Joint Logistics Managers, Inc.

Deltek Systems, Inc.

Electronic Expense Training Manual
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Welcome

All Joint Logistics Managers, Inc. (JLMI) employees will use Deltek Expense to record expense reports. Currently, we are introducing groups to Deltek Expense to ensure we allow enough time for training. Filling out expense reports accurately and efficiently is important for you to ensure entitled reimbursements are made promptly. This is also important for JLMI to manage our contracts, create invoices, and ensure our employees are reimbursed for entitled expenses promptly.

Getting Started

1. Select the Internet Explorer Icon.

   **Note:** If you cannot find this icon, please contact your IT Department.

2. In the address line, enter the following path: [https://time.hostedaccess.com/jlmiva](https://time.hostedaccess.com/jlmiva)

3. Select ENTER. The Deltek Expense login screen will appear.

Logging In

1. Enter the following information:

   - Login ID: Employee ID Number (6 digits)
   - Password: Birth Date
     (format: YearMonthDay, ex: 19810611)
   - Domain: jlmiva.com

   *First time login only*

2. Select Login. At this time you will be prompted to change your password from the default birth date. The password can be alphabetical and/or numerical.
Create an Expense Authorization

Once logged in, on the left menu select Expense Authorization

Expense authorizations contain wizards, which enforce company rules and regulations that will assist the employee in filling out their authorizations.

To begin a new authorization, select “New” in the upper left corner.

Select whether you are creating a New Authorization or Copying an Existing Authorization.

Complete the wizard to fill in the header information.

Authorization Date: the date the authorization was entered
Authorization Type: leave the default of JLMI Travel Report
From: the first date of the trip
To: the last date of the trip
Multiple Locations: if the trip has multiple locations check this box, it will allow for more options to enter multiple locations
Short Description: enter a brief description (ex. Trip to Ft. Hood)
Purpose: enter the reason for the trip (ex. Training course)
Default Location: select the state and city for the trip
The field displayed in the image below contains a binocular icon that allows the employee to lookup the default charge number for the expense authorization. If multiple charge numbers are selected, a default allocation % can also be assigned. Generally this is the same Deltek code to which you charge your project time.

Select whichever contract your travel is related to, just as you would do with your timesheet.

**Adding Transactional Expenses**

To add transactional expenses, click on the **Add** option and select the appropriate category (airfare, lodging, meals, etc) and follow the wizard to add the estimated costs (if necessary). (Note – for meals and lodging per diem, the amounts will automatically populate the fields.) Repeat for all transactional costs.
If you select “Other Travel” you must fill out the comment block to explain what the charge is for (ex. Rental car fuel, baggage fees, etc.)

Signing Expense Authorization Report

The expense authorization report must be completed and signed before processing. At the bottom left side of the page, select the signature icon.

The Rate/Task Charge box below will pop up. Select the supervisor that should approve the expense authorization.

The expense authorization has now been completed. The supervisor will review. If approved, this authorization will be available for use during the processing of the Expense Report.
Create Expense Report

Prior to starting an Expense Report, all receipts should be scanned into a **PDF file** that is saved on your computer and ready to be uploaded at the appropriate time. If a receipt is missing you must include a “Missing Receipt Form” which you may obtain from the Travel Coordinator. This is to be scanned with all other receipts.

Log into Deltek (see pg 3 for instructions) and once logged in, on the left menu select *Expense Report*.

Expense reports contain wizards which enforce company rules and regulations that will assist the employee in filling out their expense report. To begin a new expense report, select “New”.

Now complete the wizard to fill in the header information.

*Expense Report Date:* the date the expense report was entered.
*Expense Report Type:* choose the appropriate expense report option. This will change the wizard and the fields the employee needs to complete.
*Authorization:* if an Expense Authorization was completed, select the Authorization number.
*From/To:* enter period of performance for expenses.
*Short Description:* this field will be displayed on employees desktop.
*Purpose:* enter purpose of travel.
*Destination:* choose the default city/county/state/country. The Details button will display the per diem rate the company has established for the select destination.
If any outstanding cash advances exist for the employee, the Next screen will display all advances. To apply advance to this expense report, select the box next to the appropriate advance amount.

The field displayed in the image below contains a binocular icon that allows the employee to lookup the default charge number for the expense report. If multiple charge numbers are selected, a default allocation % can also be assigned. Generally there will only be one charge number.

The Charge Lookup screen will pop up. Click on the “+” sign next to Favorites.
Charge codes saved in your favorites should be listed. For contract employees there will generally only be one option. For managers or corporate employees, there may be multiple options to choose from. (If you have more than one option and aren’t sure which one to check please contact your JLMI Manager or the Travel Coordinator). Check the box next to whichever contract this expense report is to be charged.

When complete, select the Save button and it will take you to the main Expense Report page. All header information is now complete and the next step will be to enter Transactional Expenses (airfare, car rental, lodging, meals, and other travel).
**Entering Transactional Expenses**

To enter transactional expenses, select the appropriate category (airfare, lodging, meals, etc) and follow the wizard to add costs. Repeat for all transactional costs (see details below for Meals Expenses, Meals American Express and Other Travel Expenses). Categories may differ depending on the Expense Report Type selected.

