



Microsoft Dynamics® GP  
**Personal Data Keeper**

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**Publication date**

May 2010

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# Introduction

Employees can use Microsoft Dynamics® GP Personal Data Keeper to enter and submit Project Accounting timesheets and expense reports whether or not they're connected with the corporate network. After returning to the office, they can synchronize data with the PDK database.

Employees can view the status of timesheets and expense reports, view historical data, and print reports. Manager approval of timesheets and expense reports can be implemented.

The administrator can choose the companies and projects that will be available in offline mode and the employees who can approve specific timesheets and expense reports.

For more information about integrating U.S. Payroll and Canadian Payroll with Personal Data Keeper, refer to the documentation for these modules.

This introduction is divided into the following sections:

- [\*What's in this manual\*](#)
- [\*Symbols and conventions\*](#)
- [\*Resources available from the Help menu\*](#)
- [\*Send us your documentation comments\*](#)

## What's in this manual

This manual is designed to give you an understanding of how to use the features of Personal Data Keeper, and how it integrates with Project Accounting and the rest of the Microsoft Dynamics GP system.

To make best use of Personal Data Keeper, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.




To view information about the release of Personal Data Keeper that you're using and which modules or features you are registered to use, choose Help >> About Personal Data Keeper.

The manual is divided into the following parts:

- [\*\*Part 1, Installation and setup\*\*](#), contains information on how to install Personal Data Keeper and how to create users, user classes, security settings, SQL options and the system password.
- [\*\*Part 2, Procedures\*\*](#), contains information on how to enter transactions, viewing inquiries, and printing reports.

## Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.
	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print	The (>>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

## Resources available from the Help menu

The Personal Data Keeper Help menu gives you access to user assistance resources on your computer, as well as on the Web.

### Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

### Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

### About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the

appropriate link in the topic. You also can press F1 to display Help about the current window.

### **Lookup**

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

### **Show Required Fields**

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. To change the way required fields are highlighted, choose Setup >> Preferences >> Display, and specify a different color and type style.

## **Send us your documentation comments**

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [bizdoc@microsoft.com](mailto:bizdoc@microsoft.com).

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

*Note: By offering any suggestions to Microsoft®, you give Microsoft full permission to use them freely.*





# Part 1: Installation and setup

You can customize Personal Data Keeper to meet your requirements by using the Setup options. It offers a wide range of flexibility, from defining accounting tasks to specifying the employee records that will be displayed on the screen or in print.

The following topics are discussed:

- [Chapter 1, "Installation,"](#) describes how to install Personal Data Keeper.
- [Chapter 2, "System setup,"](#) provides procedures for setting up Personal Data Keeper.
- [Chapter 3, "Offline use setup,"](#) provides procedures for setting up your company to accept employee timesheet and expense reports in either offline or online mode using a remote connection via the Internet.
- [Chapter 4, "User preferences,"](#) provides procedures for customizing Personal Data Keeper, including defining settings for viewing required fields and setting up user passwords.

# Chapter 1: Installation

This part of the documentation describes how to install Personal Data Keeper.

The following topics are discussed:

- [Before you begin](#)
- [Completing a new installation](#)
- [Upgrading from Release 9.0 or Release 10.0](#)

## Before you begin

Before upgrading Personal Data Keeper you must:

- Verify all transaction dates to be sure they are within the fiscal period set in Microsoft Dynamics GP.
- Offline users must synchronize their data with the server before you install Personal Data Keeper.
- An Open Database Connectivity (ODBC) data source using SQL Native Client or SQL Native Client 10 must be set up on each computer.

You must install Microsoft Dynamics GP with Project Accounting on the server before you install Personal Data Keeper on your clients.

See [Upgrading from Release 9.0 or Release 10.0](#) on page 8 for more information.

## Completing a new installation

Use the installation wizard to complete a new Personal Data Keeper installation.

### To complete a new installation:

1. On the server computer, install or upgrade Microsoft Dynamics GP and Project Accounting to Microsoft Dynamics GP 2010.
2. From the Microsoft Dynamics GP 2010 media, double-click the Setup.exe file to open the Microsoft Dynamics GP installation window.
3. Choose Personal Data Keeper under Additional Products, and then choose Install.
4. Read the software license agreement. Select to accept the terms and choose Next.
5. If you are installing on a computer that will be used by an administrator, select the Admin Setup Options checkbox.



*You must install the Administrator component of Personal Data Keeper on at least one workstation to set up users, user classes, system registration, and security options.*

6. Select the destination folder in which to install Personal Data Keeper. Choose Next.

7. Enter the name of the SQL Server containing your Microsoft Dynamics GP data or select Do not create a data source. Choose Next.
8. Choose Install.
9. When the Installation Complete window opens, choose Exit.

## Upgrading from Release 9.0 or Release 10.0

You can upgrade to Microsoft Dynamics GP 2010 from Release 9.0 or Release 10.0. Use the installation wizard to upgrade a Personal Data Keeper installation.

### To upgrade from Release 9.0 or Release 10.0:

1. Verify all transaction dates in Personal Data Keeper to be sure that they are within the fiscal years that have been set up in Microsoft Dynamics GP.
2. Synchronize all offline Personal Data Keeper data with the server computer.
3. On the server computer, we recommend that you back up the DYNAMICS and company databases in Microsoft SQL Server®.
4. On the server computer, upgrade Microsoft Dynamics GP and Project Accounting to Microsoft Dynamics GP 2010.
5. From the Microsoft Dynamics GP 2010 media, double-click the Setup.exe file to open the Microsoft Dynamics GP installation window.
6. Click Personal Data Keeper under Additional Products, and then click Install.
7. Read the software license agreement. Select to accept the terms and choose Next.
8. If you are installing on a computer that will be used by an administrator, select the Admin Setup Options checkbox.



*You must install the Administrator component of Personal Data Keeper on at least one workstation to set up users, user classes, system registration, and security options.*

9. Select the destination folder in which to install Personal Data Keeper. Choose Next.
10. Enter the name of the SQL Server containing your Microsoft Dynamics GP data or select Do not create a data source. Choose Next.
11. Choose Install.
12. When the Installation Complete window opens, choose Exit.

You must synchronize modified forms and reports. See Microsoft Dynamics GP Technical support for more information.

## Chapter 2: System setup

This part of the documentation provides you with information about how to set up Personal Data Keeper.

The following topics are discussed:

- [Logging in to Personal Data Keeper](#)
- [Selecting a company](#)
- [Setting up a user ID](#)
- [Setting up timesheet options for a user](#)
- [Setting up expense report options for a user](#)
- [Setting up a user class](#)
- [Setting up user class options](#)
- [Setting up user class timesheet options](#)
- [Setting up user class expense report options](#)
- [Setting up security options](#)
- [Setting up the system password](#)
- [Entering registration keys](#)

### Logging in to Personal Data Keeper

Use the Welcome to Personal Data Keeper window to select a user and a company to log in with. You can change the current user or company without closing the program.

#### To log in to Personal Data Keeper:

1. Start Personal Data Keeper.  
(Start >> Programs >> Microsoft Dynamics >> Personal Data Keeper)
2. Select a server.
3. Enter the user ID you're logging in with.



*You must log in as the system administrator to create new users. See [Setting up a user ID](#) on page 10 for more information.*

4. Enter the password for the user ID you're logging in with.
5. Choose OK to log in.

## Selecting a company

Use the Login window to select a company. You may be set up to use more than one company; if so, you can switch companies using the Login window.

### To select a company:

1. Open the Login window.  
(File >> User and Company)
2. Select a company from the list.



*You can change the current user using the Change User button if other users have been created.*

3. Choose OK to log in.

## Setting up a user ID

Use the User Setup window to create user IDs. You must be logged in as the system administrator to create user IDs.

### To set up a user ID:

1. Open the User Setup window.  
(Setup >> System >> User)

To open the User Setup window, you must enter the system password. See [Setting up the system password](#) on page 18 for more information.

2. Enter a user ID. If you have previously created a user ID, you can choose the user ID in the lookup list, otherwise, you will need to create a new user ID.

The Licenses Remaining field displays the remaining number of users who can use Personal Data Keeper. See [Entering registration keys](#) on page 18 for more information.



*You can't change the user ID after the record has been saved. If you want to change a user ID, delete the user record and reenter the user record with another ID.*

3. Enter or select a company.

4. Select an employee ID. The employee name and class ID will be displayed.
5. Select the manager and supervisor for the employee. Your entries will be compared with the user type assigned to the user.
6. Choose the user type.

If you want employees to approve their own timesheets, you can set them up to be their own manager or supervisor.

7. Enter prefixes for timesheet batch and expense report batch.
8. Enter and confirm a password for the user ID. See [Setting up your user passwords](#) on page 26 for more information about how users can change their passwords.

If you are using Microsoft SQL Server 2005 or later on Windows Server® 2003 or later, advanced password options are available.

**Enforce Password Policy** Mark this option to force users to adhere to the same password policies that have been established on the Windows Server domain.

**Enforce Password Expiration** Mark this option to force users to change their passwords after the number of days that is defined by the Windows Server domain password policies. This option is available only if you have marked the Enforce Password Policy option.

**Change Password Next Login** Mark this option to force users to change their passwords the next time they log in to Personal Data Keeper. This option is available only if you have marked the Enforce Password Policy option.

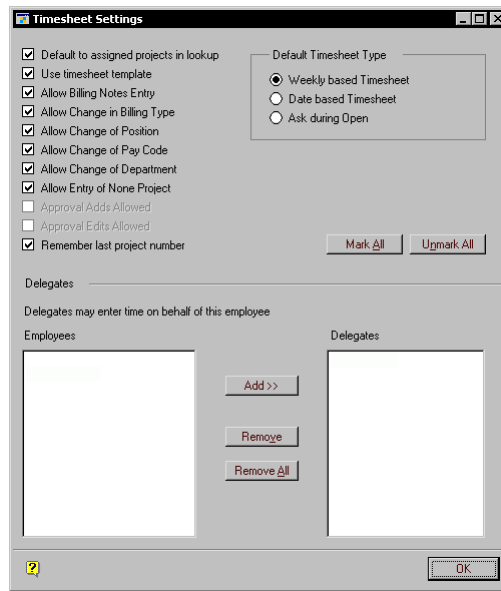
9. Enter the number of months of Multicurrency Management information to use.
10. Choose whether the user can approve timesheets or employee expenses at the supervisor, manager, or administrator level.
11. Choose whether the user can use the Report Writer, Import Utility, or Modifier programs that were installed with Personal Data Keeper.
12. Choose Timesheets to set up timesheet options for this user. For more information, see [Setting up timesheet options for a user](#) on page 11.
13. Choose Expenses to set up expense report options for this user. For more information, see [Setting up expense report options for a user](#) on page 13.
14. Print a report to verify the settings.
15. Save the user record.

