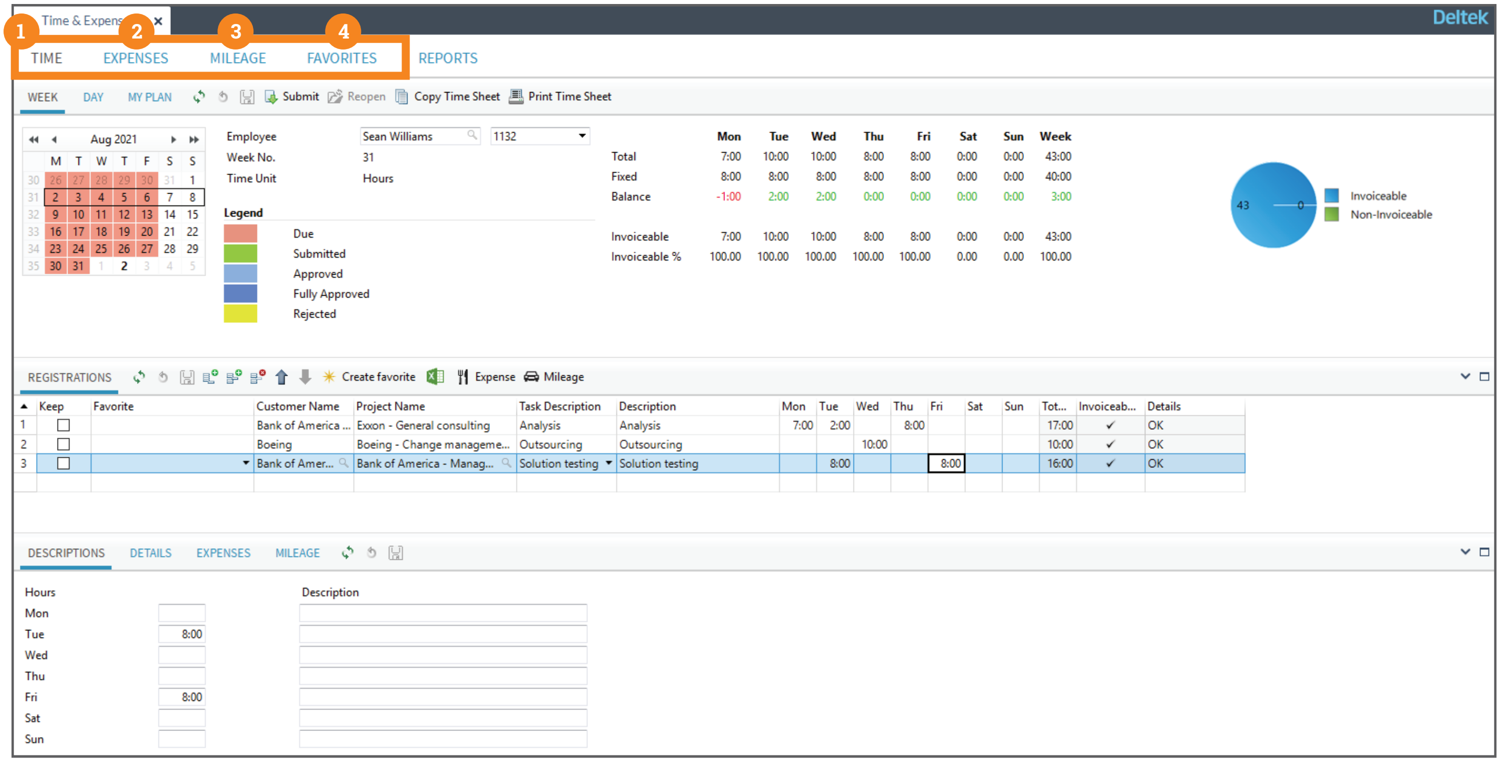
Maconomy Time & Expense Series:
Deltek Maconomy Quick Reference Guide

Time & Expense

The Time & Expenses workspace contains four sections: Time, Expenses, Mileage, and Favorites.



1 **Time**
For registering time spent in either a weekly or daily tab

2 **Expenses**
For registering expenses and outlays.

3 **Mileage**
For registering mileage.

4 **Favorites**
For setting up favorites, which are shortcuts for project numbers, tasks.

Time Section

1 **Week**
where time can beentered on a daily basis but submitted on a weekly basis

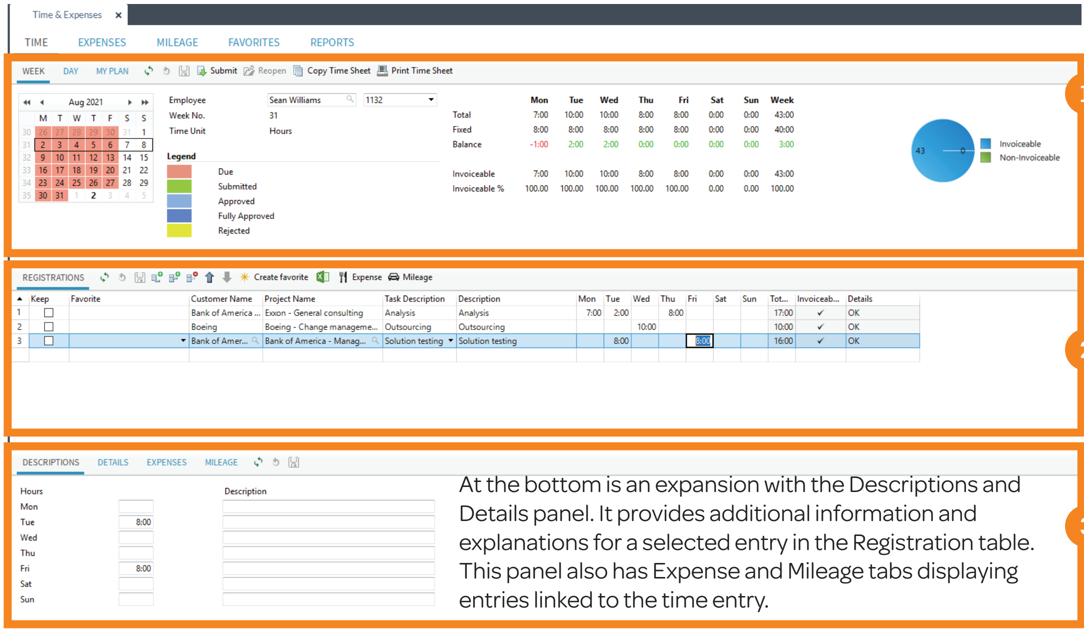
2 **Day**
where time is entered and submitted on a daily basis

3 **My Plan**
for users with Maconomy integrated within People Planner, which is not included in this guide

Connection between Day and Week panels

- A System parameter determines whether users can use the daily time sheet.
- Time entered in the Day tab can be viewed in the Weekly time sheet and vice versa.
- The guide includes a section for both Week and Day, but the time sheets are similar. The only differences are that the overview displays either a week or a day and similarly, Registration is either for a Week or a Day. The expansion at the bottom does not include the Daily Description tab, as it can be entered in Registration.

