table Query

Basic Information Revision Explanation

Name * User, Test ID * N1019244 Subcontractor Period Ending * 02/21/2025 Status Open

Timesheet Lines Add Line to Favorites Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1												
Regular												
Overtime												
Total												

Projects (charge numbers) are entered in this section

Hours and comments are entered in this section

Header/Application Toolbar

The Application Toolbar provides quick access to commonly used timesheet functions. These include:

Application Toolbar

Save or Save & Continue: Save the current timesheet

Preview/Print: Print the current timesheet in a form mode OR Print the Timesheets for previous period in a Table mode

Timesheet Section Toolbar

New Timesheet: Click this button to display a new, blank timesheet form

Copy: Click on this button to copy the existing timesheet information to the new timesheet period.

Delete: To Delete the unprocessed timesheet

Click this directional arrow to display the timesheet for the **previous pay** period

Click this directional arrow to display the timesheet for the **next pay** period.

View Controls

you may have two display options to choose from, either Form or Table view

Query: Search for previous week's timesheets; managers may search for their previous timesheets or for current/previous timesheets for their employees

Timesheet Lines Section Toolbar

Add Line: Click this button to add a new line to the timesheet

The screenshot shows the Peraton Timesheet application interface. Two callout boxes highlight specific toolbars:

- Application Toolbar:** A red box highlights the top toolbar containing various icons for file operations, search, and navigation.
- Section Toolbars:** Two red boxes highlight section-specific toolbars. The first box highlights the 'Timesheet' section toolbar with buttons: Sign, New, Delete, More, directional arrows, Table, Query, and window controls. The second box highlights the 'Timesheet Lines' section toolbar with buttons: Add Line to Favorites, Add Line, Copy, Delete, and Query.

The main interface includes a breadcrumb trail: Time & Expense > Time > Timesheets > Timesheet. The 'Timesheet' section has tabs for 'Basic Information' and 'Revision Explanation'. The 'Basic Information' tab shows fields for Name (User, Test), ID (N1019244), Subcontractor, Period Ending (02/21/2025), and Status (Open). Below this is the 'Timesheet Lines' section, which contains a table with columns for Line, Description, Project, Pay Type, PO Release Line, and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri) with dates, followed by a Total column. The table has one data row with Line 1 and a search icon in the Description field. Below the table are rows for Regular, Overtime, and Total.

Header/Basic Information Tab

The Header displays employee information, timesheet, characteristics, and navigational buttons.

Name: Your Name(Read-Only)

ID: Your Employee ID(Read-Only)

Period Ending: Your Current timesheet Period Weekly; always a Friday (Read-Only)

Status:

Missing - Employee has not opened timesheet

Open - Employee has entered and saved hours on timesheet

Signed - Employee has completed timesheet for the week and it has been routed to manager for approval.

Approved - Manager has approved timesheet.

Processed - Timesheet has been exported from time collection to be included in labor processing.

Rejected - Manager has rejected timesheet and employee has an action to correct

Signature: Your Signature with Timestamp (Read-Only)

Approval: Supervisor Approval Signature with Timestamp (Read-Only)

Sign: Sign your Timesheet button

Correct: Correct your Processed Timesheet

The screenshot shows the 'Timesheet' application interface. At the top, there is a 'Sign' button highlighted with a red box. Below it, the 'Basic Information' tab is active, showing fields for Name (User, Test), ID (N1019244), Period Ending (02/21/2025), and Status (Open). The 'Timesheet Lines' table is visible below, with columns for Line, Description, Project, Pay Type, PO Release Line, and days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri) with a Total column.

Correct button will only show once the timesheet has processed.

The screenshot shows the 'Timesheet' application interface after processing. The 'Correct' button is now visible and highlighted with a red box. The 'Status' field is now 'Processed'. The 'Signature' field shows 'User, Test (N1019244) 2/14/25 6:31:50 PM' and the 'Approval' field shows 'Royston, Tonya (N1014969) 2/16/25 1:49:47 PM'. The 'Timesheet Lines' table is updated with data for 'Test Project' (00425.201.0208ICCIOSUB) with a Total of 38.00.

Timesheet Lines/Timesheet Subtasks

The Timesheet Lines section data specific to the applied charges.

Leave: Not Applicable.

Contractors submit time worked (or sometimes 0 hours to indicate time not worked). Absence codes are not used.

Under More button:

Revision Audit : view all of the “Corrections” made to the current timesheet if applicable

Pay Type Summary:

Summarizes entered hours by

R – Regular

OSK – Overtime

DBT – Double Time

Consult with Sponsoring manager to see if Overtime or Double Time are allowed.

Charge Favorites: See the list of Project that are saved to as Favorites.

Add a Line to Favorites: Allows you to add a Projects to Favorites for future use.

Timesheet

Sign New Delete More

Basic Information Revision Explanation

Name * ID * Period Ending * Status

User, Test N1019244 Subcontractor 02/21/2025 Open

Timesheet Lines

Add Line to Favorites Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1												
Regular												
Overtime												
Total												

Sign New Delete More

Period Ending *

02/21/2025

Project Manager Lookup

Charge Favorites

Revision Audit

Work Schedule




















Pay Type Summary

Add Line to Favorites Add Line Copy Delete Query

Sun Mon Tue Wed Thu Fri

Global/Application Options

Application Toolbar provides additional tools

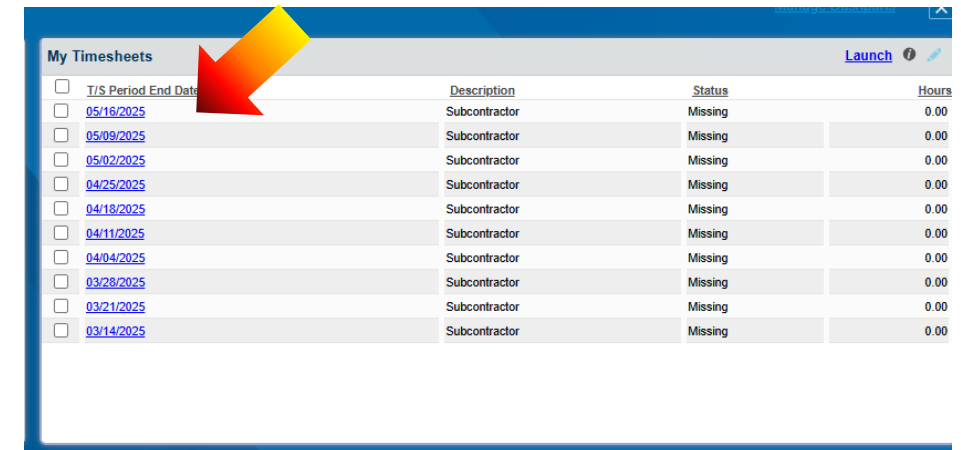
Toolbar icons			Toolbar icons		
Icon	Name	Description	Icon	Name	Description
	Save	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon refreshes the screen after saving.		Reset Default Positioning and View	Click this icon to restore the default positioning and view (Table View or Form View) of the currently active screen.
	Save and Close	Click this icon to store any changes you make on the screen. If you are working on a record, clicking this icon retains that record after saving for further editing.		Show Messages and Errors	Click this icon to display the Messages window where you can view messages that appeared or errors that occurred for the currently active application.
	Refresh	Click this icon to restore the default values or clear the fields on a screen, subtask, or document.		Workflow	Click this icon to resend the workflow email. You can use the drop-down arrow to view workflow activity instructions and complete an activity.
	Clone Record	Click this icon to duplicate an existing record. You can then edit that record and save it as new data.		Export to Excel	Click this icon to export the current report to Microsoft Excel. Costpoint prints the report using the selections you made on the Page Setup and Print Options dialog boxes, except the report output is automatically set to Excel format.
	Lookup	Click this icon to open the Lookup window for a selected field.		My Menu	Click this icon to open the My Menu panel, where you can view all your commonly used applications. You can set up My Menu using the Screen Configuration icon or the Configure User
	Default Action	Click this icon to run an application's default process. You can click the drop-down arrow beside this icon to view and select available actions for the currently active screen.		Open Applications	This icon displays the number of open applications for the current session. Click this icon to view these applications. You can use this list to navigate between applications or close an application.
	Execute	Click this icon to run an inquiry process.		Screen Configuration	Click this icon to view the current company, system, and validation frequency. You can also customize your screen configuration (Top-Level Toolbar, Current Application Layout, and My Menu) and select an administrator profile. You must close all open applications before you can select an administrator profile.
	Page Setup	Click this icon to open the Page Setup dialog box, where you can set up the page layout for printing reports.		Log Out	Click this icon to log out of Costpoint. Upon logging out, Costpoint will prompt you to save your changes. Unsaved data will be lost.
	Print Options	Click this icon to open the Print Options dialog box, where you can set up the system printer, print to file, email delivery, and archiving options.			
	Preview Default Report	Click this icon to preview a report. This icon processes report previews for report applications only.			
	Print Default Report	Click this icon to print a report screen's default report as set up in your print options. This icon prints reports for report applications only.			
	Page Layout	Click this icon to toggle between one-page and two-page layout.			

Time Entry

Access Current Timesheet

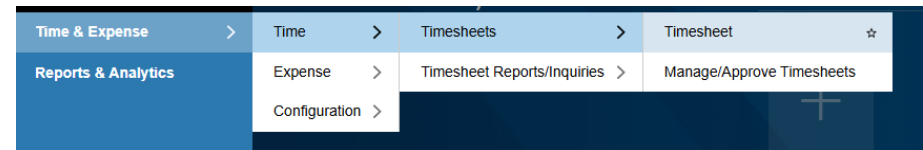
Open your timesheet by either:

- Selecting the hyperlink of the appropriate timesheet from “My Timesheets” module of the Dashboard, or
- By navigating Time & Expense > Time > Timesheets > Timesheet
 - This opens your current week’s timesheet
 - Use the directional arrows in the Section Toolbar to display the appropriate timesheet

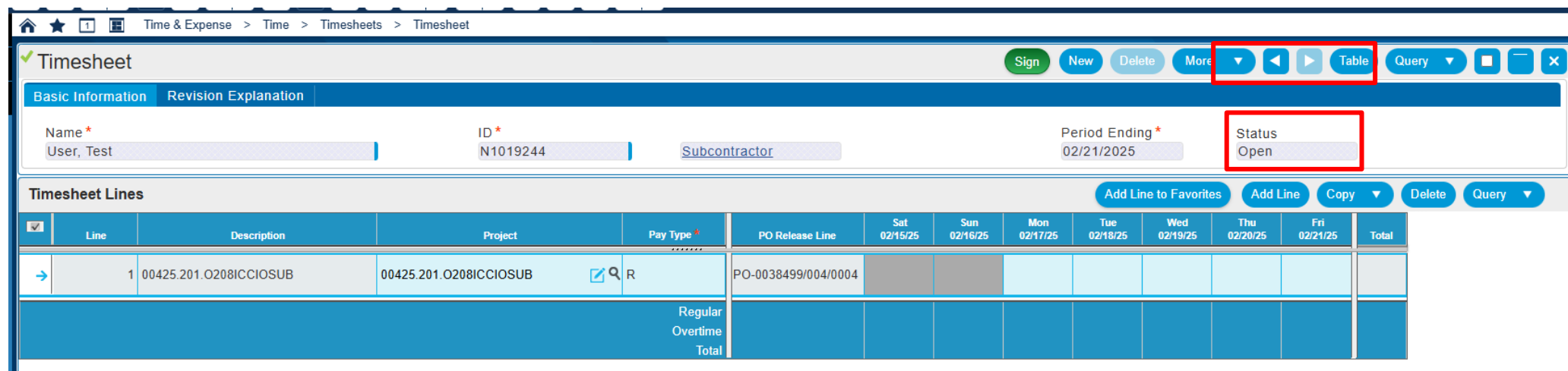


My Timesheets

<input type="checkbox"/>	T/S Period End Date	Description	Status	Hours
<input type="checkbox"/>	05/16/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	05/09/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	05/02/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	04/25/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	04/18/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	04/11/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	04/04/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	03/28/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	03/21/2025	Subcontractor	Missing	0.00
<input type="checkbox"/>	03/14/2025	Subcontractor	Missing	0.00



Time & Expense >	Time >	Timesheets >	Timesheet ☆
Reports & Analytics	Expense >	Timesheet Reports/Inquiries >	Manage/Approve Timesheets
	Configuration >		



Timesheet

Basic Information Revision Explanation

Name * User, Test ID * N1019244 Subcontractor Period Ending * 02/21/2025 Status Open

Timesheet Lines

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1	00425.201.0208ICCIOSUB	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004								
Regular												
Overtime												
Total												

Create Missing Timesheet (if needed)

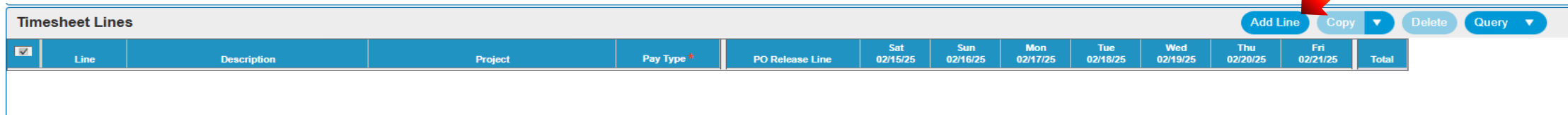
If a timesheet for a given week was not accessed/created by Friday of that week, it has Status of Missing. As a result, it is not searchable using the directional arrows in the Timesheet section toolbar. The Missing timesheet needs to be recreated manually.