## Setting up timesheet options for a user

Use the Timesheet Settings window to specify timesheet options and delegates for a user. Delegates are users who are authorized to enter timesheets on behalf of the employee selected in the User Setup window. This functionality is only available for individual users.

**To set up timesheet options for a user:**

1. Open the Timesheet Settings window  
(Setup >> System >> User >> Select a user >> Timesheets button)



2. Choose timesheet options.

The following table lists the various options and their descriptions:

<b>If this option is marked</b>	<b>The user can:</b>
Default to assigned projects in lookup	View projects that are only assigned to them in the Projects window.
Use timesheet template	Use timesheet templates for new timesheet entries.
Allow Billing Notes Entry	Enter billing notes during timesheet entry. You can use billing notes to include additional details about a timesheet entry.
Allow Change in Billing Type	Change the billing type during timesheet entry.
Allow Change of Position	Change the job position during timesheet entry.
Allow change of Pay Code	Change the pay code during timesheet entry.
Allow Change of Department	Change the department during timesheet entry. This option is useful when creating timesheets for employees working outside their departments.
Allow Entry of None Project	Enter NONE project numbers for timesheet transactions.
Approval Adds Allowed	Add new entries in the review and approval windows.
Approval Edits Allowed	Modify submitted transactions in the review and approval window.
Remember last project number	Copy the last project number entered for the previous line to the new line.

3. Select default timesheet type if the system is set up to use weekly reporting periods.
4. Select one or more delegates by choosing the corresponding user names from the Employees column. Choose Add to assign the selected user as a delegate.





*To unassign a delegate, select the user from the Delegates column and choose Remove. To delete all delegates, choose Remove All. You can't delete the current user from the Delegates list.*

5. Choose OK to return to the previous window.

## Setting up expense report options for a user

Use the Expense Settings window to specify expense report options and delegates. Delegates are users who are authorized to enter expense reports on behalf of the employee selected in the User Setup window.

### To set up expense report options for a user:

1. Open the Expense Settings window  
(Setup >> System >> User >> Select a user >> Expenses button)
2. Choose expense report options.

The following table lists the various setup options and their descriptions:

<b>If this option is marked</b>	<b>Then the user can:</b>
Default to assigned projects in lookup	View projects that are only assigned to them in the Projects window.
Allow Billing Notes Entry	Enter billing notes during expense report entry. You can use billing notes to include additional details about an expense report entry.
Allow Change in Billing Type	Change the billing type default during expense report entry.
Allow Entry of None Project	Enter NONE project numbers for expense report transactions.
Approval Adds Allowed	Add new entries in the review and approval windows.
Approval Edits Allowed	Modify submitted transactions in the review and approval window.
Remember last project number	Copy the last project number entered for the previous expense report.

3. Select the default payment method. Options include Cash, Company Credit Card and Personal Credit Card.
4. Select one or more delegates by choosing the corresponding user names from the Employees column. Choose Add to assign the selected user as a delegate.



*To unassign a delegate, select the user from the Delegates column and choose Remove. To delete all delegates, choose Remove All. You can't delete the current user from the Delegates list.*

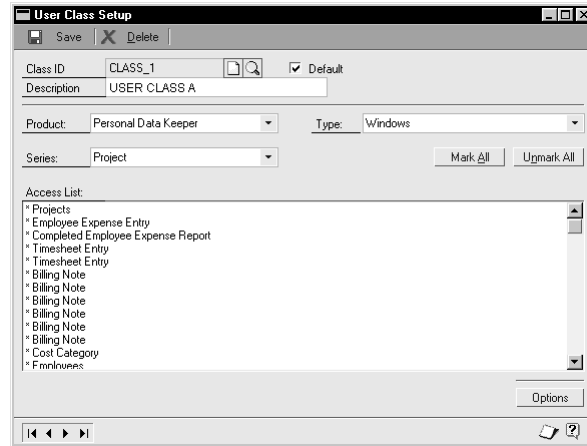
5. Choose OK to return to the previous window.

## Setting up a user class

Use the User Class Setup window to restrict a group of users to the windows, reports and information that are needed to perform specific tasks. For example, you can use user classes to control who can submit timesheets or approve expense reports. User classes can minimize the amount of effort required to set up users.

### To set up a user class:

1. Open the User Class Setup window.  
(Setup >> System >> User Classes)



2. Enter a class ID, then enter a description to identify the class further. To select an existing user class, choose the Class ID lookup button to display the lookup list.

Mark Default to specify whether the class ID will be used as the default class. By marking this option, all subsequent users that belong to the class will have similar timesheets and expense report options.

3. Choose Personal Data Keeper from the Product list. The Type list displays the items that the class can use in Personal Data Keeper. Choose Project from the Series list.
4. Select an item in the Access list to grant access to individual items. After an item is selected, an asterisk (\*) will be displayed next to the item. To select all displayed items, choose Mark All. To clear all selections, choose Unmark All.
5. Choose Options to set up additional options for this user class. For more information, see [Setting up user class options](#) on page 15.
6. Choose Save.

## Setting up user class options

Use the User Class Options window to select options to be used for the user class selected in the User Class Setup window. Options include expense report approval and timesheet approval settings.

### To set up user class options:

1. Open the User Class Options window.  
(Setup >> System >> User Classes >> Select a user class >> Options)

2. Enter the user ID for the manager.
3. Enter the user ID for the supervisor.
4. Enter the timesheet batch prefix and expense report batch prefix for the user class.
5. Enter the number of months of Multicurrency Management information to use.
6. Specify timesheet and expense report approval options.
7. Specify administrator privileges to grant authority to a user class to approve an active document without having manager or supervisor approving privileges.
8. Specify tools that the current user can use.



*System tools such as Report Writer, Import and Modifier are available only to those user classes that have the appropriate license.*

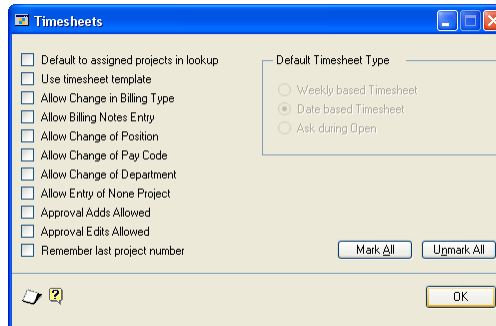
9. Print a report to verify the settings.
10. Choose Timesheets to set up timesheet options for this user class. For more information, see [Setting up user class timesheet options](#) on page 15.
11. Choose Expenses to set up expense report options for this user class. For more information, see [Setting up user class expense report options](#) on page 16.
12. Choose OK to save the settings.

## Setting up user class timesheet options

Use the Timesheets window to specify timesheet options for the user class.

### To set up user class timesheet options:

1. Open the Timesheets window.  
(Setup >> System >> User Classes >> Select a user class >> Options button >> Timesheets button)



2. Specify the timesheet options for the user class.

The following is a list of setup options and their descriptions:

If this option is marked	The user can:
Default to assigned projects in lookup	View projects that are only assigned to them in the Projects window.
Use timesheet templates	Use timesheet templates when entering new timesheets.
Allow Change in Billing Type	Change the billing type default during timesheet entry.
Allow Billing Notes Entry	Enter billing notes during timesheet entry. You can use billing notes to include additional details about a timesheet entry.
Allow Change of Position	Change the position during timesheet entry.
Allow Change of Pay Code	Change the paycode during timesheet entry.
Allow Change of Department	Change the department during timesheet entry. This option is useful when creating timesheets for employees working outside their departments.
Allow Entry of None Project	Enter NONE project numbers for timesheet transactions.
Approvals Adds Allowed	Add new entries in the review and approval windows.
Approval Edits Allowed	Modify submitted transactions in the review and approval window.
Remember last project number	Copy the last project number entered for the previous timesheet.

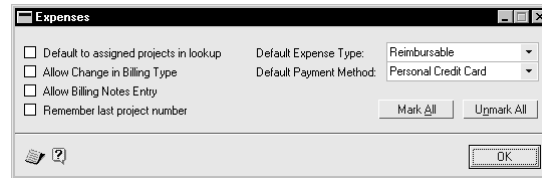
3. Choose OK.

### Setting up user class expense report options

Use the Expenses window to specify expense report options for the user class selected in the User Class Setup window.

**To set up user class expense report options:**

1. Open the Expenses window.  
Setup >> System >> User Classes >> Select a user class >> Options button >> Expenses button



2. Specify the expense report options for a user class.

The following is a list of options and their descriptions:

If this option is marked	The user can:
Default to assigned projects in lookup	View projects that are only assigned to them in the Projects window.
Allow Change in Billing Type	Change the billing type default during expense report entry.
Allow Billing Notes Entry	Enter billing notes during expense report entry. You can use billing notes to include additional details about an expense report entry.
Remember last project number	Copy the last project number entered from the previous line.

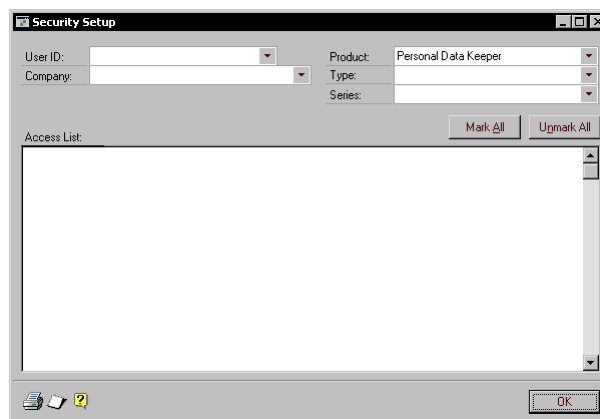
3. Choose OK.

