

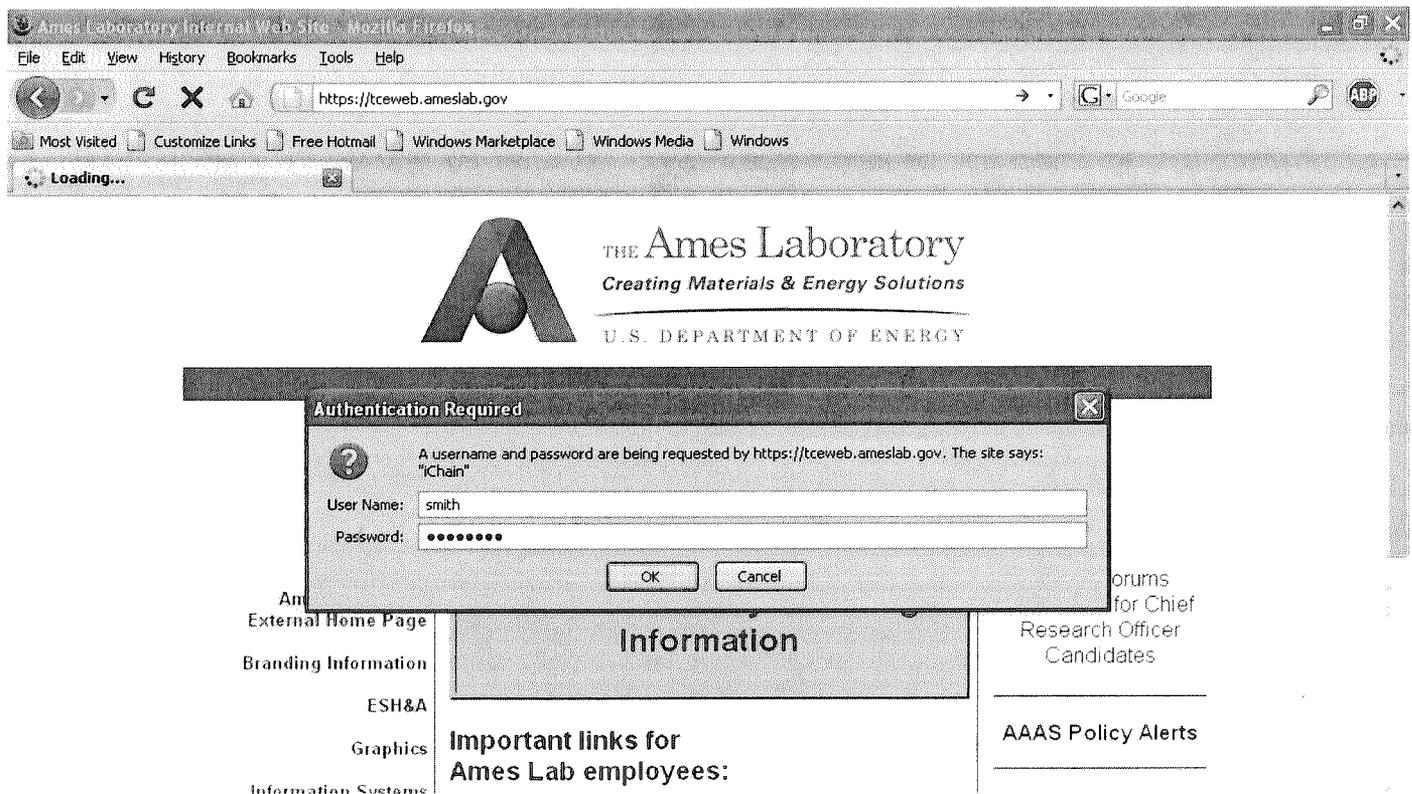
## HOW TO SIGN YOUR DELTEK EXPENSE REPORT

If this url works: <http://tce/DeltekTC/welcome.msv> skip instructions on this page and go to page 2 of these instructions.