Weekly Time Sheet

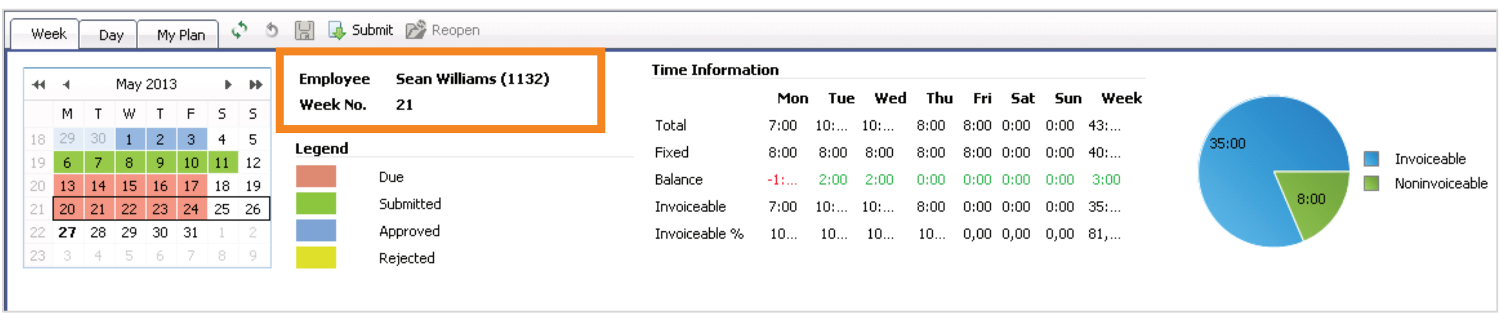


1 The top part or the card pane of the **Week** tab features a calendar in which a week can be selected for entering time. The Time Information is an overview is playing entered and missing time.

2 The **Registrations** table pane is where weekly time is entered along with a project and task.

3 At the bottom is an expansion with the Descriptions and Details panel. It provides additional information and explanations for a selected entry in the Registration table. This panel also has Expense and Mileage tabs displaying entries linked to the time entry.

Color Coding

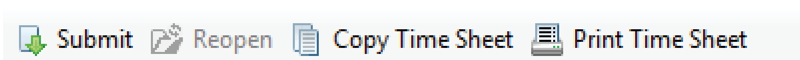


- By default the Time Sheet opens to the current week displayed with a highlight around the week in the calendar.
- If you are late in submitting your time or want to submit for the following week, you can click in the calendar on any of the days of the week. At any time, you can also review your previously entered time by moving the calendar back and forth on the arrows.
- The **Employee** Name and Number of the user logged in are displayed together with the selected week number.

Actions

Time sheets have four actions:

- Submit
- Reopen



Color Coding

The Time Sheet has color coding for a status overview:

Red: The week is Due and is Not Submitted.
Green: The week has been Submitted and is awaiting Approval.
Blue: The week has been Approved.
Dark Blue: The week has been Fully Approved
Yellow: The time has been Rejected.
No color: The week is in the future and not due for submission yet.

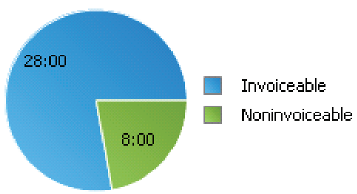
Legend

- Due
- Submitted
- Approved
- Fully Approved
- Rejected

Time Information

Time Information

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week
Total	6:00	8:00	8:00	8:00	6:00	0:00	0:00	36:...
Fixed	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:...
Balance	-2:...	0:00	0:00	0:00	-2:...	0:00	0:00	-4:...
Invoiceable	6:00	0:00	8:00	8:00	6:00	0:00	0:00	28:...
Invoiceable %	10...	0,00	10...	10...	10...	0,00	0,00	77,...



Time Information has a daily overview of hours and a weekly summary.

Total hours is the total amount of entered time.

- **Fixed** hours are derived from a local and personal calendar. The Local calendar will contain public holidays to avoid entering time on these days. The **Personal** calendar will show the amount of hours you have to work each day.
- Balance is the difference between total and fixed and are displayed in **Red** when there are missing time and **Green** if equal or more.
- Invoiceable hours entered are displayed both with a total and as percentage of the total amount of hours.
- Invoiceable hours compared to the non-invoiceable hours displayed in the colored graph makes it easy to get an overview of the employees usability.

Registration Week

REGISTRATIONS Create favorite Expense Mileage

	Keep	Favorite	Customer Name	Project Name	Task Description	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot...	Invoiceab...	Details
1	☐		Bank of America ...	Exxon - General consulting	Analysis	Analysis	7:00	2:00		8:00				17:00	✓	OK
2	☐		Boeing	Boeing - Change manageme...	Outsourcing	Outsourcing			10:00					10:00	✓	OK
3	☐		Bank of Amer...	Bank of America - Manag...	Solution testing	Solution testing		8:00			8:00			16:00	✓	OK

The Registration table is ready to use – always displaying an empty line – where you can enter the necessary information for the specific day:

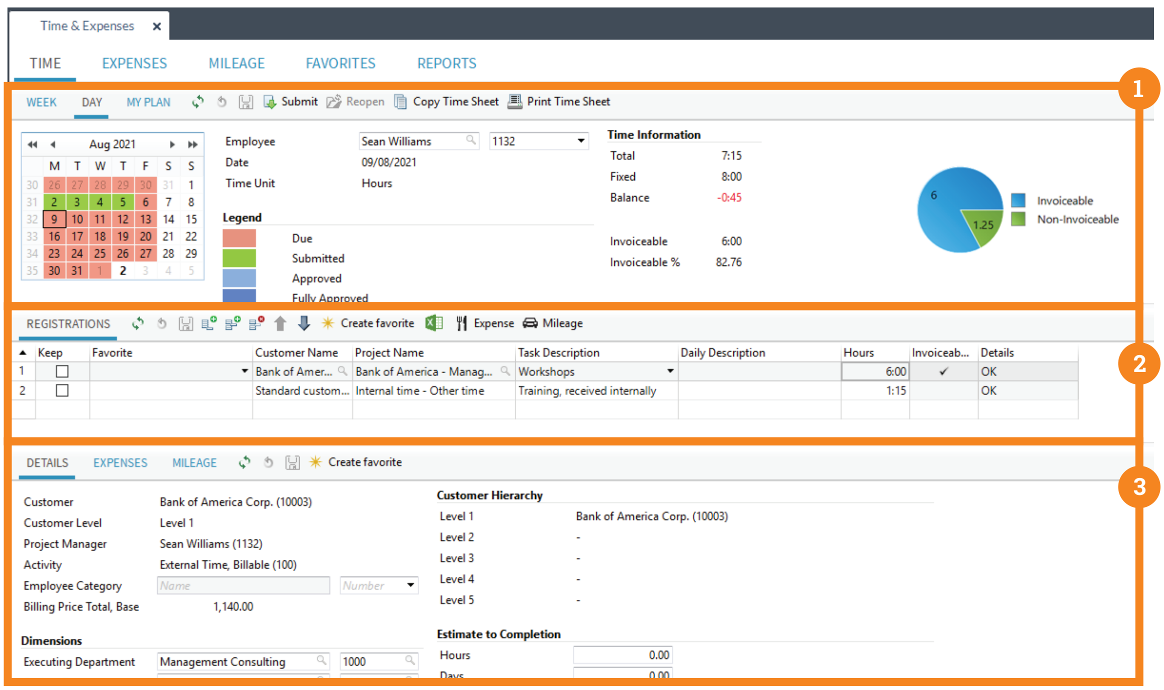
- Project
- Task
- Description (optional)
- Hours

Note: It is possible to leave the Project and Task unpopulated and to save an entry with only Hours and an optional Description. The missing information needs to be entered before the week can be submitted.