**Setting up security options**

Use the Security Setup window to specify who will be using Personal Data Keeper and to grant or limit the access of individual users to certain features, such as access to windows, files and reports.

**To set up security options:**

1. Open the Security Setup window.  
(Setup >> System >> Security)



2. Enter or select a user ID and company name.
3. Select Personal Data Keeper from the Product list.
4. Select a type from the list. The items, reports, files and windows in the Type list grant access to reports, files and windows respectively.
5. Select Project from the Series list.
6. Select items in the access list. After an item is selected, an asterisk (\*) will be displayed next to the item. To select all displayed items, choose Mark All. To clear all selections, choose Unmark All.
7. Print a report to verify the settings.
8. Choose OK to save the settings.

## Setting up the system password

Use the System Password Setup window to assign a password to restrict user access to system setup windows for the company you're using. A system password must be assigned for each company.

### To set up the system password:

1. Open the System Password Setup window.  
(Setup >> System >> System Password)



2. Enter the current password in the Old Password field. Enter a new password. Confirm the new password by reentering it.
3. Choose OK to save the system password.

## Entering registration keys

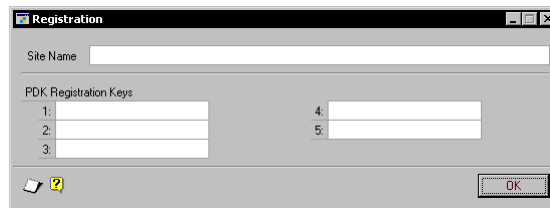
Use the Registration window to enter the registration keys. User registration is based on the number of users you are licensed for. For example, if you purchased the system with a license for 99 users, you will not be able to enter more than 99 users. It is important that you enter the registration keys before you start creating transactions.



*You can use Personal Data Keeper even if no registration keys have been entered. However, you will be limited to one user and 25 transactions. If you entered the maximum number of transactions before you have entered the registration keys, you won't be able to save entries.*

**To enter registration keys:**

1. Open the Registration window.  
(Setup >> System >> Registration)



The screenshot shows a window titled "Registration". At the top is a "Site Name" text input field. Below it is a section labeled "PDK Registration Keys" containing five numbered input fields (1 through 5) for entering registration keys. At the bottom right of the window is an "OK" button. There is also a small help icon (question mark) in the bottom left corner of the window's content area.

2. In the Site Name field, enter the name of the company you specified when you acquired your registration.
3. Enter the registration keys. The keys are for Personal Data Keeper, Report Writer, Import Manager and Modifier. Registration keys can vary in length for each field. The number of remaining users available is displayed in the Licenses Remaining field in the User Setup window.
4. Choose OK to save the record.





# Chapter 3: Offline use setup

You can use Personal Data Keeper even if you are not connected to the office network and perform transactions such as timesheet and expense report entry by maintaining a set of offline tables that synchronize with their equivalents on the office network.

The following topics are discussed:

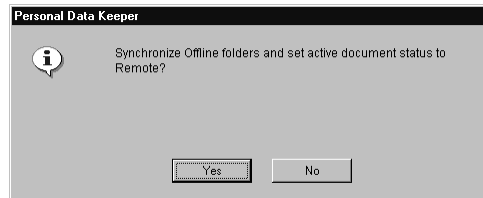
- [About offline use](#)
- [Setting up for offline use](#)

## About offline use

There are two modes: Connected and Offline. You are in Connected mode when your computer is connected to the office network. You are in Offline mode when you are using the offline tables stored in your Personal Data Keeper folder. All offline tables are maintained in the Personal Data Keeper folder. The files must not be moved. You can work in Offline mode even if you are connected to the office network.

After Personal Data Keeper has been set up for Offline mode, you can choose to start in either Connected or Work Offline mode. Otherwise, the system starts up in Connected mode.

When you quit Personal Data Keeper, you will be asked if you want to synchronize your data and change the status of active documents to Remote.



The Remote status informs users with approval authority that you have started the document but have disconnected from the network and taken the document with you.

While offline, you can continue to modify the documents you were working on in the office or enter new documents. You can use document number formats to create documents that won't interfere with documents created by other users.

## Setting up for offline use

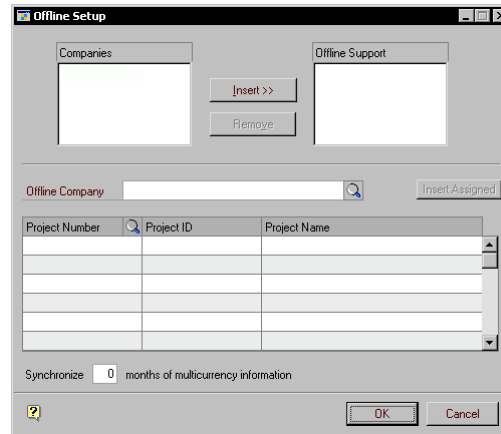
Use the Offline Setup window to select companies and transfer documents that you want to synchronize before disconnecting from the office network.



*You must have read and write permissions and remote access to your office network to use the remote capabilities.*

**To set up for offline use:**

1. Log in using one of the created user IDs.
2. Open the Offline Setup window.  
(Setup >> Offline)



3. Choose the companies you want to access offline and choose Insert. You can select multiple companies.
4. Choose the Offline Company lookup button to select a specific offline company and display the projects under that company. Then, select or enter the projects in the company that can be used offline.

To delete a displayed project, select the project in the scrolling window and choose Delete Row from the Edit menu.

5. Choose projects for offline access.



*Only projects from the selected companies in the Offline Support column and projects can be used in Offline mode.*

6. Save the settings.



*Your offline data has been synchronized for the user you last saved the settings for. You must not switch among users if you are using offline mode from one machine. If you do log on in connected mode using another user ID other than the offline user, you must be careful not to synchronize the current data if you want to preserve the offline users data. Offline data is regenerated each time it synchronizes with the system.*

7. Restart Personal Data Keeper and choose to Work Offline if you want to work in offline mode. When you log in, the system displays the Offline mode on the toolbar.

# Chapter 4: User preferences

User preference settings include defining settings for viewing required fields, timesheet and expense reports, and user passwords.

The following topics are discussed:

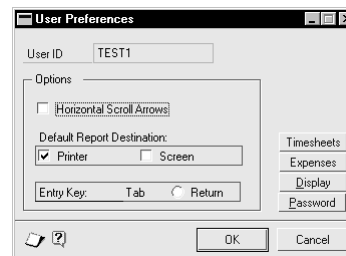
- [Setting up user preferences](#)
- [Setting up user display preferences](#)
- [Setting up timesheet preferences](#)
- [Setting up expense report preferences](#)
- [Setting up your user passwords](#)

## Setting up user preferences

Use the User Preferences window to make changes to certain options that each user can customize. Options include choosing the key to move from one data entry field to another, selecting the default report destination and changing the user password.

### To set up user preferences:

1. Open the User Preferences window.  
(Setup >> Preferences)



2. Mark the Horizontal Scroll Arrows option if you want to use horizontal scrolling fields. Horizontal scrolling fields will display account numbers that are too long to view in text fields. If you use horizontal scroll fields, you can set up scrolling buttons to view and then modify the numbers.
3. Choose the default entry key. Your choices are TAB and RETURN.

**Return** If you choose RETURN as the entry key, you can press the ENTER key after you make an entry to move to the next field in the window. If you choose RETURN and you press SHIFT+ENTER to accept an entry, the default button (such as OK or Save) in the window control area will be selected.

**Tab** If you choose TAB as the entry key, you can press the TAB key to move from field to field in windows. If you choose TAB and you press ENTER to accept an entry, the default button (such as OK or Save) in the window control area will be selected.

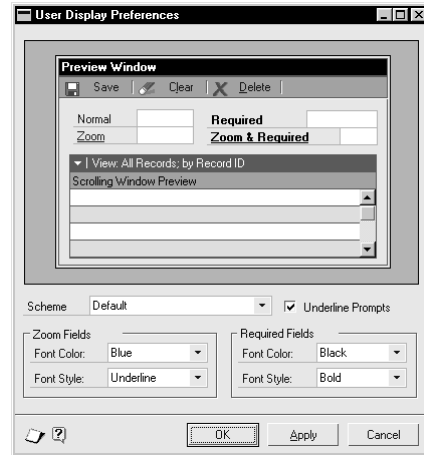
4. Choose either Printer or Screen as the default report destination. When you choose to print a report and the Report Destination window opens, your choice will be marked as the default.
5. Save the settings.

## Setting up user display preferences

Use the User Display Preferences window to customize display preferences. You can customize how windows will be displayed. You might want to choose a color or font style that will draw your eye to the fields that are required entries before you can save transactions or other records.

### To set up user display preferences:

1. Open the User Display Preferences window.  
(Setup >> Preferences >> Display button)



2. Specify how fields with link capability will be displayed. If you use the link capability to view more detailed information frequently, you might want to choose a color or font style that will easily catch your attention.

Specify the font color of labels for fields with link capability. If you specify another color for required fields and link is also required, the label will be displayed according to the specifications for required fields.

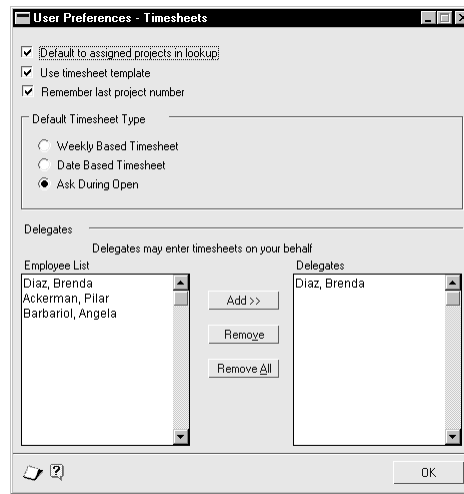
3. Select the font style of labels for fields with link capability.
4. Specify how required fields will be displayed. Choose the font color of field labels that you are required to make an entry for. Choose the font style of labels for required fields.
5. Specify how contents of the fields will be displayed in windows.
6. Specify how alternating lines in scrolling windows will be displayed.
7. View your changes in the Preview window.
8. Click OK to save the settings.