Otherwise to access the Deltek system from an external computer, use this url:

<https://tceweb.ameslab.gov>

You will be prompted for your Ames Lab central account user name and password. If you do not know what that is, contact Ames Laboratory Information Systems (4-8348 or email [help@ameslab.gov](mailto:help@ameslab.gov)).



After you are logged in to the Ames Lab system, the Deltek Time and Expense screen will be displayed. Continue with instructions on page 2.

# HOW TO SIGN YOUR DELTEK EXPENSE REPORT

## 1 Log on to Deltek Time & Expense: (Internet Explorer or Mozilla Firefox)

Go to website  
<http://tce>

A Login ID is your 5-digit Ames Lab employee number

B Password (cap-sensitive, see note below)

C Domain is AMESTE (not cap-sensitive)

Deltek Time & Expense - Login - Windows Internet Explorer

http://tce/DeltekTC/welcome.msv

File Edit View Favorites Tools Help

Google G Go RS Bookmarks Check AutoLink AutoFill Send to

Deltek Time & Expense - Login

Deltek PROJECT PROVEN. INDUSTRY SMART.

A Login ID > 28525

B Password >

C Domain > AMESTE

Deltek Time & Expense with ESS

> Login < Reset Change Password After Login

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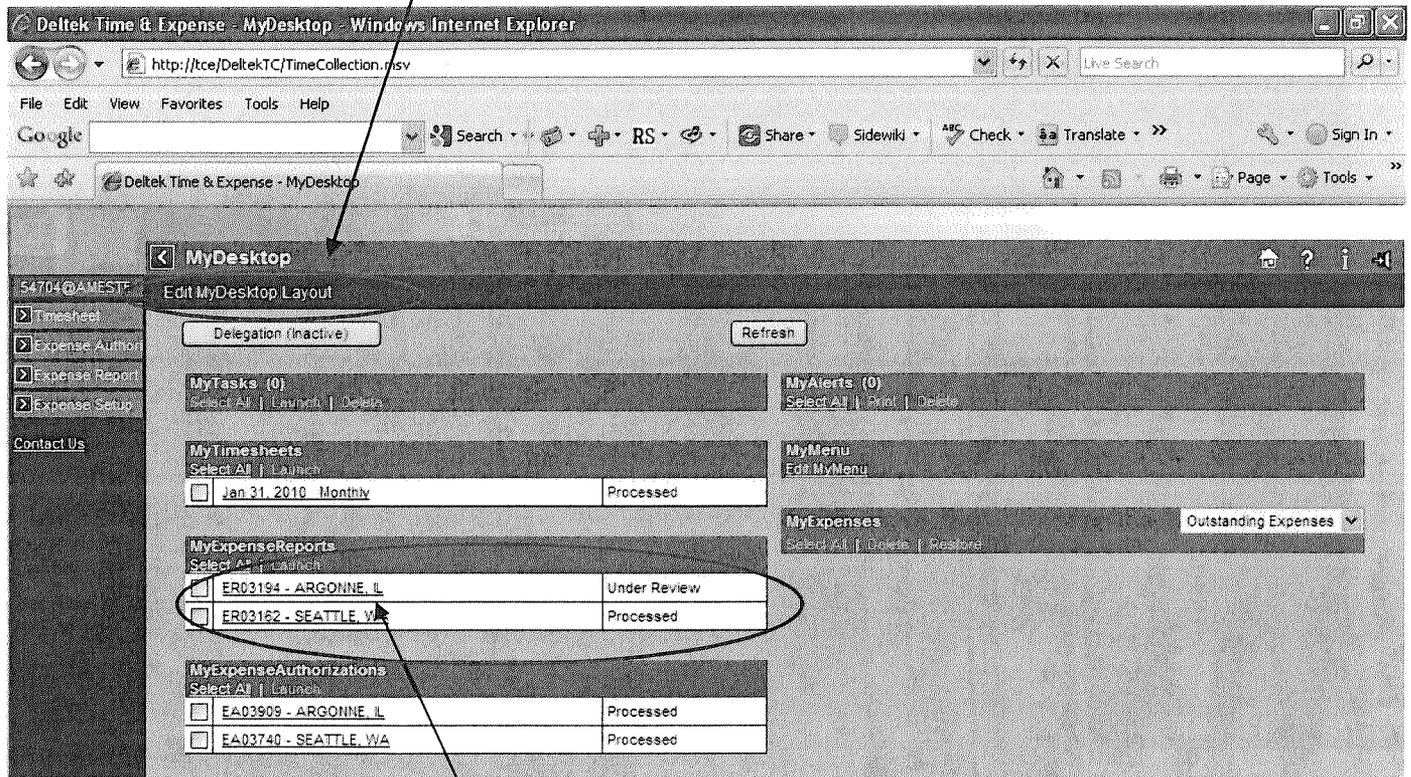
**Password note:** If this is your first time logging in to Deltek Time & Expense, your password is your 9-digit University ID#. When you log in the first time, you will be prompted to change your password. The password you select is cap-sensitive, minimum 8 character length and must include at least one upper case letter, one number, and one special character such as # \*).