- Manually create a Missing timesheet by navigating Time & Expense > Time > Timesheets > Timesheet
 - This opens your current week's timesheet
- Click New from the Timesheet section toolbar
 - This creates a new blank timesheet. Employee (name) and ID auto-populate
- Select the calendar icon in the Period Ending field
- Select the Friday for the period of the missing timesheet

The screenshot displays the 'Timesheet' application window. At the top, a toolbar contains buttons for 'New', 'Delete', 'More', 'Table', 'Query', and window controls. The 'New' button is highlighted with a red box. Below the toolbar, the 'Basic Information' tab is active, showing fields for 'Name' (User, Test), 'ID' (N1019244), and 'Subcontractor'. The 'Period Ending' field is set to '02/28/2025' and is highlighted with a red box. A calendar icon next to the date is also highlighted with a red box. The 'Status' field is set to 'Missing'. Below this, the 'Timesheet Lines' section shows a table with columns for 'Line', 'Description', and 'Total'. A calendar pop-up is open, showing the month of February 2025. The date '28' is highlighted with a red box, indicating the selection of Friday, February 28, 2025. The 'Today' button is visible at the bottom of the calendar.

Charge Number Entry

To add a Timesheet Line to the timesheet, click Add Line. Add as many lines as needed to reflect all Projects worked.

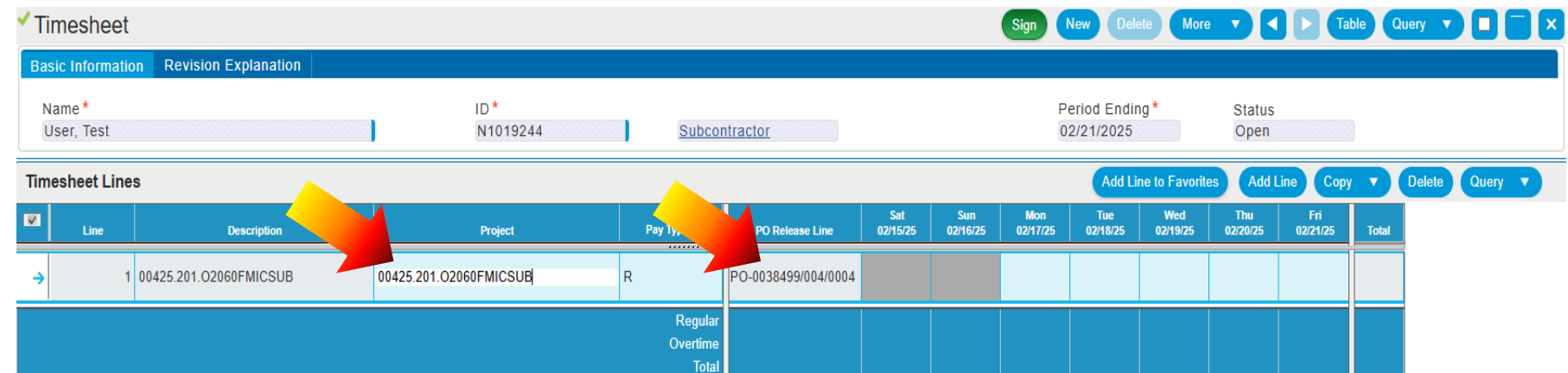


The screenshot shows the 'Timesheet Lines' table. The table has columns: Line, Description, Project, Pay Type, PO Release Line, and days of the week (Sat 02/15/25, Sun 02/16/25, Mon 02/17/25, Tue 02/18/25, Wed 02/19/25, Thu 02/20/25, Fri 02/21/25), and a Total column. Above the table is a toolbar with buttons: Add Line, Copy, Delete, and Query. A red arrow points to the 'Add Line' button.

Projects (i.e. charge numbers) may be typed or copy/pasted directly into the Project cell or they can be selected from the Charge Lookup Tree

- As always, be sure to ask your manager for the appropriate charge number and authorization of its use.
- Enter charge number directly into the cell by placing your cursor in the cell and typing the full charge number, including periods.

**Direct charge numbers
are 20 alpha-numeric
characters;
PO information will
populate based on the
project selected**



The screenshot shows the 'Timesheet' form. The 'Basic Information' tab is active. Fields include: Name (User, Test), ID (N1019244), Subcontractor, Period Ending (02/21/2025), and Status (Open). Below is the 'Timesheet Lines' table. The table has columns: Line, Description, Project, Pay Type, PO Release Line, and days of the week (Sat 02/15/25, Sun 02/16/25, Mon 02/17/25, Tue 02/18/25, Wed 02/19/25, Thu 02/20/25, Fri 02/21/25), and a Total column. A red arrow points to the 'Project' field, and another red arrow points to the 'PO Release Line' field.

Charge Number Entry via Charge Lookup Tree

Access the Charge Lookup Tree by selecting the magnifying icon from the Project cell

Timesheet Lines

Add Line to Favorites

Add Line

Copy

Delete

Query

<input type="checkbox"/>	Line	Description	Project	Pay Type	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
	1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-00384								
	2												
Regular													
Overtime													
Total													

Select the “+” button to expand the “Contractor” Charge Tree or you can Query the Charge Lookup Tree

Name *
User, Test

ID *
N10192

Timesheet Lines

Line	Description	Project
1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB
2		

Lookup

Charge Lookup

Charge/Branch Description	Charge Branch Code
*Favorites	
Contractor	

Current Lookup

Find

Query

Sort

Saved Queries

Search Criteria

Project

begins with

Charge/Branch Description

begins with

☐ Search on current level only

Count

Save Query

Reset

Find

Close

Period Ending *
2/21/2025

Status
Open

Add Line to Favorites

Add Line

Copy

Delete

Query

Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total

Start Date

End Date

Select

Cancel

Charge Number Entry via Lookup Tree

Select the “+” button to expand the Charge Tree

- You may need to navigate 2 levels before the charge numbers are visible.

Left Pane (Lookup):

- Charge Lookup
 - Contractor

Right Pane (Lookup):

- Charge Lookup
 - Contractor
 - Test Project
 - Test Project 1

Check the box next to the charge number(s) you wish to add to your timesheet. Box will turn blue to indicate it's checked.

<input checked="" type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Project
<input type="checkbox"/>	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB
<input checked="" type="checkbox"/>	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB

Click “Select” to add charge number to timesheet

<input checked="" type="checkbox"/>	Charge/Branch Description	Charge Branch Code	Project	Pay Type	PO Release Line	Start Date	End Date
<input checked="" type="checkbox"/>	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB	00425.201.O208ICCIOUSB		PO-0038499/004/0004		
							<input type="button" value="Select"/> <input type="button" value="Cancel"/>

Charge Number Entry

After you have populated the timesheet with the correct charge numbers, you will notice that the “Charge Description” and “Pay Type” fields are automatically populated.

- The default pay type is “R” (Regular), but can be changed under appropriate circumstances
- To access the lookup menu for the Pay Type, select the Magnifying icon.

Timesheet Lines					
<input checked="" type="checkbox"/>	Line	Description	Project	Pay Type *	PO Release Line
→	1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-0038499/004/0004
→	2	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	OSK	PO-0038499/004/0004

Select the appropriate
Radio button to
populate the “Pay
Type”

Lookup			Query ▼	×
<input checked="" type="checkbox"/>	Pay Type ID	Name		
	DBT	Doubletime - Subcontractor		
	OSK	Overtime - Subcontractor		
	R	Regular		
	SK2	Subk Rate 2		
	SK3	Subk Rate 3		
	SK4	Subk Rate 4		

Entering Hours Worked

- Enter the appropriate hours worked for each Project by day (0.1 hour increments)
- The time collection system calculates total time by day, by timesheet line, by pay type and total hours

Timesheet

SignNewDeleteMore▼◀▶TableQuery▼

Basic InformationRevision Explanation

Name *
User, Test

ID *
N1019244

Subcontractor

Period Ending *
02/21/2025



Status
Open

Timesheet Lines

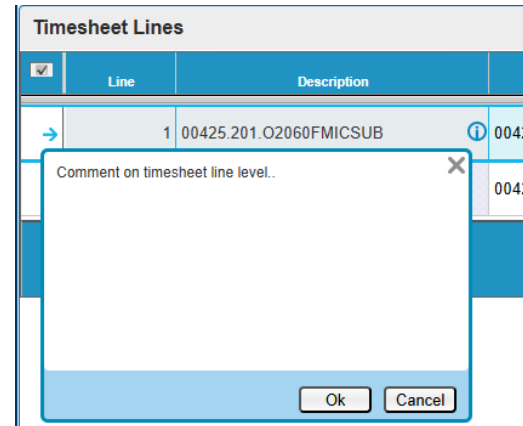
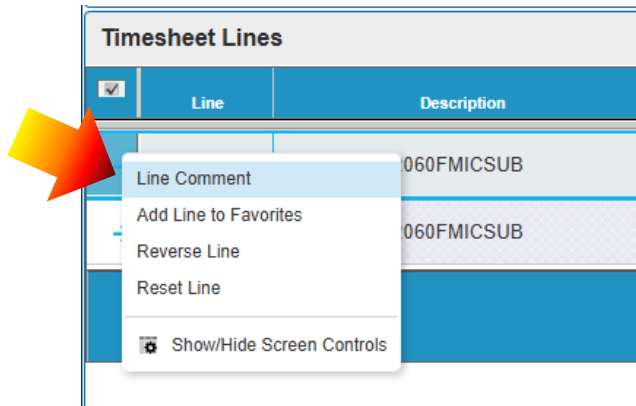
Add Line to FavoritesAdd LineCopy▼DeleteQuery▼


Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
→ 1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-0038499/004/001			7.1	10.2	8.5	7.5	6.7	40.00
→ 2	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	OSK	PO-0038499/004/0004						0.5	2.0	2.50
Regular							7.10	10.20	8.50	7.50	6.70	40.00
Overtime							0.00	0.00	0.00	0.50	2.00	2.50
Total							7.10	10.20	8.50	8.00	8.70	42.50

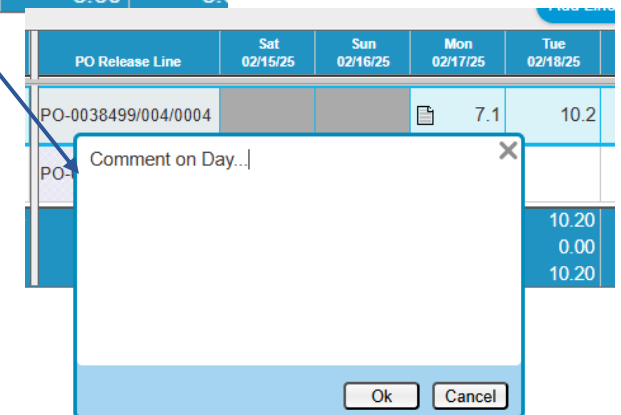
Line and Cell Comments

Timesheet Lines					<div>Add Line to FavoritesAdd LineCopyDeleteQuery</div>								
<input checked="" type="checkbox"/>	Line	Description	Project	Pay Type	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
→	1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-0038499/004/0004			7.1	10.2	8.5	7.5	6.7	40.00
→	2	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	 OSK	PO-0038499/004/0004						0.5	2.0	2.50
Regular								7.10	10.20	8.50	7.50	6.70	40.00
Overtime								0.00	0.00	0.00	0.50	2.00	2.50
Total								7.10	10.20	8.50	8.00	8.70	42.50

Comments may be added to either a timesheet line or individual timesheet “hour-entry” cell.