## Setting up timesheet preferences

Use the User Preferences – Timesheets window to choose the default timesheet entry type and assign delegates to enter your timesheets.

### To set up timesheet preferences:

1. Open the User Preference – Timesheets window.  
(Setup >> Preferences >> Timesheets button)



2. Mark the Default to assigned projects in lookup option if you want the project lookup to display only the projects that are assigned to you.
3. Mark the Use timesheet template option to use timesheet templates when entering a timesheet.
4. Mark the Remember last project number option if you want to copy the last project number entered for the previous line to the new line.
5. Select the default timesheet type.



*The weekly based timesheet option is only available if your system is set up to use weekly reporting periods.*

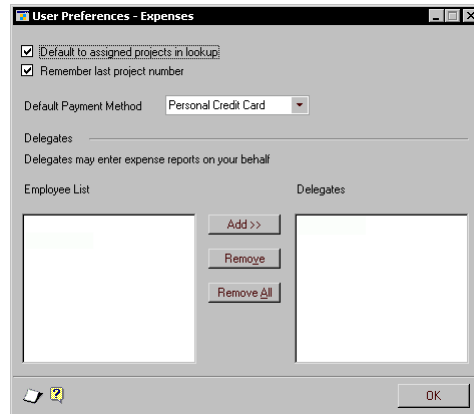
6. Assign delegates to enter timesheets on your behalf. Use the Employee List to select employees and add them to the Delegates list.
7. Choose OK to save the settings.

## Setting up expense report preferences

Use the User Preferences – Expenses window to select your expense report preferences and assign delegates to enter your expense reports.

### To set up expense report preferences:

1. Open the User Preferences – Expenses window.  
(Setup >> Preferences >> Expenses button)



2. Mark the Default to assigned projects in lookup option if you want the project lookup to display only the projects assigned to you.
3. Choose the Remember last project number if you want the last project you selected to be displayed on the next line
4. Assign delegates to enter expense reports on your behalf. Use the Employee List to select employees and add them to the Delegates list
5. Choose OK to save the settings.

## Setting up your user passwords

Use the User Password Setup window to enter or modify your password .

### To set up your user passwords:

1. Open the User Password Setup window.  
(Setup >> Preferences >> Password button)



2. Enter current password, then enter a new password. Confirm the new password by reentering it.
3. Choose OK to save your settings.



# Part 2: Procedures

This part of the documentation contains information about creating, correcting and viewing a transaction. You can enter a timesheet or an expense report, save it or submit it and then view the details after they have been submitted.

You can use inquiries to review transaction details of the timesheets and expenses you have entered. Instead of going through each record or waiting for reports to be printed, you can perform inquiries quickly by selecting only those records you want to view on the screen.

The following topics are discussed:

- [Chapter 5, "Transactions,"](#) provides procedures about entering weekly, standard, or offline timesheets and expense reports. Timesheet and expense report approvals also are discussed.
- [Chapter 6, "Inquiries,"](#) provides procedures about viewing employee, timesheets and expense report information.
- [Chapter 7, "Reports,"](#) provides procedure about printing history reports.



# Chapter 5: Transactions

You can enter timesheet and expense report transactions in both connected and offline modes. Transactions also include approving timesheet and expense reports for managers and supervisors who have administrator privileges.

To be able to post timesheets to U.S. or Canadian Payroll, you must specify the following settings:

- Mark Use Pay Codes for Unit Cost in the Project Setup window.
- Mark Post to Payroll in the Timesheet Setup window.
- Select Employed by Company in the PA Employee Options window.

The following topics are discussed:

- [\*Default pay codes\*](#)
- [\*Entering weekly timesheets\*](#)
- [\*Modifying unposted weekly timesheets\*](#)
- [\*Entering standard timesheets\*](#)
- [\*Modifying unposted standard timesheets\*](#)
- [\*Approving timesheets\*](#)
- [\*Entering expense reports\*](#)
- [\*Entering detailed information for expense reports\*](#)
- [\*Entering additional information for expense reports\*](#)
- [\*Entering payments for employee expenses\*](#)
- [\*Modifying an unposted employee expense transaction\*](#)
- [\*Approving employee expense transactions\*](#)
- [\*Entering transactions offline\*](#)

## Default pay codes

You can use the Timesheet Setup window in Project Accounting to set up default pay codes based on the employee, budget, or cost category. When you select to use a rate table with a project, the pay codes used for timesheet entries for a project will depend on the corresponding employee-pay code combination in the rate table. The unit cost for the pay code will be used in the timesheet transaction.

**Employee** Use the default pay code entered in the PA Employee Options window in Project Accounting. If no pay code has been selected in that window, the default pay code entered in the Budget Detail Entry window in Project Accounting will be used. If no pay code has been selected in that window, the default pay code entered in the Cost Category Maintenance window in Project Accounting will be used.

**Budget** Use the default pay code entered in the Budget Detail Entry window in Project Accounting. If no pay code has been selected in that window, the default pay code entered in the PA Employee Options window in Project Accounting will be used. If no pay code has been selected in that window, the default pay code entered in the Cost Category Maintenance window in Project Accounting will be used.



5. Enter or choose a document number. Choose Record Wizard to open the Timesheet Wizard window, where you can create a template for your timesheets.



In the Timesheet Wizard window, you can choose to load a preexisting template, use the template for the previous timesheet or select a template from previously created timesheets.

After creating a timesheet template, close the Timesheet Wizard window by choosing Process.

When entering a timesheet, you will be asked to copy the existing lines of the template into the timesheet if you did not mark Use Timesheet Template in User Preferences – Timesheets window, otherwise, the template of the previous timesheet will be used.



*The document number and period begin date are vital information for locating your records. After they have been entered, you can no longer modify them. However, you can delete the transaction if it has not been posted, then create a transaction to replace the erroneous entry.*

6. Enter or select the currency for this timesheet if Multicurrency Management features have been activated (optional).
7. Enter a comment for the timesheet (optional).
8. Enter or select a project number. You must enter the project number before you can enter a cost category, because the cost category IDs are filtered and only those defined for the project you specified are displayed. If you do not enter a value in the Project Number field, <NONE> will be displayed to signify that the entry is not project-related.
9. Enter or select a cost category. You can enter a cost transaction that doesn't fall under a project. In which case you'll use a "<NONE>" project. This usually happens when a transaction, for example, a timesheet that records the time spent for meetings, is not covered by a budget. Employees are still compensated for labor hours rendered.
10. Enter or select an employee pay code.
11. Select the billing type. Your options are Standard, No Charge and Non-Billable. If your project ID is <NONE>, your billing type must be non-billable.
12. Enter the unit totals. The total amount is calculated.

13. Save or submit the entry.
14. Print a copy of the timesheet (optional).

## Modifying unposted weekly timesheets

Use the Timesheet Entry window (Weekly) to modify unposted timesheets.

### To modify unposted weekly timesheets:

1. Open the Timesheet Entry window.  
(Transactions >> Timesheet >> Weekly layout)

The screenshot shows the 'Timesheet Entry' window with the following data:

Employee ID	Doc. Type	Doc. Date	Period	Begin	End	Document No.
DIAZ0001	Standard	7/19/00	29	7/19/00	7/25/00	DIAZ0001-TS-071900-1
Status	Currency	Comment				
In Progress	USA	Entry for period 29				

Project Number	Cost Category ID	Code	Bill Type	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Total
ADSTVCOMM	DESIGN	HOURL	STD	2.00	4.00	5.00	5.00	5.00	4.00	5.00	30.00
FIFTH	MANAGEMENT	HOURL	STD	5.00	4.00	5.00	5.00	5.00	5.00	6.00	35.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:				7.00	8.00	10.00	10.00	10.00	9.00	11.00	65.00

2. Select the document number of the transaction you want to modify, then enter a new date.
3. Specify additional timesheets in the scrolling window.
4. Modify previous entries.
5. Save or submit the entry.

## Entering standard timesheets

Use the Timesheet Entry window to enter standard timesheets.

### To enter standard timesheets:

1. Open the Timesheet Entry window.  
(Transactions >> Timesheet >> Date based layout)

Date	Project Number	Cost Category ID	UoM	Quantity	Bill Type
02/21/2001	ADSTVCOMM	DESIGN	Hour	10.00	STD
Research design and specification of new products and projects.					
02/21/2001				0.00	
				Total Quantity:	10.00

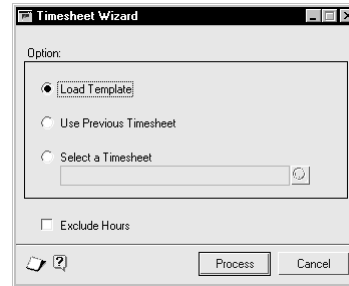
2. Select the document type.



*You may need to enter a correction document number to specify the document that is being corrected. The Document Type expansion button is inactivated for Standard documents.*

3. Enter the document date.
4. Enter the number of reporting periods to be included in the timesheet. The system displays the reporting period specified in the Timesheet Setup window of Project Accounting.
5. Enter the beginning date of the reporting period. The end date will be calculated. The begin date is based on the reporting period frequency and first date of reporting period 1 specified in the Timesheet Setup window of Project Accounting. Reporting periods are useful in tracking the number of hours expended on a project within a given period. For example, if you select a monthly reporting period, you'll have 12 reporting periods a year. Let's say the first day of reporting period 1 is January 1, period 2 is February 1, period 3 is March 1 and so on. Your timesheet transactions will then be grouped into 12 periods, with all transactions for January falling under reporting period 1, for February under period 2, for March under period 3 and so on.

- Enter or choose a document number. Choose Record Wizard to open the Timesheet Wizard window where you can create a template for your timesheets.



In the Timesheet Wizard window, you load a preexisting template, use the template for the previous timesheet or select a template from previously created timesheets. After creating a timesheet template, close the Timesheet Wizard window by choosing Process.

When entering a timesheet, you will be asked to copy the existing lines of the template into the timesheet if you did not mark Use Timesheet Template in User Preferences – Timesheets window, otherwise, the template of the previous timesheet will be used.



