TE10- Time and Expense for Vendor Employees

Reference Guide

February 2022

Agenda

- Points to Remember
- Universal Functions and Tool Navigation
- Time Entry
- Timesheet Corrections
- Manager / Approver Functionality
- Timesheet Entry – Proxy
- Expense Entry
- Expense Approval
- Expense Entry – Proxy
- Reporting
- Q&A

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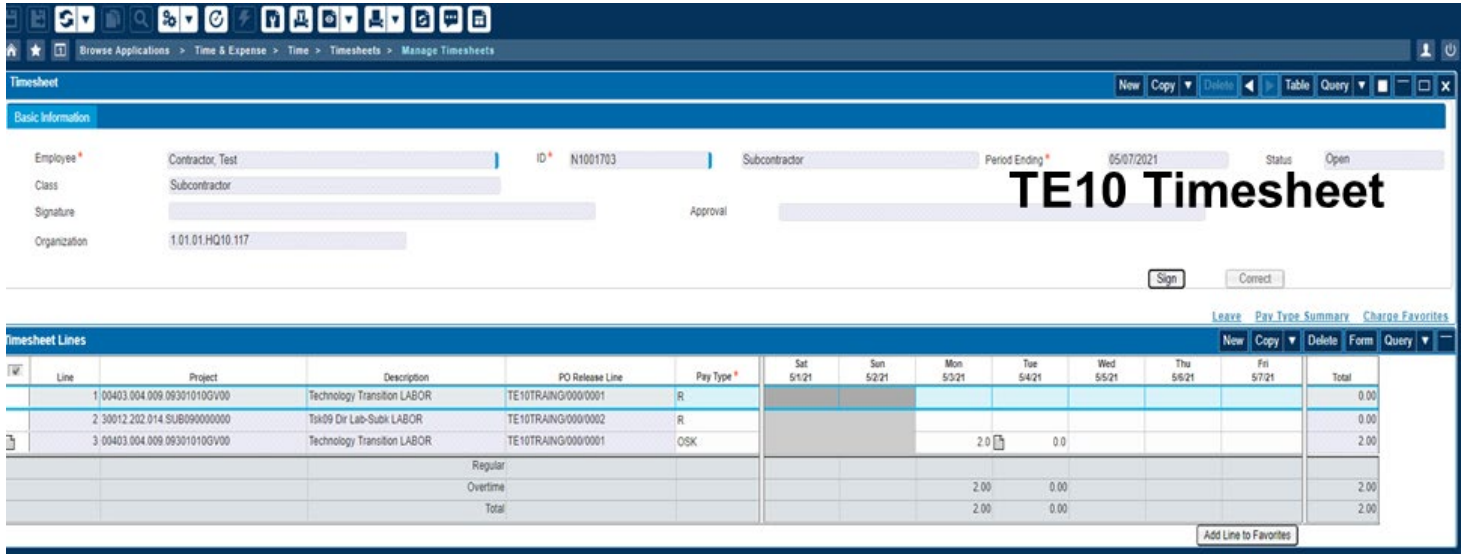
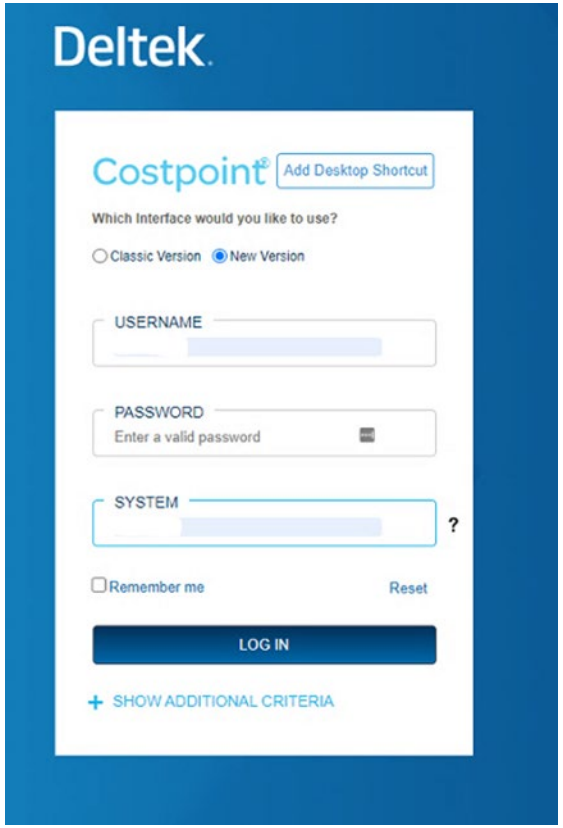
What's New?

- Effective 5/24/2021, rolled out Deltek Time and Expense (TE) version 10
- New TE10 URL: https://cpweb.peraton.com
- When accessing TE10, there is an additional sign-on. Every time you log into TE10, you'll be prompted to also sign into Okta. Okta provides multifactor authentication (MFA)
- Legacy mobile Apps will no longer work (GovCon). For mobile access, simply enter the URL above in the mobile device's browser and follow these instructions.
- TE10 has a different look and feel, but prior functionality remains in the tool.





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Points to remember – Suppliers working to 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 TESS.
- The same ID cannot enter 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

Peraton

Points to remember – Agency Contractor / 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:

- LABOR: individual entering own time or expense
- 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)
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Universal Functions and Tool Navigation

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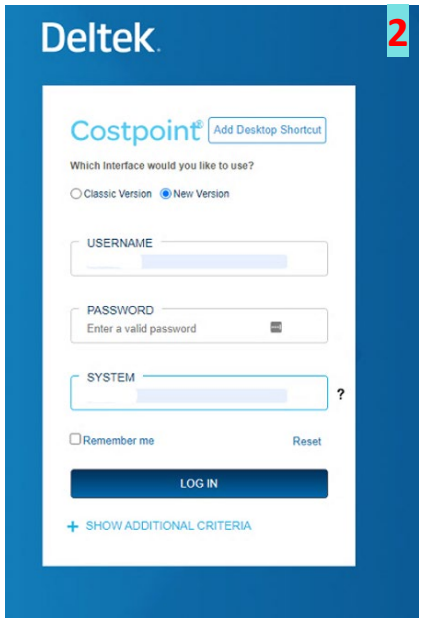
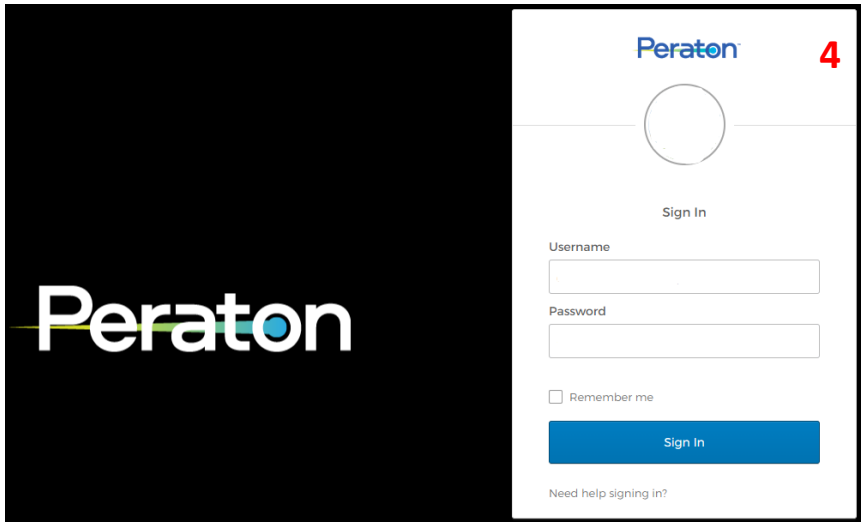
Access Deltek Time and Expense 10 (TE10)

1. Go to the TE10 URL: https://cpweb.peraton.com
2. Deltek Costpoint login page appears
3. Enter your User Name and Password
   - System: CPPROD
   - Check "Remember Me" if you want to remember the UserName and System
4. You will be rerouted to the OKTA system for login. Enter the same User Name and Password, then click Sign In
   - 905xxxxx, Nxxxxx or prefix of @peraton email (First.Last)
5. If already setup, OKTA will then prompt you for Multifactor Authentication; complete that
6. Once authenticated, you'll be redirected back and logged into TE10





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

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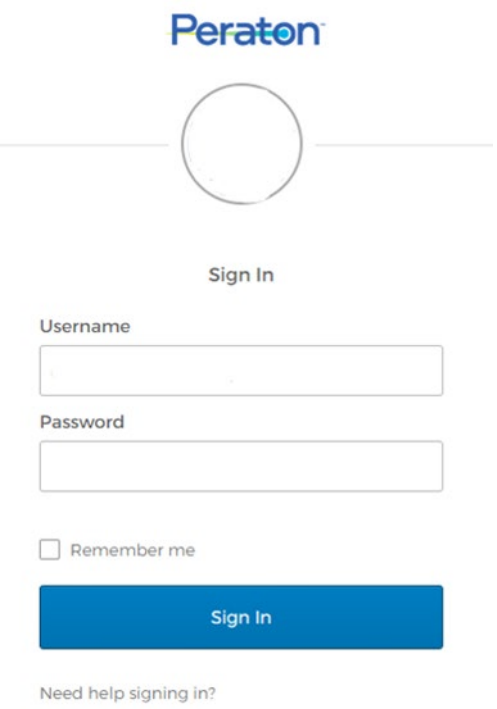
Initial setup of Okta Multifactor Authentication

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 Security Question and at least one other form of MFA:

- Okta Verify: You can install the Okta Verify application on your Smartphone
- Short message service (SMS) Authentication
- Voice call Authentication

3. Follow the setup instructions for the methods you select.
4. Once you complete the MFA setup and initial login, you will be asked to select a picture for your security image.

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website. Select one of the images listed and click save. You will see this image on the login screen the next time you log into Okta. The image will appear after you type in your username

Note: Neither Perspecta (a Peraton company) nor Peraton is not responsible for charges for use of personal device.

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

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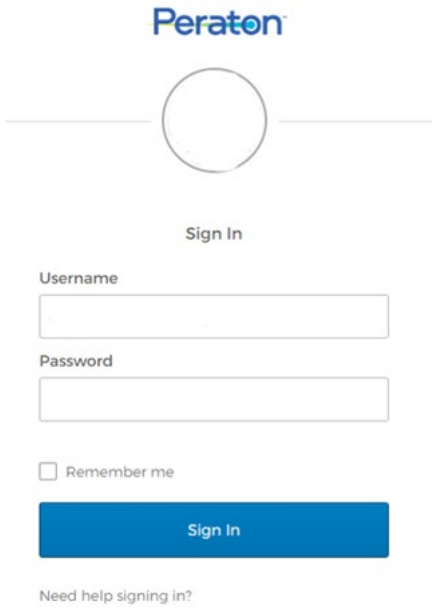
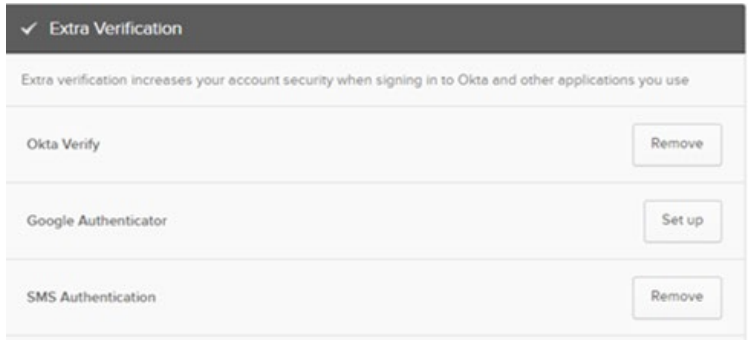
Change / Configuring Other Forms of MFA

To configure or change methods of MFA, such as enabling security questions as a form 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 user information, forgotten password question, security image, extra verification and display language. Click the green **Edit Profile** button at the top.
4. Scroll down to the **Extra Verification** 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.



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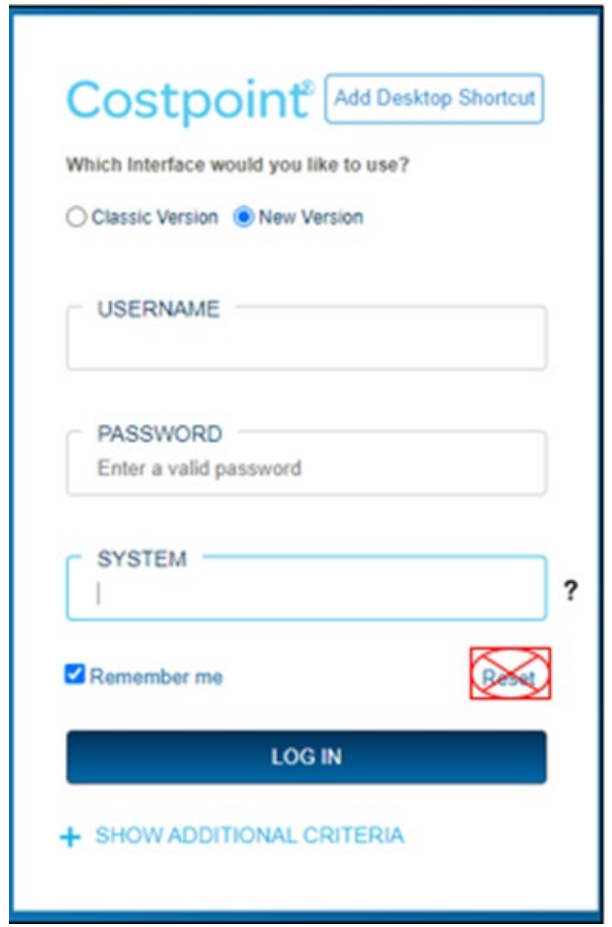
Password Maintenance

- Your Peraton sponsoring manager or company supervisor will have your initial password. Your password is identical to your active directory password if you have email.
- For password/login issues, contact the Service Desk at 833-994-2449
- Alternatively, Passwords can be reset:
  - **hNG & hPeraton** (If User ID starts with "N1" and is N1009214 ID or higher or if User ID begins with a 3 please)
    - Reset their passwords at https://peraton.okta.com/ - Login there with a temp or expired password and will be prompted to change the password
  - **hPerspecta** (If User ID starts with "N1" and is N1009213 ID or lower)
    - Reset their passwords at https://passwordreset.perspecta.com/
- Do not use the external log-in screen option (shown to the right) to "Reset After Log-in"

  Do NOT change your Deltek Time and Expense password except as noted above



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Password Maintenance

It is highly recommended that subcontractors set up reminders to change their passwords prior to when they expire (every 90 days).

Passwords must be a minimum of eight (8) 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

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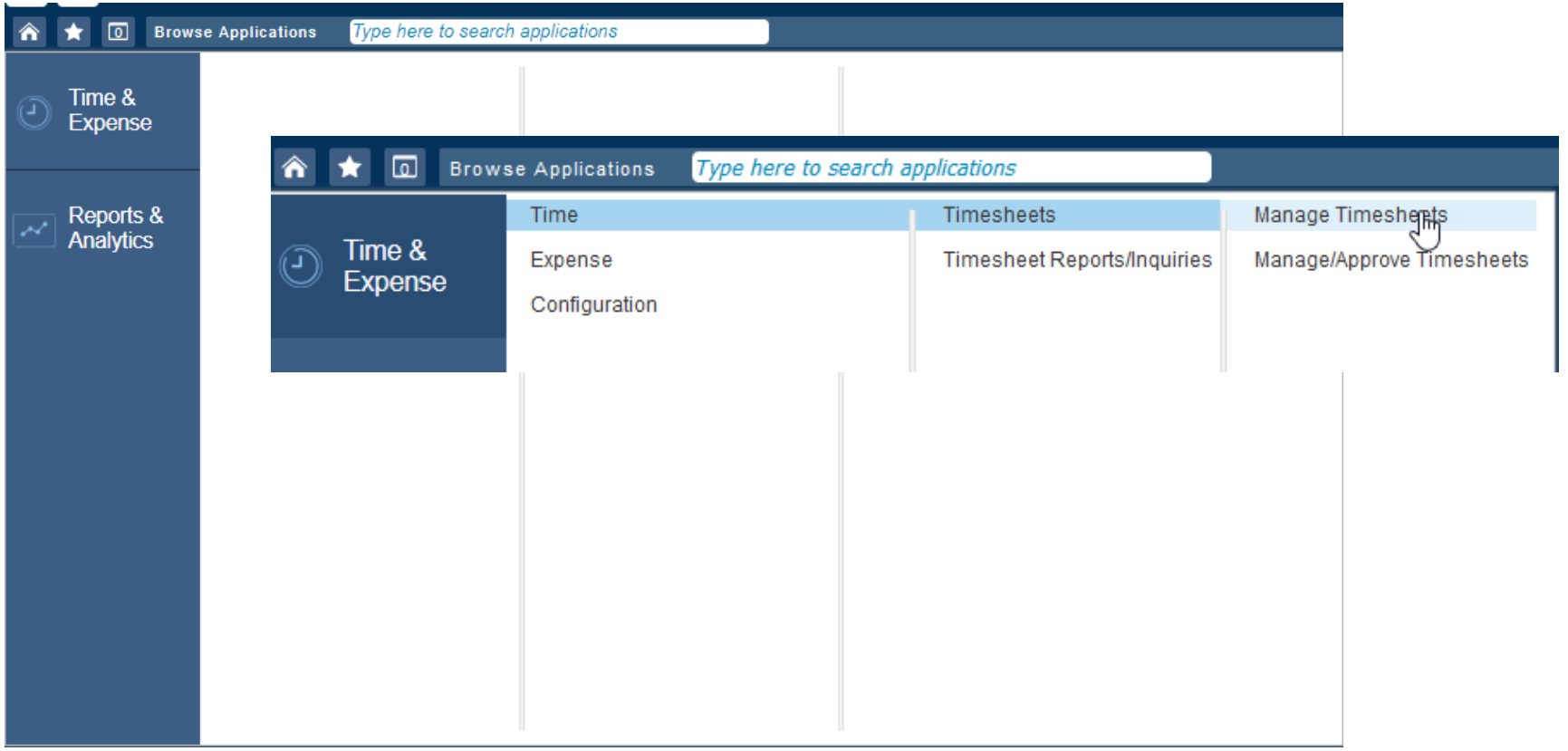
Navigation

Menu Options assigned to your role will appear in the main application screen. Select the option desired:

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



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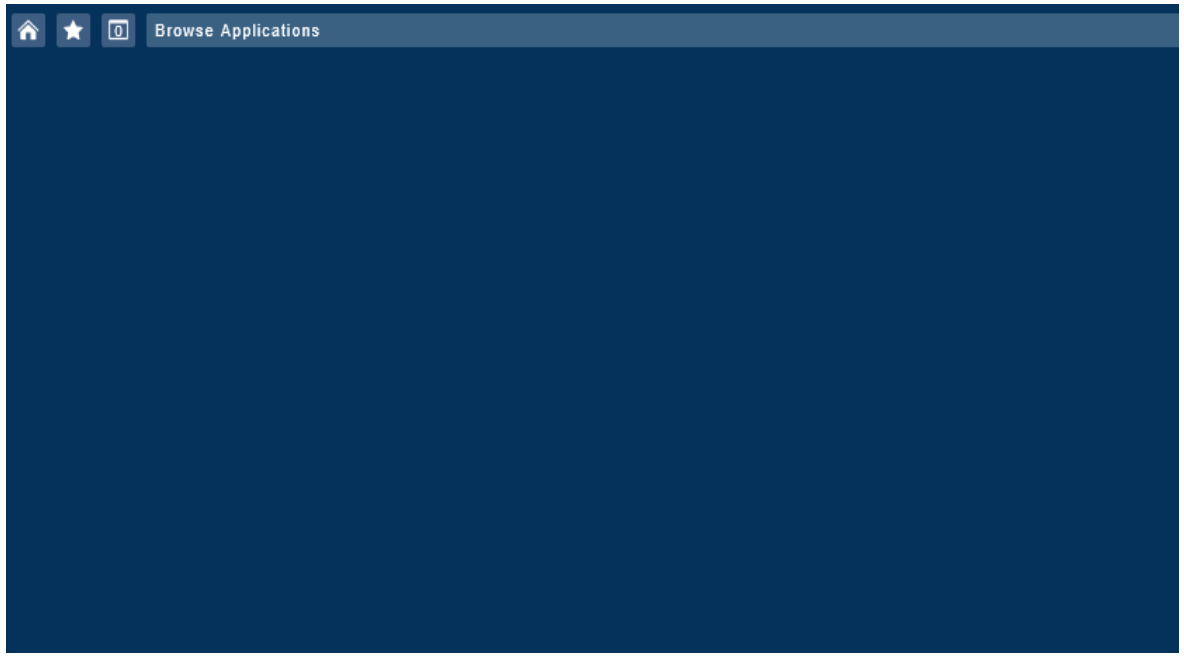
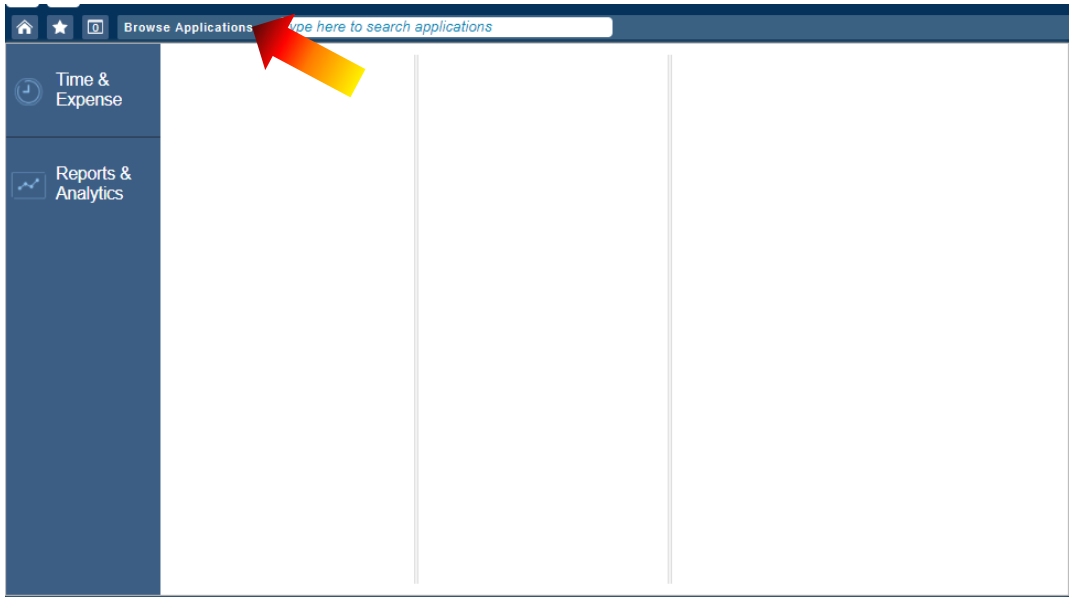
Navigation