Actions Registration

- The **Create favorite** action will update the Favorites section with a new favorite for a selected project and task.
- The **Expense** action will add an expense to an already created expense sheet or open a wizard to create a new expense sheet.
- The **Mileage** action will add a mileage entry to an already created mileage sheet or open a wizard to create a new mileage sheet.

Daily Timesheet

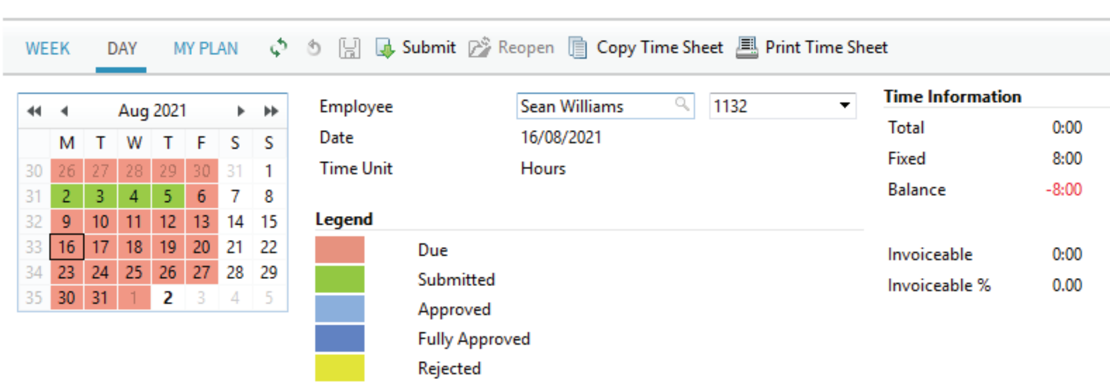


The top part or the card pane of the **Day** tab features a calendar in which a Day can be selected for entering time. The Time Information is an overview displaying entered and missing time.

The middle part, or the **Registrations** table pane, is for entering daily time and descriptions for the projects on which you have worked.

The lower part, or the expansion with the table pane **Details**, is where you can add or see additional information and explanations of a selected entry in the Registration part. This part also has **Expense** and **Mileage** tabs displaying entries linked to the time entry.

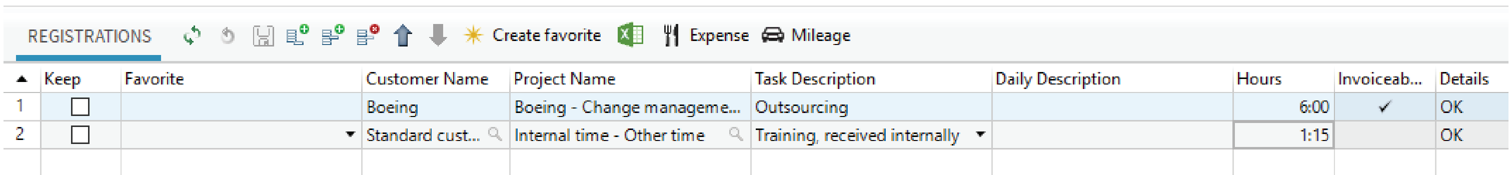
Day Overview



- By default, the Time Sheet opens to the current **Day**. A selected day is outlined in black in the calendar.
- If you are late in submitting your time or want to submit it for the following days, you can click in the calendar on any day of the week. At any time, you also can review previously entered time by moving the calendar timeline using the arrows.

- The **Employee** Name and Number of the user logged in are displayed together with the selected date.
- Follow your Time Sheet status for the selected day in **Time Information**. You can view total hours entered, as along with as a graphic displaying the ratio of invoiceable: noninvoicable hours.
- The **Fixed Hours** are derived from both a local and personal calendar. The **Local** calendar will contain public holidays to prevent time from being entered on these days. The **Personal** calendar will show the amount of hours you have to work each day.

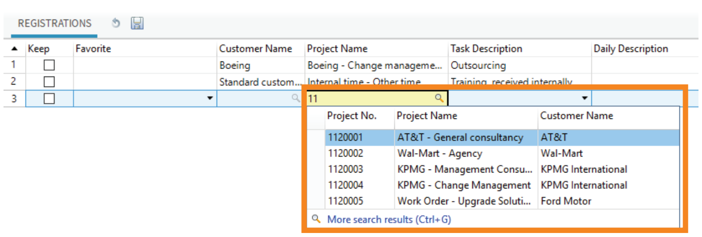
Registration Day

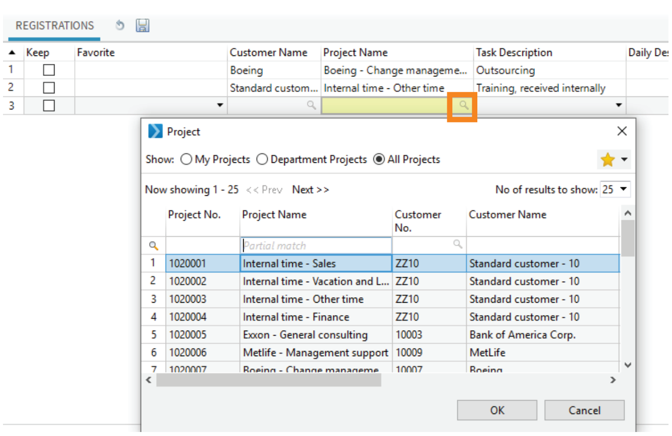


The **Registration** table is ready to use – always displaying an empty line where you can enter the necessary information, including: Project, Task, an optional Description, and the Hours for the specific day.

Note: If you do not yet know the project, it is possible to leave the field unfilled and save an entry with just hours and a description (optional). Once you receive the project and or task you can finish the time sheet.

Search Clients & Projects





There are two ways to enter the project:

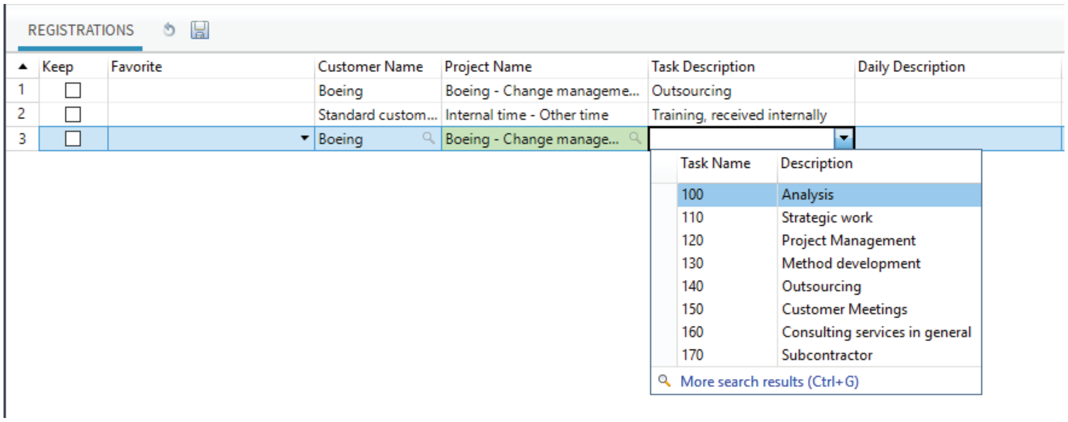
1. **Search as you type** - Start entering part of the project name or number. A drop-down list containing the most recently sed projects will be populated.