*The document number and period begin date are vital for locating records. After they are entered, you can no longer modify them. However, you can delete the transaction if it has not been posted, then create a transaction to replace the erroneous entry.*

- Enter or select the currency for this timesheet if Multicurrency Management features have been activated in Project Accounting (optional).
- Enter a comment for the timesheet (optional).
- Enter or select a project number. You must enter the project number before you can enter a cost category, because the cost category IDs are filtered and only those defined. If you do not enter a value in the Project Number field, <NONE> will be displayed to signify that the entry is not project-related.
- Enter or select a cost category. You can enter a cost transaction that doesn't fall under a project. In which case you'll use a "<NONE>" project. This usually happens when a transaction is not covered by a budget (for example, a timesheet that records the time spent for meetings). Employees are still compensated for labor hours rendered.
- Enter or select unit of measure.
- Enter the quantity that corresponds to the unit of measure. The total amount for the transaction will be displayed in the Total Quantity field.
- Select a billing type. Your options include Standard, No Charge or Non-Billable. If your project ID is <NONE>, your billing type must be non-billable.
- Save or submit the entry.
- Print a copy of the timesheet (optional).

## Modifying unposted standard timesheets

Use the Timesheet Entry window (Standard) to modify unposted standard timesheets.

### To modify unposted standard timesheets:

1. Open the Timesheets Entry window.  
(Transactions >> Timesheet >> Date based layout)

The screenshot shows the 'Timesheet Entry' window with the following data:

Date	Project Number	Cost Category ID	UoM	Quantity	Bill Type
02/21/2001	ADSTVCOMM	DESIGN	Hour	10.00	STD
Research design and specification of new products and projects.					
02/21/2001				0.00	
				Total Quantity:	10.00

2. Select the document number of the transaction you want to modify, then enter a new date.
3. Specify additional timesheets in the scrolling window.
4. Modify previous entries.
5. Save or submit the entry.

## Approving timesheets

Use the Timesheet Approval window to approve submitted timesheets. You can examine and approve employee timesheet transactions in the Timesheet Approval window. Managers and supervisors can only approve documents submitted by their employees. Administrators can process all documents.

If you have Approval and Administrator privileges set up in the User Setup window, you can choose to use your administrator privileges. If you choose to use your administrator privileges, the Administrator Approvals field will be marked to give you a visual indication of the mode you are in. The User Type field will display your default user type setting.

**To approve timesheets:**

1. Open the Timesheet Approval window.  
(Transactions >> Timesheet Approvals)

Employee ID	Transaction Type	Document Number	Quantity	Status	Approvals
ALVA0001	Standard	ALVA0001-TS-100202-1	10.00	Submitted	Pending

2. Enter the reporting period.
3. Enter the starting date for the reporting period of the timesheet transaction you want to review. The corresponding employee ID assigned to the user that is currently logged on will be displayed, if that employee has a timesheet entry for the reporting period.

To view another period, adjust the reporting period or enter a period start date. If the period start date is not valid, the period will be adjusted to the nearest valid period.



*The Timesheet Approval window displays timesheet transactions that have a current document status of submitted or resubmitted during the current reporting period.*

4. Mark Display All if you want to view all submitted documents within the reporting period, regardless of their status. If you also want to display missing timesheets, mark Display Missing. Mark Process Zero Quantity if you want zero transaction line items to carry over to Project Accounting.
5. Choose the Document Number link to open the Timesheet Review and Approval window to review the details of the line item. You can either approve the displayed items or return it to the employee for modification.

Choose OK to return to the Timesheet Approval window.

6. Choose the Approvals expansion button to open the Approval Status window, where the current status of the timesheet is displayed. For processed documents, the approval status displayed will be the time the document was processed.



Choose OK to return to the Timesheet Approval window.

7. Choose Approve All to approve all displayed timesheets. Changes in approval status are saved. Choose OK to close the window with its current settings.



*An employee can retrieve a submitted or resubmitted document for further viewing at any time, regardless of the approval status.*

8. Choose Process to process the documents for the reporting period. If the approval status is set to Return, then the document will be returned to the employee. It is not necessary for both the supervisor and manager to agree to return the document before it can be returned. If the document satisfies all of its approval requirements, then it will be transferred to the Project Accounting system. A timesheet batch is then created in Microsoft Dynamics GP and will need to be posted.

If the timesheet transaction has a budget line item with a pending change order, the document can't be processed and transferred to Project Accounting. See the Project Accounting documentation for more information about change orders.



*If you think a document must have been processed but was not and no message was displayed, it is likely that a second approval is required before it can be processed. Verify with your system administrator for the approval policies that were set up for the employee. Also, the Process button only works for the period being displayed.*

9. Print a timesheet edit list (optional).

## Entering expense reports

Use the Employee Expense Entry window to enter expenses incurred by an employee for a project.

### To enter expense reports:

1. Open the Employee Expense Entry window.  
(Transactions >> Expense Report)

Date	Project Number	Cost Category ID	Description	Unit Cost	Purchases	Tax Amount	Bill Type
02/23/2001	SOFTWINS	AIRFARE	AAA	10.00	\$1,000.00	\$0.00	STD
				0.00	\$0.00	\$0.00	
					Total Purchases:	\$1,000.00	
					Reimbursable Amount:	\$1,000.00	

2. Enter document date.

3. Enter start and end dates.
4. Enter document number. The document status will be based on the document number.



*After you have entered the document number, you can no longer modify it. However, you can delete the transaction if it has not been posted, then create a transaction to replace the erroneous entry.*

5. Enter a comment (optional.)
6. Enter the date for the entry.



*If the dates entered in the line item entry are outside the start or end date of the reporting period, a message will be displayed and you will need to adjust the dates entered accordingly.*

7. Enter or select a project number. You must enter the project number before you can enter a cost category. If you do not enter a value in the Project Number field, the field will display <NONE> to signify that the entry is not project-related.
8. Enter or select a cost category. You can enter a cost transaction that doesn't fall under a project. In which case you'll use a "<NONE>" project. This usually happens when a transaction is not covered by a budget (for example, an expense report that records a non-project expense). Employees are still compensated for expenses incurred, but not against a project.
9. Enter a description for the item (optional).
10. Select a billing type. Your options are Standard, No Charge, and Non-Billable. If your project ID is <NONE>, your billing type must be non-billable. You can choose the billing type expansion button to open the Employee Expense Detail Entry window. Use the window to include more information for the expense report entry. See [Entering detailed information for expense reports](#) on page 39 for more information.
11. Enter a unit of measure, quantity, and unit cost.
12. Choose More Info to open the Employee Expense Entry – More Info window. Use the window to enter employee expense-related information for taxes, discounts, payment and shipping. See [Entering additional information for expense reports](#) on page 39 for more information.
13. Save the entries.

## Entering detailed information for expense reports

Use the Employee Expense Detail Entry window to enter detailed information such as expense type, payment method and total cost for each employee expense in the transaction for the expense report you've selected in Employee Expense Entry window.

### To enter detailed information for expense reports:

1. Open the Employee Expense Detail Entry window.  
(Transactions >> Expense Report >> Bill Type expansion button)

2. Enter the date for the employee expense.



*If the dates entered in the line item entry are outside the start or end dates of the reporting period, a message will be displayed and you will need to adjust the dates entered.*

3. Enter or select the project number and cost category. If your project ID is <NONE>, your billing type must be non-billable.
4. Enter a description for the employee expense.
5. Enter the quantity and unit cost for the employee expense. The total cost will be calculated and will be displayed in the Purchases field.
6. Select the expense type. Your options are Reimbursable and Personal Expense.
7. Select the payment method. You options are Personal Credit Card, Company Credit Card and Cash.
8. Enter additional detailed information such as tax options, tax schedule ID and calculated taxes, if applicable.
9. Save the entry to return to the Employee Expense Entry window.

## Entering additional information for expense reports

Use the Employee Expense Entry - More Info window to enter more detailed information for the expense report you have selected in the Employee Expense Entry window.

### To enter additional information for expense reports:

1. Open the Employee Expense Entry – More Info window.  
(Transactions >> Expense Report >> More Info button)

Document No.		Employee ID	
Tax Schedule ID	COMPANYPUR	Shipping Method	DROP SHIP
Total Purchases	\$383.00	1099 Amount	\$383.00
Total Freight	\$2.00	On Account	\$383.00
Total Misc Charges	\$4.00	Reimburse Amount	\$191.50
Total Taxes	\$0.00		
Total Cost	\$383.00		

2. Enter a shipping method for the current document or select from the lookup list.
3. Enter a tax schedule for the current document for select from the lookup list.
4. Enter the totals for the following fields: Total Freight, Total Miscellaneous Charges, and Terms Discount Taken.
  - Total cost is calculated using the following equation: Total Cost = Total Purchases + Total Freight + Total Miscellaneous Charges + Total Taxes.
  - Reimburse amount is calculated using the following equation: Reimburse Amount = On Account - Total Freight - Total Miscellaneous Charges.
5. Choose OK to save the entries.

## Entering payments for employee expenses

You can enter payments made to employees in expense transaction records. Open the Employee Expense Entry - More Info window by choosing Transactions >> Expense Report and choosing the More Info button. You can:

**Enter cash payments** Choose the Cash expansion button to open the EE Cash Entry window and enter the payments.

**Enter payments made by check** Choose the Check expansion button to open the EE Check Entry window and enter the payments.

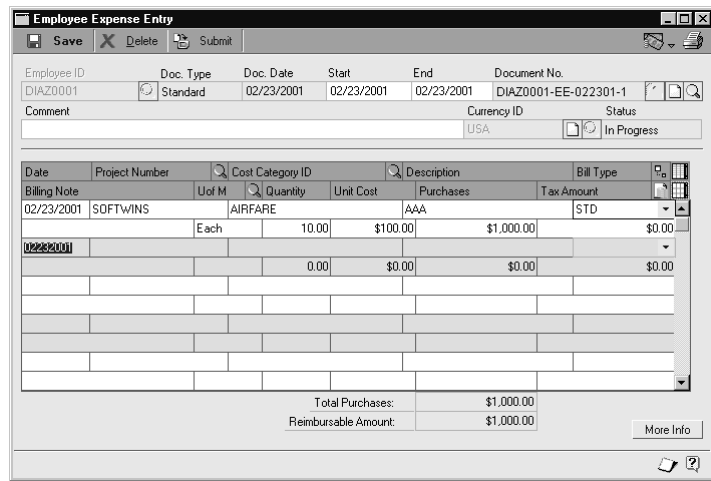
**Enter payments made by credit card** Choose the Credit Card expansion button to open the EE Credit Card Entry window and enter the payments.