- If the modules on the left disappear …



- Click Browse Applications and they'll return



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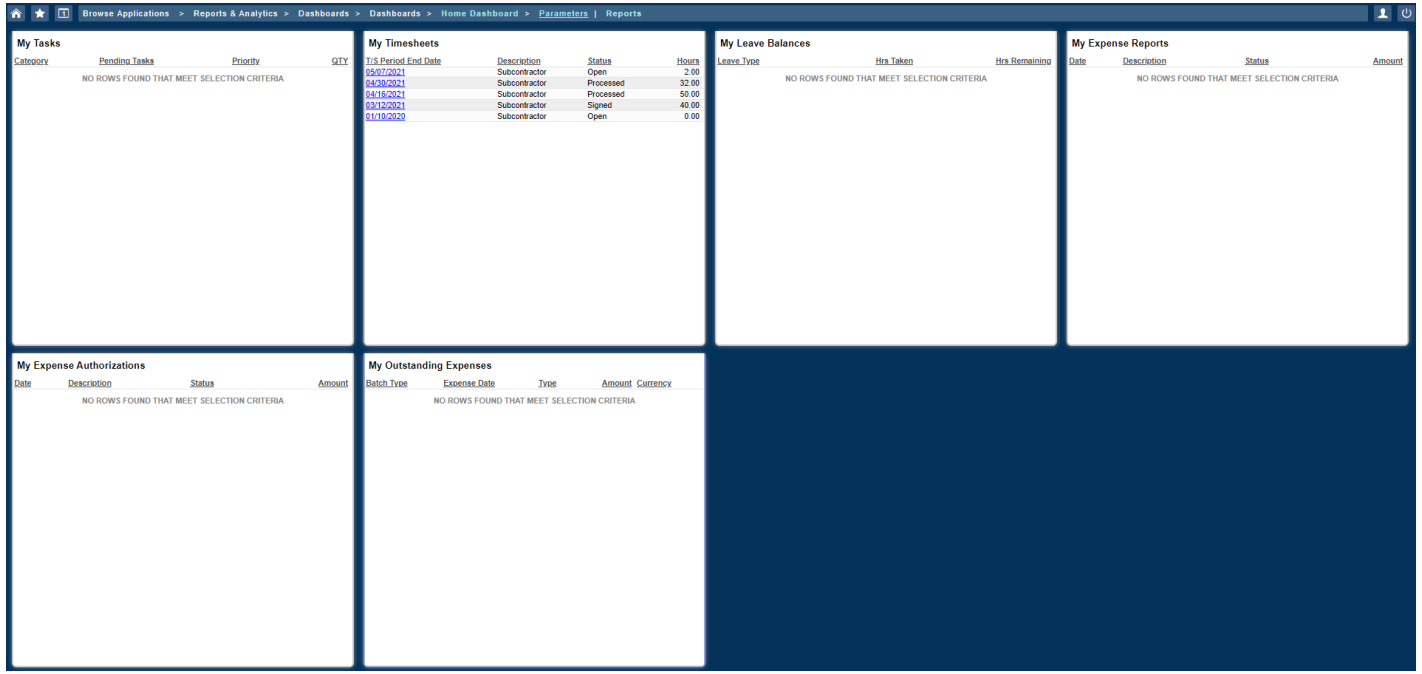
Reports and Analytics

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

My Tasks: Displays the number of tasks (for each task type). This list may be expanded or minimized using the "+" and "-" buttons. 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"



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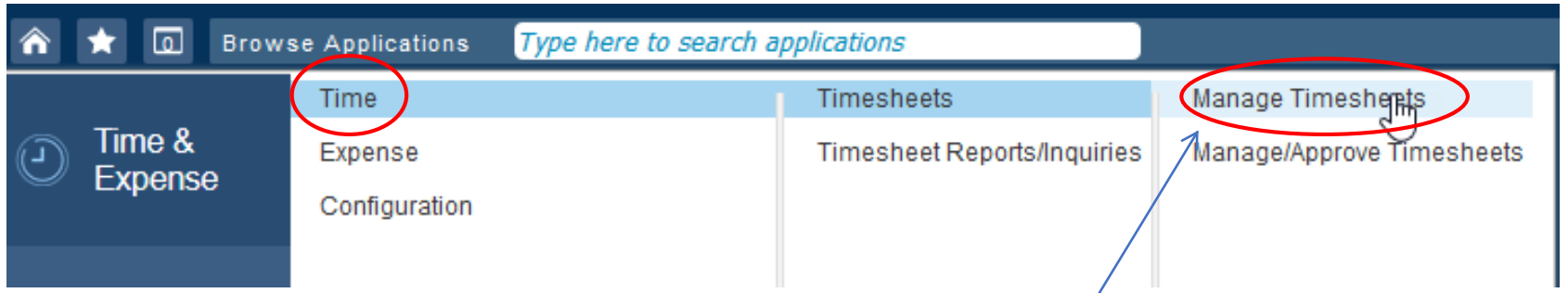
Manage Timesheets

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

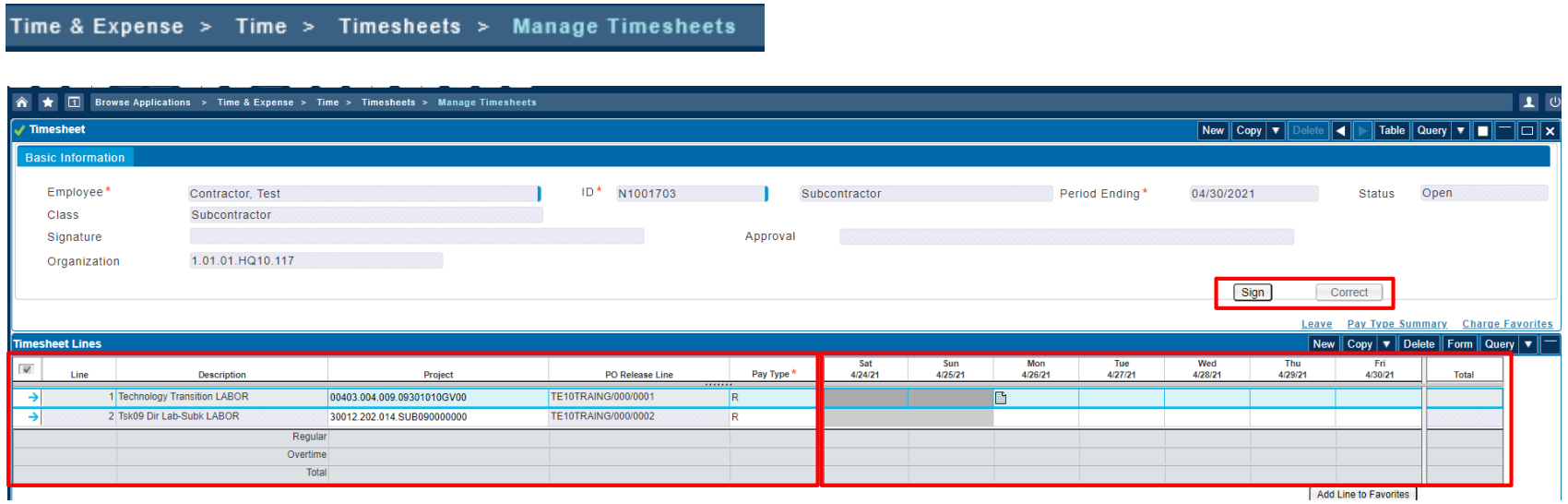
Menu Navigation Area



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

Timesheet

Selecting " Manage Timesheet" from the Dashboard OR/Time Menu Navigation Area will open your current week's timesheet. There are two main sections for time entry:



Projects (charge numbers) are entered in this section

Hours and comments are entered in this section

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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

Section Toolbar
New : 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.

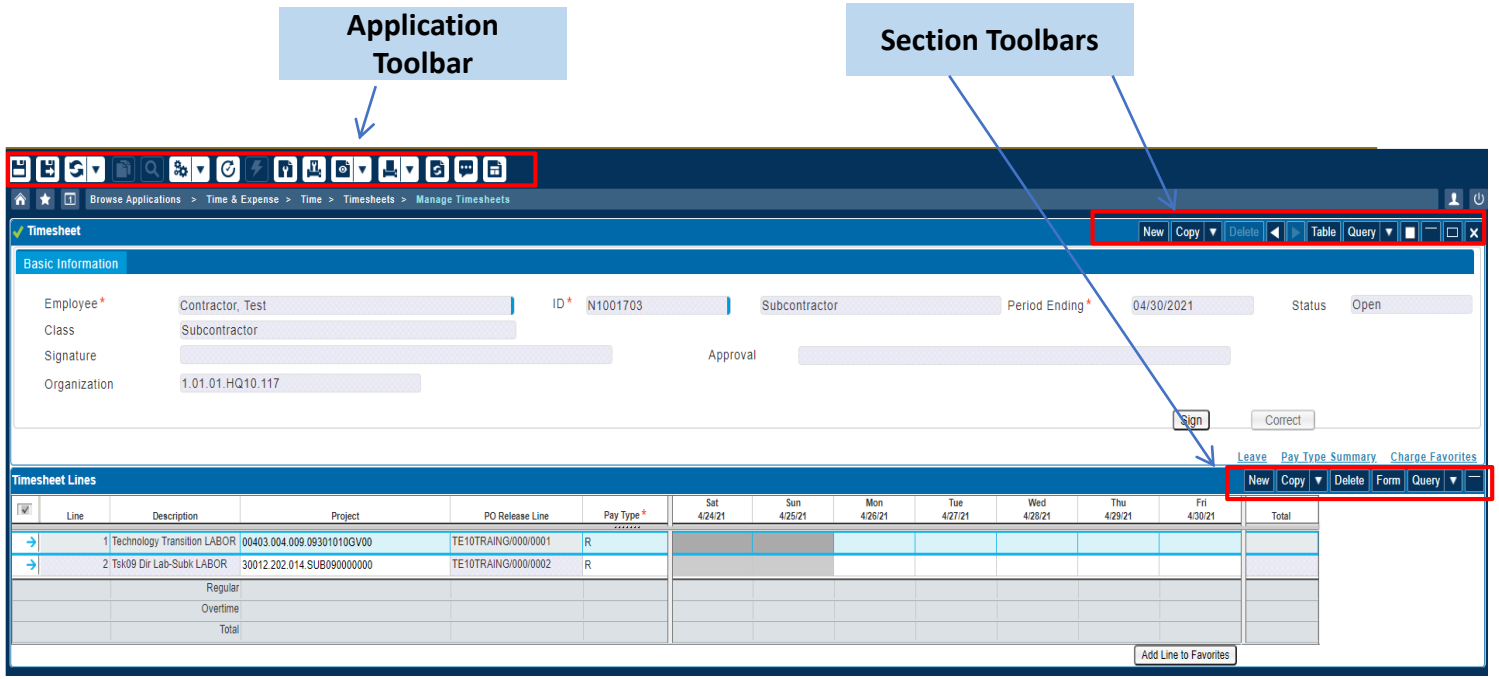
Delete: To Delete the unprocessed timesheet

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



Header/Basic Information Tab

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

Employee : Your Name(Read-Only)
ID: Your Employee ID(Read-Only)

Period Ending: Your Current timesheet Period Weekly (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.

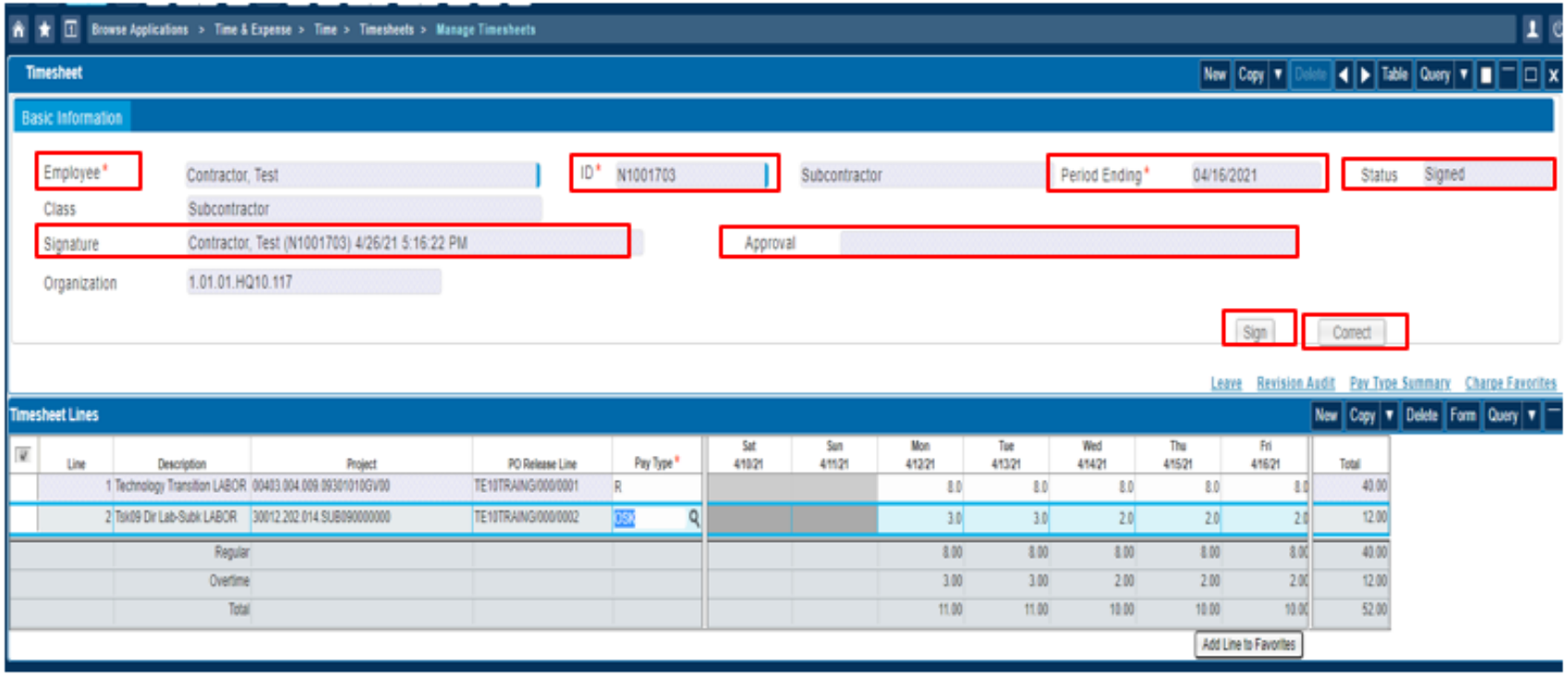
Rejected - Manager has rejected timesheet and employee has an action to correct

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



Timesheet Lines/Timesheet Subtasks

The Timesheet Lines section data specific to the applied charges.

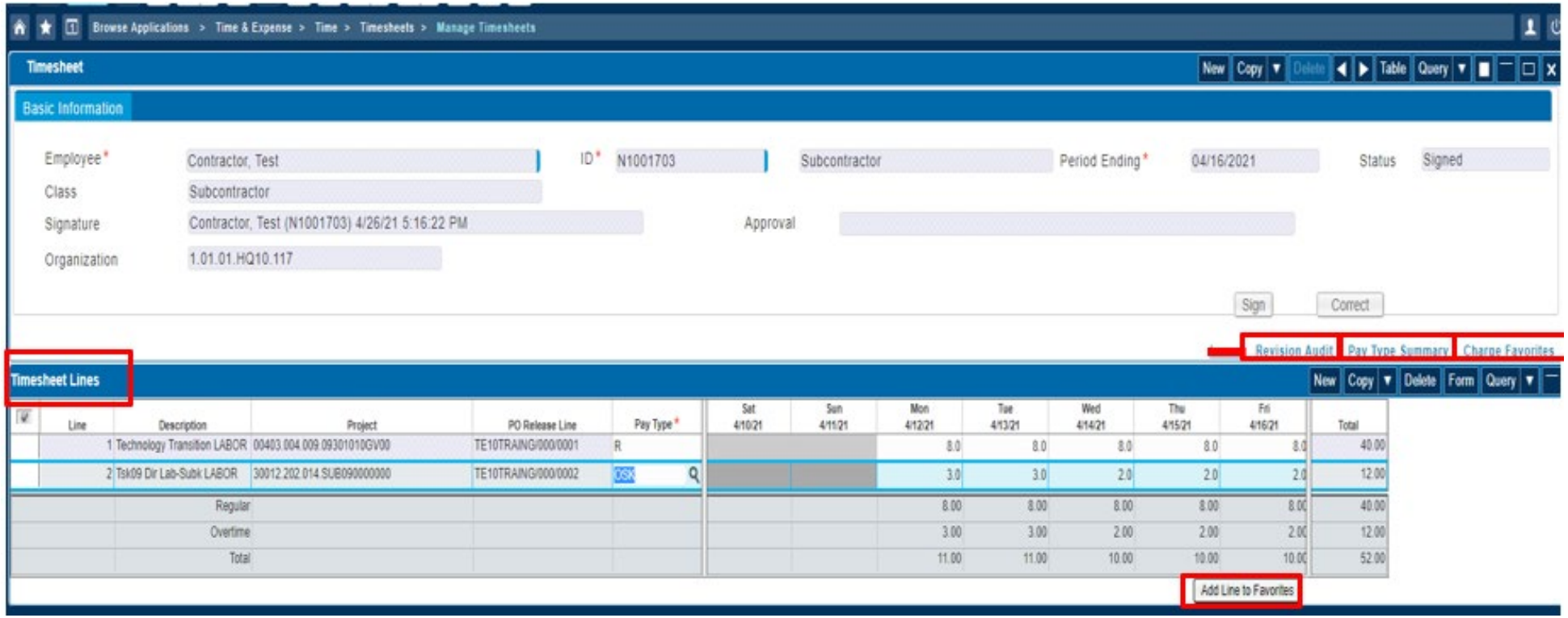
Leave: Not Applicable. Contractors submit time worked (or sometimes 0 hours to indicate time not worked). Absence codes are not used.

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.



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Global/Application Options

Application Toolbar provides additional tools

Toolbar icons

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.
	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.
	Refresh	Click this icon to restore the default values or clear the fields on a screen, subtask, or document.
	Clone Record	Click this icon to duplicate an existing record. You can then edit that record and save it as new data.
	Lookup	Click this icon to open the Lookup window for a selected field.
	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.
	Execute	Click this icon to run an inquiry process.
	Page Setup	Click this icon to open the Page Setup dialog box, where you can set up the page layout for printing reports.
	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.

Toolbar icons

Icon	Name	Description
	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.
	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.
	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.
	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.
	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
	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.
	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.
	[illegible]	[illegible]
	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.

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Time Entry

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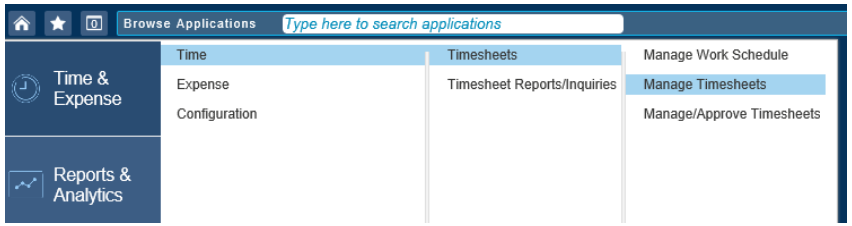
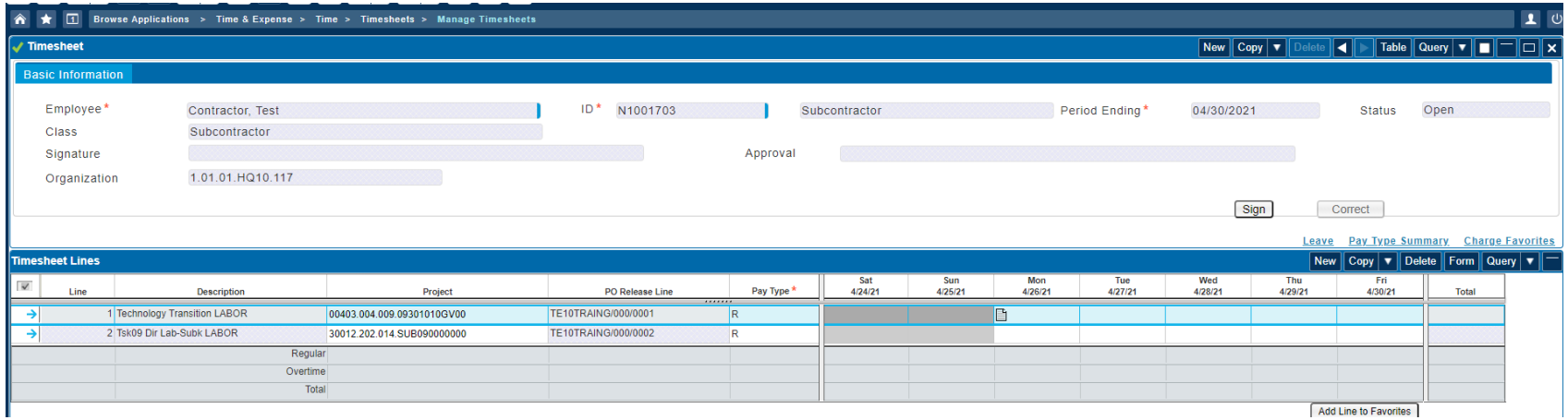
Timesheet

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 > Manage Timesheets
  - This opens your current week's timesheet
  - Use the directional arrows in the Section Toolbar to display the appropriate timesheet





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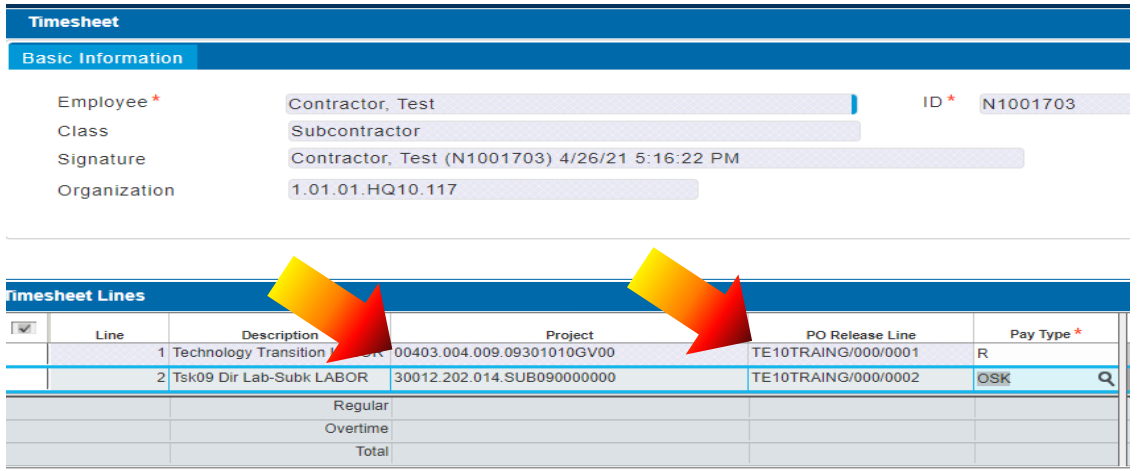
Charge Number Entry