- The Project Name field is a combined field including both the project name, project number, and the customer name.

2. Click on the **Magnifying Glass** and use this search functionality to select a project from any of the available filter lists displayed in the pop-up window.

Tasks

- When you have found your project, you must complete the Task field.
- If you know the task number, you can enter it. Otherwise, open the drop- down list of tasks and make a selection.
- Notice that only Time tasks that are relevant to the project and included in the project Task List can be chosen.

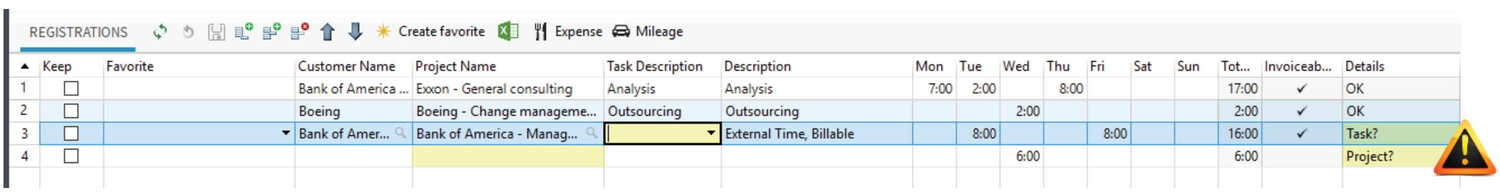

REGISTRATIONS

	Keep	Favorite	Customer Name	Project Name	Task Description	Daily Description
1	☐		Boeing	Boeing - Change manageme...	Outsourcing	
2	☐		Standard custom...	Internal time - Other time	Training, received internally	
3	☐		Boeing	Boeing - Change manage...		

Task Name	Description
100	Analysis
110	Strategic work
120	Project Management
130	Method development
140	Outsourcing
150	Customer Meetings
160	Consulting services in general
170	Subcontractor

More search results (Ctrl+G)

Hours and Descriptions

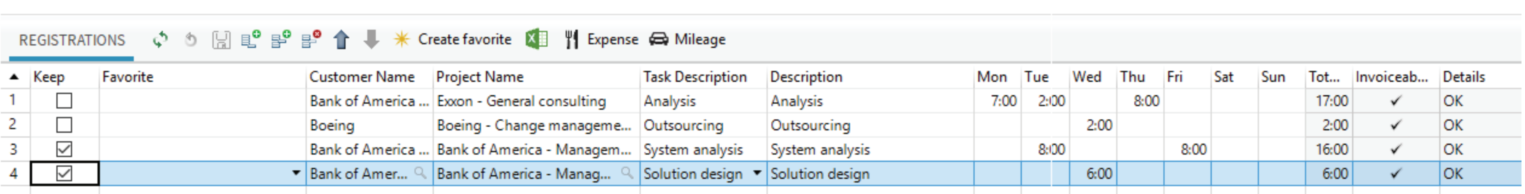

REGISTRATIONS Create favorite Expense Mileage

	Keep	Favorite	Customer Name	Project Name	Task Description	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot...	Invoiceab...	Details
1	☐		Bank of America ...	Exxon - General consulting	Analysis	Analysis	7:00	2:00		8:00				17:00	✓	OK
2	☐		Boeing	Boeing - Change manageme...	Outsourcing	Outsourcing			2:00					2:00	✓	OK
3	☐		Bank of Amer...	Bank of America - Manag...		External Time, Billable		8:00			8:00			16:00	✓	Task?
4	☐								6:00					6:00		Project?

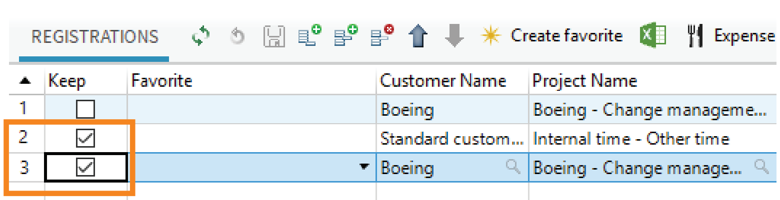
- When you have chosen the task, enter the amount of hours you have spent on the project and press Enter.
- Standard Task Description and the Customer Name are populated with this action.
- A manual text can be entered in Description.

More entries can be made for the Day or the Week; however, before they are submitted, all entries must have a project and task displayed with OK in Details.

Keep


REGISTRATIONS Create favorite Expense Mileage

	Keep	Favorite	Customer Name	Project Name	Task Description	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot...	Invoiceab...	Details
1	☐		Bank of America ...	Exxon - General consulting	Analysis	Analysis	7:00	2:00		8:00				17:00	✓	OK
2	☐		Boeing	Boeing - Change manageme...	Outsourcing	Outsourcing			2:00					2:00	✓	OK
3	☑		Bank of America ...	Bank of America - Managem...	System analysis	System analysis		8:00			8:00			16:00	✓	OK
4	☑		Bank of Amer...	Bank of America - Manag...	Solution design	Solution design			6:00					6:00	✓	OK


REGISTRATIONS Create favorite Expense

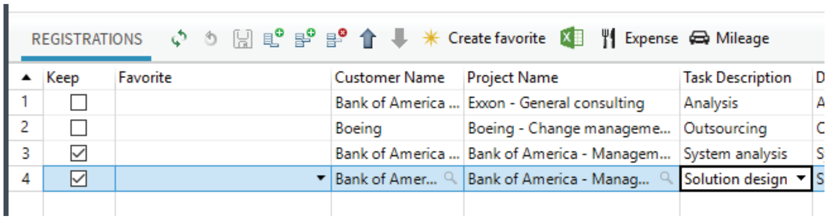
	Keep	Favorite	Customer Name	Project Name
1	☐		Boeing	Boeing - Change manageme...
2	☑		Standard custom...	Internal time - Other time
3	☑		Boeing	Boeing - Change manage...

Often you will be working on the same project for a period of time. To avoid searching for the project when making new entries, you can check the Keep field for the particular project, and reuse it again.

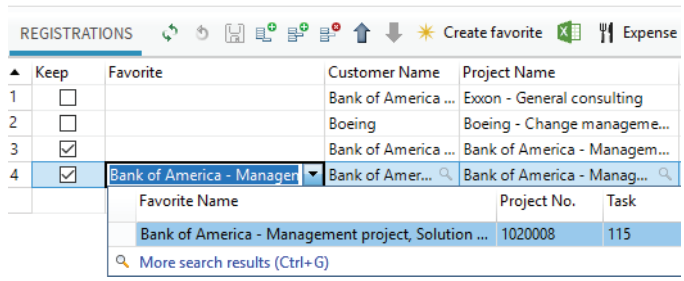
When using the Keep option, the project and task will be populated automatically within new Time Sheets in the following weeks until you deselect Keep. However, you still will need to populate hours and a description, if needed.

Favorites

When a time entry has been entered with a project number and task, it can be saved as a Favorite utilizing the **Create Favorite** action.