## Modifying an unposted employee expense transaction

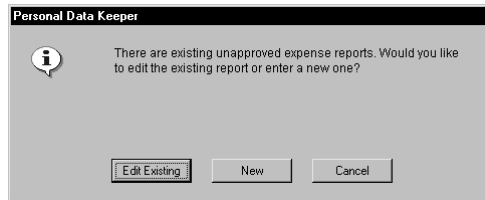
Use the Employee Expense Entry window to modify an unposted employee expense transaction. Employee expenses that are not posted immediately are saved in a batch.

**To modify an unposted employee expense transaction:**

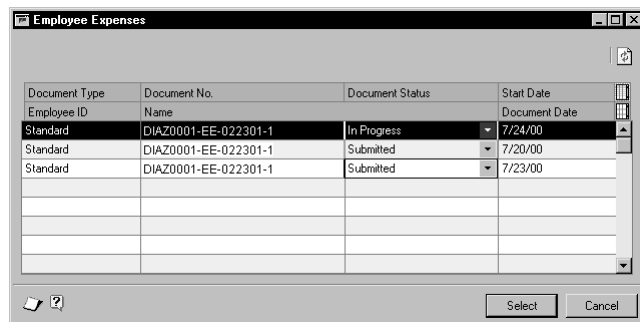
1. Open the Employee Expense Entry window.  
(Transactions >> Expense Report)



2. Choose the Document Number field; a window will open where you can choose to modify the unapproved expense report or create a new expense report.



Choose Edit Existing to open the Employee Expenses window.



Select the expense report you want to modify.

3. Modify previous entries.

- Choose the Bill Type expansion button in the Employee Expense Entry window to open the Employee Expense Detail Entry window. Use the window to specify the expense type, payment method and total cost for each employee expense in the selected transaction.

- Choose More Info in the Employee Expense Entry window to open the Employee Expense Entry – More Info window. Use the window to enter employee expense-related information for taxes, discounts, payment and shipping.

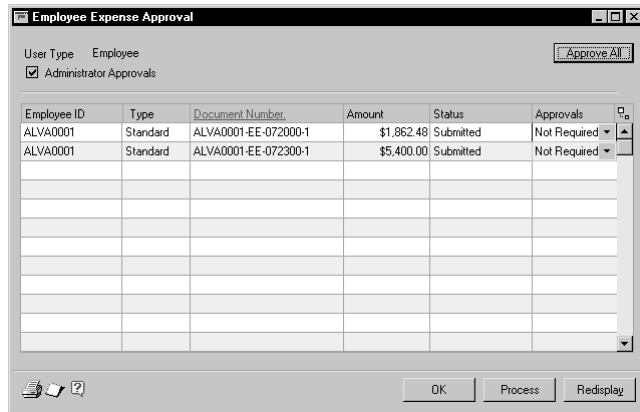
- Submit or save the expense report.

## Approving employee expense transactions

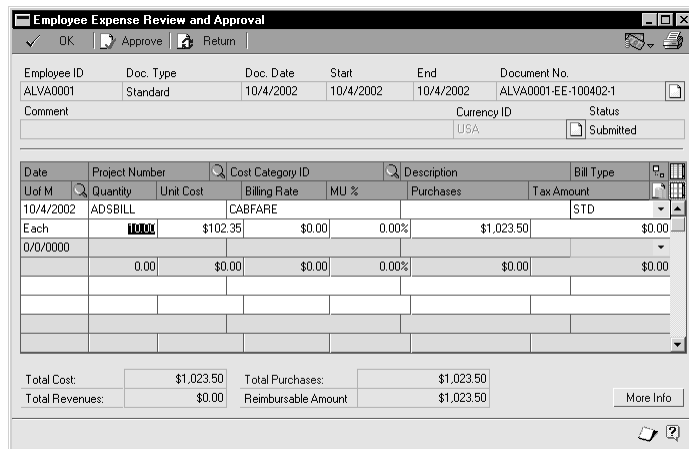
Use the Employee Expense Approval window to approve submitted expense reports.

### To approve employee expense transactions:

1. Open the Employee Expense Approval window (Transactions >> Expense Approvals)



2. Select a specific expense report from the scrolling window. In the Approvals drop down list, select the approval status for the selected expense report. You can also choose Approve All to approve all displayed expense reports.
3. To view the submitted expense report, choose the document number in the scrolling window and choose the Document Number link to open the Employee Expense Review and Approval window.



Choose OK to return to the Expense Report Approval window.

- To view the detailed entry information about the expense report, choose the Bill Type expansion button in the Employee Expense Approval window to open the Employee Expense Approval Detail window.

Choose Save to return to the Expense Report Approval window.

- In the Expense Report Approvals window, choose the Approvals expansion button to open the Approval Status window. You can use the window to view approval status of each user type.

Choose OK to return to the Employee Expense Approval window.

- In the Expense Report Approvals window, choose Process to process the expense report approval you made in the scrolling window. If the document satisfies all of its approval requirements, then it will be transferred to the Project Accounting system. A timesheet batch is then created in Microsoft Dynamics GP and will need to be posted.



*If the expense transaction has a budget line item with a pending change order, the document can't be processed and transferred to Project Accounting. See the Project Accounting documentation for more information about change orders.*



## Entering transactions offline

You can enter transactions even when you're not connected to the office network. All saved transactions can be uploaded after you get back to the office. See [Chapter 3, "Offline use setup,"](#) for more information.

Offline transactions differ slightly from online transactions. To avoid synchronization conflicts, you can't retrieve previously submitted or resubmitted documents in offline mode. This restriction, however, does not apply to documents that were generated and submitted offline but that have not been transferred. Other changes you will notice offline are:

- The data you can use offline is limited to the data from your last synchronization.
- The Project Number lookup contains only the projects specified in the Offline Setup window.
- The Timesheet and Expense Report Approvals are not available in offline mode even if you have approval permissions.
- The System Setup menu items are inactivated. You must be in connected mode to perform System Setup actions.
- The remote menu options Transfer Documents and Synchronize are available in the Tools menu.

### To enter transactions offline:

1. Start Personal Data Keeper in offline mode.
2. Enter transactions as you would in connected mode.
3. After entering transactions, choose Remote on the Tools menu and choose Transfer Document to move your offline documents to the server folders. Only remote documents will be transferred.



*You can synchronize documents only when you are connected to the office network. You must connect either by remote access or being directly connected to the office network.*

4. Synchronize data offline by choosing Remote from the Tools menu. Then choose Synchronize.

Personal Data Keeper will operate if you have a remote connection and if you have started in connected mode, but its performance will be greatly reduced. Typically, there is no need to establish connected mode through remote access. The only reason to connect remotely is if you need to add projects to your offline setup before returning to the office. Quit Personal Data Keeper and return to offline mode as soon as the Offline Setup window has synchronized your changes.

All transfers and synchronizations are verified before Personal Data Keeper updates status or deletes data. If a transfer or synchronization fails, re-establish the connection and perform the transfer or synchronization again. The only reasons for failure will be a dropped connection or other hardware problems. Note that all remote data will be updated upon login in Connected mode.



## Chapter 6: Inquiries

You can view detailed information about employees and transactions. You can view detailed information for the employee currently logged into the system. You can view employee information in the Employee Inquiry window and timesheets or a series of timesheets in the Timesheet Inquiry window. Employee expenses, on the other hand, are displayed in the Employee Expense Inquiry window.

In each inquiry window you can click the Document Number link to open the Timesheet Transaction Entry window or Employee Expense Entry window for the document.

To print the records that are currently displayed in an inquiry window, choose Print from the File menu, from the Report Destination window or using the Print button. You can then choose to print to the screen, printer or file.

The following topics are discussed:

- [Viewing employee information](#)
- [Viewing timesheet information](#)
- [Viewing employee expense information](#)

### Viewing employee information

Use the Employee Inquiry window to view employee information. You can view the current, logged in user's detailed information such as the address, employment status and local tax code.

#### **To view employee information:**

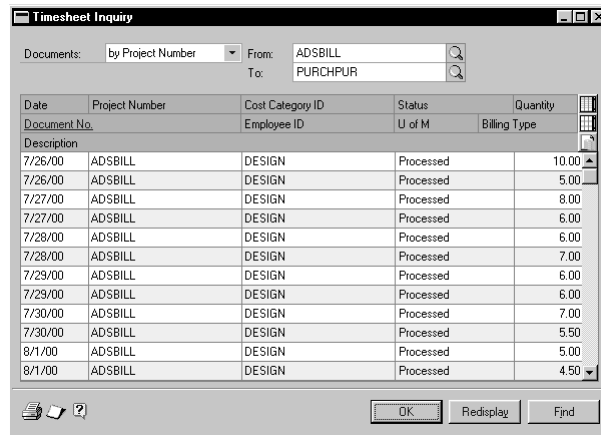
1. Open the Employee Inquiry window.  
(Inquiry >> Employee)
2. Choose OK to close the window.

## Viewing timesheet information

Use the Timesheet Inquiry window to view timesheet information. A timesheet is a record of the work hours spent by an employee on a project.

### To view timesheet information:

1. Open the Timesheet Inquiry window.  
(Inquiry >> Timesheet)



The screenshot shows the 'Timesheet Inquiry' window. At the top, there are search filters: 'Documents:' set to 'by Project Number', 'From:' set to 'ADSBILL', and 'To:' set to 'PURCHPUR'. Below the filters is a table with columns: Date, Project Number, Cost Category ID, Status, Quantity, Document No., Employee ID, U of M, and Billing Type. The table contains 15 rows of data, all with 'ADSBILL' as the Project Number and 'DESIGN' as the Cost Category ID. The Status for all records is 'Processed'. The Quantity values range from 4.50 to 10.00. At the bottom of the window, there are buttons for 'OK', 'Redisplay', and 'Find'.