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

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



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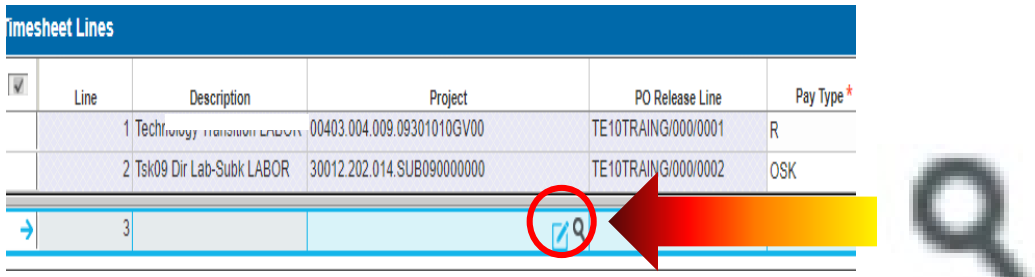
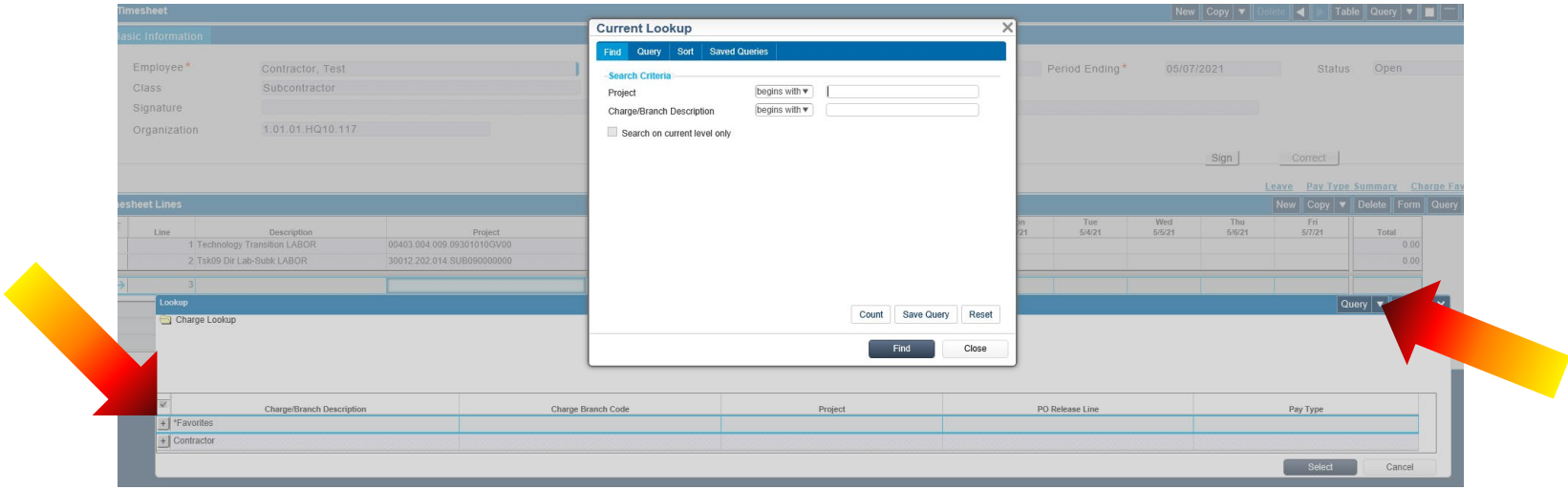
Charge Number Entry via Charge Lookup Tree

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



Select the "+" button to expand the Charge Tree or you can Query the Charge Lookup Tree



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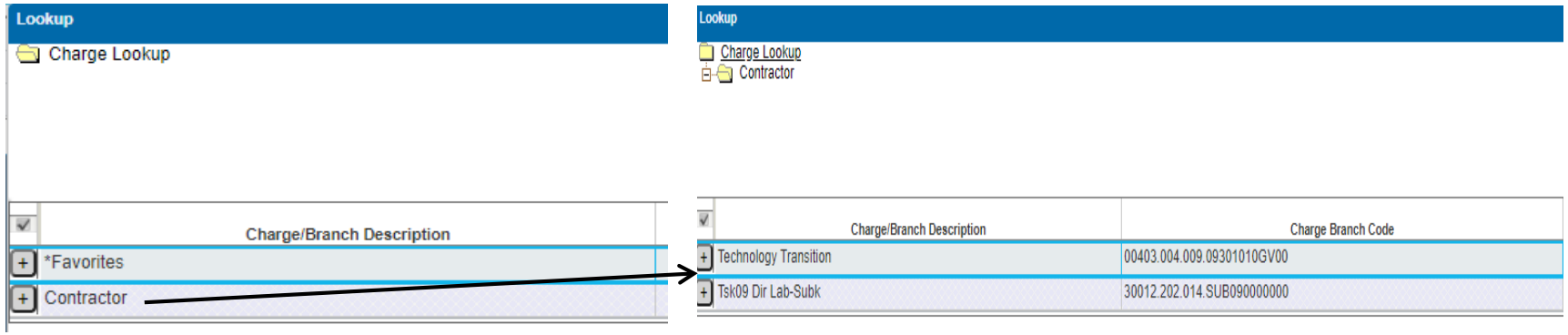
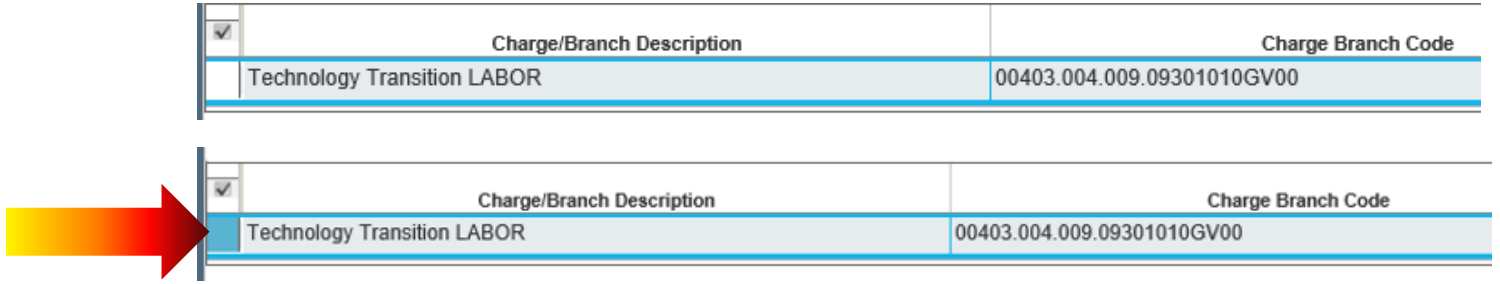
Charge Number Entry via Lookup Tree

Select the "+" button to expand the Charge Tree

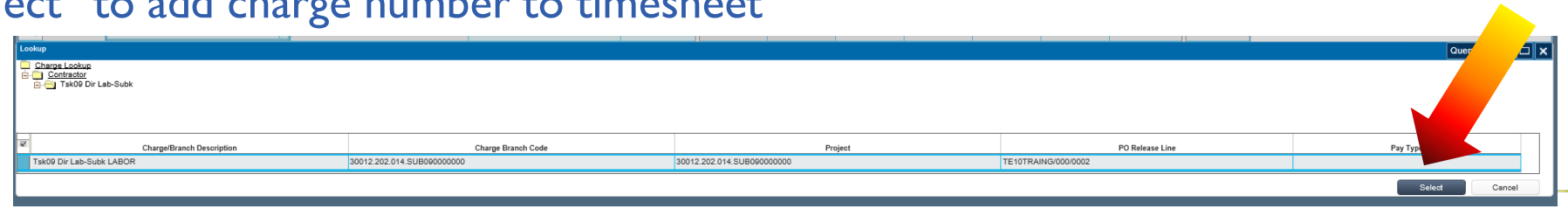
- You may need to navigate 2 levels before the charge numbers are visible.



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.



Click "Select" to add charge number to timesheet



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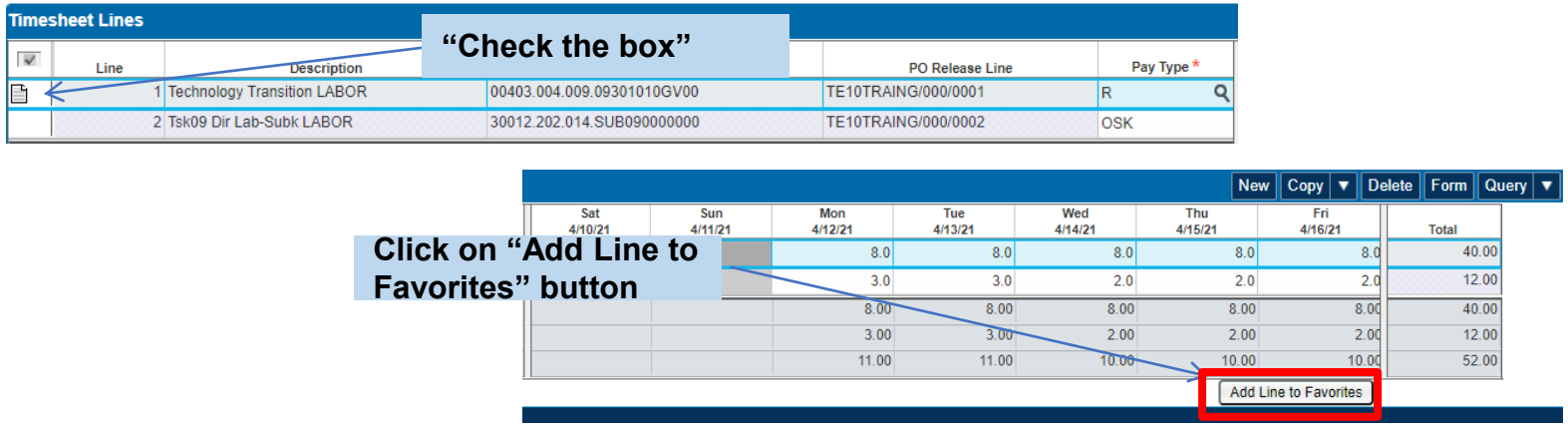
Add "Favorites" to the Charge Tree & Auto Load

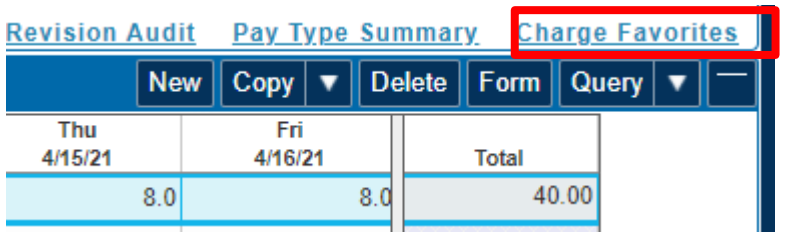
To add a Project to Favorites area of Charge Tree

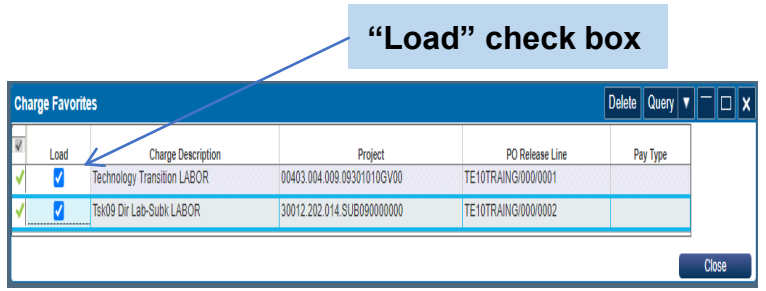
1. Add the Project to a timesheet line
2. Check the box next to the charge number, make sure box turns blue
3. Click "Add Line to Favorites" from the button below timesheet



To make the Project load to the timesheet automatically each week

1. Click "Charge Favorites"
2. Select (or unselect) the "Load" box next to the Project(s) to automatically load each week
3. Click "Close"

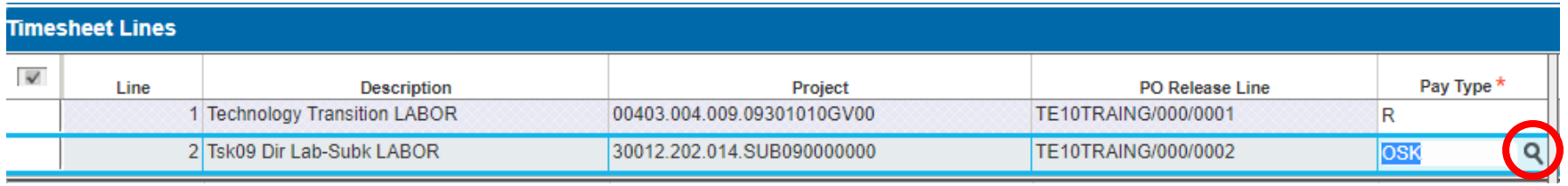




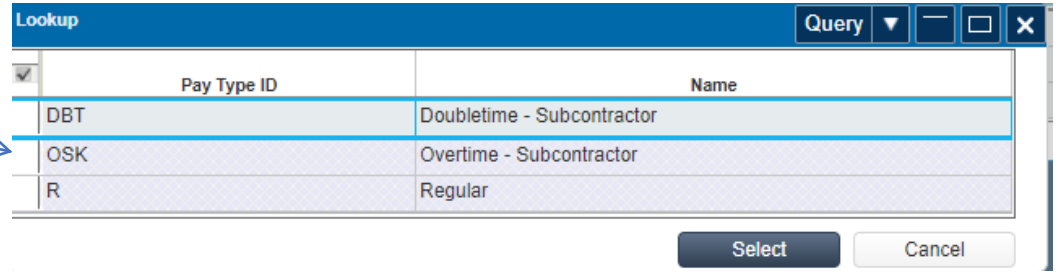
Charge Number Entry

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.



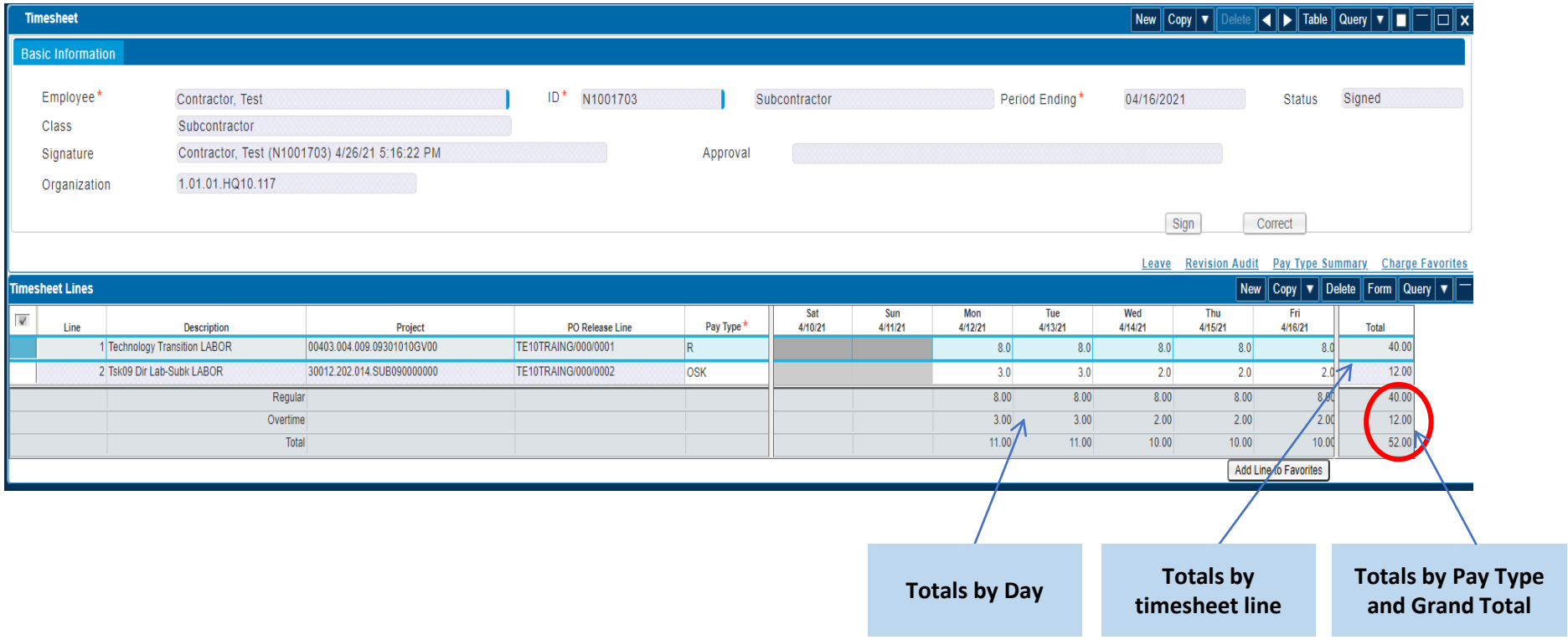
Select the appropriate Radio button to populate the "Pay Type"



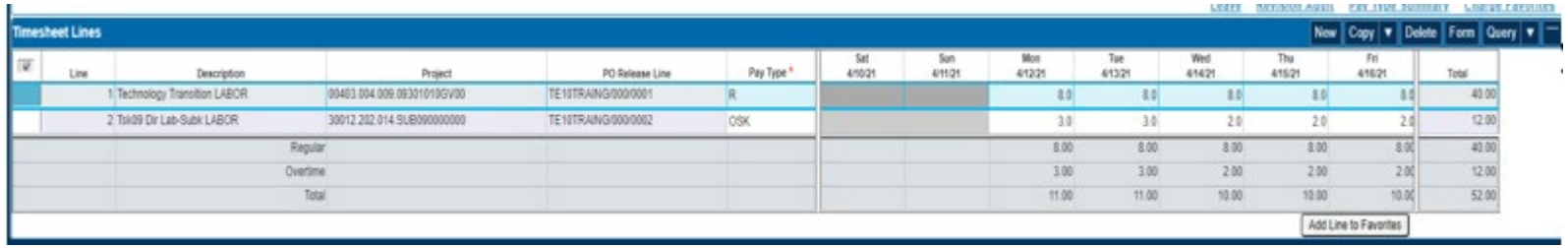
Peraton

Entering Hours Worked

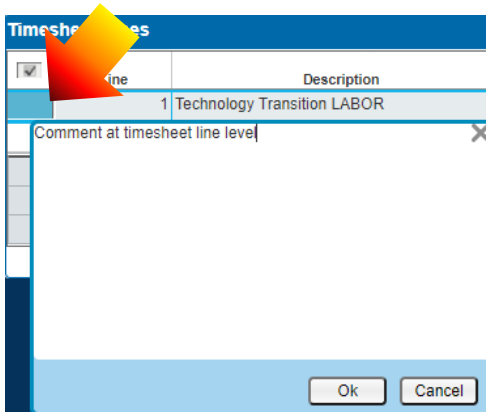
- Enter the appropriate hours worked for each Project by day (0.1 hour increments)
- The time collection system calculates total time by day, by timesheet line, by pay type and total hours

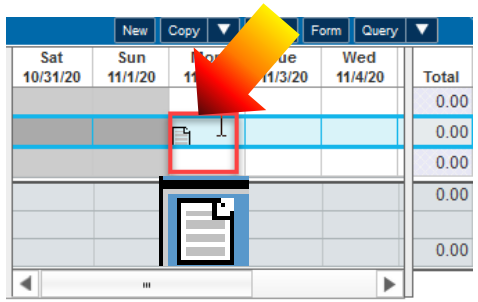


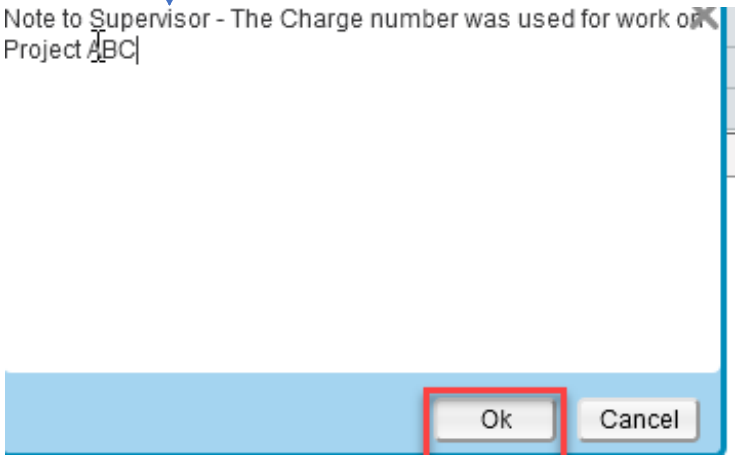
Line and Cell Comments



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







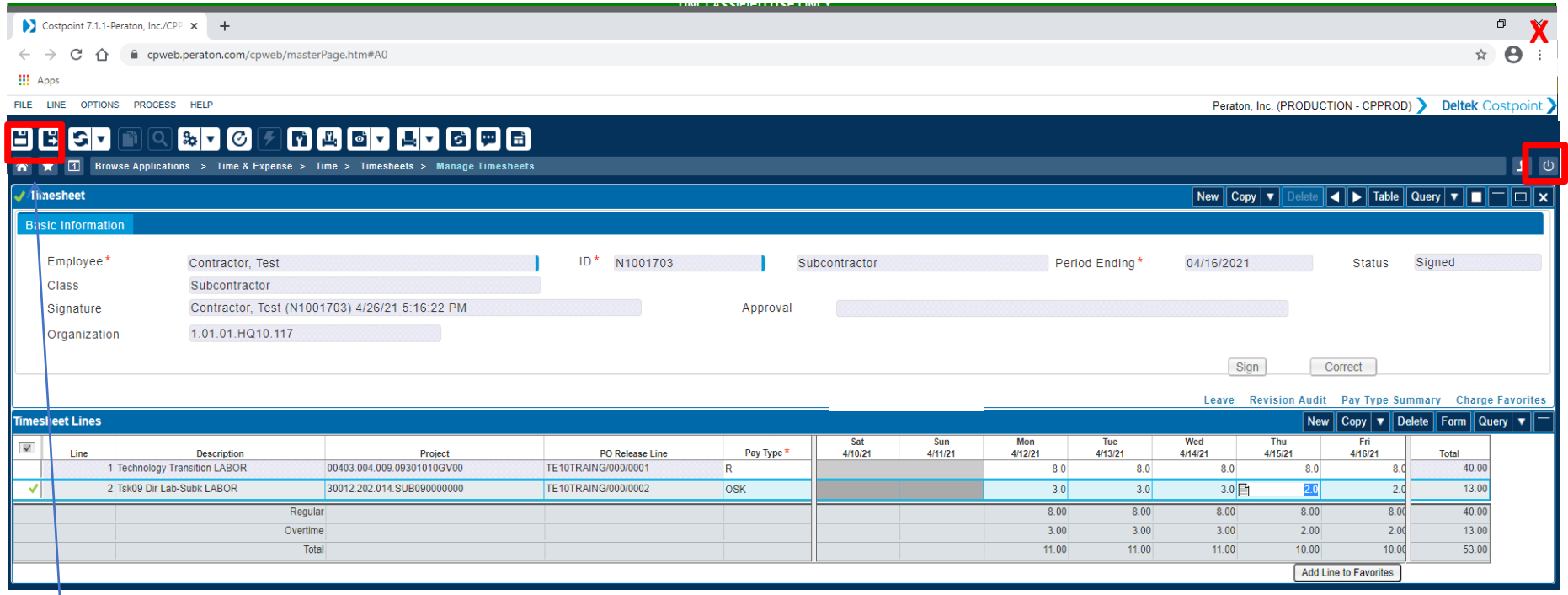
- To add or edit an existing line comment, select the line comment icon in the first column of the table grid for the line. The Line Comments dialog will appear.
- The line number of the comment will also appear in the dialog heading. Enter the information you want to add or edit in the body of the line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

