



Year End Hints for Deltek Time & Expense

General

Unlike your accounting system, T&E does not have a complex year end close process, however there ARE a few things you can do to make your transition into the new calendar or fiscal year seamless.

Timesheet Schedules

- Every new Fiscal or Calendar Year, you must add a new year to the existing timesheet schedules you are using.
- A very common and potentially costly mistake is to create a new TS Schedule code for each new year.
- Simply adding a new year to the existing TS Schedule is the best practice and in most cases takes less than 10 minutes.

Brief Description of the Steps

- In T&E go to Time Setup/Timesheet Schedules.
- Hit Search and then Execute.
- Select the schedule that you are using. (For this example we will use a Semi Monthly TS Schedule)
- When the TS Schedule appears, on the menu bar between the Header and the TS Schedules, select Create Year.

Period	Start Date	End Date	Open	Modify Missing	Modify Open	Modify Signed	Modify Approved	Modify Processed	Modify Rejected
001	Jan 1, 2009	Jan 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
002	Jan 16, 2009	Jan 31, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003	Feb 1, 2009	Feb 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
004	Feb 16, 2009	Feb 28, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
005	Mar 1, 2009	Mar 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
006	Mar 16, 2009	Mar 31, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
007	Apr 1, 2009	Apr 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
008	Apr 16, 2009	Apr 30, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
009	May 1, 2009	May 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
010	May 16, 2009	May 31, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
011	Jun 1, 2009	Jun 15, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
012	Jun 16, 2009	Jun 30, 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Brief Description of the Steps

- Type in the 4 digit new year, i.e., 2010, 2011.
- Using the Calendar Drop down, select the First End Date, i.e. 01-15-2010.
- Type in the Number of Periods, i.e. 24.
- Select the interval, i.e. Semi Monthly.
- Hit the Calculate button and verify that the last end date is correct for the year. This is a very important step and must not be skipped or you must delete each new period by hand and start over.
- If the last end date is correct, hit OK. This will build all of your periods for you. Then you may open any periods that you like.

The screenshot shows a 'Create Year' dialog box with the following fields and options:

- Year:** An empty text input field.
- First End Date:** An empty text input field with a calendar icon showing the year '20'.
- No of Periods:** An empty text input field.
- Interval:** A section containing three radio buttons:
 - Semi-Monthly
 - Month End
 - No of Days (with an empty text input field)
- Last End Date:** An empty text input field.
- Buttons:** 'Calculate', 'OK', and 'Cancel' buttons.

Additional Help

If you need more help, OR you are using a “Split Friday schedule or a 980 Schedule, please contact Deltek’s General Support for T&E well in advance of the new year.

Work Schedules

For any Work Schedule that you are using, remember to go through the new year and designate any Holidays for the new year.

- Hint, remember to make them Flexible if you are going to allow people to work on the holidays.

Importing Leave for GCS Clients Only

- If you are running GCS and T&E, there is a very good chance that you will need to work with Deltek’s T&E Technical Support to have a Leave Script run against your DB to sync up the leave balances between GCS and T&E.
- Please contact Deltek’s T&E Technical Support for help with this issue.