If you have problems logging in, please call Sue 4-1907, Ellen 4-6320, or Konnie 4-4488, to reset your password. If none of these three are available you may also contact I.S. 4-8348. Each time your password must be reset, it is restored to your 9-digit University ID# again.

This is called your Deltek Desktop.

In the screen below we see there are two Expense Reports and two Expense Authorizations.

If you have traveled more than one time but you only see one Expense Report and one Expense Authorization, Click on "Edit MyDesktop Layout" and change the number of MyExpense Reports to a higher number, such as 5 or 6. Feel free to contact Ellen Price if you need help or have questions.



2

Click on the appropriate underlined Expense Report to launch it.

The status may be

Draft - entered but not signed

Submitted - entered and signed (by traveler or by the person who entered it)

Under Review - entered, signed, and partially approved

Approved - entered, signed, and all required approvals have been completed

Processed - completed approved and processed for payment

Void - entered but voided, will not be paid

The expense report you will be asked to sign will have a status of Draft, Submitted, or Under Review. If it was signed by the person who entered the expenses, you (the traveler) must replace their signature with your own.

Below is the Expense Report summary screen.

Deltek Time & Expense - Expense Report - Windows Internet Explorer

http://tce/DeltekTC/TimeCollection.msv

File Edit View Favorites Tools Help

Google Search RS Share Sidewiki Check Translate Sign In

Deltek Time & Expense - Expense Report

### Expense Report

54704@AMESTE New | Search | Print | Mail | Notes

Timesheet Expense Authorization Expense Report Expense Setup Contact Us

Report: **ER03194** Authorization: **EA03808** Revision No: **2**

Type: [ ] Report Status: **Under Review**

Description: **ARGONNE\_IL** Rec'd Status: **Received**

Employee: [ ] Report Date: **Mar 1, 2010**

Class: **Default** From: **Feb 23, 2010**  First Day of Trip

Charge: **123123.014.000.0000** To: **Feb 25, 2010**  Last Day of Trip

Org: **110 - 10 (WA) - General Science** Amount Over Ceiling: **0.00**

Purpose: **ARGONNE NATIONAL LAB - to use the focused ion beam instrument at ANL-EMC to prepare Au-rare earth alloys for 3DAP. Sharing ISU compact car with Kalay. Driving ISU car on POWA10-0000-0022. Res# 59552 for compact car - carpooling with Yunes Eren Kalay. EA03904** Unallowable Amt: **0.00**

Layout: **Category Columns**

Date	Add. Transport	Add. Car Rental	Add. Mileage	Add. Lodging	Add. Meals	Add. Reg. Fee	Add. Other	Total (USD)
Feb 23, 2010				89.00	12.00			101.00
Feb 24, 2010				83.00	22.00			105.00
Feb 25, 2010					28.00			28.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>172.00</b>	<b>62.00</b>	<b>0.00</b>	<b>0.00</b>	<b>234.00</b>

Signature: **CARSTENSEN, BEVERLY A. (27733)**  

Approval: **Partially Approved**

Show Supporting Schedules

Company Paid: [ ] Advance: [ ] Personal: [ ] Non-Reimbursable: [ ] Payment Received: [ ] Due Employee: **218.20**

Done Local Intranet 90%

- 3 Begin signature: If everything appears ok, click in the box circled above to sign the Expense Report. If it is already signed by the person who entered your expenses, you must still sign it to replace the entry clerk's signature with your own signature.