Date	Project Number	Cost Category ID	Status	Quantity
7/26/00	ADSBILL	DESIGN	Processed	10.00
7/26/00	ADSBILL	DESIGN	Processed	5.00
7/27/00	ADSBILL	DESIGN	Processed	8.00
7/27/00	ADSBILL	DESIGN	Processed	6.00
7/28/00	ADSBILL	DESIGN	Processed	6.00
7/28/00	ADSBILL	DESIGN	Processed	7.00
7/29/00	ADSBILL	DESIGN	Processed	6.00
7/29/00	ADSBILL	DESIGN	Processed	6.00
7/30/00	ADSBILL	DESIGN	Processed	7.00
7/30/00	ADSBILL	DESIGN	Processed	5.50
8/1/00	ADSBILL	DESIGN	Processed	5.00
8/1/00	ADSBILL	DESIGN	Processed	4.50

2. Select a document sorting method. You have four ways to view the documents: by Project Number, Cost Category ID, Date or Document Number. If you want to view a limited number of documents, you can enter a range that will filter all records and display only those that you want to see. For instance, if you decide to view an unposted timesheet that was created and saved within a period, you can view timesheets by date, then identify the documents further by entering the beginning date in the From field and ending date in the To field.
3. Choose Redisplay to show item details in the scrolling window.
4. Select a range of project record to display. You can view item details of the transactions saved within the range of dates you indicated. For each line item, you will see the date, project number, cost category ID, status, quantity, document number, employee ID, U of M, billing type and billing description. Choose the show and hide button on the scrolling window to see the details or just the first line of each record.



*If a range is not specified, all documents on file that pass other parameters in the inquiry are displayed.*

- To view the original timesheet in the scrolling window, select the Document Number field of the line item and choose the Document Number link to open the Completed Timesheets window.



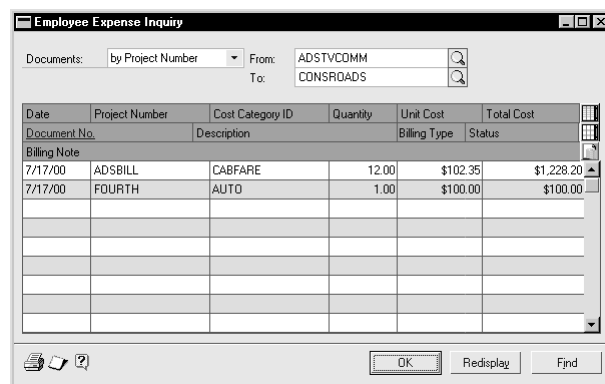
- You can print a copy of the timesheet inquiry by using the Print command in the File menu.

## Viewing employee expense information

Use the Employee Expense Inquiry window to view employee expense information. An employee expense is an allowable cost incurred by an employee while working in a project, for example, transportation expenses.

### To view employee expense information:

- Open the Employee Expense Inquiry window.  
(Inquiry >> Expense Report)



- Select the document sorting method. You have four options to view the documents: by Project Number, Cost Category ID, Date or Document Number.

If you want to view a limited number of documents, you can enter a range that will filter all records and display only those that you wish to see. For instance, if you decide to view unposted expense reports that were created and saved for an employee within a period, you can view by date. Then identify the documents further by entering the beginning date in the From field and the ending date in the To field.

Choose Redisplay to show item details in the scrolling window.

3. Select a range of project records to display.



*If a range is not specified, all documents on file that pass other parameters in the inquiry are displayed.*

4. To view the original expense report in the scrolling window, select the Document Number field of the line item and choose the Document Number link to open the Completed Employee Expense Report window.

Date	Project Number	Cost Category ID	Description	Bill Type
7/17/00	ADSBILL	CABFARE	None	STD
7/17/00	FOURTH	AUTO	Cab	STD

Total Purchases: \$1,228.20  
Reimbursable Amount: \$1,228.20

5. To view the expense report with more details, choose the Bill Type expansion button in the Completed Employee Expense Report window to open the Employee Expense Detail Entry window (Inquiry).

Date	Project Number	Cost Category ID	Description	Billing Type
7/28/00	CONSSIGNAGE	CABFARE	No Description	STD

U of M: Each, Quantity: 2.00, Unit Cost: \$60.00, Purchases: \$120.00

Expense Type: Reimbursable, Payment Method: Personal Credit Card, Tax Options: Taxable

Total Cost: \$120.00  
Calculated Taxes: \$0.00  
Reimbursable Amount: \$120.00

Project Name: Signage, Cost Category Name: Taxi Cab Fares

Choose OK to close the window.

6. You can print a copy of the expense report using the Print command in the File menu.

## Chapter 7: Reports

Reports provide you the option to create hard copies of the transactions you have entered and have sent to the accounting system. Unlike the Inquiry feature that limits you to four sorting options, the reports feature gives you six sorting options.

Hard copies can also be printed from other windows by choosing Print from the File menu. Reports include the User Classes Report, User Security Report, Location Translations List, Timesheets Edit List, Employee Expense Edit List, Timesheet History List and Employee Expense history.

A typical history report contains all transaction details of timesheets or expense records that have been entered in Personal Data Keeper and posted to Microsoft Dynamics GP.

The following topics are discussed:

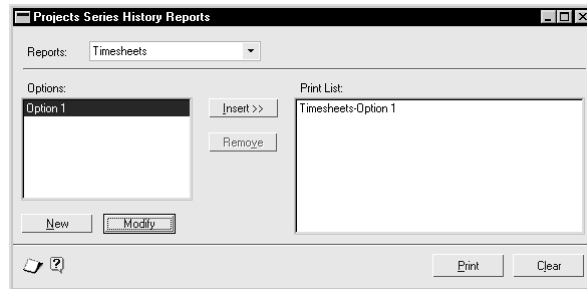
- [\*Printing a history report\*](#)
- [\*Creating history report options\*](#)
- [\*Printing a timesheet report\*](#)
- [\*Printing employee expense reports\*](#)
- [\*Printing missing timesheets\*](#)

## Printing a history report

Use the Project Series History Reports window to print reports containing entries such as submitted or missing timesheets and expense reports.

### To print a history report:

1. Open the Project Series History Reports window.  
(Reports >> History)



2. Select the report you want to print. From the Reports list, select the report. Your options are Timesheets and Employee Expense.
3. Add or modify option items. The Project History Report Options window will be displayed when you create a new option or modify an existing option. See [Creating history report options](#) on page 53 for more information.
4. After you have selected or created a report option, choose Print to open the Report Destination window.



*If you have previously chosen a report destination and did not mark the Ask Each Time option, your report will be printed based on your previous report destination.*

Reports can be saved in the following formats:

File type	Description
HTML	Hypertext Markup Language or HTML marks or tags a document so it can be published in the World Wide Web.
Tab-delimited Fields	A tab-separated ASCII character format used by Microsoft worksheet programs, such as Microsoft Excel®.
Comma-delimited Fields	A standard comma-separated ASCII character format used by database programs.
Text file	Reports will be saved as text without formatting

After selecting a file format, name the file. If you have entered an existing file name, choose whether to add the report to the bottom of the existing file or replace the information in the existing file.

Choose OK to return to the Project Series History Reports window.

5. Choose Print to print the report.

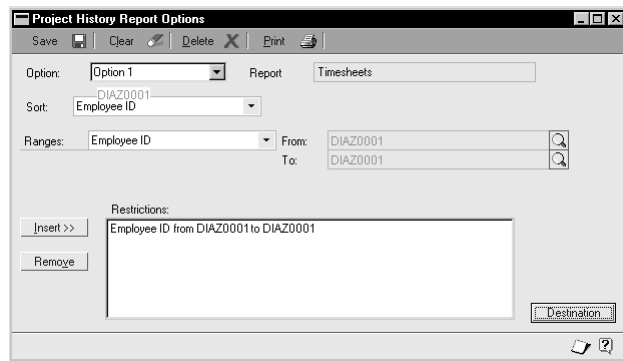


## Creating history report options

Use the Project History Report Options window to specify a range of information to include on the report. If you specify range restrictions for a report, you must insert the range in the Restrictions box. If you don't, the report will be printed without restrictions. You can print reports for more than one restriction of the same type by entering only one restriction for each restriction type. For example, if you want to restrict a report for customer IDs A to F and M to S, you can create two report options for the selected report. Enter the first restriction (customer IDs A to F) for the first report option, and enter the second restriction (customer IDs M to S) for the second report option.

### To create history report options:

1. Open the Project History Report Options window.  
(Reports >> History >> New button)



2. Select or enter an option.
3. Specify a sorting method and items to include. Enter range restrictions. There are six options on the range list: Employee ID, Cost Category ID, Date Incurred, Document Date, Document Number and Project Number. The Employee ID Range is set for the current logged-in user only and can't be modified. The From and To fields and lookup lists will vary depending on the specified range.



*If you have not chosen a report destination, choose Destination to open the Report Destination window. After specifying the report destination, choose OK to return to the Project History Report Options window.*

4. Choose Print to print the report option.

## Printing a timesheet report

Use the Project History Reports window to print timesheet reports. The timesheets report provides a complete list of posted timesheet transactions. The timesheet transaction details include the employee ID, date, document number, project number, cost category ID, status, billing type, U of M, and quantity. Report totals are also provided at the bottom of the report.

### To print a timesheet report:

1. Open the Personal Data Keeper History Reports window. (Reports >> History)
2. Select Timesheet from the Reports drop-down list.
3. Add or modify option items. The Project History Report Options window will open when you create a new option or modify an existing option.
4. Enter range restrictions. There are six options on the range list: Employee ID, Cost Category ID, Date Incurred, Document Date, Document Number and Project Number. The Employee ID Range is set for the current logged-in user only and can't be modified. The From and To fields and lookup lists will vary depending on the specified range.
5. Insert the selected option items to the print list or delete an item from the print list.
6. Choose Destination to display the Report Destination window. You have the option of printing the report to the screen or sending it to a file or printer. If you choose Ask Each Time, you will be able to choose printing options each time you print the report. Otherwise, leave Ask Each Time unmarked and the report will be sent to the previously marked destination.