Add Line to Favorites					A
Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	
	 7.1	10.2	8.5		
	7.10	10.20	8.50	7.50	
	0.00	0.00	0.00	0.00	
	7.10	10.20	8.50	8.50	



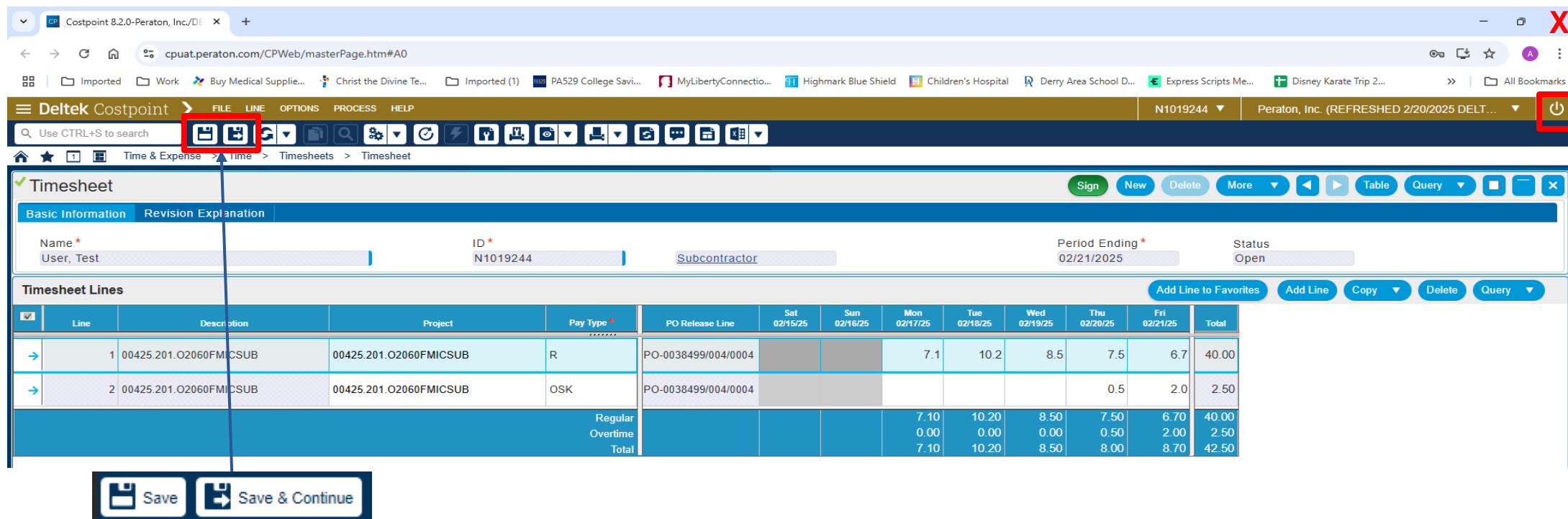
- To add or edit an existing line comment, select the line comment icon in the first column of the table grid for the line. The Line Comments dialog will appear.
- The line number of the comment will also appear in the dialog heading. Enter the information you want to add or edit in the body of the line comment dialog and then select OK to save the comment. The line comment field can accommodate 4,000 characters.

Saving Timesheet

It is extremely important that you “Save” your timesheet after making daily entries.

- If you do not save before properly exiting, the application prompts you to save.
- If you do NOT logout (exit) properly and have not saved, all your entries are lost and must be re-entered.
- Do not select “X” to close the browser to exit the time collection system.

You should click on the Log Out  Button



Costpoint 8.2.0-Peraton, Inc./DE x +

cpuat.peraton.com/CPWeb/masterPage.htm#A0

Deltek Costpoint FILE LINE OPTIONS PROCESS HELP

N1019244 Peraton, Inc. (REFRESHED 2/20/2025 DELT...)

Use CTRL+S to search

Timesheet

Sign New Delete More Table Query

Basic Information Revision Explanation

Name * User, Test ID * N1019244 Subcontractor Period Ending * 02/21/2025 Status Open

Timesheet Lines

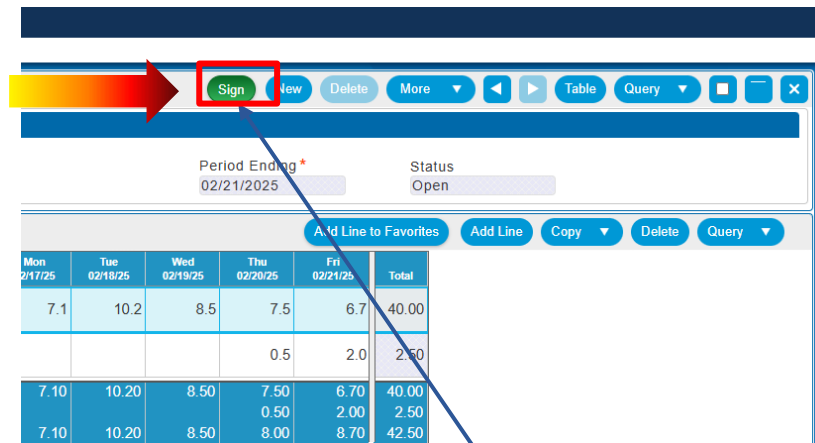
Add Line to Favorites Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-0038499/004/0004			7.1	10.2	8.5	7.5	6.7	40.00
2	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	OSK	PO-0038499/004/0004						0.5	2.0	2.50
Regular							7.10	10.20	8.50	7.50	6.70	40.00
Overtime							0.00	0.00	0.00	0.50	2.00	2.50
Total							7.10	10.20	8.50	8.00	8.70	42.50

Save Save & Continue

Signing Timesheet

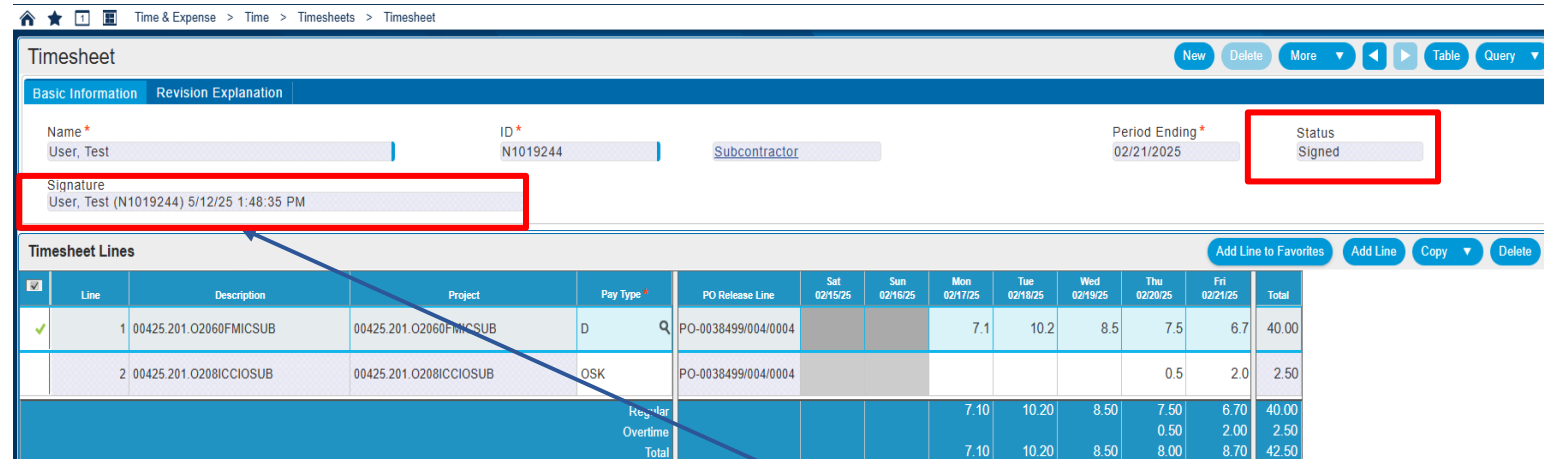
- At the end of the work week, and after saving your timesheet, click “Sign” in the Header section.
 - If there are any errors in your timesheet, you will be prompted with an error message.
- You are then prompted to certify the hours, click “OK”
 - If you have unsaved changes, you will be prompted to save first
- Note the status will change to **Signed** and your Signature appears (name/time stamp)
- Your timesheet has been submitted to your manager for approval.



The screenshot shows the top header of the timesheet interface. A red arrow points to a green 'Sign' button located in the top toolbar. Below the toolbar, the 'Period Ending' is set to 02/21/2025 and the 'Status' is 'Open'. A table below shows daily hours for the week of 02/17/25 to 02/21/25, with a total of 40.00 hours.

Mon 2/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
7.1	10.2	8.5	7.5	6.7	40.00
			0.5	2.0	2.50
7.10	10.20	8.50	7.50	6.70	40.00
7.10	10.20	8.50	0.50	2.00	2.50
			8.00	8.70	42.50

Click here to sign your timesheet



The screenshot shows the timesheet interface after signing. The 'Status' has changed to 'Signed'. The 'Signature' box now contains the text 'User, Test (N1019244) 5/12/25 1:48:35 PM'. The 'Timesheet Lines' table below shows the same data as the previous screenshot, but with the 'Status' column now showing 'Signed'.

Line	Description	Project	Pay Type	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1	00425.201.02060FMCSUB	00425.201.02060FMCSUB	D	PO-0038499/004/0004			7.1	10.2	8.5	7.5	6.7	40.00
2	00425.201.02080CCIOSUB	00425.201.02080CCIOSUB	OSK	PO-0038499/004/0004						0.5	2.0	2.50
			Regular				7.10	10.20	8.50	7.50	6.70	40.00
			Overtime							0.50	2.00	2.50
			Total				7.10	10.20	8.50	8.00	8.70	42.50

After submitting timesheet, you will see your name in the signature box, and a status of “signed” in the toolbar

Timesheet Corrections

Timesheet Correction (Status: Open, Signed, Approved)

- To correct a timesheet with any status: Open, Signed or Approved you simply make the changes directly to the data in the timesheet and then save and sign.
 - The timesheet will return to “Signed” status and will be routed to your manager’s queue for review and approval.
- **Note: The “Correct” button is only used on timesheets with Status: Processed. It is not used on Status: Open, Signed, Approved or Rejected timesheets**

Timesheet Correction (Status: Rejected)

- The My Timesheets module of the Dashboard will show timesheet status, look for any Rejected
 - Click on Update link and it will take you to Manage MyDesktop screen. Click on Launch button to see the list of your Rejected timesheet

Reports & Analytics > Dashboards > Home Dashboard

Manage Dashboards

My Tasks

Category	Pending Tasks	Priority	QTY
Timesheet	Update	Low	1

My Timesheets

T/S Period End Date	Description	Status	Hours
04/30/2021	Subcontractor	Open	11.00
04/16/2021	Subcontractor	Rejected	53.00
03/12/2021	Subcontractor	Open	40.00

Browse Applications > Time & Expense > Configuration > Resources > Manage MyDesktop

Tasks

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Update Timesheet	Overall	1

Launch

Task Details

Timesheet Employee Name	Period Ending	Origination Date/Time	Warning Date/Time	Critical Date/Time	Functional Role	Backup Functional Role	Notes
Contractor, Test (N1001703)	04/16/2021	04/28/2021 04:07:42 PM			Employee	Employee	re-enter time on correct project

Outstanding Expenses Outstanding Advances

Delete Form Query

Launch

Highlight the box next to the Rejected Timesheet(s)

List of Rejected timesheet(s)

Click on the Launch button

Timesheet Correction (Status: Rejected)

- Modify the timesheet according to your managers direction. You can make corrections directly in the cell (of any column) or by selecting “Delete Line” and adding the correct charge number, pay type, or hours to a new line.
- Follow the same procedure of saving, signing and submitting your timesheet to complete the timesheet correction process.

Time & Expense > Time > Timesheets > Timesheet

Timesheet

Sign

Undo Correct

New

Delete

More

Table

Query

Basic Information

Revision Explanation

Name *

User, Test

ID *

N1019244

Subcontractor

Period Ending *

01/10/2025

Status

Rejected

Signature

User, Test (N1019244) 5/9/25 2:25:18 PM

Timesheet Lines

Add Line to Favorites

Add Line

Copy

Delete


Query

<input checked="" type="checkbox"/>	Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
	1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004			5.0	0.0	13.0	0.0	0.0	18.00
				Regular				5.00	0.00	13.00	0.00	0.00	18.00
				Overtime									
				Total				5.00	0.00	13.00	0.00	0.00	18.00

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Timesheet Correction (Status: Processed)

- If you need to correct a timesheet that has already been Processed, return to Home Dashboard and select the desired timesheet for the MyTimesheets list.
 - Click the link to re-open timesheet
- Or locate timesheet by navigating Time & Expense > Time > Timesheets > Timesheets
 - This opens your current week's timesheet
 - Use the directional arrows in the Section Toolbar to display the appropriate timesheet



Reports & Analytics > Dashboards > Home Dashboard

[Manage Dashboards](#)

My Tasks

Category	Pending Tasks	Priority	QTY
----------	---------------	----------	-----

NO ROWS FOUND THAT MEET SELECTION CRITERIA

My Timesheets

T/S Period	End Date	Description	Status	Hours
04/30/2021		Subcontractor	Processed	11.00
04/16/2021		Subcontractor	Processed	50.00
03/12/2021		Subcontractor	Processed	40.00

Select the "Processed" timesheet that you need correct

Select the "Processed" timesheet that you need to correct

The "Correct" button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed)

- Click on “Correct” button
- This will change the timesheet status to Open and open the Timesheet Lines for editing

Time & Expense > Time > Timesheets > Timesheet

Timesheet

Correct New Delete More Table Query

Basic Information Revision Explanation

Name * ID * Period Ending * Status
User, Test N1019244 Subcontractor 01/10/2025 Processed

Signature Approval
User, Test (N1019244) 1/9/25 1:32:42 PM Royston, Tonya (N1014969) 1/12/25 8:09:36 PM

Timesheet Lines

Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004			0.0	0.0	13.0	0.0	0.0	13.00
Regular							0.00	0.00	13.00	0.00	0.00	13.00
Overtime							0.00	0.00	13.00	0.00	0.00	13.00
Total							0.00	0.00	13.00	0.00	0.00	13.00

The “Correct” button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed)

- The button changes from Correct to Undo Correct. The Undo Correct button enables the employee to revert the Original entries if necessary.
- Make necessary changes to the timesheet:
 - Modify hours and/or pay type on existing project lines as applicable.
 - Add new charge number(s) and hours on next available line(s) as applicable.
- Save changes and enter required comment explaining reason for the changes. The explanation becomes part of the official source documentation subject to both internal and external audit review.
- Sign your timesheet. The timesheet will show up on your manager's desktop, but you should also alert your manager to ensure timely processing.