**Important Note:** If you have questions about the expenses that were entered, feel free to contact Accounting or the person who entered the expenses before you sign this electronic expense report, because by signing it you are certifying that the expenses are a true statement of the expenses you incurred for official Laboratory business and that you are not being reimbursed by another organization.

- 4 Mark your receipts if prompted to do so. If the entry person already signed the voucher, you may not be prompted for this step.

The following expenses require receipts. For each expense, please indicate whether you are submitting a receipt or not. For receipts that you are not submitting, you will need to provide an explanation.

Have Receipt	Missing Receipt	Exp. ID	Category/Expense Type	Amount	Currency	Explanation
<input type="checkbox"/>	<input type="checkbox"/>	2	Transport/Airfare - Employee Paid	360.00	USD	
<input type="checkbox"/>	<input type="checkbox"/>	3	Car Rental/Rental-Compact-Justify need	123.00	USD	
<input type="checkbox"/>	<input type="checkbox"/>	5	Lodging/Lodging	384.65	USD	
<input type="checkbox"/>	<input type="checkbox"/>	11	Reg. Fee/Registration Fee - Employee pd	25.00	USD	
<input type="checkbox"/>	<input type="checkbox"/>	12	Other/Parking	24.00	USD	

Buttons: Help, Next >, Cancel

Check off the receipts you have and click Next. (If you already submitted your receipts with your paper Travel Expense form, check "Have Receipt".)

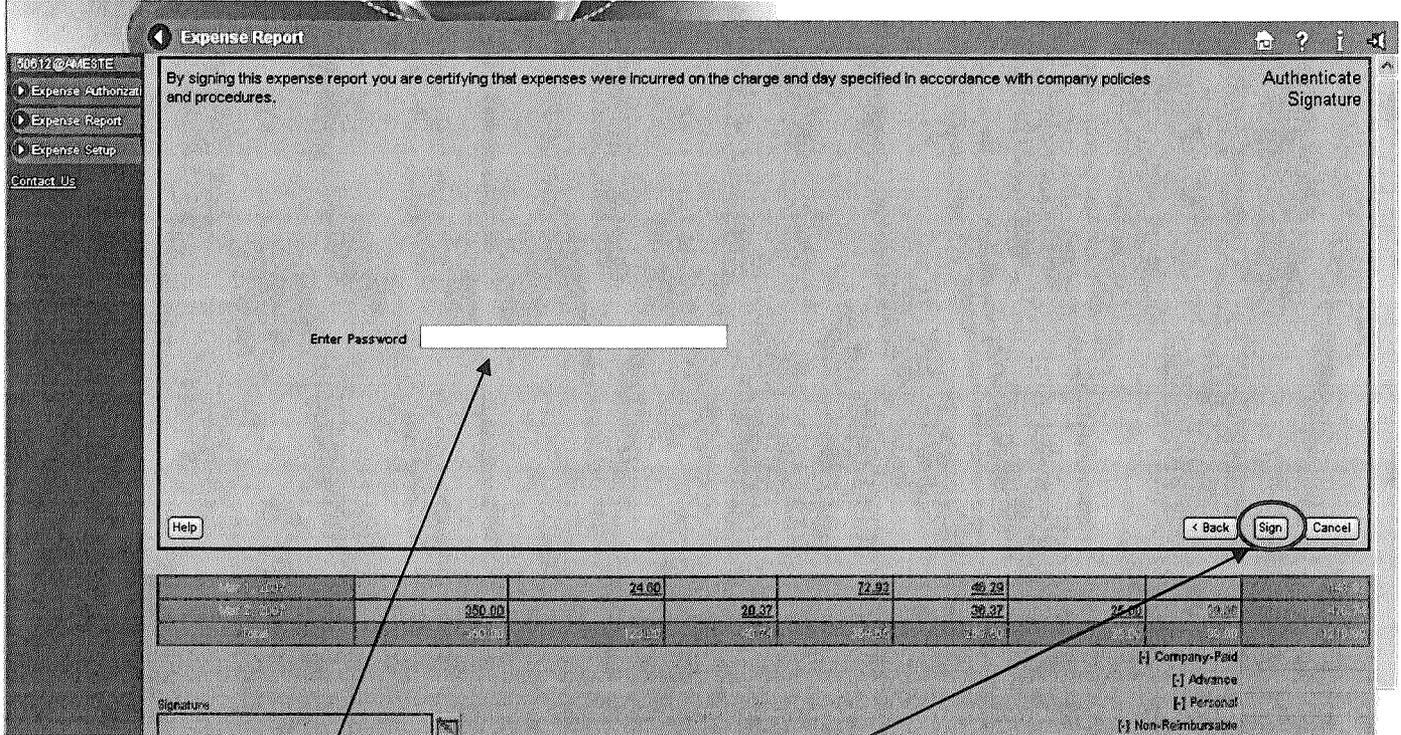
If you are missing a receipt, the explanation box must be completed before you can click "Next".