Reports can be saved in the following formats:

File type	Description
HTML	Hypertext Markup Language or HTML marks or tags a document so it can be published in the World Wide Web.
Tab-delimited Fields	A tab-separated ASCII character format used by Microsoft worksheet programs, such as Microsoft Excel.
Comma-delimited Fields	A standard comma-separated ASCII character format used by database programs.
Text file	Reports will be saved as text without formatting.

After selecting a file format, name the file. If you have entered an existing file name, choose whether to add the report to the bottom of the existing file or replace the information in the existing file.

Choose OK to return to the Project History Report Options window.

7. Choose Print to print the report.



*The timesheets report can be printed from either the Project Series History Reports window or the Project History Report Options window. See [Printing a history report](#) on page 52 for more information.*

## Printing employee expense reports

Use the Project History Reports window to print employee expense reports. The employee expenses report provides a list of all posted employee expense transactions. It shows transaction details, including the employee ID, date, document number, project number, cost category ID, status, billing type and quantity. Report totals are also displayed at the end of the document.

### To print an employee expense report:

1. Open the Project Accounting History Reports window.  
(Reports >> History)
2. Select Employee Expense from the Reports drop-down list.
3. Add or modify option items. The Project History Report Options window will open when you create a new option or modify an existing option.
4. Enter range restrictions. There are six options on the range list: Employee ID, Cost Category ID, Date Incurred, Document Date, Document Number and Project Number. The Employee ID Range is set for the current logged-in user only and can't be modified. The From and To fields and lookup lists will vary depending on the specified range.
5. Insert the selected option items to the print list or delete an item from the print list.
6. Choose Destination to display the Report Destination window. You have the option of printing the report to the screen or sending it to a file or printer. If you choose Ask Each Time, you will be able to choose printing options each time you print the report. Otherwise, leave the Ask Each Time option unmarked and the report will be sent to the previously marked destination.

Reports can be saved in the following formats:

File type	Description
HTML	Hypertext Markup Language or HTML marks or tags a document so it can be published in the World Wide Web.
Tab-delimited Fields	A tab-separated ASCII character format used by Microsoft worksheet programs, such as Microsoft Excel.
Comma-delimited Fields	A standard comma-separated ASCII character format used by database programs.
Text file	Reports will be saved as text without formatting.

After selecting a file format, name the file. If you have entered an existing file name, choose whether to add the report to the bottom of the existing file or replace the information in the existing file.

Choose OK to return to the Project History Report Options window.

7. Choose Print to print the report.



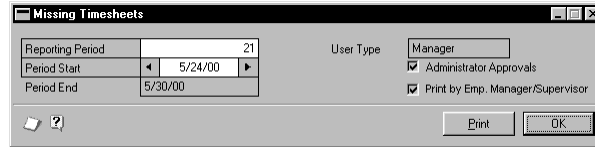
*The employee expense report can be printed from either the Project Accounting History Reports window or the Project History Report Options window. See [Printing a history report](#) on page 52 for more information.*

## Printing missing timesheets

Use the Missing Timesheets window to print a list of missing timesheets.

### To print missing timesheets:

1. Open the Missing Timesheets window.  
(Reports >> Missing Timesheets)



2. Enter a reporting period you want to view.
3. Enter or select a starting period date. The end date is calculated.



*The Print by Emp. Manager/Supervisor option is active if the user has administrator approvals on timesheets. When this option is active, a missing timesheet report that is grouped by the manager or supervisor is displayed.*

4. Choose Print to print the list of missing timesheets.

# Glossary

## Account

The type of record—asset, liability, revenue, expense or owner's equity—traditionally used for recording individual transactions in an accounting system. Also, the identifying alphanumeric characters that have been assigned to the record.

## Actual cost

The cost of an item as recorded on the purchase receipt. For example, if you received 3 boxes and they cost \$15 each, the actual cost would be \$45.

## Adjustment

Increase or decrease in quantity or cost.

## Bank card

A type of credit card. Bank cards include ATM cards, that when used by a customer, enables funds to be transferred directly into your bank account. Bank cards also include cards issued by a bank based on a credit rating and typically do not carry a credit limit. The bank that issued the card will see to it that the seller receives payment. Payments received from the cards are treated as check or cash payments.

## Billing note

A short description, message or instruction about billing for a cost category, transaction, fee, project, contract or some other item in a project.

## Billing rate

A profit type that uses a fixed rate. The rate includes costs and profit.

## Billing type

A setting that indicates whether an item is to be billed, not to be billed or offered free of charge.

## Cash

Ready money or its equivalent that a bank will accept at face value. Cash includes coins; paper money; certain deposited negotiable instruments such as checks, bank drafts and money orders; amounts in checking and savings accounts; and demand certificates of deposit.

## Checkbook

An account used to maintain a currency balance and track the receiving and disbursing of cash.

## Class

A group of users, contracts, projects, cost categories, equipment or other items that are combined based on common characteristics. For example, a project class can be created to group projects according to budget or location.

## Contract

A group of projects that a contractor performs for a customer, and for which the contractor charges the customer for various costs. For example, the contract Marketing Services may be made up of the projects Printing Brochures and Logo Design.

## Cost category

A name assigned to a project expense. For example, labor, building rental, or purchase of computers. When a cost category is used in a project, it is called a "budget item." Each cost category has its own budget.

## Credit card

Cards used to pay for items instead of a check, cash or other method. The amount due is then billed by the credit card company. Using the Credit Card Setup window, cards used to make payments can be classified as credit cards or check cards. Cards accepted as payment by a company can be classified as bank cards or charge cards.

## Currency

A form of money, including bills and coins, used as a medium of exchange.

## Cutoff date

A specific number of days set before the billing date. Transactions or line items with dates beyond the cutoff date will not be included in the billing.

## Default

A value that is automatically displayed in a window. The default will be used unless another value is entered.

## Department

A business division or unit that incurs costs and/or generates revenue.

## Department code

A unique set of characters used to identify a department.

## Discount available

A reduction in the amount payable, typically offered if the payment is made by a certain date.

## Discount date

The date an invoice must be paid for a discount to be valid.

## Document number

A number that identifies a group of entries that have been posted as a single, complete transaction.

## Employee expense

An allowable cost incurred by an employee while working in a project such as transportation expenses.

## Freight

The cost of transporting goods.

## Functional currency

The primary currency in which a company maintains its financial records. Typically, the functional currency is the currency for the country /region where the company is located.

## History

A record of checks and transactions for previous and current years.

## Hourly pay

A pay code used to pay employees an amount per hour worked.

## Item number

A number that identifies one type of inventory item. Inventory items can be used in transaction entry only if item numbers have been assigned.

## Line item

An entry that is displayed in a row of a scrolling window.

## Markup percentage

A profit type that calculates profit as a percentage of unit cost.

## <NONE>

An entry indicating that an item or expense is not covered by a budget or is not part of a project.

## Originating currency

The foreign currency that a multicurrency transaction was conducted in.

## Pathname

A location in a computer's hard disk or in a network where files are created and stored.

## Pay code

A code used to identify a specific type and rate of pay. For example, employees who are paid a salary rate may have the pay code SAL assigned to them.

## Pay rate

The amount an employee is paid for work rendered over a specific period or for a specific amount of work.

## Payment terms

Conditions for payment that are extended to customers and that vendors may extend to a company. For example, the payment term 2%-10/Net 30 offers a 2% discount for customers who pay within 10 days after the date of purchase; otherwise the bill must be paid in full within 30 days.

## Position

Name assigned to a job, position or designation.

## Position code

A unique alphanumeric name used to identify a job or position.

## Posting

A procedure to make temporary transactions a part of a business's permanent records; to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger.

## Posting account

A financial account that tracks assets, liabilities, revenue or expenses.

## Project Accounting

A project management module used for budgeting resources, managing purchases, scheduling tasks, monitoring costs, billing customers and recognizing revenues.

## Project types

A project classification used to determine how a contractor is to calculate project costs and charge customers for such costs. It is also a way to determine how much revenues can be generated in a project. There are three project types in Project Accounting: cost plus, fixed price and time and materials.

## Record

A collection of related fields within a table. Records typically comprise most or all of the data entered in the fields in a given window. For instance, all the information entered about a specific account in the Account Maintenance window makes up a single record. A single transaction entered in the Transaction Entry window also constitutes a record.

## Referenced

A type of transaction that is used to correct another posted transaction by increasing or decreasing the quantity of the previous transaction.

## Roll down

The process of applying changes you've made in one record to all other records within a class, or to all records using the ID of the record you changed.

## Shipping method

A method of transporting goods or services, such as parcel post.

## Standard

A regular transaction or a corrected unposted transaction.

## Status

Indicates the progress of a project, contract or cost category: estimate, open, on hold, completed, and closed. Actions such as transaction entry, posting, billing, and revenue recognition depend on the status.

## Tax detail

A definition of a tax that may apply to sales or purchases. Tax details are grouped into schedules.

## Tax schedule

Groups of tax details that define each tax that may apply to sales or purchases. When tax schedules are assigned to vendors, the applicable taxes will be calculated during transaction entry.

## Timesheet

A record of the labor cost and time expended on a project.

## Timesheet Template

A template used to simplify timesheet entry.

## Trade discount

A discount given by a vendor or received by a customer. The rate is calculated at the time of a purchase or sale and is added to payment term discounts that may also be available.

## Transaction

An event or condition that is recorded in asset, liability, expense, revenue, and/or equity accounts. Sales to customers or purchases from vendors are examples of transactions.

## Unit cost

The amount per unit that you pay for an item you're planning to sell or consume.

## Unit of measure

The quantities in which your business buys or sells an item. For example, your business might sell soda in three units of measure: cans, six-packs, and cases. One can of soda would equal the unit of measure "Each" or "Can." Six cans would equal "Pack," and 24 cans would equal "Case."

## Unit of measure schedule

A group of related units of measure. For example, your business might sell soda in three units of measure: cans, six-packs, and cases. One can of soda would equal the unit of measure "Each" or "Can." Six cans would equal "Pack," and 24 cans would equal "Case." The unit of measure schedule for soda would define each of the U of Ms based upon Can, the equivalent common to all U of Ms.

## User

A person working with software on a computer; a computer operator.

## User class

A classification feature in which users are grouped and levels of access are assigned to information in the accounting system.

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