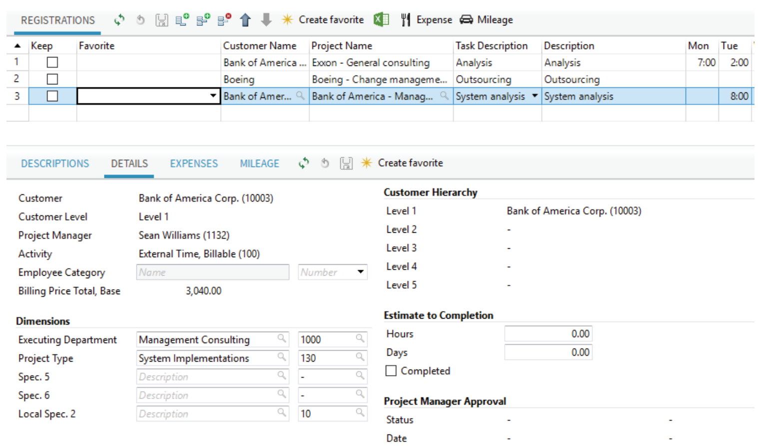
When a **Favorite** has been created, Project Number and Task can be entered by selecting the Favorite from the **Favorite** column.



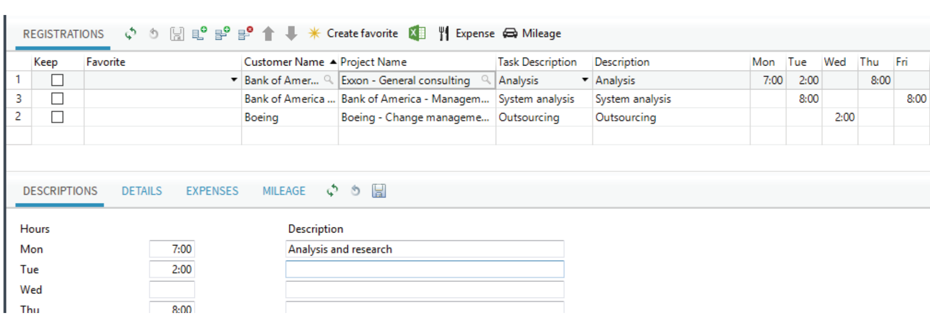
Note: Learn more about **Favorites** in the specific section later in this guide.

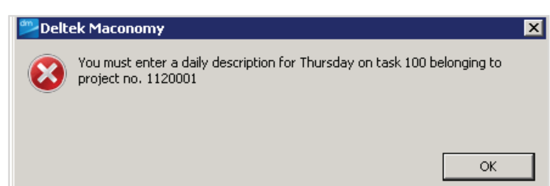
Time Sheet Expansion

- The expansion at the bottom of the Week tab will display four tabs when expanded. The first tab displayed is **Description**, used for Daily Description, and is not included in the Day time sheet.
- The remaining three tabs **Details**, **Expenses**, and **Mileage** are available on both tabs and the information displayed refers to the highlighted information in Registrations.



Daily Descriptions





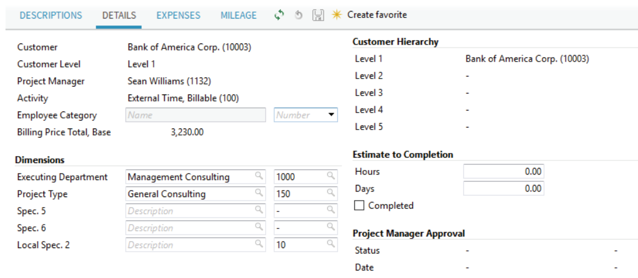
In the Descriptions tab you can enter a **Daily Description** of your task for each day of the selected week in the calendar. Compared to the Description field in the Time Sheet line, which covers all days in the week per project/task combination, this is a detailed description per day.

When a line in the **Registrations** pane has been selected, the hours are displayed in the Description tab per day and the additional description can be entered. Press **Enter** when you are done.

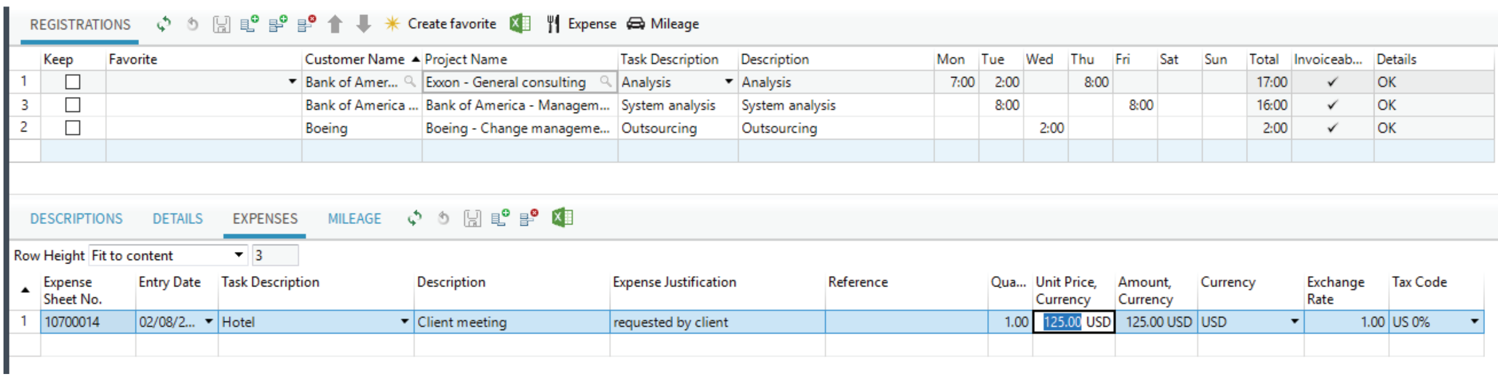
Note: Be aware that it is possible for the Project Manager to make Daily Descriptions mandatory, as this is needed as additional invoice information on some projects. If so you will receive a notification when attempting to submit the time sheet without the description entered.

Details

- From the **Details** tab you can find standard project information such as **Customer** and **Project Manager**.
- The displayed information will follow the line selected in Registration.



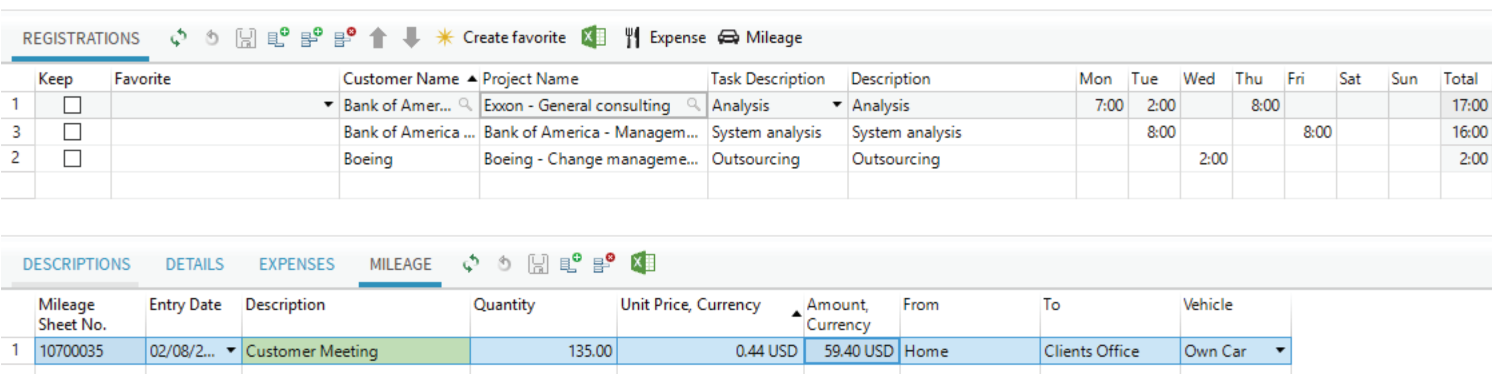
Expenses



- When a time entry has been entered with a project number and a task, it is possible to create a new **Expense Sheet** or add an entry in an already opened Expense Sheet using the **Action Expense**.
- Once created, the expense line can be viewed in the Expenses tab within the expansion.