Time & Expense > Time > Timesheets > Timesheet

Timesheet

Sign Undo Correct New Delete More Table Query

Basic Information Revision Explanation

Name * User, Test ID * N1019244 Subcontractor Period Ending * 01/10/2025 Status Open

Timesheet Lines

Add Line to Favorites Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004			0.0	0.0	13.0	0.0	0.0	13.00
Regular							0.00	0.00	13.00	0.00	0.00	13.00
Overtime							0.00	0.00	13.00	0.00	0.00	13.00
Total							0.00	0.00	13.00	0.00	0.00	13.00

The "Correct" button is only used on timesheets with Status: Processed

Timesheet Correction (Status: Processed) – RETRO RATE

- Occasionally the timesheet needs to be resubmitted to capture updated rates
- Select the Correct button
- Click the Copy button (which will add a line to the timesheet) – MAKE NO OTHER CHANGES TO THE TIMESHEET
- Save and then Sign your timesheet. The timesheet will show up on your manager's desktop, but you should also alert your manager to ensure timely processing.
- The voucher process will automatically calculate and summarize the rate difference for invoicing

Timesheet

Correct New Delete More Table Query

Basic Information Revision Explanation

Name * User, Test ID * N1019244 Subcontractor Period Ending * 01/10/2025 Status Processed

Signature User, Test (N1019244) 1/9/25 1:32:42 PM Approval Royston, Tonya (N1014969) 1/12/25 8:09:36 PM

Timesheet Lines

Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004			0.0	0.0	13.0	0.0	0.0	13.00
Regular							0.00	0.00	13.00	0.00	0.00	13.00
Overtime												

Time & Expense > Time > Timesheets > Timesheet

Timesheet

Sign Undo Correct New Delete More Table Query

Basic Information Revision Explanation

Name * Ellis, Kenneth ID * N1019244 Subcontractor Period Ending * 01/10/2025 Status Open

Timesheet Lines

Add Line to Favorites Add Line Copy Delete Query

Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004			0.0	0.0	13.0	0.0	0.0	13.00
2	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/004/0004								
Regular							0.00	0.00	13.00	0.00	0.00	13.00
Overtime												
Total							0.00	0.00	13.00	0.00	0.00	13.00

Timesheet Correction

When the Timesheet is saved, a Revision Explanation will be created.

- Revision Explanations track any changes to the previously saved timesheets
- The revision explanations will include changes to all lines and individual cells

Timesheet

Correct

New

Delete

More

Table

Query

Basic Information

Revision Explanation

Name *

User, Test

ID *

N1019244

Subcontractor

Period Ending *

01/10/2025

Status

Processed

Signature

User, Test (N1019244) 1/9/25 1:32:42 PM

Approval

Royston, Tonya (N1014969) 1/12/25 8:09:36 PM

Timesheet Lines

Add Line

Copy

Delete

Query

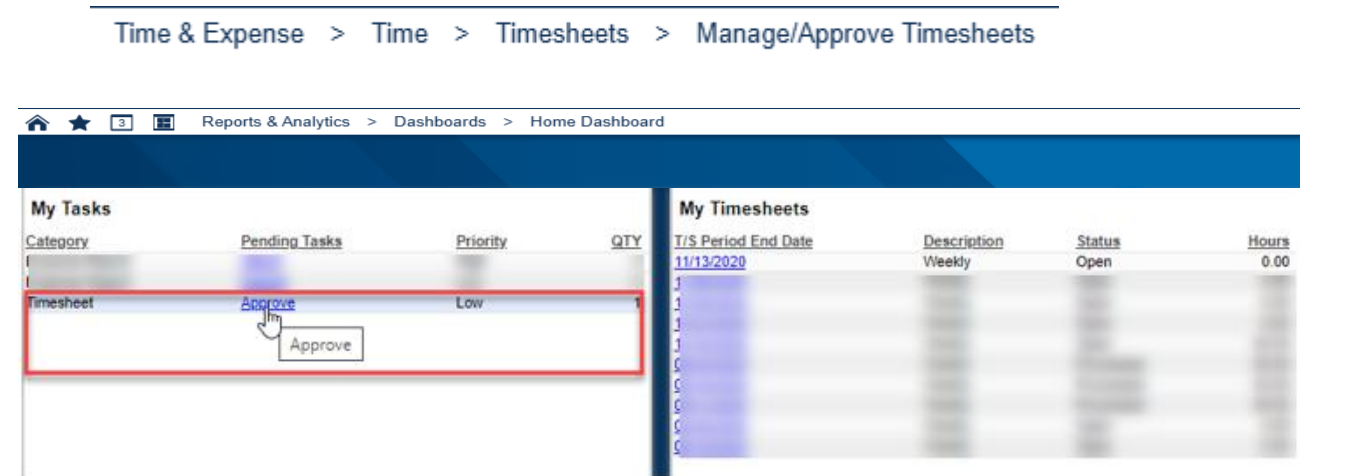
Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.O208ICCIOSUB	R	PO-0038499/004/0004			0.0	0.0	13.0	0.0	0.0	13.00
Regular							0.00	0.00	13.00	0.00	0.00	13.00
Overtime												
Total							0.00	0.00	13.00	0.00	0.00	13.00

Manager / Primary Approver Time Functionality

Primary Approver - Timesheet Approval

Access timesheets pending approval via one of two methods:

1. Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
2. From Home Dashboard / My Tasks:
 - Click the Approve hyperlink under Pending Tasks
 - Clicking the Approve hyperlink from My Task will either open *MyDesktop* or take you directly to the timesheets that need approved
 - Click Launch to open the timesheet
 - Select Launch under Task to see all timesheets to approve, or
 - Select Launch under Task Details to see individual timesheet to approve



Time & Expense > Time > Timesheets > Manage/Approve Timesheets

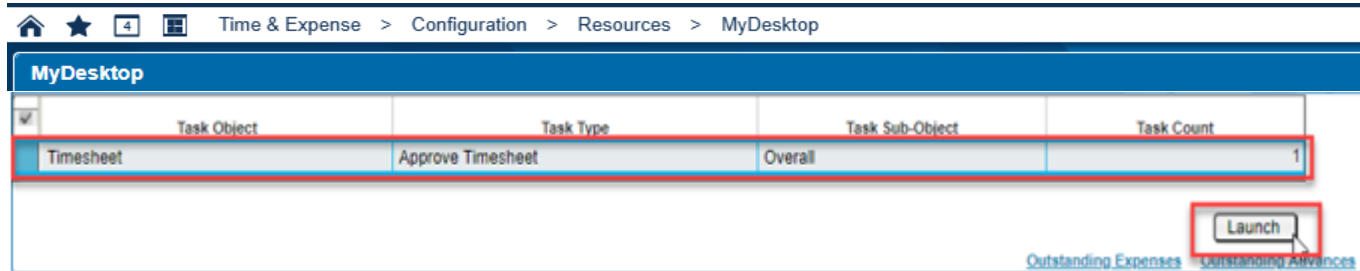
Home Dashboard

My Tasks

Category	Pending Tasks	Priority	QTY
Timesheet	Approve	Low	

My Timesheets

T/S Period	End Date	Description	Status	Hours
11/13/2020		Weekly	Open	0.00



Time & Expense > Configuration > Resources > MyDesktop

MyDesktop

Task Object	Task Type	Task Sub-Object	Task Count
Timesheet	Approve Timesheet	Overall	1

Launch

Primary Approver - Timesheet Approval

- Either method will open the Manage/Approve Timesheets screen
- Upon arriving at this screen as the Primary Approver, it is automatically *Filtered By: Approval Tasks*. This means that any timesheets that are pending approval are listed in the Timesheet section.
- Select a timesheet from list, make sure box turns blue
 - The details of that timesheet appear in the Timesheet Lines section below
- Select Approve or Reject
- Repeat for each timesheet needing approval

If an expected timesheet doesn't appear, the Primary Approver may need to "Search" for it. See next slide for Search instructions

Approve Timesheet

Filter By: Status

Criteria:

- Schedule
- Year
- Period
- Function
- Group: All
- Timesheet Class: All
- Filter: -None-
- Filter Value

Status:

- ☒ Open
- ☒ Signed
- ☐ Approved
- ☐ Rejected
- ☐ Processed
- ☐ Include Missing

Counts:

Missing		Approved	0
Open	0	Rejected	0
Signed	2	Processed	93

Timesheet

Name *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approval
User, Test	N1019244	Signed	02/21/2025		Entered	4	Subcontractor	Subcontractor	1.01.01.HQ10.117	User, Test (N1019244) 5/12/25 1:48:35 PM	
User, Test	N1019244	Signed	01/10/2025		Entered	3	Subcontractor	Subcontractor	1.01.01.HQ10.117	User, Test (N1019244) 5/9/25 2:25:18 PM	

Timesheet Lines

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1	00425.201.O2060FMICSUB	00425.201.O2060FMICSUB	R	PO-0038499/0			7.1	10.2	8.5	7.5	6.7	40.00
2	00425.201.O208ICCIOSUB	00425.201.O208ICCIOSUB	OSK	PO-0038499/0						0.5	2.0	2.50
Regular							7.10	10.20	8.50	7.50	6.70	40.00
Overtime										0.50	2.00	2.50
Total							7.10	10.20	8.50	8.00	8.70	42.50

Primary Approver - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Status: *check boxes as needed*
 - Last Name or ID: *as needed*
- Press **Lightning Bolt** icon to run query
- Search Results appear in Timesheet section; details of those timesheet(s) appear in the Timesheet Lines section

Approve Timesheet

Filter By * Status

Criteria

Schedule

Year

Period

Function

Group Timesheet Class

Filter

Filter Value

Status

☒ Open

☒ Signed

☒ Approved

☐ Rejected

☐ Processed

☐ Include Missing

Counts

Missing		Approved	0
Open	0	Rejected	0
Signed	2	Processed	93

Select Resource Groups Select Timesheet Classes

Timesheet

Name *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approval
User, Test	N1019244	Signed	02/21/2025	Entered		4	Subcontractor	Subcontractor	1.01.01.HQ10.117	User, Test (N1019244) 5/12/25 1:48:35 PM	
User, Test	N1019244	Signed	01/10/2025	Entered		3	Subcontractor	Subcontractor	1.01.01.HQ10.117	User, Test (N1019244) 5/9/25 2:25:18 PM	

Leave Revision Audit Pay Type Summary Charge Favorites

Timesheet Lines

Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
1	00425.201.02060FMICSUB	00425.201.02060FMICSUB	R	PO-0038499/00			7.1	10.2	8.5	7.5	6.7	40.00
2	00425.201.02081CCIOSUB	00425.201.02081CCIOSUB	OSK	PO-0038499/00					0.5	2.0		2.50
			Regular				7.10	10.20	8.50	7.50	6.70	40.00
			Overtime							0.50	2.00	2.50
			Total				7.10	10.20	8.50	8.00	8.70	42.50

Backup Approver and Proxy Time Functionalities

Role Functionalities

- **LABOR:**

- Enter/Correct/Sign their own timesheets

- **PRIMARY APPROVER (aka Manager):**

- Approve timesheets
- Enter/Correct timesheets on behalf of others
- Sign timesheets on behalf of others *

- **BACKUP APPROVER:**

- Approve timesheets (via Search method)
- Enter/Correct timesheets on behalf of others
- Sign timesheets on behalf of others *

- **PROXY:**

- Enter/Correct timesheets on behalf of others
- Sign timesheets on behalf of others

Note: It is possible to have a Labor and Approver/Proxy role with the SAME ID. Multiple IDs are not necessary.