Peraton

Saving Timesheet

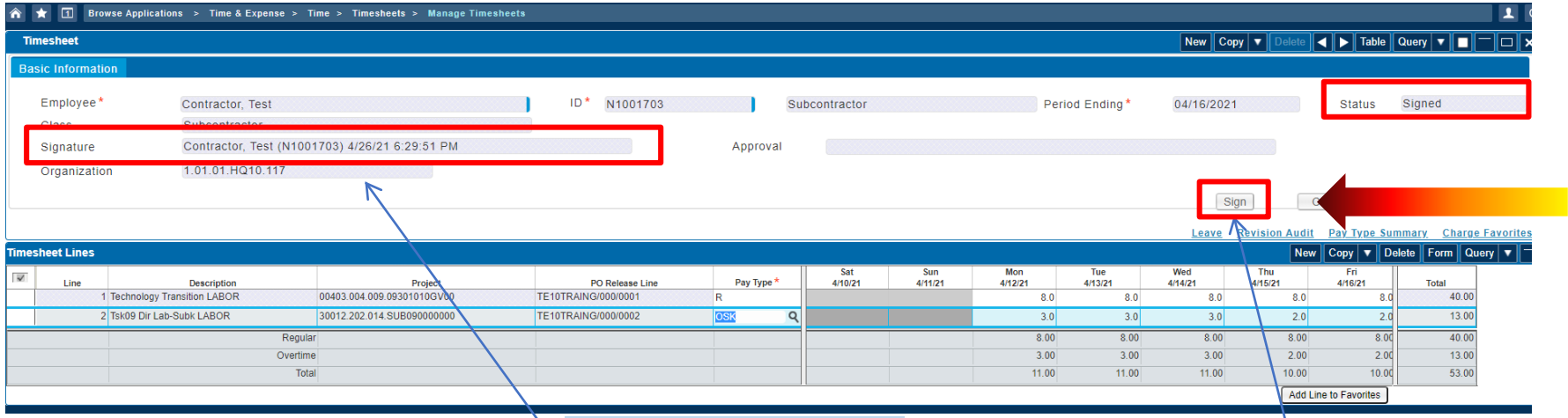
It is extremely important that you "Save" your timesheet after making daily entries.

- 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



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.



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

Click here to sign your timesheet

Peraton

Timesheet Corrections

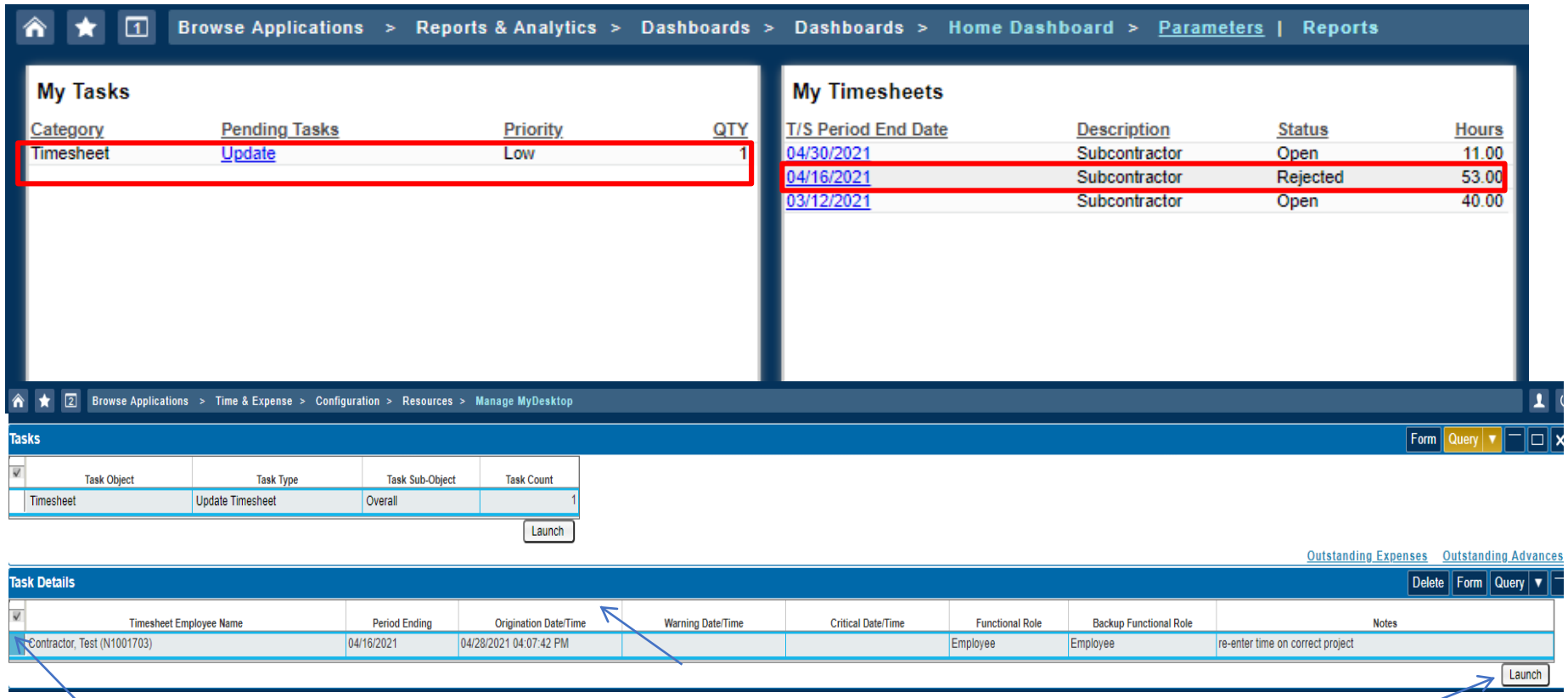
Timesheet Correction (Status: Open, Signed, Approved)

- 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, not Open, Signed, Approved or Rejected timesheets**

Peraton

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



Highlight the box next to the Rejected Timesheet(s)

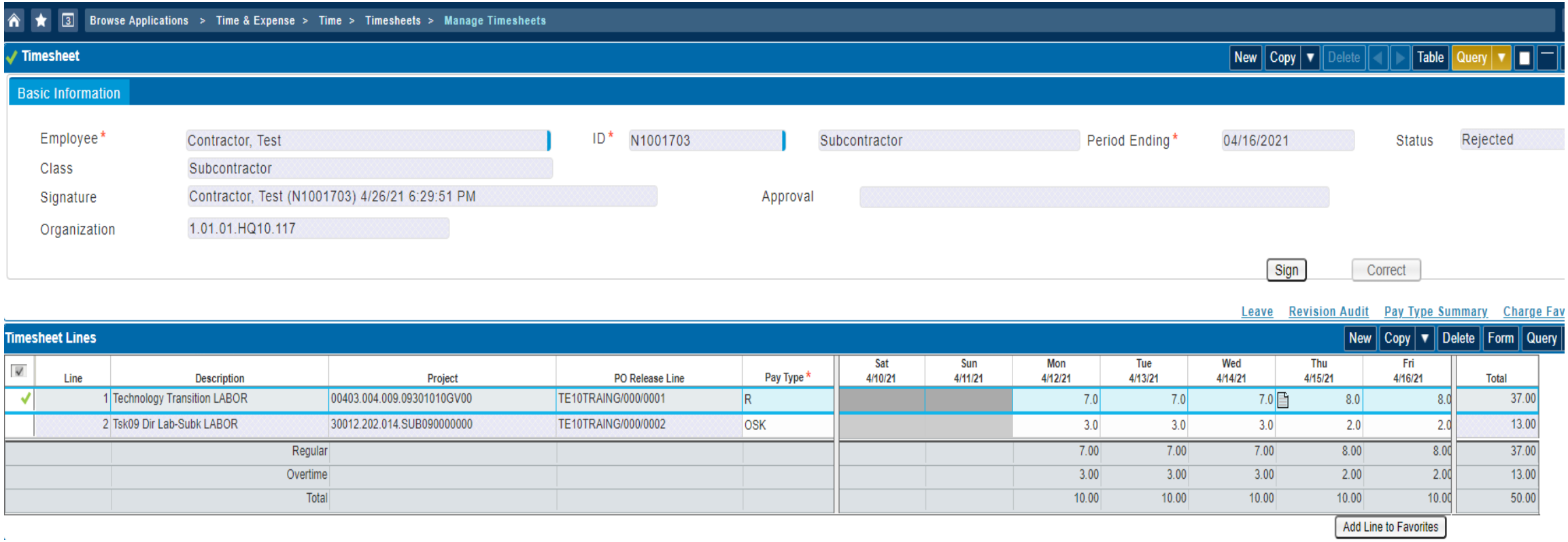
List of Rejected timesheet(s)

Click on the Launch button

Peraton

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.

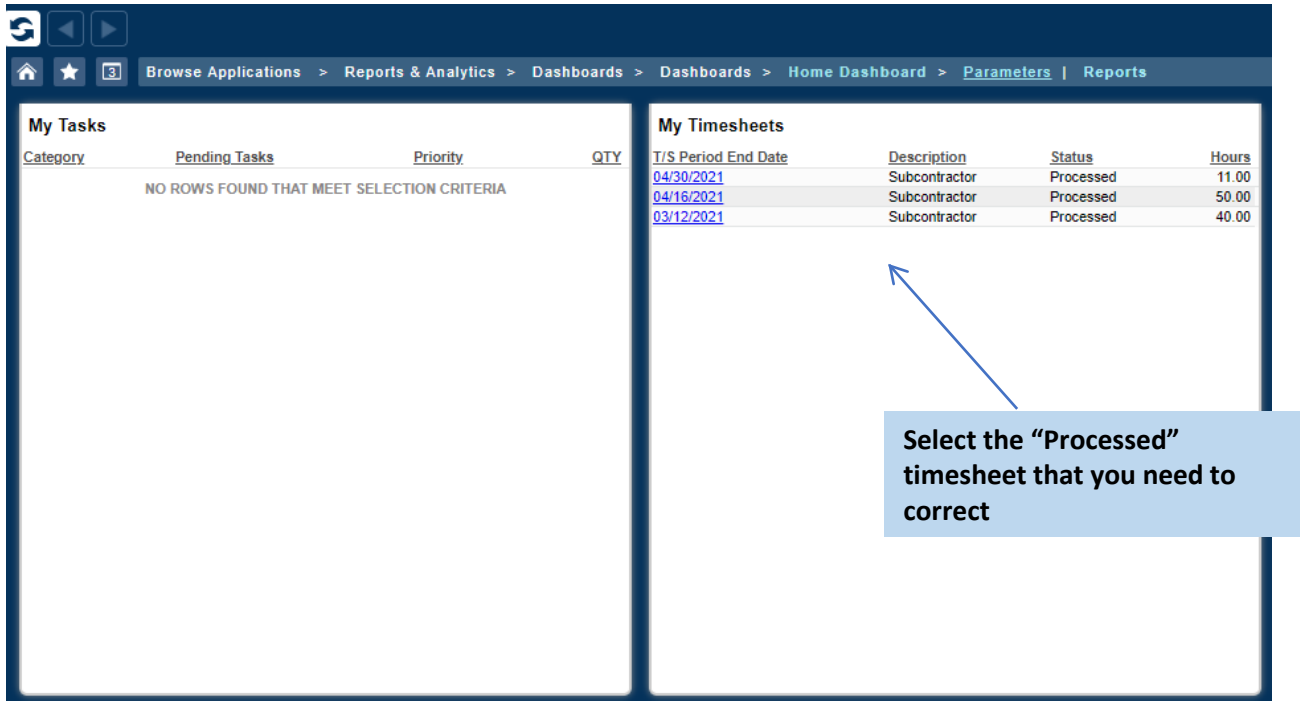


Line	Description	Project	PO Release Line	Pay Type*	Sat 4/10/21	Sun 4/11/21	Mon 4/12/21	Tue 4/13/21	Wed 4/14/21	Thu 4/15/21	Fri 4/16/21	Total
1	Technology Transition LABOR	00403.004.009.09301010GV00	TE10TRAING/000/0001	R			7.0	7.0	7.0	8.0	8.0	37.00
2	Tsk09 Dir Lab-Subk LABOR	30012.202.014.SUB090000000	TE10TRAING/000/0002	OSK			3.0	3.0	3.0	2.0	2.0	13.00
	Regular						7.00	7.00	7.00	8.00	8.00	37.00
	Overtime						3.00	3.00	3.00	2.00	2.00	13.00
	Total						10.00	10.00	10.00	10.00	10.00	50.00

Peraton

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 > Manage Timesheets
  - This opens your current week's timesheet
  - Use the directional arrows in the Section Toolbar to display the appropriate timesheet

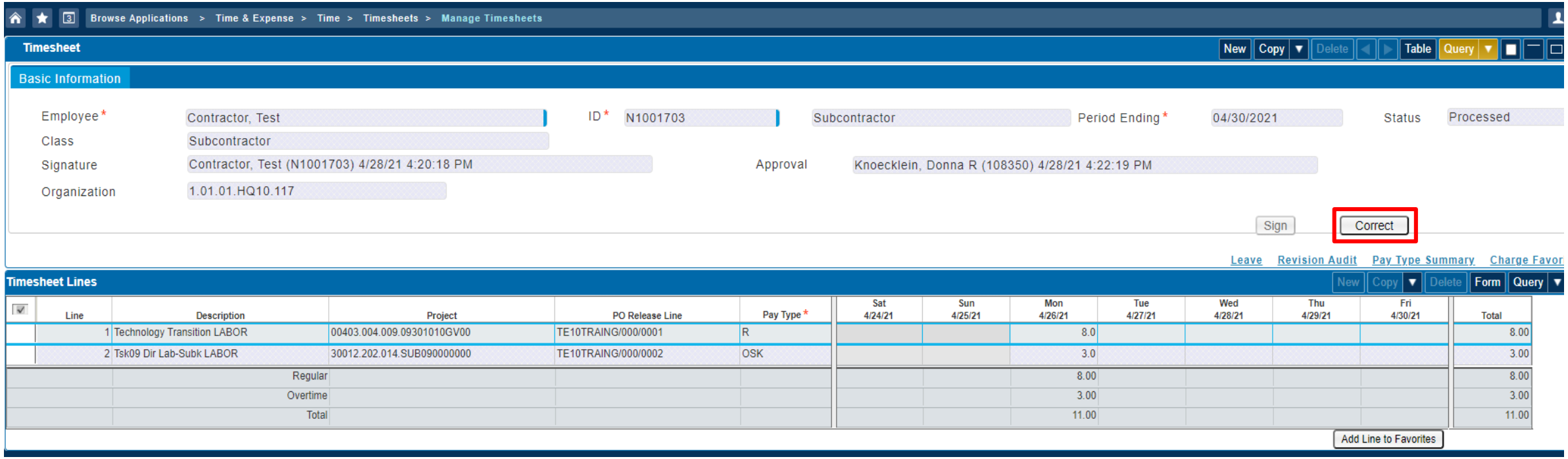


The "Correct" button is only used on timesheets with Status: Processed

Peraton

Timesheet Correction (Status: Processed)

- Click on "Correct" button next to Sign
- This will change the timesheet status to Open and open the Timesheet Lines for editing

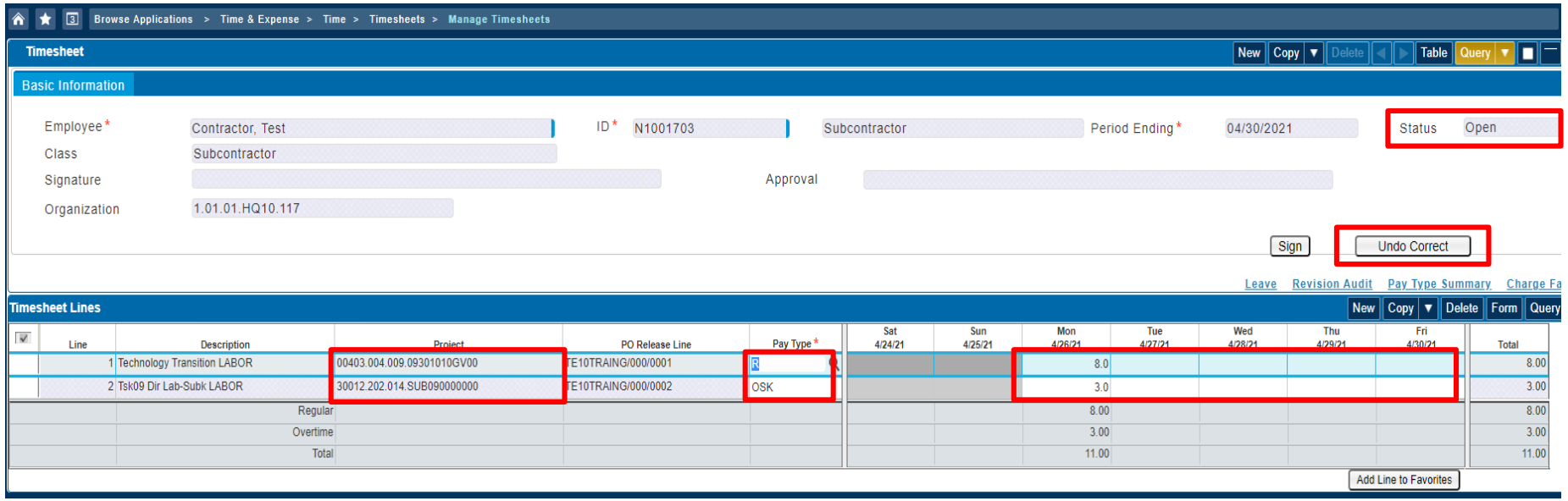


The "Correct" button is only used on timesheets with Status: Processed

Peraton

Timesheet Correction (Status: Processed)

- The button changes from Correct to Undo Correct, enabling 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.

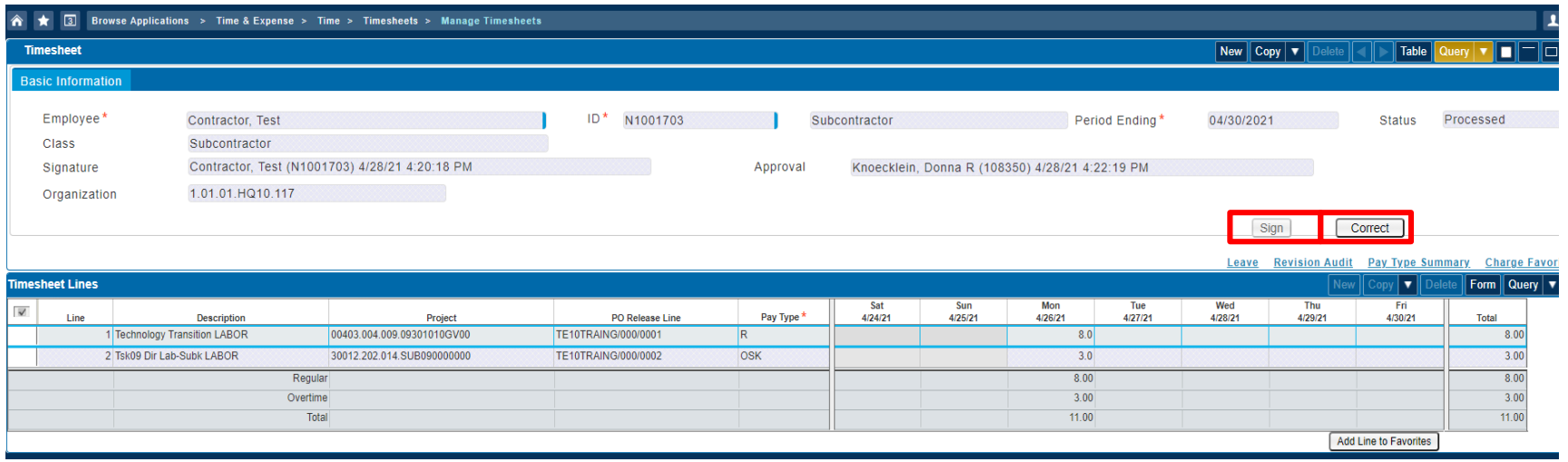


The "Correct" button is only used on timesheets with Status: Processed

Peraton

Timesheet Correction (Status: Processed) – RETRO RATE

- Occasionally the timesheet needs to be resubmitted to capture updated rates
- Select the Correct button – MAKE NO OTHER CHANGES TO THE TIMESHEET
- 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



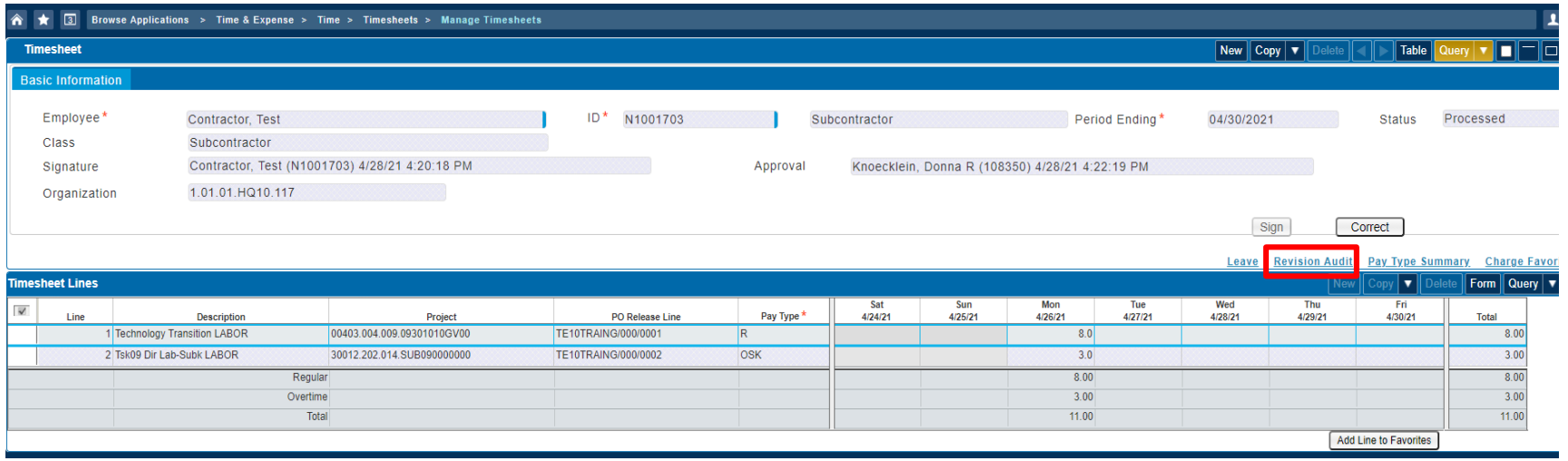
The "Correct" button is only used on timesheets with Status: Processed

Peraton

Timesheet Correction (Processed Timesheet)

When the Timesheet is saved, a Revision Audit will created.