Note: Learn more about **Expense Sheet** in the specific section later in this guide.

Mileage

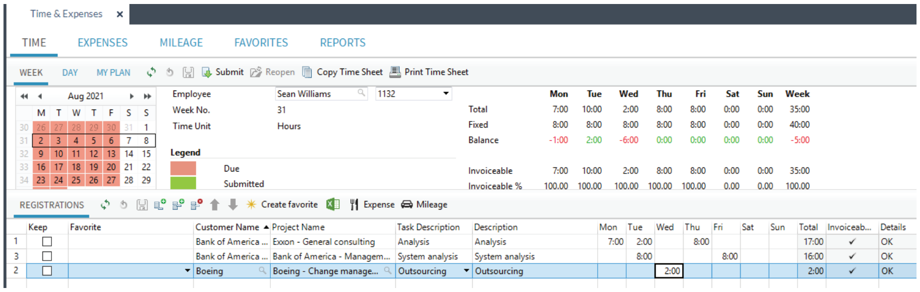


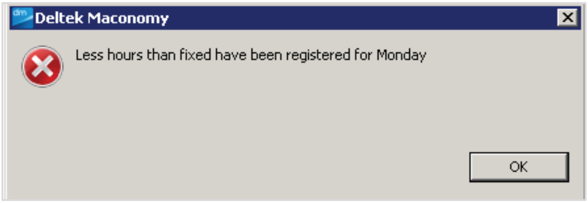
When a time entry has been entered with a project and task, it is possible to create a new **Mileage Sheet** or add an entry in an already opened Mileage Sheet using the **Mileage** action.

Once created, the expense line can be viewed in the Expense tab in the expansion.

Note: Learn more about the **Mileage Sheet** and how to calculate the quantity using Google map in the specific section later in this guide.

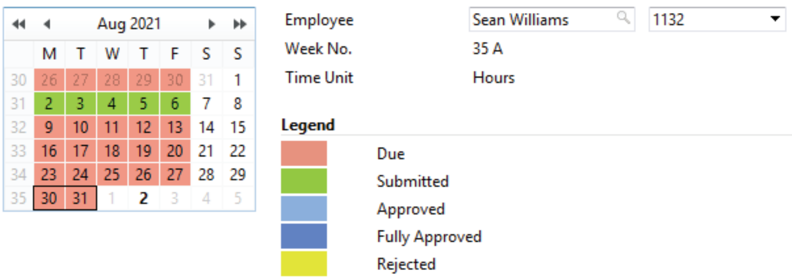
Submit





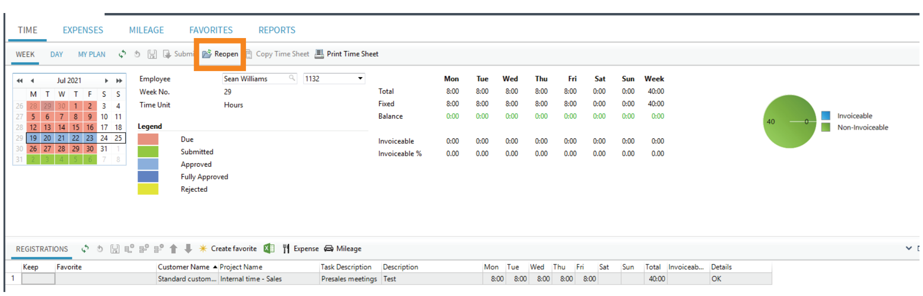
- When all the entries for the day or week have been entered, it is time to submit your time sheet. Click **Submit**.
- All entries will be validated and the time sheet will not be submitted if you have omitted either a project or a task. The submission can also be prevented if the project is **Blocked** or **Closed** for time entries or if you have to populate mandatory **Daily Descriptions**.
- Submitted time sheets can be approved by the Project Manager, Supervisor, or both when approval is required.
- When a time sheet is submitted, the amount of hours can be checked against a daily amount of Fixed Hours displayed in Time Information. Employees can be required to enter the minimum amount, making it easier to measure missing time.
- An error message will be issued when the entered amount of hours is less than the required Fixed hours.

Split Weeks



Note: If a week is split over two months you might have to submit the same week twice, as in Week A and Week B. This is called Split Week and will support a quick month-end closing, as you must submit all days covering the last week of the month on the first day of the new month regardless of the weekday.

Reopen

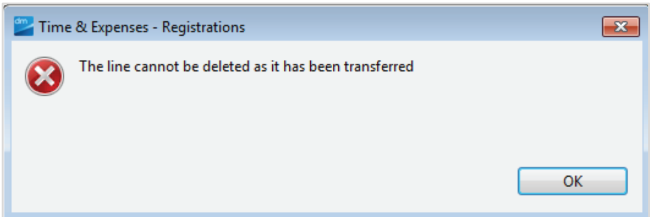


It is possible to submit a time sheet and then realize that you want to change a description or add extra hours. This is possible as long as the time sheet has not been approved by your Line Manager yet, i.e. it is still grey.

Either overwrite the hours entered or add a new entry; this will reopen the week. Or, click the action **Reopen**.

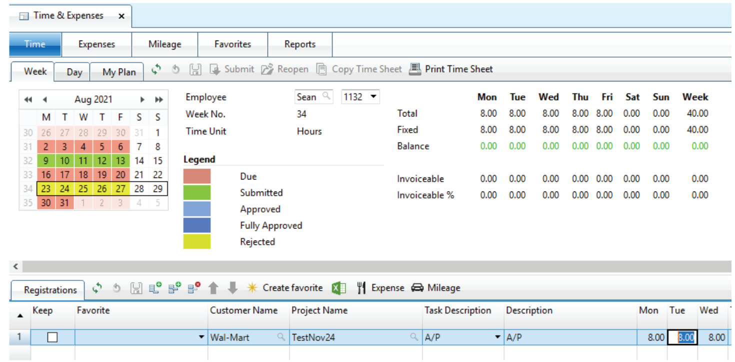
When you have made the necessary adjustments **Submit** the time sheet again.

Delete TimeSheet Lines



It is NOT possible to delete time sheet lines if they have been submitted. The amount of hours can be reversed by entering a negative line and new entries can be entered on a new line within the week.

Rejected Entries



In the event that entries have been rejected by either the project manager, the employee will receive a To-Do **Rejected Time Sheet Lines**.