*** The same ID cannot both sign AND approve timesheets due to application restrictions. For example, if a Primary Approver signs a timesheet, the Backup Approver will need to approve it (and vice versa).**

Backup Approver and Proxy - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Function: **Backup Approver** or **Timesheet Proxy**
 - Status: *check boxes as needed*
 - Last Name or ID: *as needed*
- Press **Lightning Bolt** icon to run query
- The number of timesheets by Status will display in the “Counts” box
- Search Results appear in Timesheet section; details of those timesheet(s) appear in the Timesheet Lines section

Approve Timesheet

Filter By * **Status**

Criteria

Schedule

Year

Function **Backup Approver**

Filter **ID**

Filter Value **N1019244**

Status

☒ Open

☒ Signed

☒ Approved

☒ Rejected

☒ Processed

☒ Include Missing

Counts

Missing 12

Open 0

Signed 2

Approved 0

Rejected 0

Processed 93

Timesheet

Name *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approval
Contractor, Test	N1019244	Processed	05/05/2023		Entered	1	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1019244) 5/8/23 1:35:40 AM	Royston, Tonya (N1014969) 5/8/23 8:18:11 AM
Contractor, Test	N1019244	Processed	05/12/2023		Entered	1	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1019244) 5/12/23 10:48:43 PM	Royston, Tonya (N1014969) 5/15/23 8:18:51 AM
Contractor, Test	N1019244	Processed	05/19/2023		Entered	1	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1019244) 5/19/23 11:45:29 PM	Royston, Tonya (N1014969) 5/22/23 6:36:24 AM

Timesheet Lines

Line	Description	Project	Pay Type *	PO Release Line	Mon 05/01/23	Tue 05/02/23	Wed 05/03/23	Thu 05/04/23	Fri 05/05/23	Total
1	Narsil BY 1 8 Allocated LABOR	00425.001.BY08ALLOCSUB	R	PO-0038499/00	4.0					4.00
2	Narsil BY 1 8 DNI/MIMC LABOR	00425.001.BY08008MCSUB	R	PO-0038499/00	7.5	8.0	8.0	7.5	0.0	31.00
	Regular				11.50	8.00	8.00	7.50	0.00	35.00
	Overtime									
	Total				11.50	8.00	8.00	7.50	0.00	35.00

Backup Approver - Timesheet Approval

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Function: **Backup Approver**
 - Status: **Signed**
 - Last Name or ID: *as needed*
- **Press Lightning Bolt icon to run query**
- The list of timesheets pending approval appear in the Timesheet section
- Select timesheet from list, make sure box turns blue
 - The details of that timesheet appear in the Timesheet Lines section below
- Select Approve or Reject
- Repeat for each timesheet needing approval

Backup Approvers must **SEARCH** for timesheet to appear for approval.

Approve Timesheet

Filter By * Status

Criteria

Schedule

Year

Period

Function Backup Approver

Group All Timesheet Class All

Filter ID

Filter Value N1019244

Status

☐ Open

☒ Signed

☐ Approved

☐ Rejected

☐ Processed

☐ Include Missing

Counts

Missing	0	Approved	0
Open	0	Rejected	0
Signed	2	Processed	93

Timesheet

Name *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature	Approval
Contractor, Test	N1019244	Signed	01/10/2025		Entered	5	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1019244) 5/15/25 2:22:24 PM	
Contractor, Test	N1019244	Signed	02/21/2025		Entered	4	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1019244) 5/12/25 1:48:35 PM	

Timesheet Lines

Line	Description	Project	Pay Type *	PO Release Line	Sat 01/04/25	Sun 01/05/25	Mon 01/06/25	Tue 01/07/25	Wed 01/08/25	Thu 01/09/25	Fri 01/10/25	Total
1	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/00			0.0	0.0	13.0	0.0	0.0	13.00
2	Test Project	00425.201.0208ICCIOSUB	R	PO-0038499/00								0.00
	Regular						0.00	0.00	13.00	0.00	0.00	13.00
	Overtime						0.00	0.00	13.00	0.00	0.00	13.00
	Total						0.00	0.00	13.00	0.00	0.00	13.00

Approver and Proxy – Create Missing Timesheet (1/2)

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change Criteria in the Approve Timesheet section:
 - Filter By: **Status**
 - Status: **Open and Include Missing**
 - Last Name or ID: *is populated*
- **Press Lightning Bolt icon to run query**
- Click Missing timesheet hyperlink [Missing timesheets](#)

The screenshot shows the 'Approve Timesheet' interface. The top toolbar contains a lightning bolt icon (highlighted with a red box). The breadcrumb trail is 'Time & Expense > Time > Timesheets > Manage/Approve Timesheets'. The 'Approve Timesheet' section has a 'Filter By' dropdown set to 'Status' (highlighted with a red box). Below this, the 'Criteria' section includes fields for Schedule, Year, Period, Function (set to 'Backup Approver'), Group (set to 'All'), and Timesheet Class (set to 'All'). The 'Filter' dropdown is set to 'ID' and the 'Filter Value' is 'N1019244' (both highlighted with a red box). The 'Status' section on the right has checkboxes for 'Open' (checked), 'Signed', 'Approved', 'Rejected', 'Processed', and 'Include Missing' (checked and highlighted with a red box). The 'Counts' section shows a table of counts for Missing, Open, Signed, Approved, Rejected, and Processed timesheets. At the bottom, there are three hyperlinks: 'Select Resource Groups', 'Missing Timesheets' (highlighted with a red box), and 'Select Timesheet Classes'.

Counts	Missing	Open	Signed	Approved	Rejected	Processed
Missing	12			0		
Open		1			0	
Signed			2			92

Approver and Proxy – Create Missing Timesheet (2/2)

- Select desired timesheet week from list and press Create timesheets button, then click Close
- New timesheet is added to the Timesheet section
- Select Add Line in the Timesheet Lines section to add project, pay type and hours. Save and Sign timesheet.

Missing Timesheets

✓	Resource	Resource ID	Period Ending	Schedule
<input checked="" type="checkbox"/>	Contractor, Test	N1019244	02/28/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	03/07/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	03/14/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	03/21/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	03/28/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	04/04/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	04/11/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	04/18/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	04/25/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	05/02/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	05/09/2025	Subcontractor
<input type="checkbox"/>	Contractor, Test	N1019244	05/16/2025	Subcontractor

Timesheet Lines

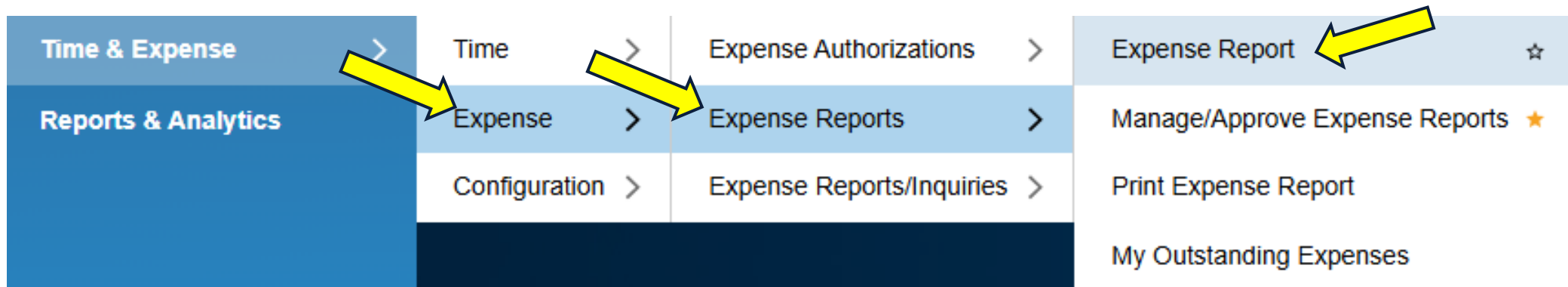
✓	Line	Description	Project	Pay Type *	PO Release Line	Sat 02/15/25	Sun 02/16/25	Mon 02/17/25	Tue 02/18/25	Wed 02/19/25	Thu 02/20/25	Fri 02/21/25	Total
---	------	-------------	---------	------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-------

Alternatively, a Missing timesheet can be created manually by the Approver/Proxy on this Manage/Approve Timesheets screen by following similar steps as identified in the LABOR Time Entry section of this Reference Guide (see slide Create Missing Timesheet)

Expense Entry (Wizard Mode)

Creating an Expense Report

- Navigate to Time & Expense menu
- From the main screen select **Time & Expense > Expense > Expense Reports > Expense Report**

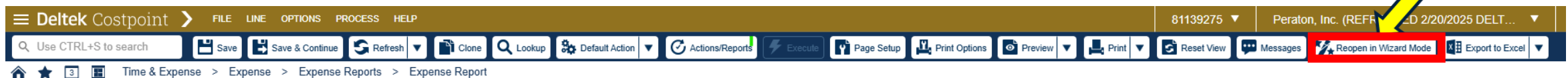


Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

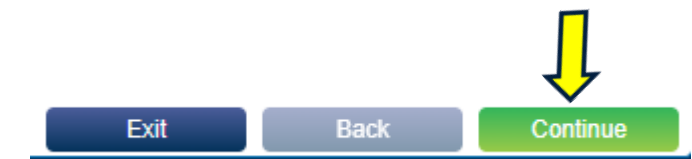
Switch to Wizard Mode (if needed)

- This Reference Guide provides instructions for entering an Expense Report via the Wizard mode
- After navigating through Time & Expense > Expense > Expense Reports > Expense Report, if the initial screen does NOT have the Continue button at the bottom right, then you are NOT in Wizard mode. You will need to switch to Wizard Mode.
- To Switch to Wizard mode:

1. Click the Wizard icon in the Application Toolbar to Reopen the Expense Report in Wizard Mode, then click “OK”



2. You can tell you are now in Wizard mode because the Continue button appears at the bottom right of the Expense Report

A screenshot of the 'Expense Report' form in the Deltek Costpoint application. The form is titled 'Provide details about the purpose of the expense report.' and contains several input fields for 'Resource', 'Date', 'Type', 'Description', 'From', 'To', and 'Purpose'. The 'Continue' button is located at the bottom right of the form and is highlighted with a red rectangular box. A yellow arrow points to the 'Continue' button from the right.

Creating an Expense Report - Details

- Enter the following information: Date, Description, From Date, To Date, Purpose
 - *The Type field prepopulates with Contractor*
- Click **Continue** when complete

The screenshot shows the 'Expense Report' details form in the Peraton system. The form is titled 'Provide details about the purpose of the expense report.' and contains the following fields:

- Resource *
- Date * (05/02/2025)
- Type * (Contractor)
- Description *
- From * (05/02/2025)
- To * (05/02/2025)
- Purpose

The 'Continue' button at the bottom right is highlighted with a red box and a yellow arrow.

Creating an Expense Report – Default Charges

- Under **Charge**, use the magnifying glass to lookup the project code.
 - In the Lookup dialog box that appears use the Charge/Branch Description to find the appropriate code. Use the “+” button to expand the list. You may need to navigate 2 levels before the charge numbers are visible. Select the line for the appropriate Charge Code, make sure box at the left of the line turns blue. Click on the **Select** button.
 - Alternatively, you can type or copy/paste the project code into the Charge field.
- Click Add Charge to add an additional lines for additional project codes if applicable.
 - Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount
- Click on **Continue**

The screenshot displays the 'Manage Expense Report' interface. At the top, there's a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a summary section shows 'Report ID', 'Description', 'Revision', 'Total To Me', 'Date', 'Correction', 'Payment Received', 'Status', and 'Currency'. The 'Default Charges' section is active, showing a table with columns: ID, Charge Type, Charge, Description, and Default Allocation %. A yellow arrow points to the 'Charge' field. Below this, the 'Lookup' dialog is open, showing a tree view with 'Charge Lookup' and 'Contractor'. A table lists 'Charge/Branch Description', 'Charge Branch Code', 'Project', 'Labor Location', 'PO Release Line', 'GLC Costpoint Company', 'GLC', 'PLC Costpoint Company', 'PLC', 'Pay Type', 'Work State', and 'Commute'. A yellow arrow points to the 'Select' button. At the bottom, there are three buttons: 'Exit', 'Back', and 'Continue'. A yellow arrow points to the 'Continue' button.

ID	Charge Type	Charge	Description	Default Allocation %
1	Project			100.00

Charge/Branch Description	Charge Branch Code	Project	Labor Location	PO Release Line	GLC Costpoint Company	GLC	PLC Costpoint Company	PLC	Pay Type	Work State	Commute
TTO 001 Award Fee Sharing	00403.003.001.999000AFS000										

Creating an Expense Report – Overall Attachments

- Select **Attach** and browse for the document to upload.
 - Upload *all* documents as **one** PDF/document package.
 - *Description field is not editable in the File Upload box*
 - Click **Upload**
- Click **Save Report**

The screenshot displays the Peraton Expense Report interface. On the left, a sidebar contains a menu with options: Purpose, Default Charges, Overall Attachments, and Expenses. The main area features a table with columns: ID, Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Original File Name, File Name, and Storage Location. Two rows are visible, both labeled 'Overall Expense'. Below the table are buttons for 'Attach', 'Missing', and 'View', along with a link for 'Instructions Text'. A 'File Upload' dialog box is open in the foreground, showing a 'File Name*' field with a 'Browse...' button and the text 'No file selected.', a 'Description' field, and 'Upload' and 'Close' buttons. At the bottom of the interface, there are three buttons: 'Exit', 'Back', and 'Save Report'. A large yellow arrow points down to the 'Save Report' button.