The following expenses require receipts. For each expense, please indicate whether you are submitting a receipt or not. For receipts that you are not submitting, you will need to provide an explanation.

Have Receipt	Missing Receipt	Exp. ID	Category/Expense Type	Amount	Currency	Explanation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Transport/Airfare - Employee Paid	360.00	USD	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Car Rental/Rental-Compact-Justify need	123.00	USD	Will be sent later
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Lodging/Lodging	384.65	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Reg. Fee/Registration Fee - Employee pd	25.00	USD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	Other/Parking	24.00	USD	

Buttons: Help, Next >, Cancel

5 Enter your password and complete signature

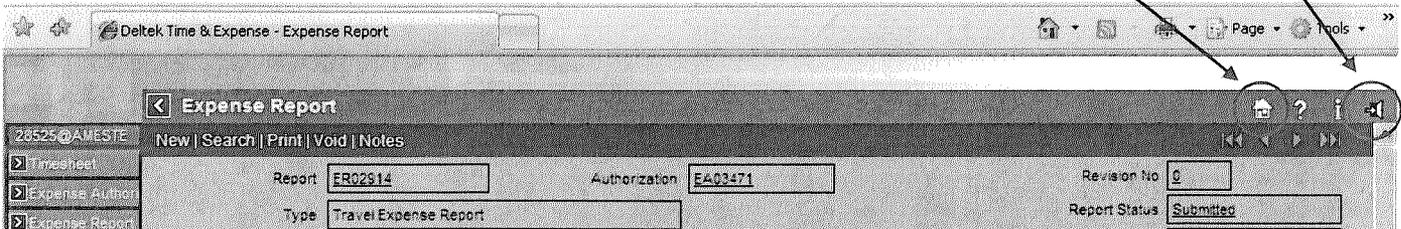


Type your Deltek logon password in the box and hit return or click "Sign" to complete your signature.

- 6 **Receipt Traveler:** You may now be asked if you want to print the receipt traveler.
- a. If Accounting already has your receipts, you may answer "No" and Log out as instructed below.
  - b. Otherwise if you or your program office entered your own expenses, please print the receipt traveler, attach your receipts to it, and send to Sue Tourtellott, Accounting, 224 TASF. This identifies the receipt packet she receives so she can match it to the electronic Expense Report for review and payment approval.  
After printing the receipt traveler, cancel out of the printing screens and you may Log Out.

- 7 **Log out of the Deltek system** - Click on the icon at the upper right corner of the screen at any time to end your Deltek session.

(If you wish to return to your Deltek Desktop without logging out, click on the House icon).



Extra Note: You may log on and view your ER at any time to see its progress. After you sign it, the status changes to *Submitted*, then *Under Review* once the first approval has been entered. Once it has been sent for payment the status will show *Processed*. When the "Payment Due" amount becomes zero and "Payment Received" has an amount, you can see the Check Number and Date paid by clicking on the "Payment Received" amount.