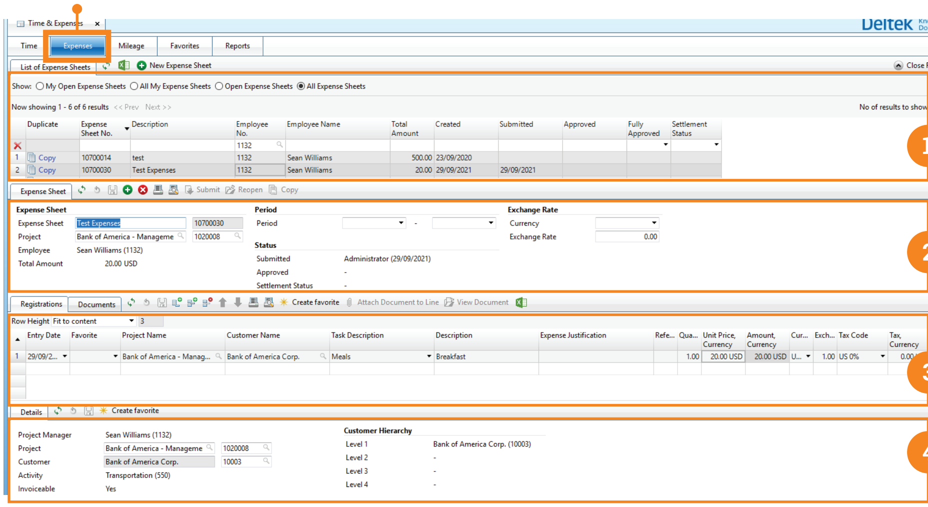
In the calendar, the date of the entries are highlighted in the **Rejected** color – yellow.

Expense Sheet Registration

This is a step-by-step guide on how to register and submit expense sheets.
Entering expenses directly on a project is timesaving and ensures a timely invoicing to customers. Expense sheets can be automatically selected for payment, which ensures a fast reimbursement. It is possible to follow the expense sheet for approval and payment, as it can be opened and reviewed at any time.

All Employees

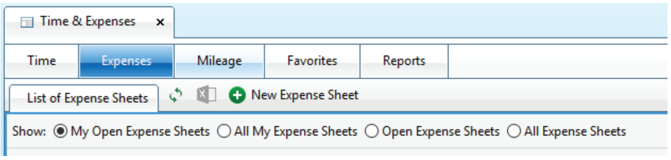
Within the **Time & Expenses** tab is an Expenses section.



The section is split into four panes.

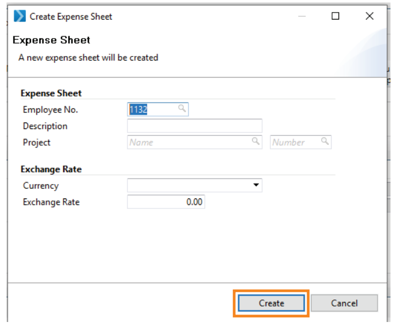
1. A filter list
2. The Expense Sheet header
3. Expense Sheet Registration per project and task
4. Registration Details

New Expense Sheet



- To start creating a new Expense sheet, select the **New Expense Sheet**.
- The action is available when the filter list is open.

The Creation Wizard

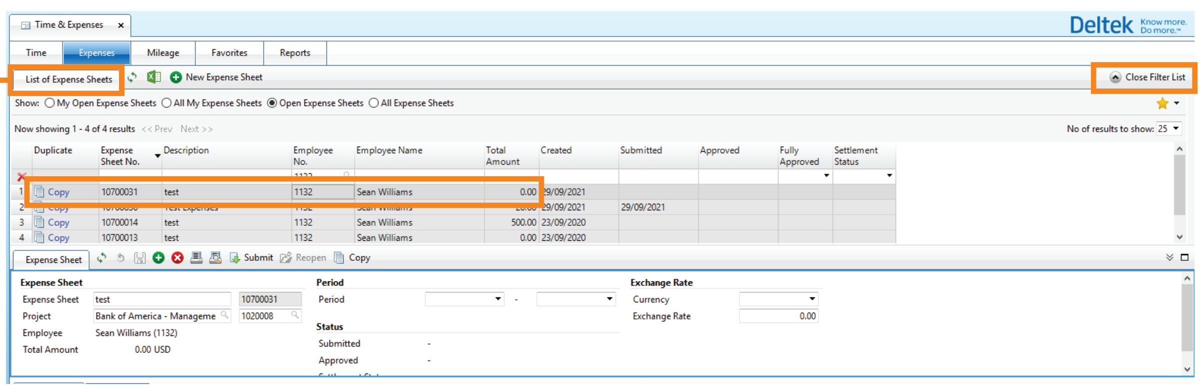


- Selecting **New Expense Sheet** will open a Create Expense Sheet wizard in which you can add the header information to be used as the default for the expense registrations.
- The text entered in **Description** field will help to identify the expense sheet.

- When a **Project no.** is entered in the wizard, it will default to each entry later.
- If the items have been expensed abroad in a foreign currency, the **Currency** and **Exchange Rate** can be entered to convert the expenses to the local currency (base).
- All entries can be entered after the expense sheet is created. To create the Expense Sheet, click **Create**.

List of Expense Sheets

When a **New Expenses Sheet** has been created it will be added to the Filter List in the **List of Expense Sheets** tab.



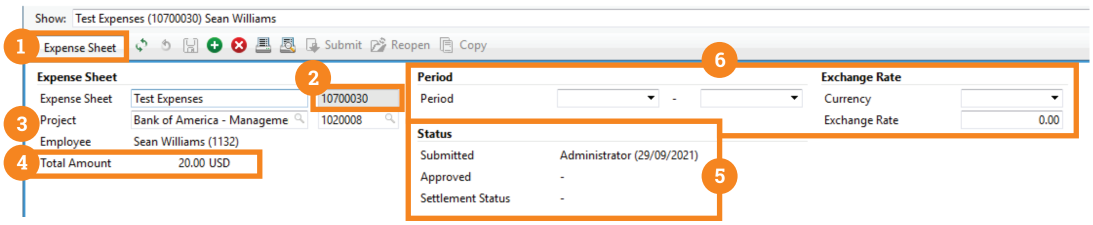
You can close the filter list Close Filter List in the upper-right corner and start entering your expenses. You can also double-click on one of the expense sheets in the filter list.

Actions

Expense sheets have three actions:

- Submit
- Reopen
- Copy

Expense Sheet Header



1

In the **Expense Sheet** header you will find the same fields as in the wizard – Expense Sheet name and currency. If you have not already entered the information, you can do it here; however, it is not necessary.

2

The **Expense Sheet** area in the overview includes a unique reference number (transaction number) for the expense sheet added at creation.

3

The name and number for the **Project** are included, along with the **Employee**.

4

The **Total Amount** in base (company) currency is included.

6

Status is updated with date and employee name when the expense sheet is:

- Submitted
- Approved
- Paid

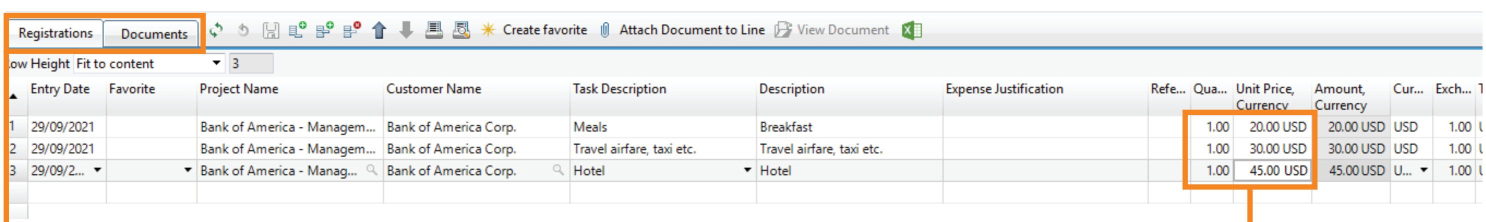
5

A **Period** date range can be entered.