Creating an Expense Report – Expenses / Expense Type

- To enter expenses, select the **Add Claimed Expense** button and select the Expense Type
- Click **Continue**

The screenshot displays the Peraton Expense Report interface. At the top, a blue header bar contains the text 'Report ID', 'Description', and 'Revision'. Below this, a form shows 'Report ID' as ER00153629, 'Description' as Sample expense, and 'Revision' as Correction. The 'Date' is 05/03/2021 and 'Status' is Draft. A 'Void' button is visible. A yellow arrow points to the 'Add Claimed Expense' button, which is highlighted with a red box. Below the button, a table lists 'Expense ID', 'Expense Type', 'Expense Date', 'Payment Method', 'Expense Incurred', and 'Trans'. A sidebar on the left shows a list of items: Purpose, Default Charges, Overall Attachments, and Expenses, each with a green checkmark. A 'Continue' button is highlighted with a red box and a yellow arrow. A 'Lookup' dialog box is open, showing a table with 'Category' and 'Expense Type' columns. The 'Travel' category is selected, and the 'Select' button is highlighted with a red box and a yellow arrow. The 'Continue' button is also highlighted with a red box and a yellow arrow.

Report ID: ER00153629
Description: Sample expense
Revision: Correction
Date: 05/03/2021
Status: Draft
Void

Buttons: Add Claimed Expense, Delete, Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Trans
------------	--------------	--------------	----------------	------------------	-------

Use lookup below to select the type of expense you are claiming.

Expense Type *

Lookup

Category	Expense Type
ODCs	Other Direct Costs
Travel	Travel
Award Fee	Award Fee
Computer Usage	Computer Usage
Rate Change	Rate Change
Labor	Labor

Buttons: Select, Cancel

Buttons: Exit, Back, Continue

Subcontractors do not itemize Travel expenses in Deltek. Select the “Travel” category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Creating an Expense Report – Expense Details

- Fill in all the **Required** information on the Expense Details screen
- The Expense Date must be within the date range of the report
- Click **Continue** when done

Expense Type ✓

Expense Details

Expense Amount

Charge Allocations Under Ceiling

Please enter details about the expense you are claiming.

Expense Date * 11/11/2022

Short Description V00002/11/11/2022

Comments

Instruction Text

Exit Back Continue

Creating an Expense Report – Expense Amount

- Enter **Payment Method**: Contractor Paid
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the supplier.
- **DO NOT** enter **Personal Amounts** as this will prohibit the ER from processing.
- Click **Continue** when done.

Report ID	ER00153629	Description	Sample expense	Report Start	05/03/2021	Report End	05/19/2021
Expense ID	1	Expense Type	Travel	Expense Date	05/19/2021	Expense Amount	5.00

Expense Type ✓

Expense Details ✓

Expense Amount

Charge Allocations Under Ceiling

Please enter the total incurred amount and break out any personal or unallowable portion if needed on the expense report.

Payment Method *

Contractor Paid

Expense Incurred *

5.00

(-) Personal *

0.00

(-) Non-Reimbursable

0.00

Reimbursable Expense

5.00

Ceiling

0.00

Reimbursable Pay Amount

5.00

USD

Exit

Back

Continue

Repeat the steps for “Add Claimed Expenses” to breakout costs by each unique Project.

Creating an Expense Report – Charge Allocations Under Ceiling

- All of the information previously entered is defaulted on this screen.
 - *If you need to add additional Project(s), then click on **Add Charge** button.*
- If using more than one Project, it is recommended that costs be broken out by unique Projects using an associated “Add Claimed Expenses” as stated on prior slide(s).
- Alternatively (not recommended) if using more than one Project, expenses can be allocated as follows:
 - Allocate the expenses by percentage by updating the Percentage column, or
 - Allocate the expenses by amount by first clicking the **Allocate by Amount** button to enable the Amount column, then update the Amount column.
- Click **Continue** or **Update Expense** when done

Expense Details ✓

Expense Amount ✓

Charge Allocations Under Ceiling

Add Charge		Allocate By Amount							
Allocation ID	Percentage	Amount	Expense Charge Type	Project	Description	Account	PO Release Line	Organization	Expense Reference Code
1	100.00	152.05	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	
2	0.00	0.00	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	

Instruction Text

Exit

Back

Update Expense

Correcting Expense before Submitting

The expense report is now in Draft status. If any corrections need to be made to it before submitting for approval:

- Description, From Date, To Date or Purpose - Click Details on the left menu to make updates
- Add an additional Project - Click Default Charges on the left menu, then click **Add Charge**
- Expense Incurred - Click Expenses on the left menu, then click **Edit Expense**

Report ID

ER00196370

Description

My ER

Revision

0

Total To Me

152.85

Date

11/16/2022

Correction

0

Payment Received

0.00

Status

Draft

Currency

USD

Void

Details

Default Charges

Overall Attachments

Expenses

Add Claimed Expense

Delete

Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Amount	Transaction Currency	Short Description
1	Travel - Travel	11/11/2022	Contractor Paid	152.85	US Dollar (USD)	V00002/11/11/2022
0				0.00		

Expense Reports with **Status: Processed** cannot be corrected.

Submitting an Expense Report (1/3)

- Once the expense report is complete, make sure it is saved.
- Click **Submit**

Report ID	ER00153629	Description	Sample expense	Revision	0	Total To Me	5.00
Date	05/03/2021			Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

Purpose	✓
Default Charges	✓
Overall Attachments	✓
Expenses	

Add Claimed Expense								Delete	Edit Expense
<input checked="" type="checkbox"/>	Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Transaction Currency	Short Description		
	1	Travel - Travel	05/19/2021	Contractor Paid	5.00	US Dollar (USD)	V00002/05/19/2021		



- It's good practice to save the expense report throughout the entry process to avoid losing your information.
- You can Save it by clicking the save button on your Application tool bar or you can click on the Save Expense button in the expense report.

Submitting an Expense Report (2/3)

- Ensure all required documentation is attached
 - Click **Attach** if needed
- Click on **Continue**

Attachments

Certification

Query ▼

<input checked="" type="checkbox"/>	Attachment Type	Rule	Description	Expense/Charge	Amount	Currency	Attachment	Required	Attached	Missing	Reason for Missing Attachment	Storage Location	Original File Name
<input checked="" type="checkbox"/>	Overall Expense	Optional	Optional overall attachment				1 file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		RECEIPTS	ER_20221116130900.xlsx
<input checked="" type="checkbox"/>	Overall Expense	Optional	Optional overall attachment				0 file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		RECEIPTS	ER_20221116130900.xlsx

Attach

Missing

View

[Instruction Text](#)

Exit

Back

Continue

Submitting an Expense Report (3/3)

You are required to certify that the expenses charged are in accordance with all applicable policies and procedures.

- Check “I Agree” box
- Click on **Update Report** button to complete the Expense Report submission process
- Status now changed to Submitted and ER is routed for your Primary Approver for review/approval

The screenshot displays the final step of submitting an expense report. At the top, a summary bar shows the Report ID (ER00196370), Description (My ER), Revision (0), Total To Me (152.85), Date (11/16/2022), Status (Draft), and Payment Received (0.00). Below this, the 'Attachments' section is visible. The main area is a large text box for certification, with the text: "By signing this expense report you are certifying that expenses charged are in accordance with company policies and procedures." Below the text box, the checkbox "I Agree" is checked and highlighted with a red rectangle. At the bottom right, a yellow arrow points down to the "Update Report" button, which is green and stands out among the "Exit" and "Back" buttons. A yellow sticky note with "DONE!" is pinned to the right side of the interface.

Report ID	ER00196370	Description	My ER	Revision	0	Total To Me	152.85
Date	11/16/2022			Correction	0	Payment Received	0.00
Status	Draft					Currency	USD

Attachments

Certification

By signing this expense report you are certifying that expenses charged are in accordance with company policies and procedures.

☒ I Agree

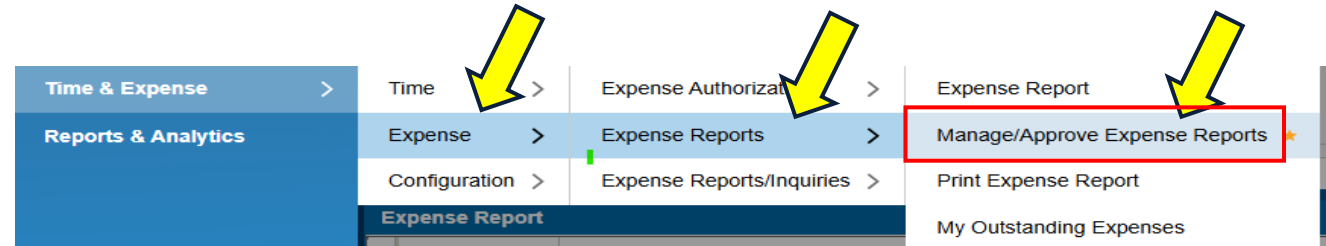
Exit Back Update Report

Expense Approval

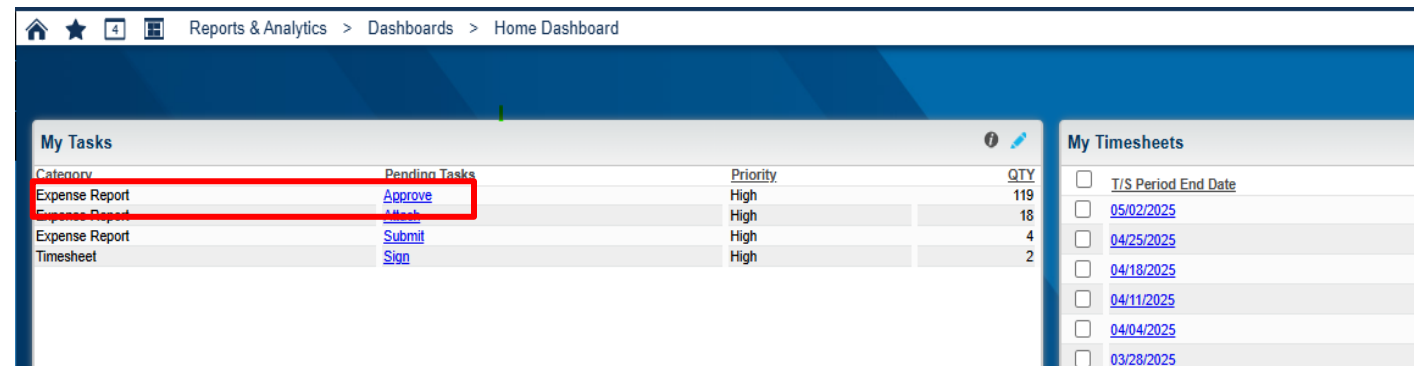
Approving/Rejecting Expense Reports

Access Expense Reports pending approval via one of two methods:

1. Navigate through Time & Expense > Expense > Expense Reports > Manage/Approve Expense Reports



2. From Home Dashboard / My Tasks:
 - Click the Approve hyperlink under Pending Task



Either method will take you to Manage/Approve Expense Reports screen

Approving/Rejecting Expense Reports

- Upon arriving at the Manage/Approve Expense Reports screen as the Primary Approver, it is automatically *Filtered By: Outstanding Tasks*. This means that any Expense Reports that are tied to this Primary Approver and have any outstanding actions are listed in the Expense Report section.
- To narrow the list of Expense Reports to those that need to be reviewed/approved/rejected, change the Filter By: Status, ensure Function: Primary Approver and check Status: Submitted. Click Execute
 - Can further filter by entering any necessary Criteria (Last Name, ER ID)
 - Backup Approvers will need to use Function: Backup Approver
- The list of Expense Reports to those that need to be reviewed/approved/rejected will appear in the Expense Report section

Manage/Approve Expense Reports

Filter By * Status

Criteria

Function Primary Approver

Group All

Type *All

Filter -None-

Filter Value

Special Filter -None-

Start Date End Date

Status

☐ Draft

☒ Submitted

☐ Under Review

☐ Approved

☐ Rejected

☐ Processed

☐ Voided

Task Type

☐ Approve Expense Report

☐ Approve Charge Allocation

☐ Approve Attachments

☐ Review

☐ Attach

☐ Record

☐ Include Optional Tasks

Counts

Draft 1

Submitted 2

Under Review 0

Approved 0

Rejected 0

Processed 0

Voided 0

Select employee groups

Expense Report

New Expense Report Delete Form Query

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Le
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system tes	0		
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0		