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



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

Manager / Approver Functionality

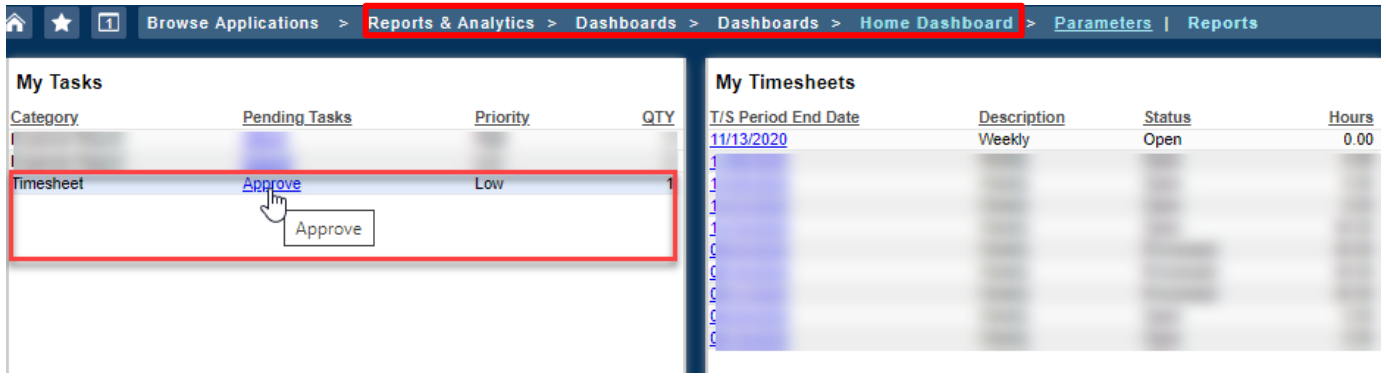
Peraton

Timesheet Approval – Primary Approver

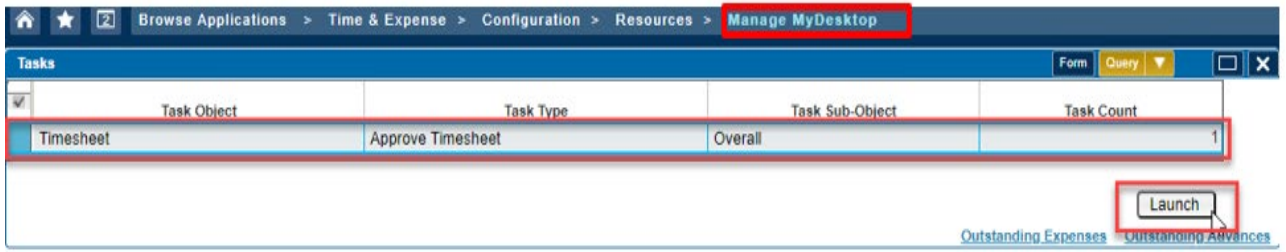
Access timesheets pending approval via one of two methods:

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

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



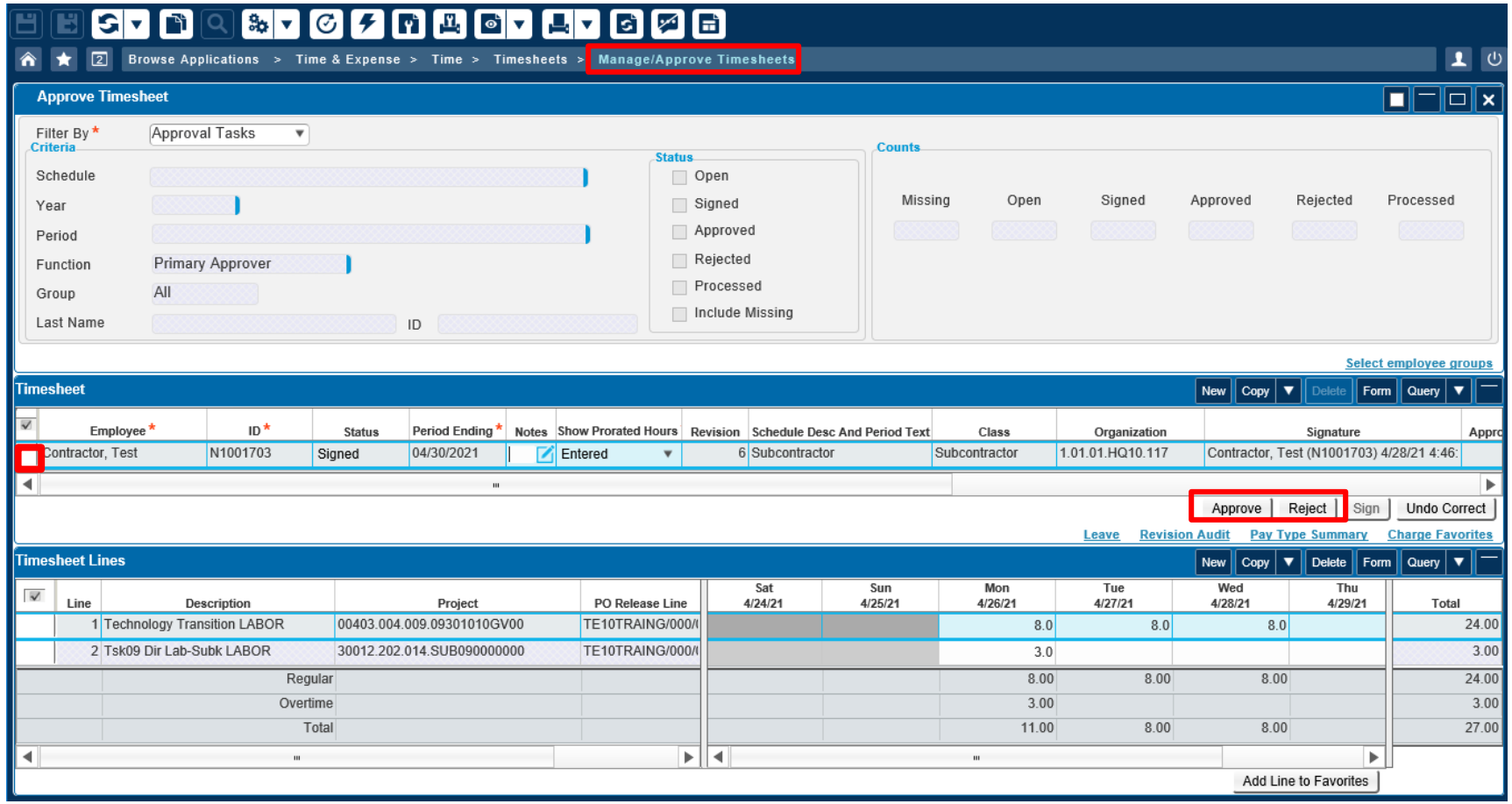
- Clicking the Approve hyperlink from My Task will open *Manage MyDesktop*
- Click Launch to open the timesheet
  - Select Launch under Task to see all timesheets to approve, or
  - Select Launch under Task Details to see individual timesheet to approve



Peraton

Timesheet Approval – Primary Approver

- Either method will open the Manage/Approve Timesheets screen
- The list of timesheets to pending approval appear in the Timesheet window
- 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



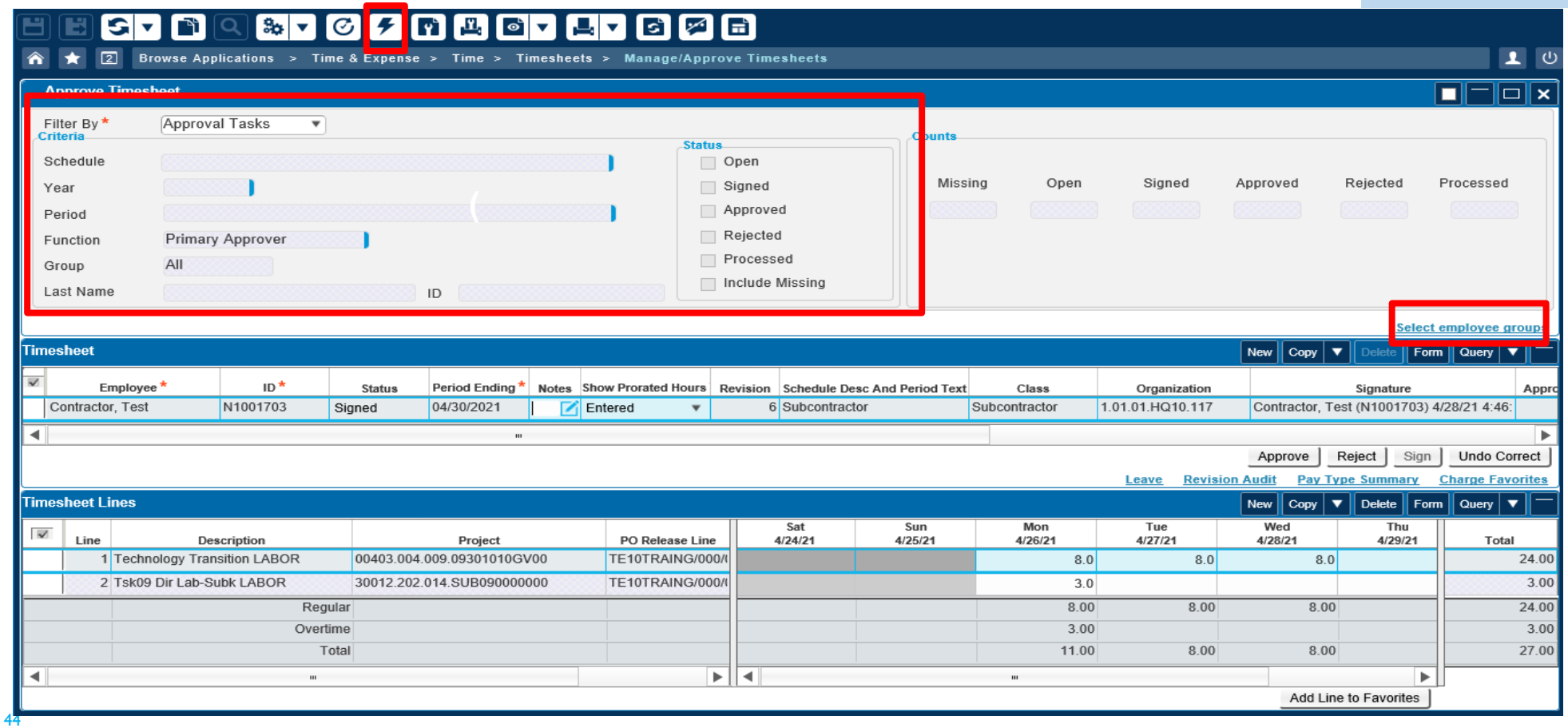
Peraton

Timesheet Approval - SEARCH

- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change:
  - Criteria (including Function, and Status)
- **Press Lightning Bolt icon to run query**

Backup Approvers "Search" for timesheets to approve

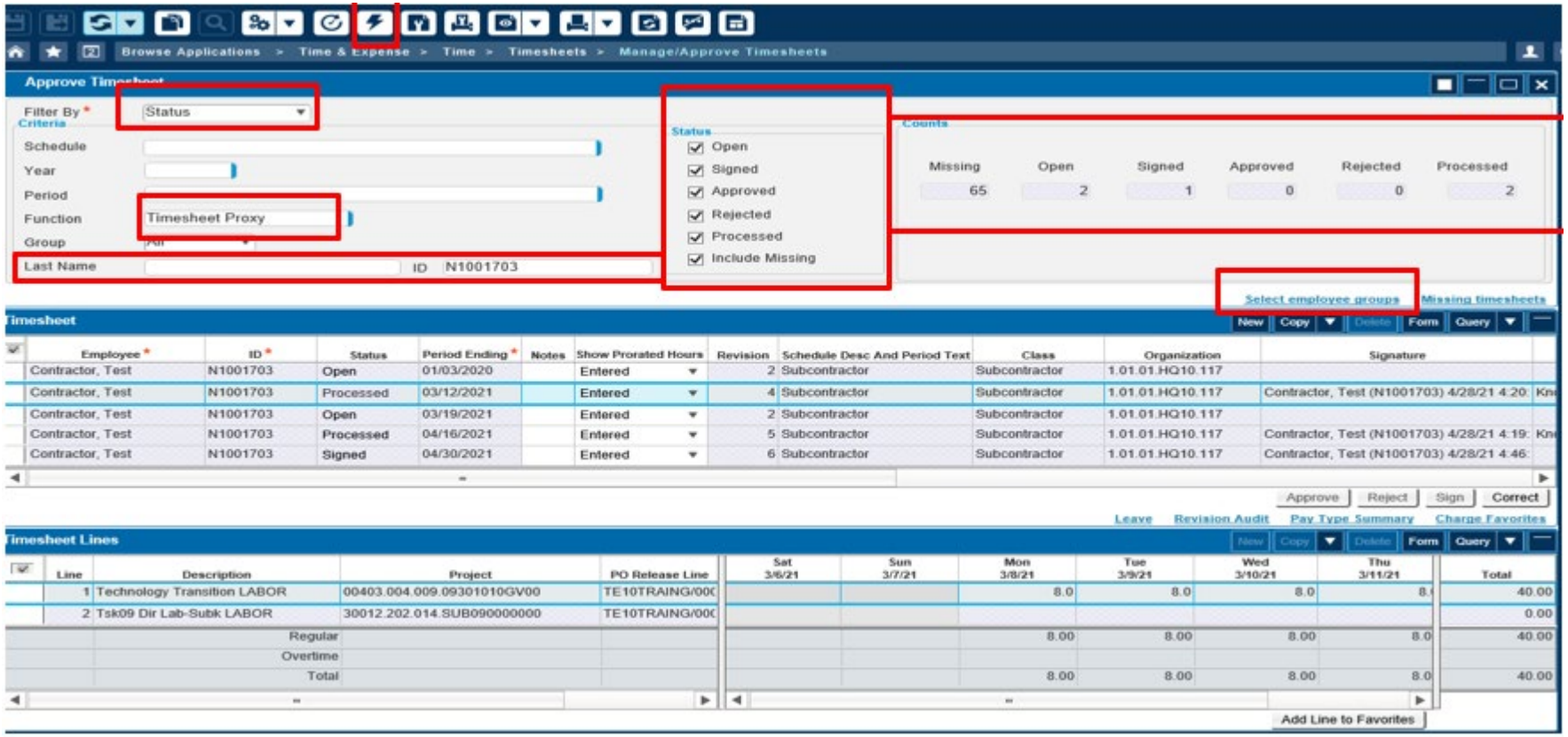
Filter By: Status
Function: Backup Approver



Timesheet Entry - Proxy

Timesheet Backup Approver / PROXY - SEARCH

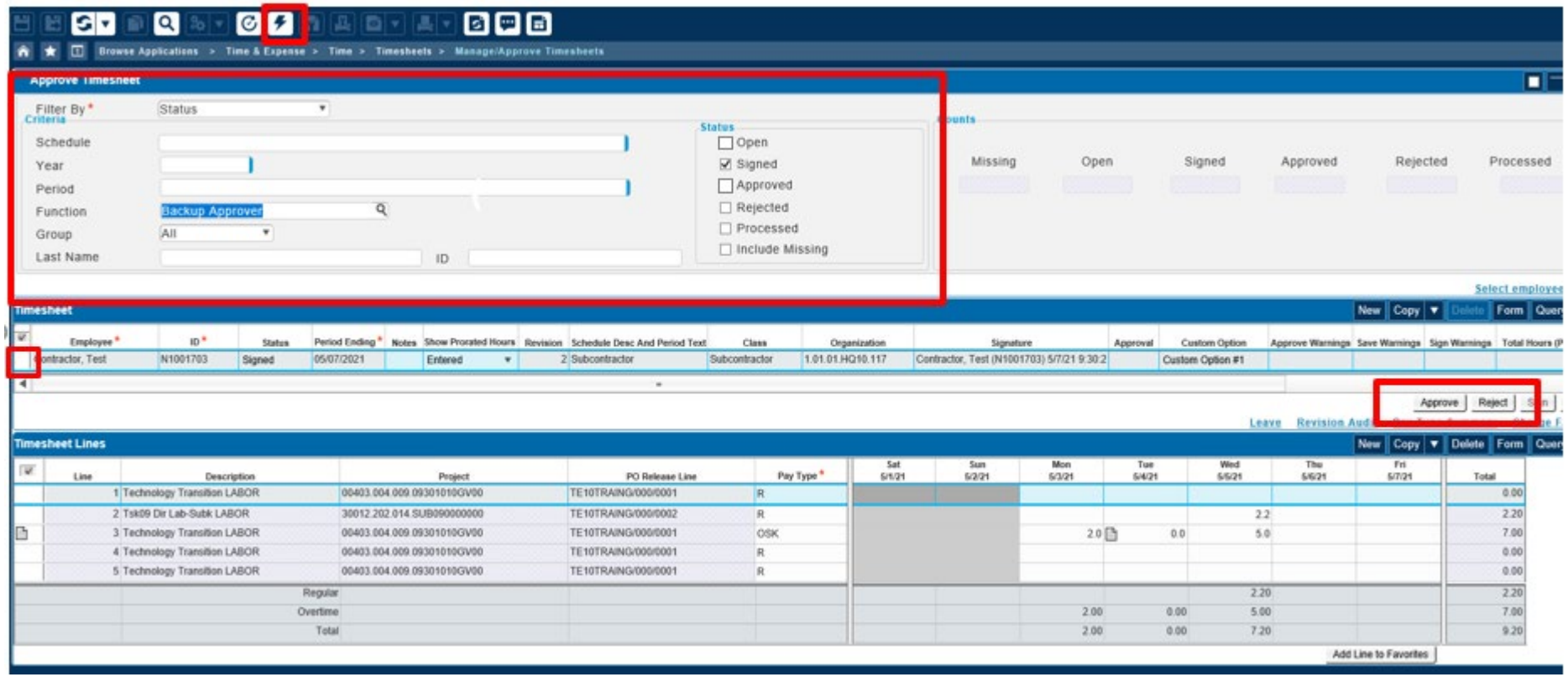
- Navigate through Time & Expense > Time > Timesheets > Manage/Approve Timesheets
- Change *Filter By* to Status
- Enter search criteria in Criteria window:
  - Year, Period, Last name, ID, Status
  - Function
  - Group: All (use All unless you have multiple groups and want to reduce list; then select Group: Selected and in the "Select employee groups" sublink select the appropriate groups)
- Press Lightning Bolt icon to run query
- Counts of statuses will display in top window; Timesheets appear below



Peraton

Timesheet Backup Approver - Approval

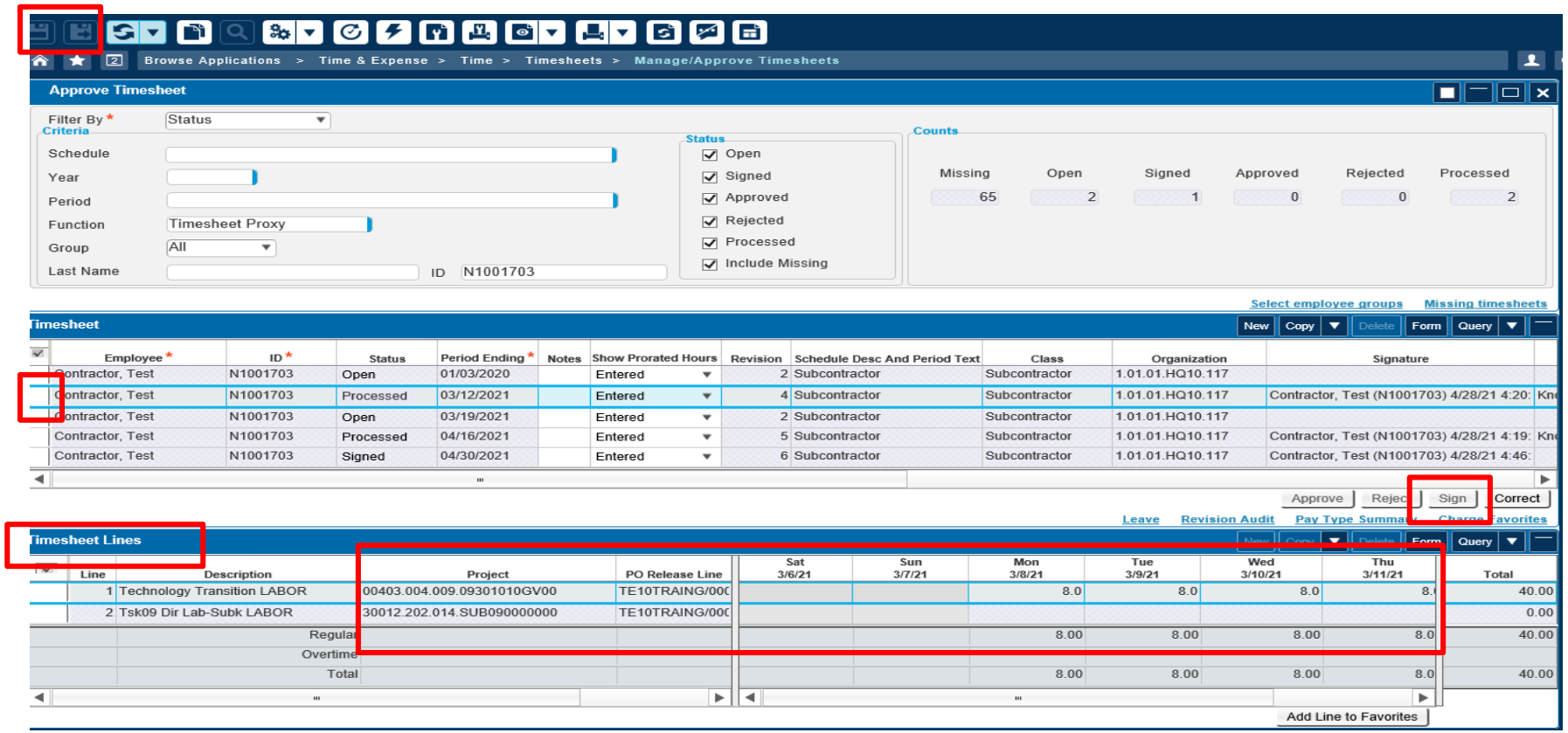
- Change *Filter By* to Status
- Function: Backup Approver
- Press Lightning Bolt icon to run query
- The list of timesheets to pending approval appear in the Timesheet window
- Select timesheet from list, make sure box turns blue
  - The details of that timesheet appear in the Timesheet Lines section below
- Select Approve or Reject
- Repeat for each timesheet needing approval