<table>
<thead>
<tr>
<th>Date</th>
<th>ADD AIRFARE</th>
<th>ADD CAR RENTAL</th>
<th>ADD LODGING</th>
<th>ADD MEAL</th>
<th>ADD QTR TRAVEL</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 5, 2011</td>
<td>100.72</td>
<td>87.01</td>
<td></td>
<td></td>
<td></td>
<td>190.73</td>
</tr>
<tr>
<td>Apr 6, 2011</td>
<td>100.72</td>
<td>87.01</td>
<td></td>
<td></td>
<td>(Add Expense)</td>
<td>190.73</td>
</tr>
<tr>
<td>Apr 7, 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49.12</td>
<td>49.12</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>207.44</td>
<td>171.02</td>
<td>0.00</td>
<td>49.12</td>
<td>450.52</td>
</tr>
</tbody>
</table>

**Meals Expenses**

For meals covered under per diem schedule the per diem must be entered in full. Choose the category “Add MEAL”, then choose MEALS-PER DIEM.
Next enter the full date range for the time period that the expense report will cover (which should be the default).

For each day, check all the available boxes to indicate the dates and meals/incidentals included in the entitlement for per diem. Generally all boxes are checked.
Choose the *Charge Type*. (For most contract employees this type will be *Direct Travel-Meal*)

The last screen will show the full per diem entitlement. Choose *Save*.

The report will now show the per diem amounts broken down by day under the Meals Category section.
**Meals – American Express**

Next, any meals that were paid for on the Corporate American Express must be entered separately. Meals that were paid by cash or on a personal credit card do not need to be itemized on this report.

From the Expense Categories, choose Other Travel.

Select the *Expense Type* of **MEALS-AMEX**.

Select the first date of the trip that a meal was paid for with the Company American Express. If you have multiple receipts for one day, e.g. you paid for breakfast, lunch and dinner with your AMEX, you may enter the expenses separately or lump them together as one expense *per day*.
For Payment Method, choose Comp Paid-Corporate Amex.

Enter the amount on the Expenses Incurred AND the Personal line.

Enter the Charge Type. For contract employees the Charge Type will always be Direct Travel. For Managers or Corporate Employees, the Charge Type may be different depending on what the travel was for.
Save the entry

In the examples below, you will see under Other Travel, the amount of $46.95 has been entered for April 5, 2011.

Next, repeat these steps to enter AMEX receipts for any other days on the expense report.
Final Overview of Report

Below is what a final expense report would look like that has Car Rental, Lodging, Meals & Other Travel.

![Expense Report Image]

Signing Expense Report

The expense report must be completed and signed before processing. At the bottom left side of the page, select the signature icon.

A signature box will appear for the employee to enter his/her password. This is the same password used to log into the software. After selecting OK your expense report is electronically signed and the status of the expense report has changed to Submitted.

Receipts

After completion of the Expense Report, select Print and the Receipt Traveler option.
This report will list all expenses that the company has requested a receipt be provided. Tape all receipts to a separate piece of paper or if missing, list reason.

If all receipts have not already been scanned into one PDF file, do so at this time. If a receipt is missing you must include a “Missing Receipt Form” from the Travel Coordinator and fill it out. This is to be scanned with all other receipts. Scan receipts into a PDF file. Next to Receipt Status, in the upper right hand corner, select Pending.
Under Receipt Status, select the **Load Images** button, then **Browse**, and import the PDF file containing the receipts.

Forward all the original receipts to the Accounts Payable office.

**Approval Process Tracking**

Next to Report Status in the upper right hand corner, select the hyperlink.

This will display a Report Status Schedule, that will display all the require approvals required for the expense reports. As approvals are made, the report will update with the completer and date/time.
The MyDesktop screen posts system generated workflow events as tasks and alerts, and allows you to quickly move to current or previous expense reports. You can select the MyDesktop icon from the global options area at any time to view the Desktop screen.

- **MyTasks:** This option allows you to view the current Workflow tasks that you need to perform.
- **MyTimesheets:** This option allows you to view your latest timesheets.
- **MyExpenseReports:** This option allows you to view your latest expense reports.
- **My ExpenseAuthorizations:** This option allows you to view your latest expense authorizations.
- **MyAlerts:** This option is informational and does not require you to go anywhere in the system.
- **MyMenu:** This option allows you to view the menu items that you have selected for display.
- **My Outstanding Advances:** Shows outstanding cash advances.
- **My Outstanding Expenses:** Shows outstanding third party expenses.
Completion

Congratulations! You are now an expert on basic Expense Report creation. These are the skills you'll need to complete your Expense Reports accurately.

Please complete and sign this certificate. Then cut this page on the dotted line and submit the certificate to Human Resources to be included in your personnel file.

Certificate of Completion
Deltek Expense Training

Trainee Name:____________________________________________________________

Date of Completion:_____________________________________________________

Trainee Signature:_________________________________________________________

Date:_______________________________________________________________