Approving/Rejecting Expense Reports

- Select an Expense Report from the Expense Report section, make sure box on the left turns blue. The details of that Expense Report now appear in the Expenses section.
- It is recommended to switch the Expense Report section to **Form** view for easier viewing.
- Review the Expense Report, by clicking on the various components (Expense Report section: Details tab, Default Charges tab; Expenses section: Expense Details tab, Expense Amounts tab)
 - May need to arrow over in the Expenses section if there is more than one Claimed Expense

Manage/Approve Expense Reports

Filter By: Status

Criteria

Function: Primary Approver

Group: All

Type: *All

Filter: -None-

Filter Value:

Special Filter: -None-

Start Date: End Date:

Status

☐ Draft

☒ Submitted

☐ Under Review

☐ Approved

☐ Rejected

☐ Processed

☐ Voided

Task Type

☐ Approve Expense Report

☐ Approve Charge Allocation

☐ Approve Attachments

☐ Review

☐ Attach

☐ Record

☐ Include Optional Tasks

Counts

Draft	1
Submitted	2
Under Review	0
Approved	0
Rejected	0
Processed	0
Voided	0

Select employee groups

Expense Report

New Expense Report Delete **Form** Query

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Le
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system tes	0		
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0		

Submit

Billable Charge Distribution Company Paid Labor Support Non Reimbursable Payment Voucher Distribution Default Charges Category View Date View Workflow Charge Favorites

Expenses

Approving/Rejecting Expense Reports

- Once reviewed, access the Expense Report > Workflow screen. This shows the workflow steps.
 - If the Expense Report > Workflow screen isn't visible, click the **Workflow** hyperlink in the Expense Report section
- In the Expense Report > Workflow screen, click the row for Primary Approver, ensure the box turns blue. That row should be colored yellow as it is the current actionable step.
- Click **Approve** or **Reject**
- The Expense Report is now routed for Peraton approval (*Subcontractor Expense Approver*)

Save Save & Continue Refresh Execute Actions/Reports Export to Excel Clone Lookup Default Action Page Setup Print Options Preview Print

Browse Applications > Time & Expense > Expense > Expense Reports > Manage/Approve Expense Reports

Select employee groups

Expense Report New Expense Report Delete Form Query

Expense Report ID	Description *	Employee ID *	Employee Name *	Date *	Revision	Status	From *	To *	Purpose	Correction	First Day of Trip	Le
ER00196391	System Test Trip	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	Visited Memphis site to perform system tes	0		
ER00196370	My ER	N1001703	Test, Contractor	11/16/2022	0	Submitted	11/01/2022	11/11/2022	World tour	0		

Billable Charge Distribution Company Paid Labor Support Non Reimbursable Payment Voucher Distribution Default Charges Category View Date View Workflow Charge Favorites

Expense Report > Workflow

Primary Role	Task Item	Status	Attachment	Assigned	Expense/Charge	Amount	Currency	Sequence
Employee	Create - Expense Report (Required)	Created		Test, Contractor (N1001703) - Wed, 16 Nov 20				0
Employee	Submit - Expense Report (Required)	Submitted		Test, Contractor (N1001703) - Wed, 16 Nov 20				1
Employee	Attach - Overall Expense (Optional)	Attached	1 file	Test, Contractor (N1001703) - Wed, 16 Nov 20				2
Primary Approver	Approve - Expense Report (Required)	Pending		Ball, Howard C. (81089384); Knoecklein, Dor				3
Subcontractor Expense Approver	Approve - Expense Report (Required)							4
Subcontractor Expense Approver	Attach - Overall Expense (Optional)	Attached	1 file	Test, Contractor (N1001703) - Wed, 16 Nov 20				5

Approve Reject Attach Missing View Unrecord Attachment

Workflow Assignments

Close



Expense Entry - Proxy

Expense Entry as Proxy

- Navigate to Time & Expenses / Expense / Expense Reports / Manage/Approve Expense Reports
- Select the following criteria in the Manage/Approve Expense Reports section:
 - Filter by: Status
 - Function: Expense Proxy
 - Status: Draft
- Click **Execute** icon
- Click **New Expense Report** in the Expense Report section
- To enter the expense report, follow the Manual Entry/Expert Mode instructions in this Reference Guide, starting with “Expense Report Section – Details tab,” with one addition:
 - Update the *Employee* on the Details tab in the Expense Report section to be the person you are entering the ER

Manage/Approve Expense Reports

Filter By * Status

Criteria

Function Expense Proxy

Group All

Type *All

Filter Last Name

Filter Value

Special Filter -None-

Start Date End Date

Status

☒ Draft

☒ Submitted

☒ Under Review

☐ Approved

☐ Rejected

☐ Processed

☐ Voided

Task Type

☐ Approve Expense Report

☐ Approve Charge Allocation

☐ Approve Attachments

☐ Review

☐ Attach

☐ Record

☐ Include Optional Tasks

Counts

Draft 0

Submitted 2

Under Review 0

Approved 0

Rejected 0

Processed 0

Voided 0

Select employee groups

Expense Report

New Expense Report Delete Form Query

Expense Report ID	Description	Employee ID	Employee Name	Date	Division	Status	From	To	Purpose	Location	First Day of Trip	Last Day of Trip	Time
-------------------	-------------	-------------	---------------	------	----------	--------	------	----	---------	----------	-------------------	------------------	------

Reporting

Running Reports in Deltek Time and Expense v10

- Follow Browse Applications > Time & Expense > Time > Timesheet Reports/Inquiries> Resource Activity
- Parameter ID and Description have red asterisks; however, they should be left blank
- Under Criteria/Date Range, change 1st drop down to 'Range' and then enter the desired date range under Start Date and End Date.
- Select Show Details
- Under Employee Selection, click **Select All** or the specific Function needed.
- Add Additional Detail Columns as desired.
- Go to the top of the screen and select either of the print icons in the top menu (Paper with Eye or Printer).

Resource Activity

Parameter ID * Description *

Criteria

Date Range

Start Date End Date

Range 11/01/2022 11/11/2022

☐ Show Self Only ☐ Show Details

Drill-Down Options

Level 1 Level 2 Level 3

Additional Detail Columns

Column 1 Column 2

Pay Type

Employee Selection

Selected	Function	Group
<input checked="" type="checkbox"/>	Backup Approver	Test, Contractor
<input checked="" type="checkbox"/>	Primary Approver	Test, Contractor
<input checked="" type="checkbox"/>	Timesheet Proxy	Test, Contractor

Select All Deselect All

Lookup

UDT Label

Work Assignment

Line No

PO ID

Account

Project

Labor Location

PO Release Line

GLC

PLC

Organization

Pay Type

Work State

Telecommute

Select Cancel

Automated Reconciliation “Burst” Reports

Weekly reconciliation reports can be sent to the Supplier. These include:

- Pending expenses (if any)
- Timesheet detail (all statuses from open through processed) – 6 week rolling window
- Vendor voucher (summary) – Voucher status and payment date with check number, includes all vouchers: manual, expense and labor
- Vendor voucher subcontract detail: Voucher status for labor (timesheets) by project, week, individual, hours, amount and calculated rate
- These reports should be used to verify hours submitted for project vouchering match supplier timekeeping system and that the rates charges are the rates agreed upon in the contracts
- Timesheet corrections will appear in the voucher reports as a summary amount of the change under the same week ending date (but not the same process date)

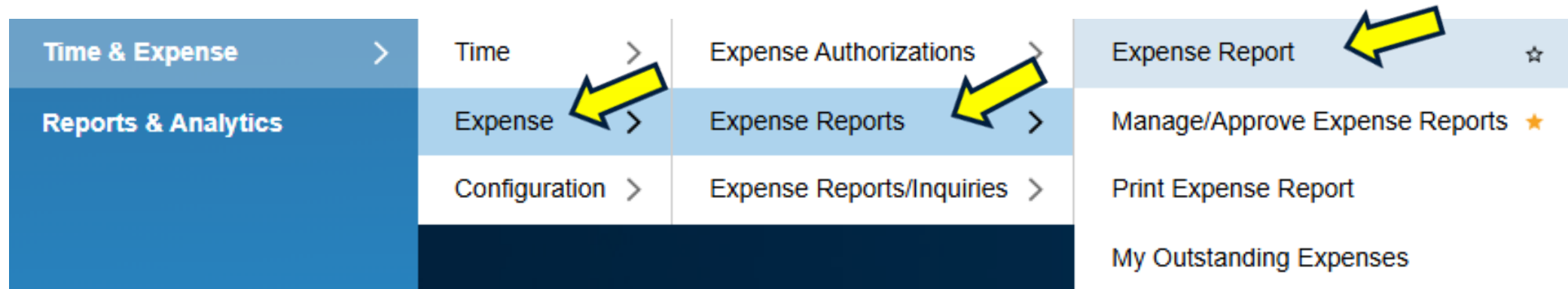
Supplier can work with their Peraton Subcontracts Administrator (SCA) to get set up to receive these reports.

Additional Reference

Expense Entry (Manual Entry/Expert Mode)

Creating an Expense Report

- Navigate to Time & Expense menu
- From the main screen select Time & Expense > Expense > Expense Reports > Expense Report



Access to Expense is not automatically given to every subcontractor. This access is given as needed and may also be taken away if not recently used.

Switch to Expert Mode (if needed)

This section provides instructions for entering an Expense Report via Expert mode. *Wizard Mode is the recommended mode to enter an Expense Report.*

After navigating through Time & Expense > Expense > Expense Reports > Expense Report, if the initial screen has the green Continue button at the bottom right, then you are in Wizard mode and NOT in Expert Mode. You will need to switch to Expert Mode.

To Switch to Expert mode:

1. Click the Wizard icon in the Application Toolbar to toggle between Expert and Wizard modes, then click “OK”



2. You can tell you are no longer in Wizard mode because the green Continue button no longer appears at the bottom right of the Expense Report

A screenshot of the 'Expense Report' form in Expert mode. The form is divided into several sections: 'Report ID', 'Date', 'Status', 'Description', 'Revision', 'Correction', 'Total To Me', 'Payment Received', 'Currency', 'Details', 'Default Charges', 'Overall Attachments', 'Expenses', and 'Charge Favorites'. The 'Details' section is currently active, showing fields for Date (11/16/2022), Type (Contractor), Description, From, To (11/16/2022), and Purpose. The 'Expenses' section at the bottom shows a table with columns for Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, Transaction Currency, Location, Per Diem Rates, Provider, and Itinerary. The 'Continue' button is missing from the bottom right corner.

Expense Report Section – Details tab

- Ensure you are on the Details tab in the Expense Report Section
- Enter the following information: Date, Description, From Date, To Date, Purpose
 - *The Type field prepopulates with Contractor*

Expense Report New Expense Report Delete 1 of 1 New Table Query

Report ID Description System Test Trip Revision 0 Total To Me 0.00
Date Correction 0 Payment Received 0.00
Status Draft Currency USD
Submit

Details Default Charges Overall Attachments

Date * 11/16/2022
Type * Contractor
Description * System Test Trip
From * 11/01/2022
To * 11/11/2022
Purpose Visited Memphis site to perform system testing.

Charge Favorites

Expenses Add Claimed Expense Delete Edit Expense

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Transaction Currency	Location	Per Diem Rates	Provider	Provider	Itineran
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Charge Allocations Under Ceiling Charge Allocations Over Ceiling Charge Allocations Unallowable Outstanding Expenses

Expense Report Section – Default Charges tab

- Click the Default Charges tab in the Expense Report Section
- Under Charge, use the magnifying glass to lookup the project code.
 - In the Lookup dialog box that appears use the Charge/Branch Description to find the appropriate code. Use the “+” button to expand the list. You may need to navigate 2 levels before the charge numbers are visible. Select the line for the appropriate Charge Code, make sure box at the left of the line turns blue. Click on the Select button.
 - Alternatively, you can type or copy/paste the project code into the Charge field.
- Click Add Charge to add an additional lines for additional project codes if applicable.
- Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount

The screenshot displays the 'Expense Report' application window. At the top, the 'Default Charges' tab is selected and highlighted with a red box. The main table lists charges with columns for ID, Charge Type, Charge, Description, and Default Allocation %. The first row shows a 'Project' charge with ID 1 and a description 'TCV LABOR'. The second row, ID 2, is highlighted in blue and has a magnifying glass icon in the 'Charge' field, also highlighted with a red box. To the right of the table, an 'Add Charge' button is highlighted with a red box. A 'Lookup' dialog box is open in the foreground, showing a list of 'Charge/Branch Description' items. The 'Contractor' item is selected and highlighted in blue, with a '+' button to its left also highlighted with a red box. At the bottom right of the dialog, a 'Select' button is highlighted with a red box. The background interface includes fields for Report ID (ER00196391), Date (11/16/2022), Status (Draft), Revision (0), Correction (0), Total To Me (0.00), Payment Received (0.00), and Currency (USD).