Peraton

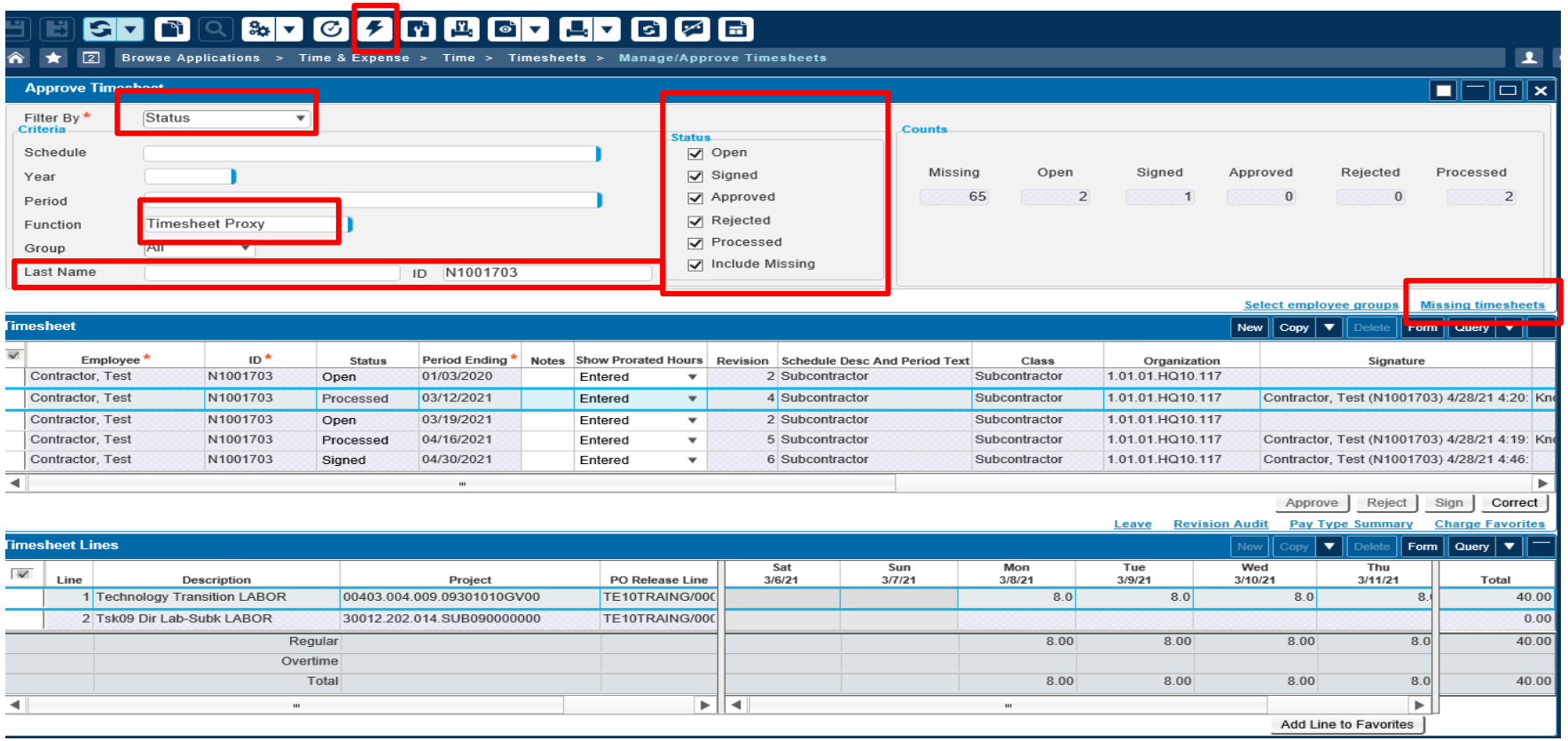
Timesheet Backup Approver / PROXY – Timesheet changes

- Once timesheets are located …
- Select timesheet from list, make sure box turns blue
  - The details of that timesheet appear in the Timesheet Lines section below
- Make necessary edits to timesheet
- When edits complete, Save
- Then Sign



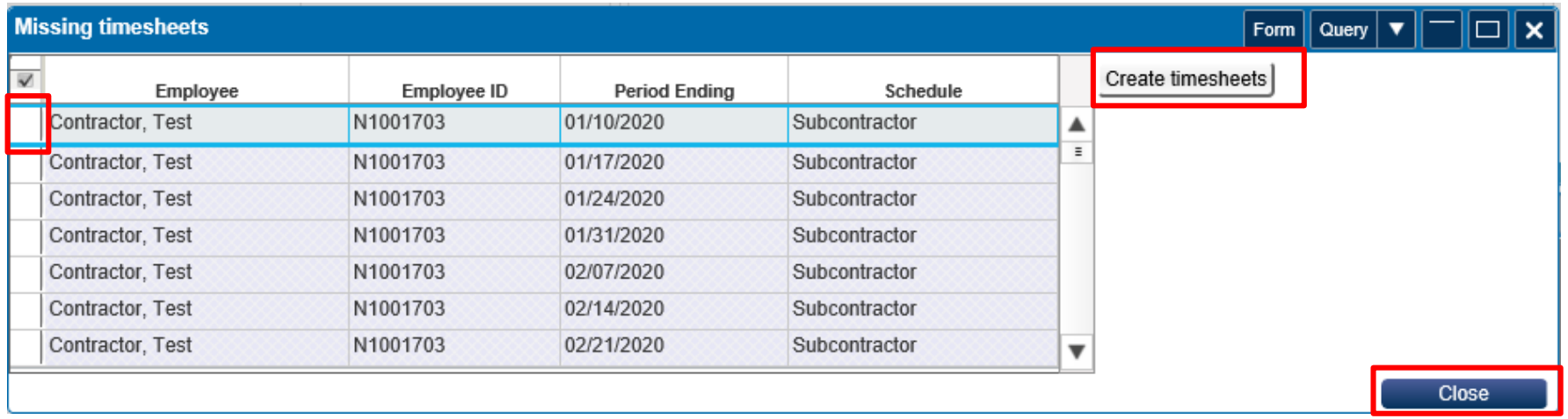
Timesheet Proxy – Create Missing Timesheet

- Be sure Criteria includes:
  - Last Name or ID
  - Status "Include Missing"
- Select MISSING TIMESHEET sublink for queried resource

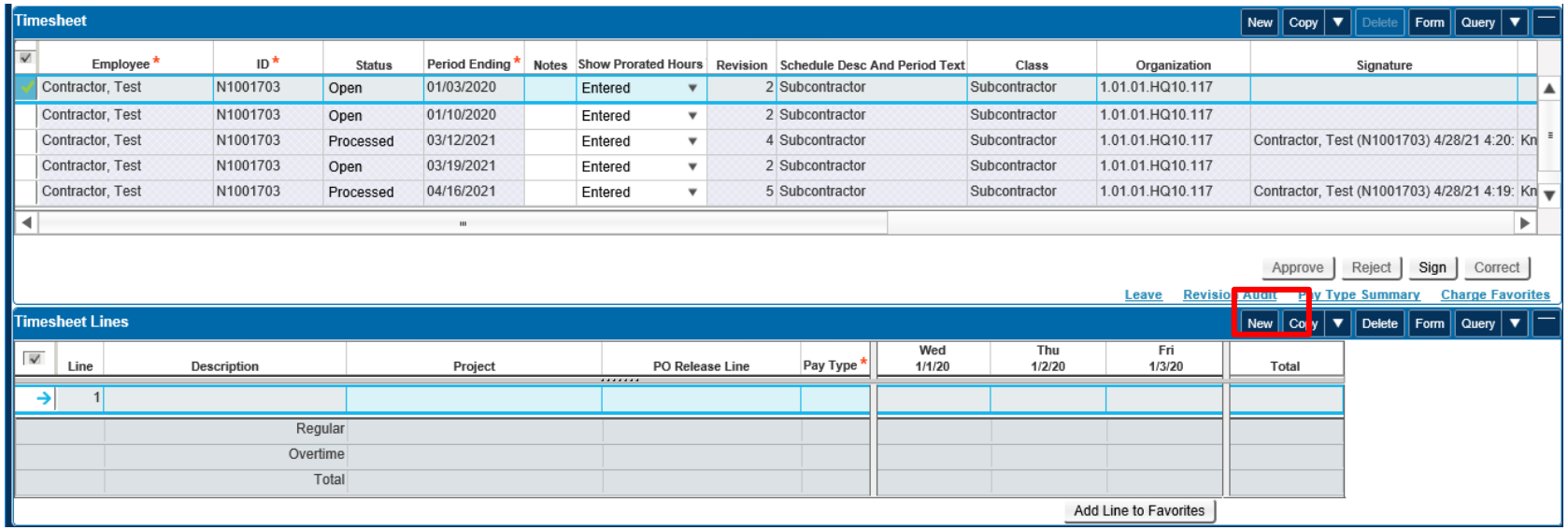


Timesheet Proxy – Creating Missing timesheet

- Select desired timesheet week from list and press Create timesheets button, then click Close
- New timesheet is added to the timesheet list
- Select NEW in the timesheet lines to add project, pay type and hours, Save, Sign …



Employee	Employee ID	Period Ending	Schedule
Contractor, Test	N1001703	01/10/2020	Subcontractor
Contractor, Test	N1001703	01/17/2020	Subcontractor
Contractor, Test	N1001703	01/24/2020	Subcontractor
Contractor, Test	N1001703	01/31/2020	Subcontractor
Contractor, Test	N1001703	02/07/2020	Subcontractor
Contractor, Test	N1001703	02/14/2020	Subcontractor
Contractor, Test	N1001703	02/21/2020	Subcontractor



Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Organization	Signature
Contractor, Test	N1001703	Open	01/03/2020		Entered	2	Subcontractor	Subcontractor	1.01.01.HQ10.117	
Contractor, Test	N1001703	Open	01/10/2020		Entered	2	Subcontractor	Subcontractor	1.01.01.HQ10.117	
Contractor, Test	N1001703	Processed	03/12/2021		Entered	4	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:20: Kn
Contractor, Test	N1001703	Open	03/19/2021		Entered	2	Subcontractor	Subcontractor	1.01.01.HQ10.117	
Contractor, Test	N1001703	Processed	04/16/2021		Entered	5	Subcontractor	Subcontractor	1.01.01.HQ10.117	Contractor, Test (N1001703) 4/28/21 4:19: Kn

Line	Description	Project	PO Release Line	Pay Type *	Wed 1/1/20	Thu 1/2/20	Fri 1/3/20	Total
1								
	Regular							
	Overtime							
	Total							

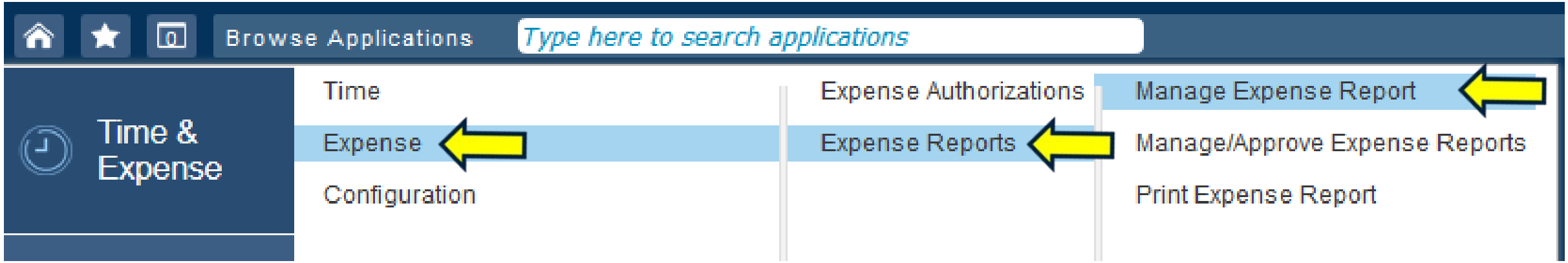
Peraton

Expense Entry

Peraton

Creating an Expense Report

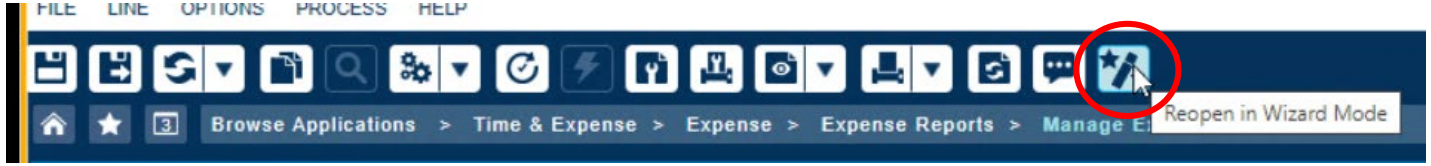
- Navigate to Time & Expense menu
- From the main screen select **Time & Expense > Expense > Expense Reports > Manage Expense Report**



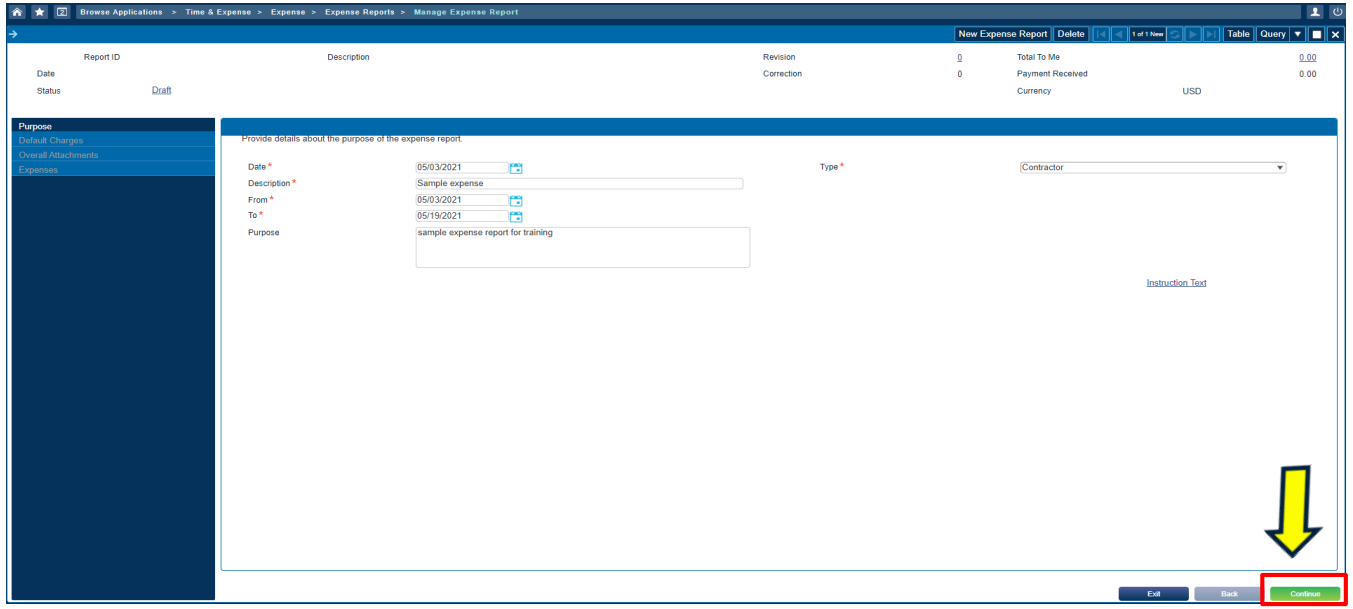
Peraton

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 > Manage 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"



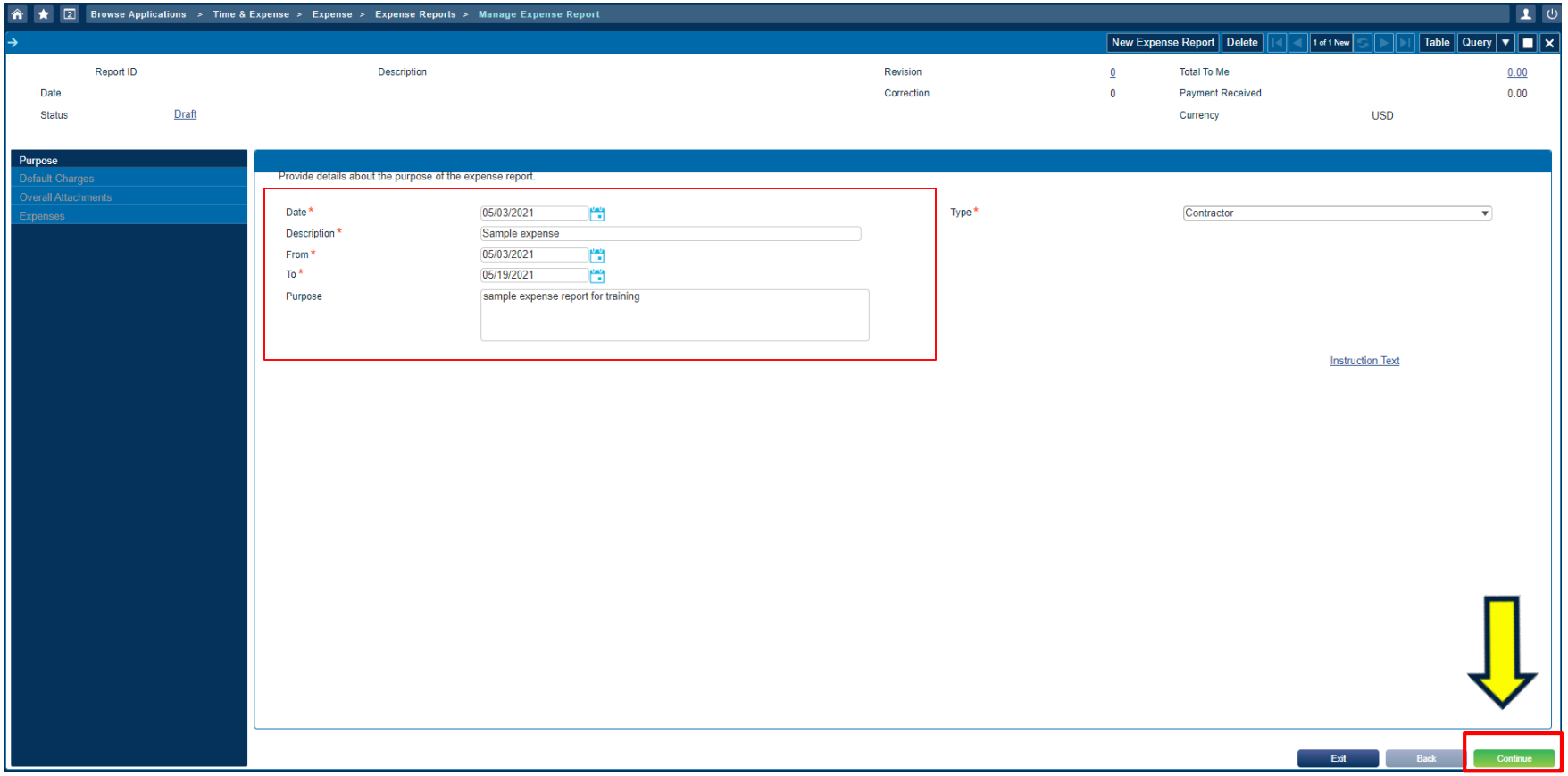
  2. You can tell you are now in Wizard mode because the Continue button appears at the bottom right of the Expense Report



Peraton

Creating an Expense Report - Purpose

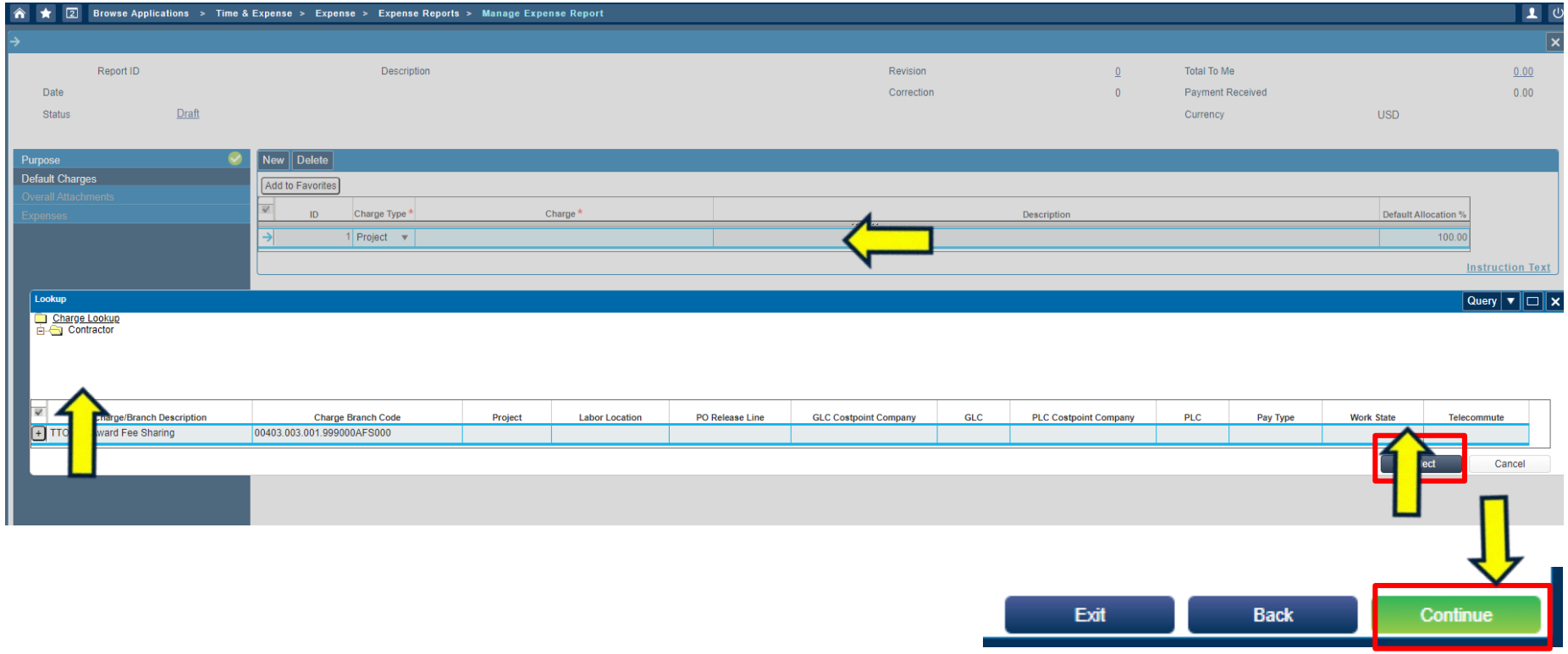
- Enter the following information: Date, Description, From Date, To Date, Purpose
- Click **Continue** when complete



Peraton

Creating an Expense Report – Project ID

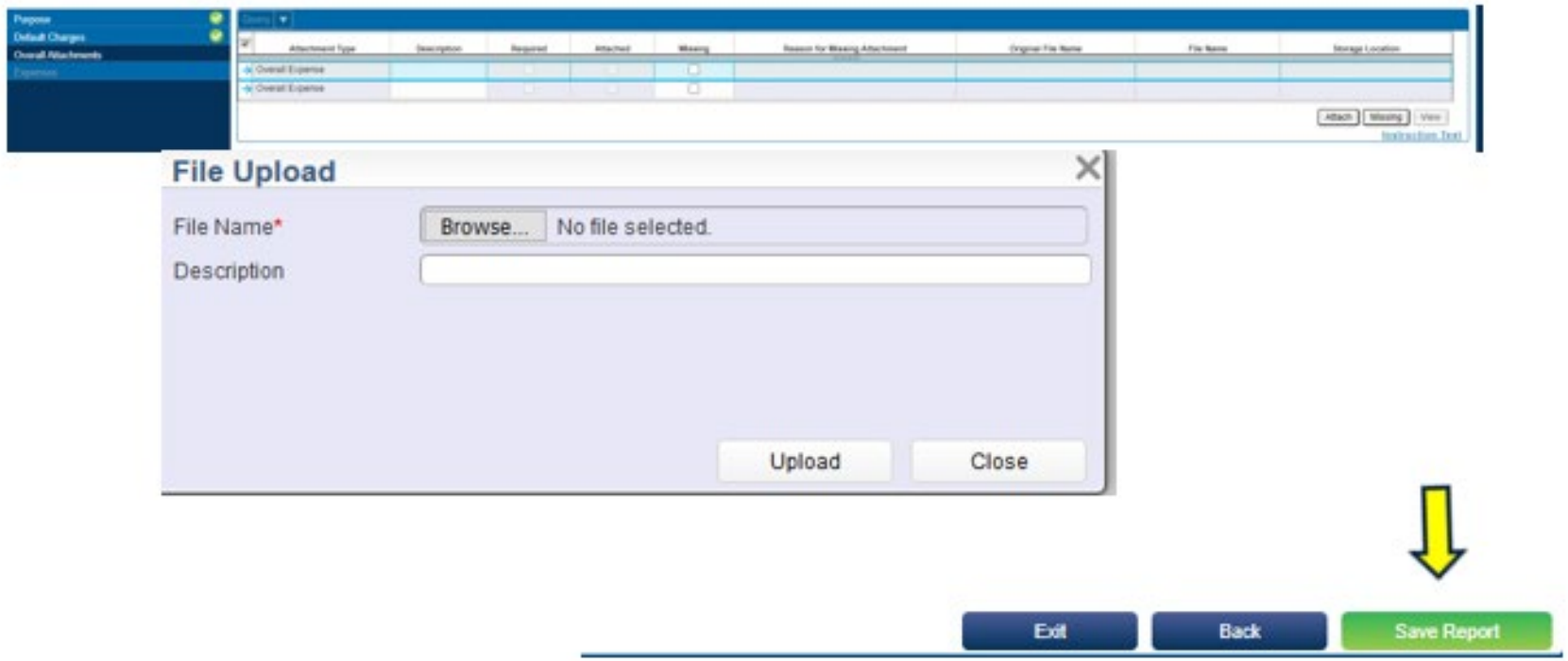
- Under **Charge**, use the magnifying glass to lookup the project code. Use the Charge Tree Description to find the code. Click on the **Select** button.
  - Alternatively, you can type or copy/paste the project code into the field.
- Click New to add an additional lines for additional project codes if applicable.
  - Change the Default Allocation % as needed; or later will have opportunity to Allocate by Amount
- Click on **Continue**



Peraton

Attaching Receipts

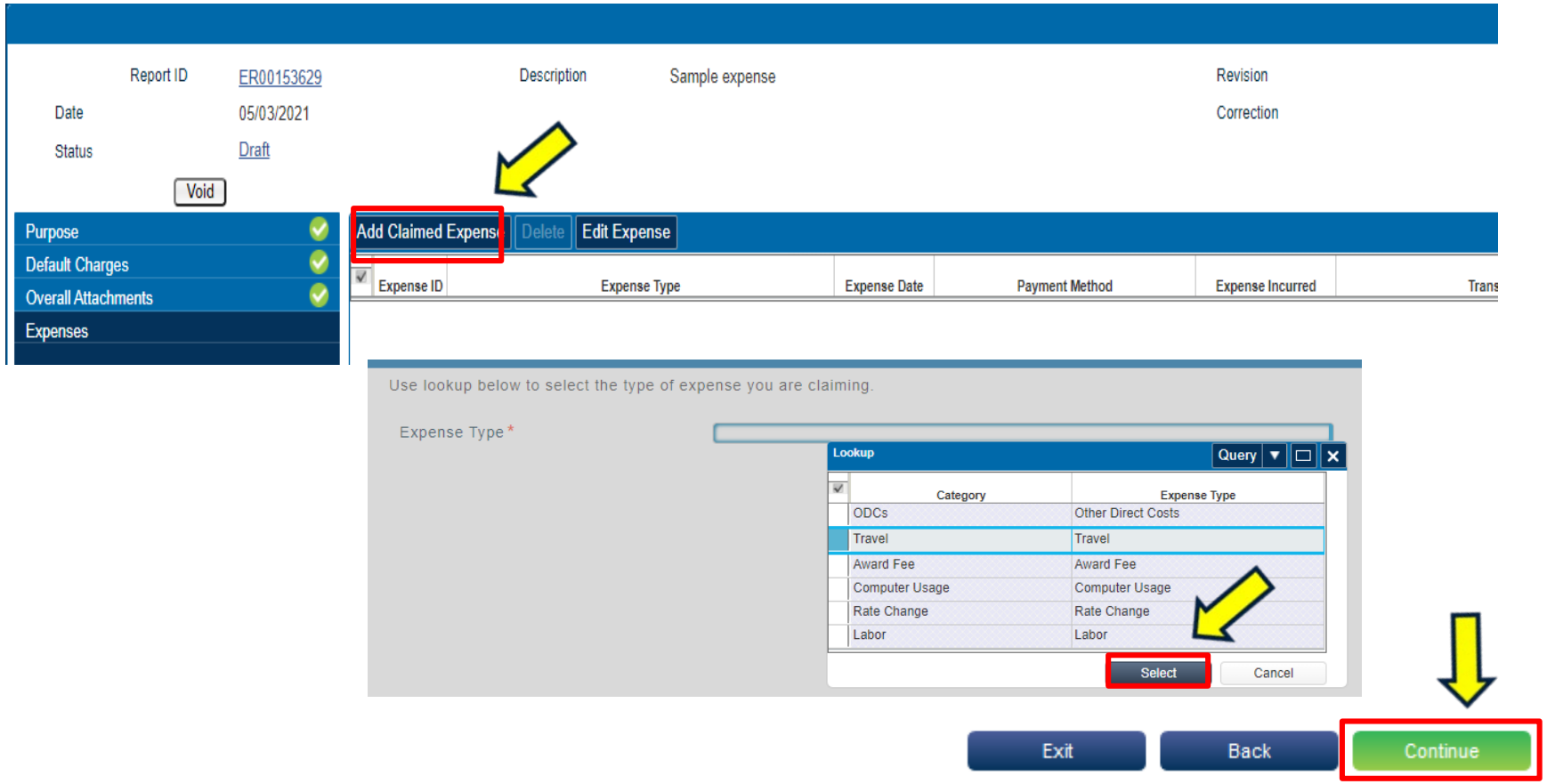
- Select **Attach** and enter a description and browse for the receipt(s) to upload.
  - You may upload *all* receipts to **one** PDF/receipt package and click the **Select All** button to upload the receipt package to all lines. Or,
  - You can upload a PDF/receipt for each line item one-by-one.
- These steps will need to be repeated for each expense type to attach a PDF.
- Click **Save Report**



Peraton

Adding Expenses to an Expense Report

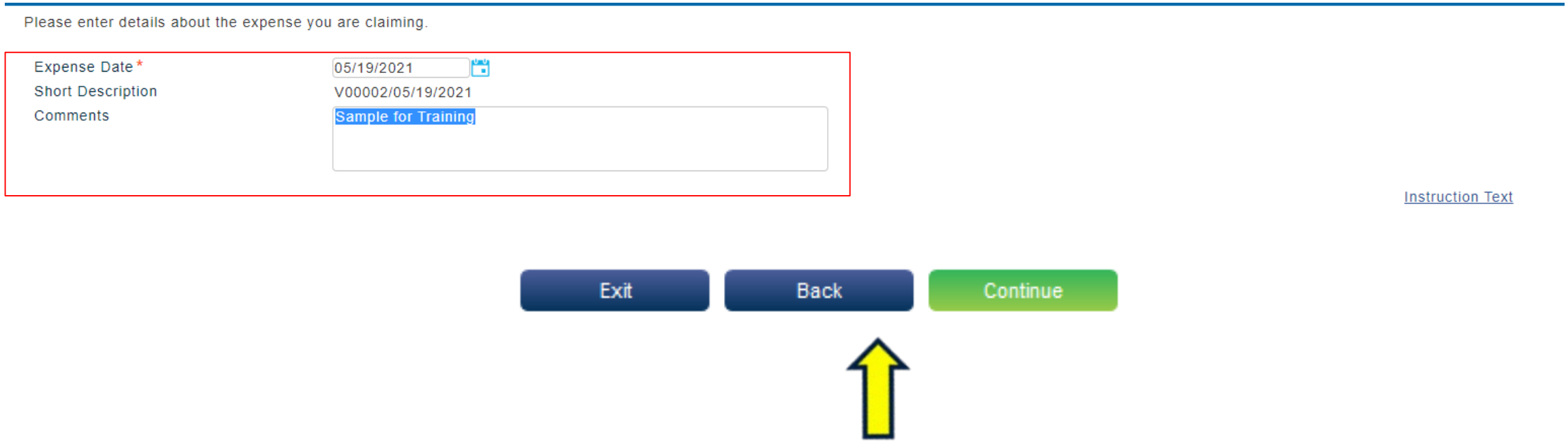
- To enter expenses, select the **Add Claimed Expense** button and select the type of expense to add
- Click **Continue**



Peraton

Adding Expenses to an Expense Report

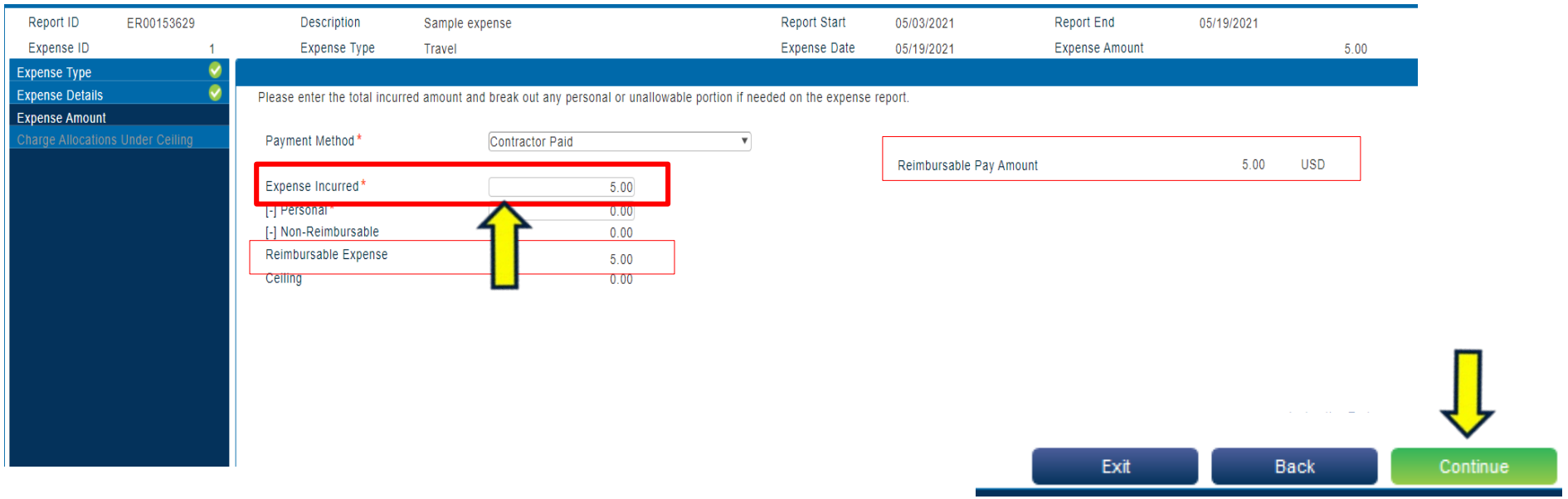
- Fill in all the **Required** information on the Expense Details screen
- The Expense Date must be within the date range of the report
- Click **Continue** when done



Peraton

Adding Payment Method to an Expense Report

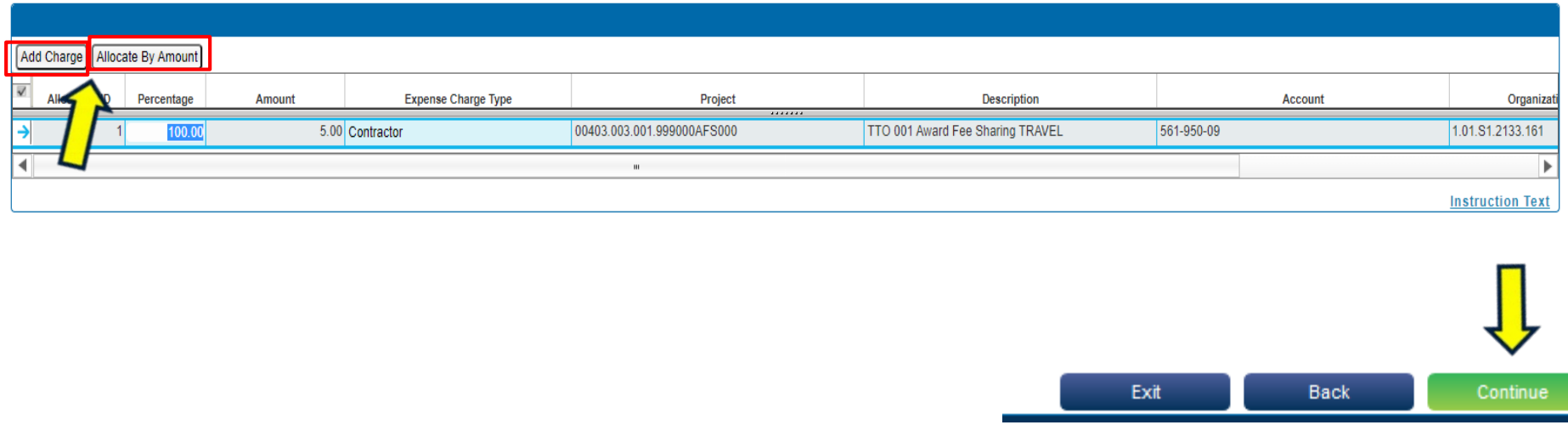
- Contractor expenses should be the summary amount for the expense with required receipts attached for detailed breakout
- Enter total amount in Expenses Incurred field. This is the amount that will be paid to the contractor company.
- **DO NOT** enter **Personal Amounts** as these amounts **will not be reimbursed**.
- Click **Continue** when done.



Peraton

Adding Charge Code to an Expense

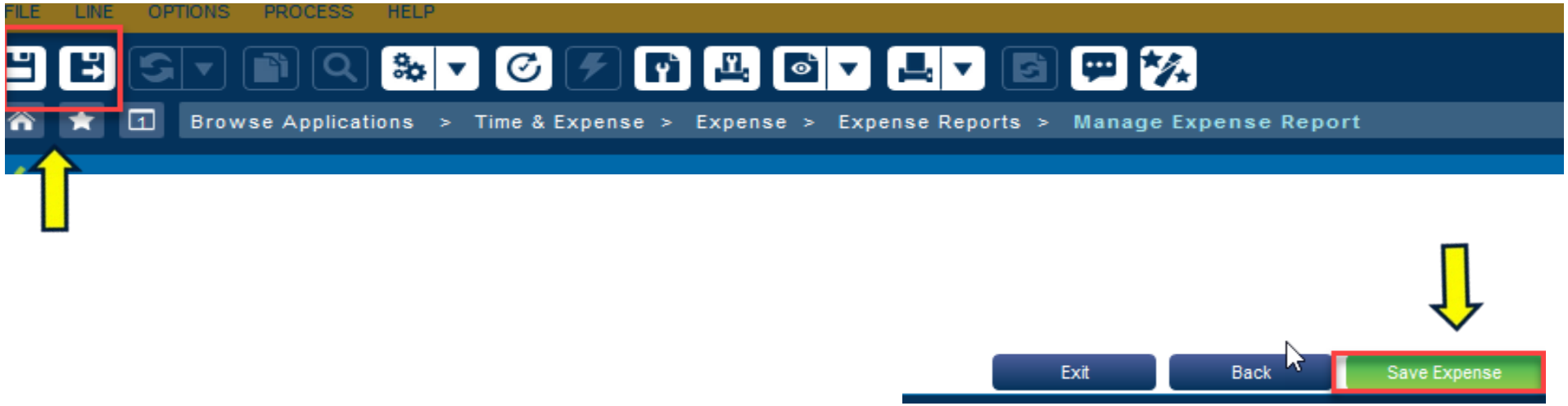
- All the information will be defaulted in this screen. If you need to add additional charges, then click on Add Charge button and repeat the same steps
- If additional project ids are required, they can be added at this step. The project id must be listed in the expense summary section before being used in the detail section
- Use the Allocate by Amount or Allocate by Percent to allocate costs accordingly
- Click **Continue** or **Save Expense** when done



Peraton

Save Expense Report

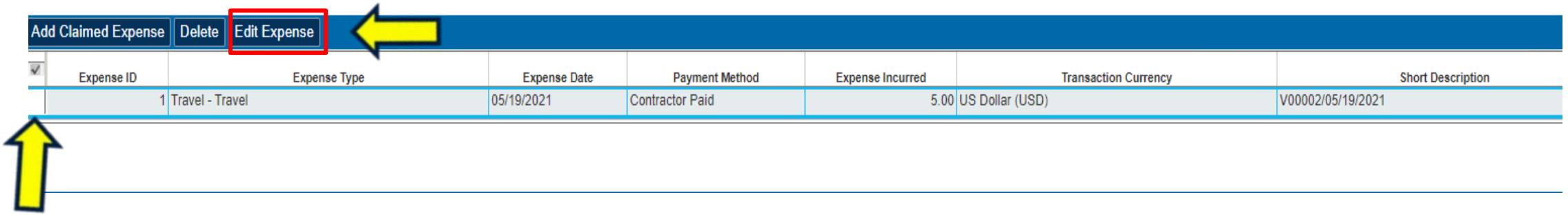
- It's good practice to save the expense report to avoid losing your information on the expense report.
- You can Save it on by clicking the save button on your Deltek Costpoint screen tool bar or You can click on the Save Expense button in the expense report



Peraton

Correcting Expense before Submitting

- If an expense needs to be corrected before submitting for approval, select the check box next to the category and click **Edit Expense**

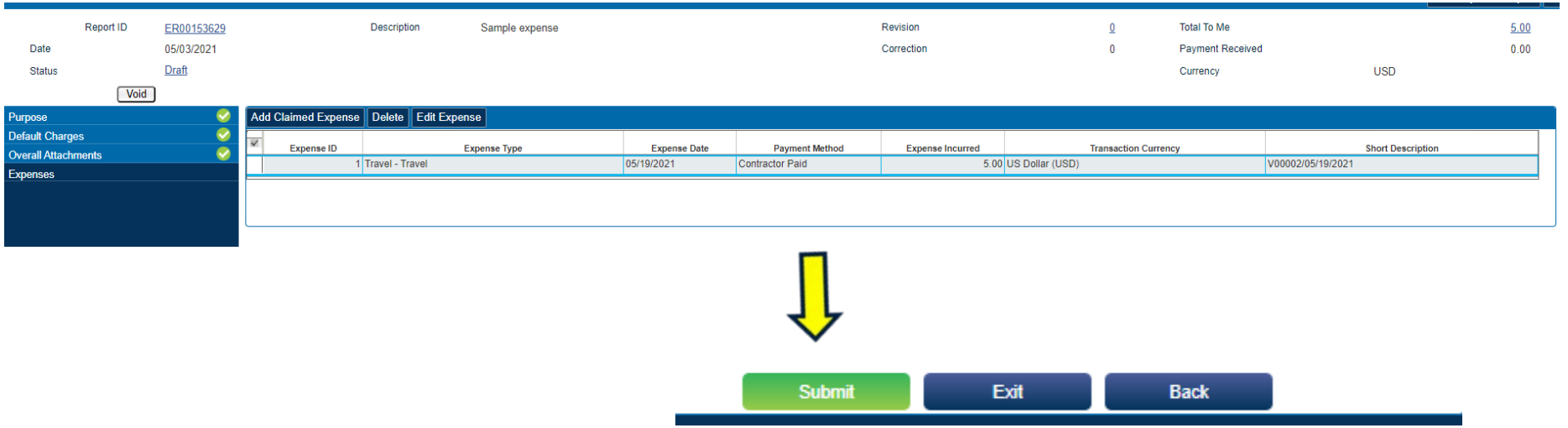


- To edit the purpose, location, and charge allocation, go to the Purpose section