Expense Report Section – Overall Attachments

- Click the Overall Attachments tab in the Expense Report Section
- Select **Attach** and browse for the document to upload.
 - Upload *all* documents as **one** PDF/document package.
 - *Description field is not editable in the File Upload box*
 - Click **Upload**
- You must Save at this step; click **Save** or **Save & Continue** in the Application tool bar

The screenshot displays the Peraton Expense Report application. At the top, a navigation bar includes a toolbar with icons for saving, undo, redo, and other actions. Below the navigation bar, the breadcrumb trail reads: Browse Applications > Time & Expense > Expense > Expense Reports > Expense Report. The main section is titled "Expense Report" and contains a form with the following fields:

- Report ID: ER00196391
- Date: 11/16/2022
- Status: Draft
- Description: System Test Trip
- Revision: 0
- Correction: 0
- Total To Me: 0.00
- Payment Received: 0.00
- Currency: USD

Below the form, there are three tabs: Details, Default Charges, and Overall Attachments. The Overall Attachments tab is selected and highlighted with a red box. Below the tabs, there is a table with the following columns: Attachment Type, Description, Required, Attached, Missing, Reason for Missing Attachment, Attachment, Storage Location, and Original File Name. The table contains two rows, both for "Overall Expense". The first row has a checkmark in the "Required" column and a "0 file" link in the "Attachment" column. The second row has a checkmark in the "Required" column and a "0 file" link in the "Attachment" column. To the right of the table, there are buttons for "Attach", "Missing", and "View". The "Attach" button is highlighted with a red box. Below the table, there is a section titled "Expenses" with a table that has columns: Expense ID, Expense Type, Expense Date, Payment Method, Expense Incurred, Transaction Currency, Location, Per Diem Rates, Provider, and Itinerary. At the bottom right of the "Expenses" section, there are links for "Add Claimed Expense", "Delete", and "Edit Expense". At the bottom of the page, there are links for "Charge Allocations Under Ceiling", "Charge Allocations Over Ceiling", "Charge Allocations Unallowable", and "Outstanding Expenses".

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		
Overall Expense		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

Expense ID	Expense Type	Expense Date	Payment Method	Expense Incurred	Transaction Currency	Location	Per Diem Rates	Provider	Provider	Itinerary

Expenses Section – Expense Details

- To enter expenses, select the **Add Claimed Expense** button in the Expenses section
- On the Expense Details tab, select the Category and Expense Type and enter the Expense Date and any Comments
 - Expense Date must be within the date range of the report

Expense Report

Report ID: ER00196391 | Description: System Test Trip | Revision: 0 | Total To Me: 0.00
Date: 11/16/2022 | Correction: 0 | Payment Received: 0.00
Status: Draft | Currency: USD

Submit | Void

Details | Default Charges | Overall Attachments

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	RECEIPTS	Sample Upload.docx
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

Attach | Missing | View

→ Expenses | **Add Claimed Expense** | Delete | 1 of 1 New | Table

Report ID: ER00196391 | Description: System Test Trip | Report Start: 11/01/2022 | Report End: 11/11/2022
Expense ID: 1 | Expense Type: Travel | Expense Date: 11/11/2022 | Expense Amount: 0.00

Expense Details | Expense Amount

Category*: Travel | Expense Type*: Travel
Expense Date*: 11/11/2022
Short Description: V00002/11/11/2022
Comments:

[Charge Allocations Under Ceiling](#) | [Charge Allocations Over Ceiling](#) | [Charge Allocations Unallowable](#)

Subcontractors do not itemize Travel expenses in Deltek. Select the “Travel” category and simply state the total travel expense amount. If itemization is required for your program, use the Attachments to upload a document with the breakdown of the expense.

Expenses Section – Expense Amount

- Still in the Expenses section, click on the Expense Amount tab
- Enter **Payment Method**: Contractor Paid
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the supplier.
- **DO NOT** enter **Personal Amounts** as this will prohibit the ER from processing

Expense Report 1 of 1 Existing

Report ID: ER00196391 Description: System Test Trip Revision: 0 Total To Me: 0.00
Date: 11/16/2022 Correction: 0 Payment Received: 0.00
Status: Draft Currency: USD

Submit Void

Details Default Charges Overall Attachments

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	RECEIPTS	Sample Upload.docx
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

Attach Missing View

→ Expenses Add Claimed Expense Delete 1 of 1 New Table

Report ID: ER00196391 Description: System Test Trip Report Start: 11/01/2022 Report End: 11/11/2022
Expense ID: Expense Type: Travel Expense Date: 11/11/2022 Expense Amount: 0.00

Expense Details Expense Amount

Payment Method * Contractor Paid Ceiling: 0.00

Expense Incurred *

[-] Personal * 0.00
[-] Non-Reimbursable 0.00
Reimbursable Expense 0.00
Reimbursable Pay Amount 0.00 USD

[Charge Allocations Under Ceiling](#) [Charge Allocations Over Ceiling](#) [Charge Allocations Unallowable](#)

Repeat the steps for “Add Claimed Expenses” to breakout costs by each unique Project.

Expenses Section – Charge Allocations Under Ceiling

- Still in the Expenses section, click on the Charge Allocations Under Ceiling hyperlink; that will open the *Charge Allocations Under Ceiling* window
- All of the information previously entered is defaulted on this screen.
 - If you need to add additional Project(s), then click on **Add Charge** button.
- If using more than one Project, it is recommended that costs be broken out by unique Projects using an associated “Add Claimed Expenses” as stated on prior slide(s).
- Alternatively (not recommended) if using more than one Project, expenses can be allocated as follows:
 - Allocate the expenses by percentage by updating the Percentage column, or
 - Allocate the expenses by amount by first clicking the **Allocate by Amount** button to enable the Amount column, then update the Amount column.

Expenses Add Claimed Expense Delete 1 of 1 New Table

Report ID ER00196391 Description System Test Trip Report Start 11/01/2022 Report End 11/11/2022
Expense ID 1 Expense Type Travel Expense Date 11/11/2022 Expense Amount 1,977.32

Expense Details Expense Amount

Payment Method * Contractor Paid Ceiling 0.00
Expense Incurred * 1,977.32
[-] Personal * 0.00
[-] Non-Reimbursable 0.00
Reimbursable Expense 1,977.32
Reimbursable Pay Amount 1,977.32 USD

[Charge Allocations Under Ceiling](#) [Charge Allocations Over Ceiling](#) [Charge Allocations Unallowable](#)

Expenses > Charge Allocations Under Ceiling

Add Charge Allocate By Amount

Allocation ID	Percentage	Amount	Expense Charge Type	Project	Description	Account	PO Release Line	Organization	Expense Reference Code
1	100.00	1,977.32	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	
2	0.00	0.00	Contractor	00403.004.003.033200TL0000	TCV LABOR	561-950-09	TE10TRAINING/000/0001	1.01.S1.7345.161	

Close

Correcting Expense before Submitting

Expense Reports with **Status: Processed** **CANNOT** be corrected.

- The expense report is now in Draft status.
- Make any needed corrections before submitting for approval. Make corrections directly in the appropriate section/tab.
- Be sure to save the expense report throughout the entry process to avoid losing your information. You can save at any time by clicking **Save** or **Save & Continue** on your Application tool bar.

The screenshot displays the Peraton Expense Report application. The top navigation bar includes icons for home, applications, and search. The breadcrumb trail shows: Browse Applications > Time & Expense > Expense > Expense Reports > Expense Report.

Expense Report section:

- Report ID: ER00196391
- Date: 11/16/2022
- Status: **Draft** (highlighted with a red box)
- Description: System Test Trip
- Revision: 0
- Correction: 0
- Total To Me: 0.00
- Payment Received: 0.00
- Currency: USD

Buttons: Submit, Void

Details | Default Charges | Overall Attachments (highlighted with a red box)

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location	Original File Name
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	RECEIPTS	Sample Upload.docx
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file		

Buttons: Attach, Missing, View

Expenses section:

- Report ID: ER00196391
- Expense ID: 1
- Description: System Test Trip
- Expense Type: Travel
- Report Start: 11/01/2022
- Expense Date: 11/11/2022
- Report End: 11/11/2022
- Expense Amount: 1,977.32

Expense Details | **Expense Amount** (highlighted with a red box)

Payment Method: Contractor Paid

Expense Incurred: 1977.32

[-] Personal: 0.00

[-] Non-Reimbursable: 0.00

Reimbursable Expense: 1,977.32

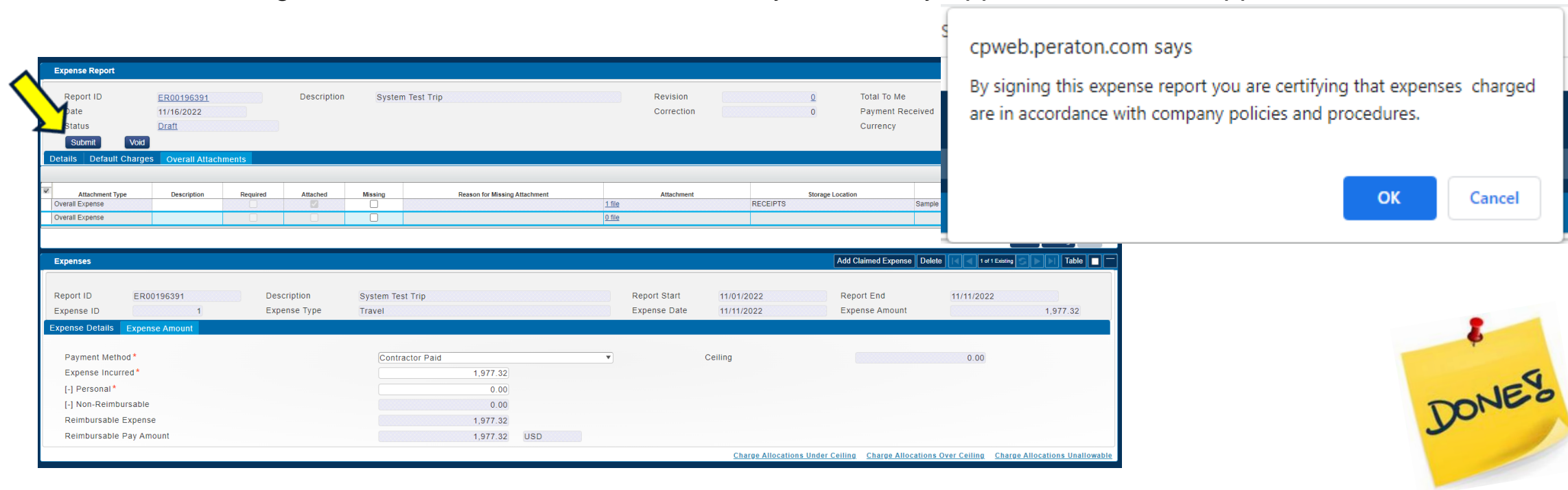
Reimbursable Pay Amount: 1,977.32 USD

Buttons: Add Claimed Expense, Delete

Bottom navigation: Charge Allocations Under Ceiling (highlighted with a red box) | Charge Allocations Over Ceiling | Charge Allocations Unallowable

Submitting an Expense Report

- Once the expense report is complete, make sure it is saved.
- Click **Submit**
- A box will pop up asking you to certify that the expenses charged are in accordance with all applicable policies and procedures. Click **OK**
- Status is now changed to Submitted and ER is routed for your Primary Approver for review/approval



Expense Report

Report ID: ER00196391 Description: System Test Trip Revision: 0 Total To Me: 0
Date: 11/16/2022 Correction: 0 Payment Received: 0
Status: Draft Currency:
Submit **Void**

Details **Default Charges** **Overall Attachments**

Attachment Type	Description	Required	Attached	Missing	Reason for Missing Attachment	Attachment	Storage Location
Overall Expense		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 file	RECEIPTS
Overall Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0 file	

Expenses **Add Claimed Expense** **Delete** **1 of 1 Existing** **Table**

Report ID: ER00196391 Description: System Test Trip Report Start: 11/01/2022 Report End: 11/11/2022
Expense ID: 1 Expense Type: Travel Expense Date: 11/11/2022 Expense Amount: 1,977.32

Expense Details **Expense Amount**

Payment Method: Contractor Paid Ceiling: 0.00
Expense Incurred: 1,977.32
[-] Personal: 0.00
[-] Non-Reimbursable: 0.00
Reimbursable Expense: 1,977.32
Reimbursable Pay Amount: 1,977.32 USD

[Charge Allocations Under Ceiling](#) [Charge Allocations Over Ceiling](#) [Charge Allocations Unallowable](#)

cpweb.peraton.com says
By signing this expense report you are certifying that expenses charged are in accordance with company policies and procedures.
OK **Cancel**

DONE!

Peraton