Peraton

Submitting an Expense Report

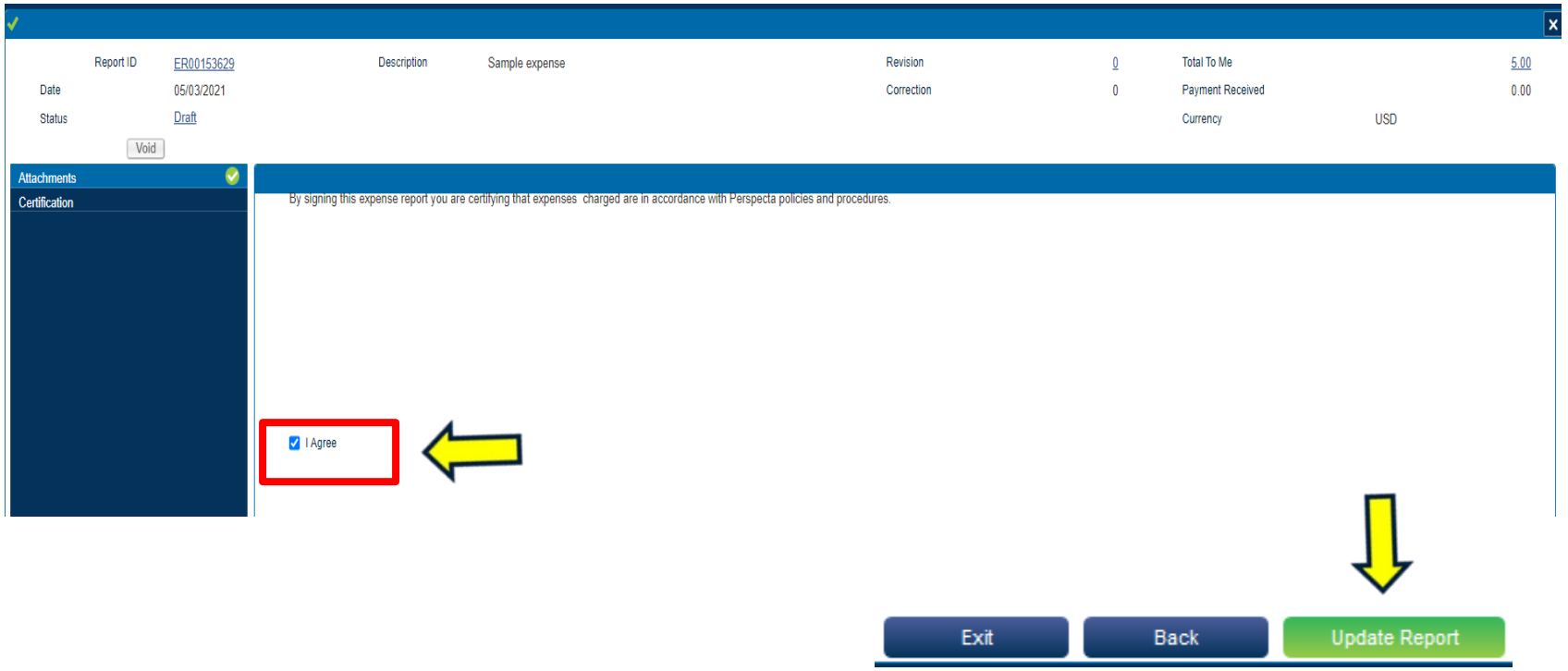
- Once the expense report is complete, click **Submit** at the bottom



Peraton

Update Report –After Attaching Receipts

- Check "I Agree" box
- Click on **Update Report** button to complete the Expense Report submission process



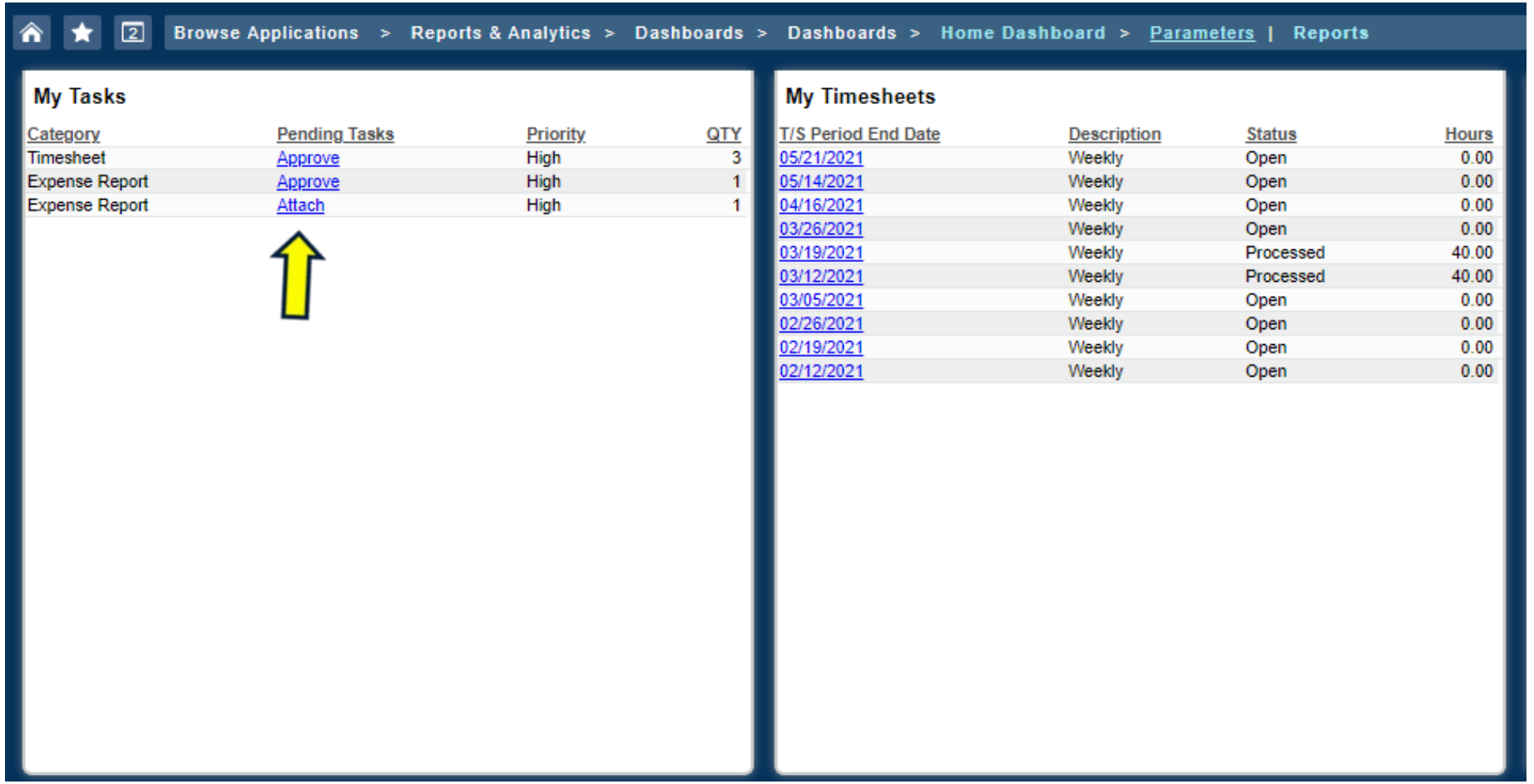
Peraton

Expense Approval

Peraton

Approving/Rejecting Expense Reports

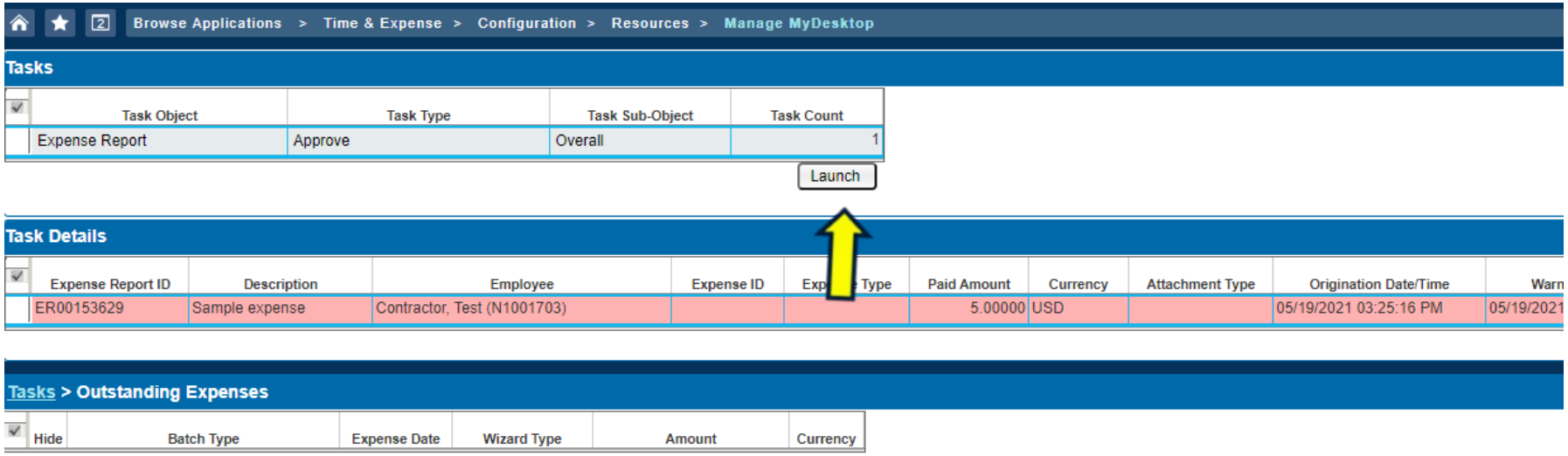
- From the **Home Dashboard** screen Under **Category/My Tasks/Pending Tasks** You will see the **Expense report/ Approve** Link
- Click on **Approve** Link



Peraton

Approving/Rejecting Expense Reports

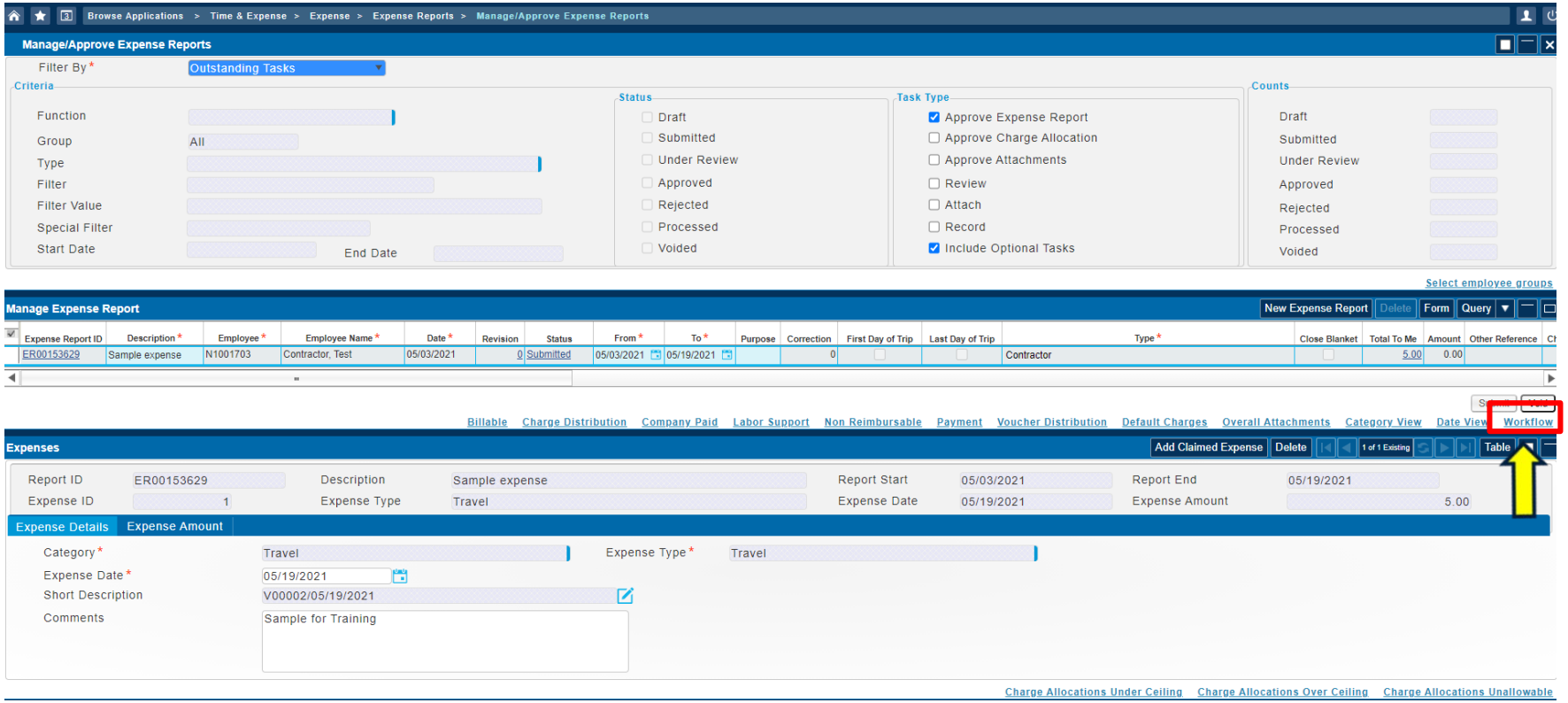
- You will be taken to My Desktop screen
- Click on the Expense Report **check box** and Click on **Launch** button



Peraton

Approving/Rejecting Expense Reports

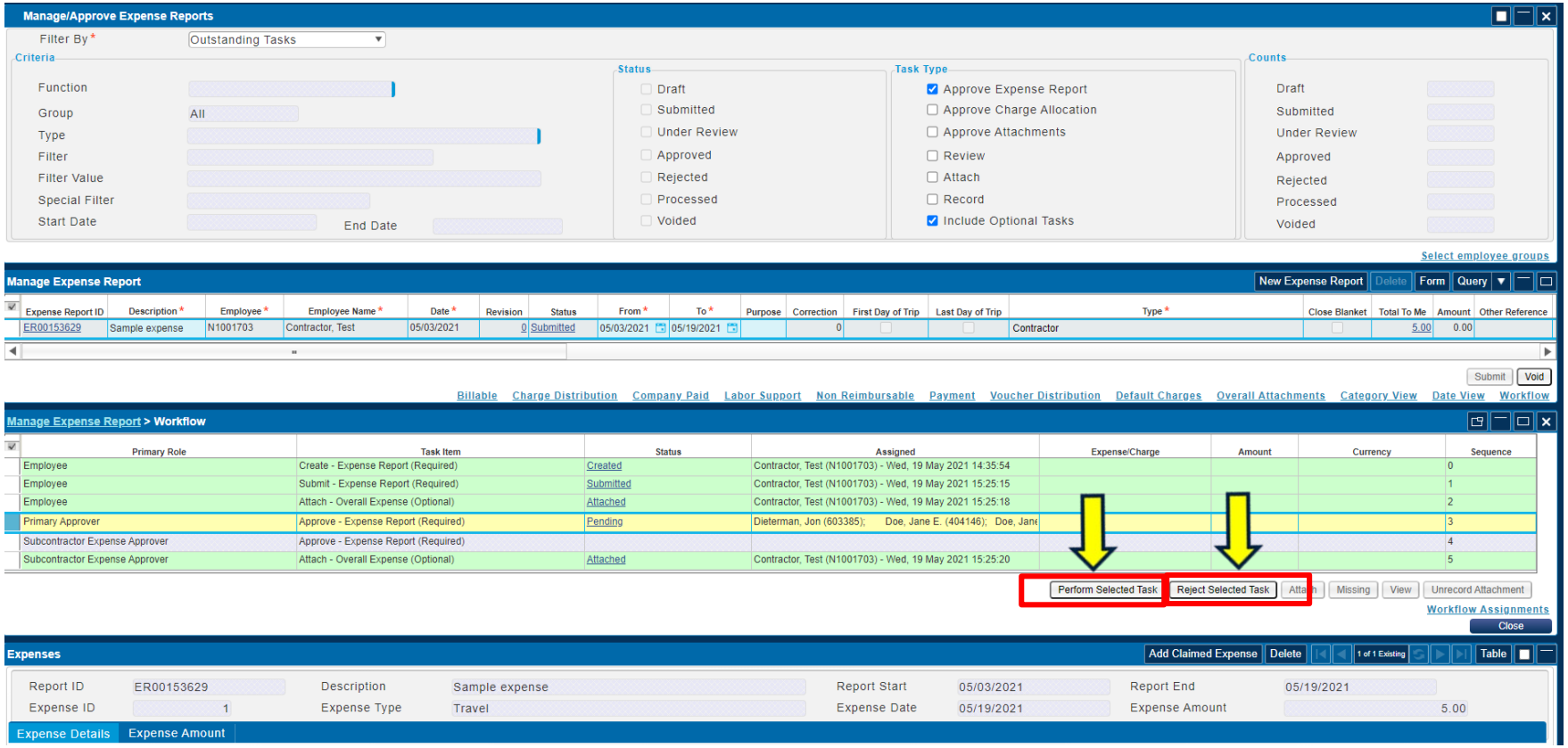
- You will be taken to Manage/Approve Expense Reports
- Review the Expense Report and Click on **Workflow** link



Peraton

Approving/Rejecting Expense Reports

- Select appropriate task to update. Tasks are color coded by status
- Click on **Perform Selected Task** to **Approve** Expense Report(s)
- Click on **Reject Selected Task** to **Reject** the Expense Report(s)

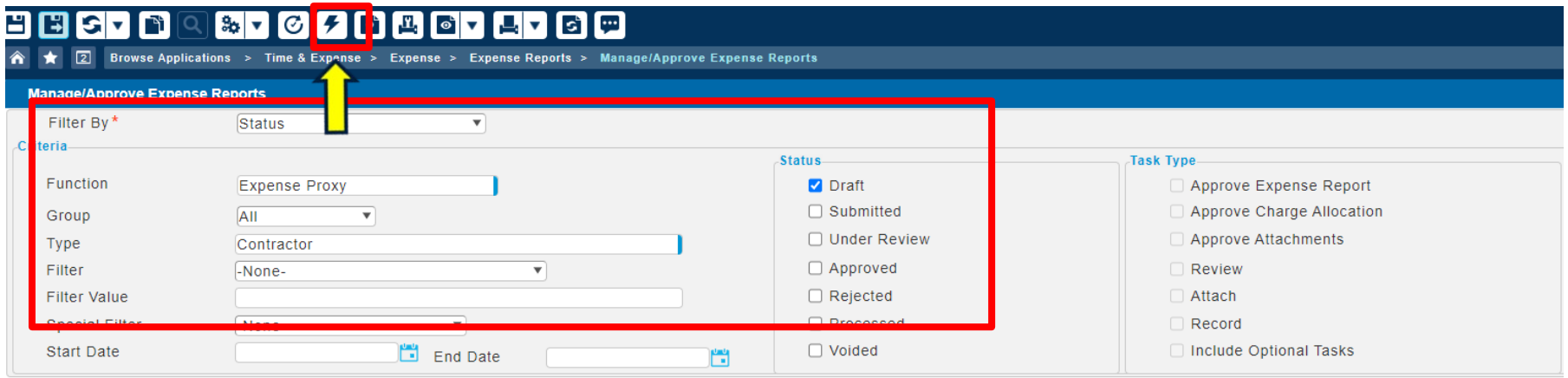


Peraton

Expense Entry - Proxy

Expense Entry as Proxy

- Navigate to Time & Expenses / Expense / Expense Reports / Manage/Approve Expense Reports
- Select
  - Filter by: Status
  - Function: Expense Proxy
  - Group: Select group to proxy
  - Status: Draft
- Click **Execute** icon
- Follow instructions to create new expense report



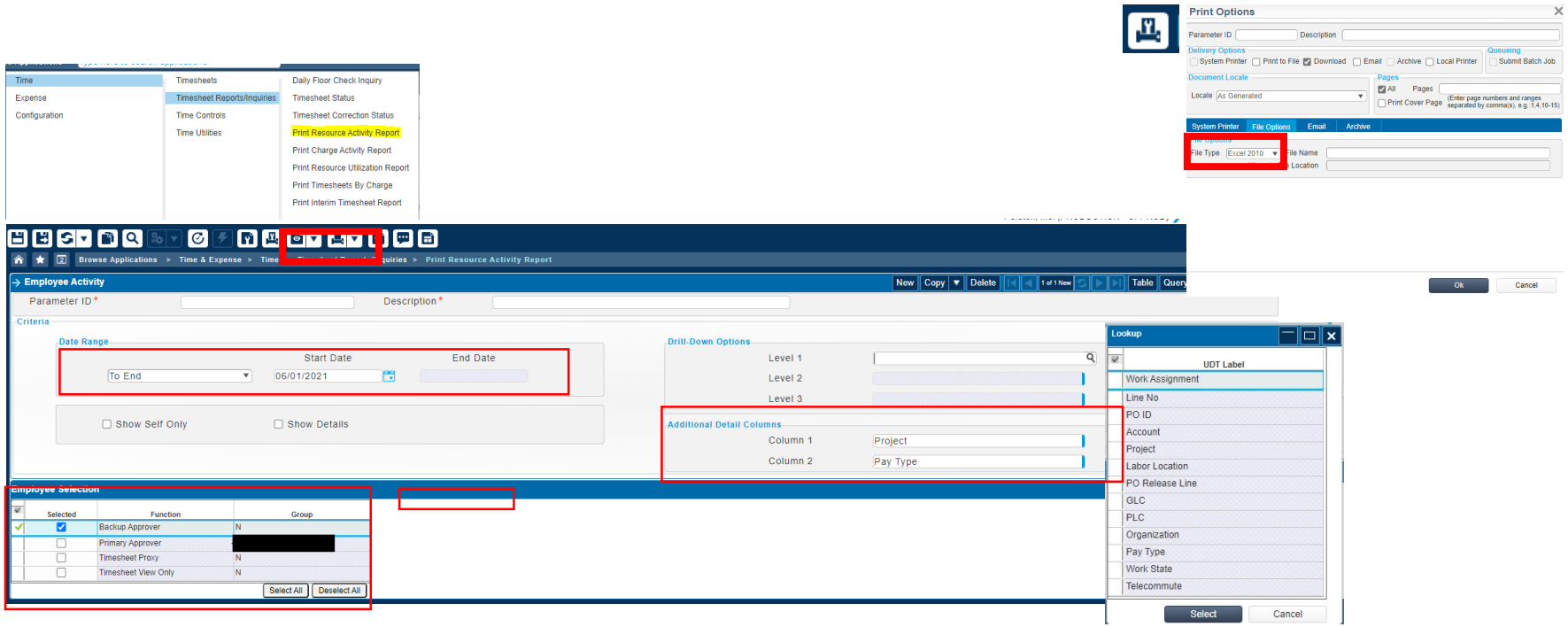
Peraton

Reporting

Peraton

Running reports in TE10

- Follow Browse Applications > Time & Expense > Time > Timesheet Reports/Inquiries> Print Resource Activity Report
- 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, use Select All. If selecting a specific function, click the box under Selected and the space under the check mark on the far left
- Add Additional Details from Lookup list using magnifying glass icon
- Go to the top of the screen and select either of the print icons in the top menu (Paper with Eye or Printer)
    - To output to Excel, select Printer with Wrench icon, select File Option/File Type *Excel 2010* and use the Printer print icon



Peraton

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 (TESS) 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)

Peraton