In **Exchange Rate**, a default currency and exchange rate can be entered.

When no **Exchange Rate** is entered for a foreign currency entry, the rate from the standard Exchange Rate table will be used.

Expense Registrations



In the first tab in the table pane you will find **Registrations**. The table is ready to use – always displaying an empty line – where you can enter the necessary expense information:

- **Project Name**
- **Task**
- **Description** (optional)
- **Quantity**
- **Unit Price**

In the **Documents** tab, documents attached to the expense sheet are listed.

In most cases it is best to enter **Quantity** as 1 for the total amount on the item.

Actions Registrations

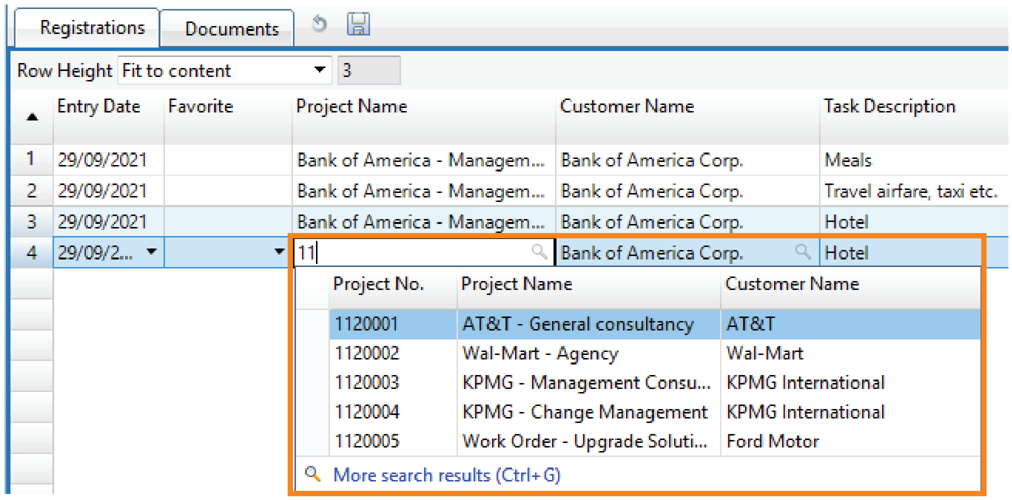
The Registration section has three actions:

- **Create Favorite**
- **Attach Document**
- **View Document**

Search Client & Projects

The search functionality in the expense sheet works in the same way as in the time sheet. There are two ways to enter the project:

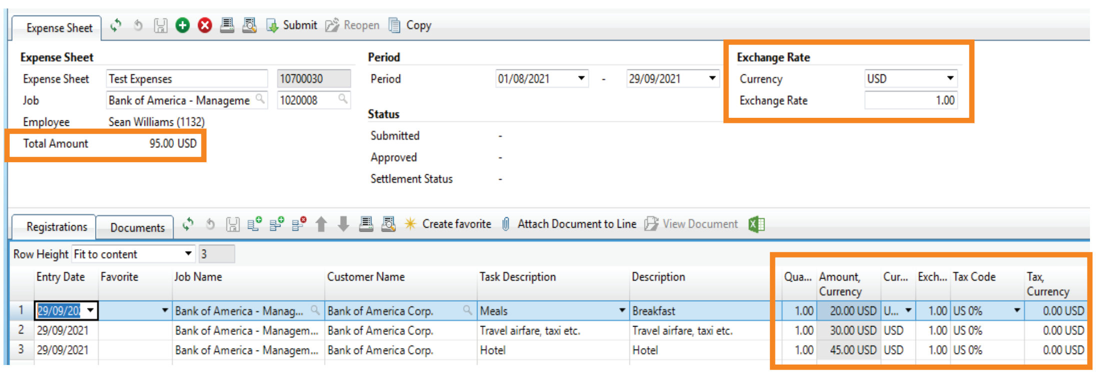
- **Search as you type** - Start entering part of the project name or number. A drop-down list containing the most recently used projects will be populated.
- Click on the **Magnifier Glass** and use this search functionality to select a project from any of the available filter lists displayed in the pop-up window.



Currency

When a **Currency** and **Exchange Rate** have been entered in the wizard or in the **Exchange Rate** in the Expense Sheet tab, it will default to the lines in Registrations. It is possible to change them per item. The Expense Sheet can include items with multiple currencies.

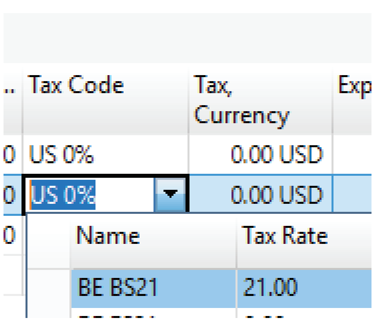
All items will be converted to the local currency with the exchange rate entered or with a default system rate.
The amount to be reimbursed can be found in Total Amount in the Expense Sheet tab portion above.



Note: Be aware that the amount reimbursed might be different, if the Finance department has changed the currency before posting.

Tax

- Columns with **Tax Codes** in both base and currency can be added to the expense sheet, making it possible for the employee to select a Tax Code and have the tax amount calculated when applicable.
- Tax codes can be entered at any time before the expense sheet is approved, which makes it possible to have the Finance department enter or change the code before the approval.



Customize Columns & Details

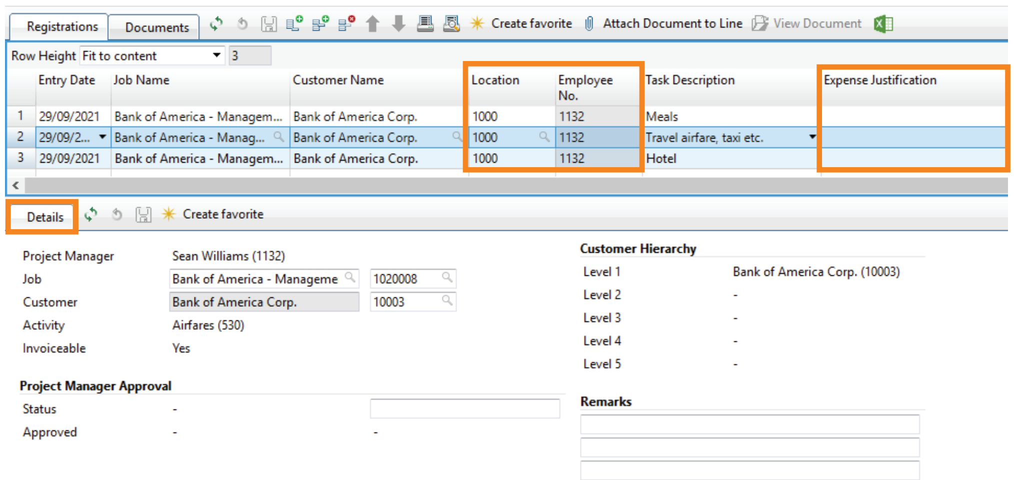
The Expense Sheet Registration table can be customized to only display necessary information. Columns can be made mandatory to make sure information is entered.

Columns that can be added or removed are:

- Dimensions (such as Location)
- Employee No.
- Expense Justification

The bottom portion of the wizard contains an assistant with **Details**, such as project and customer name and number.

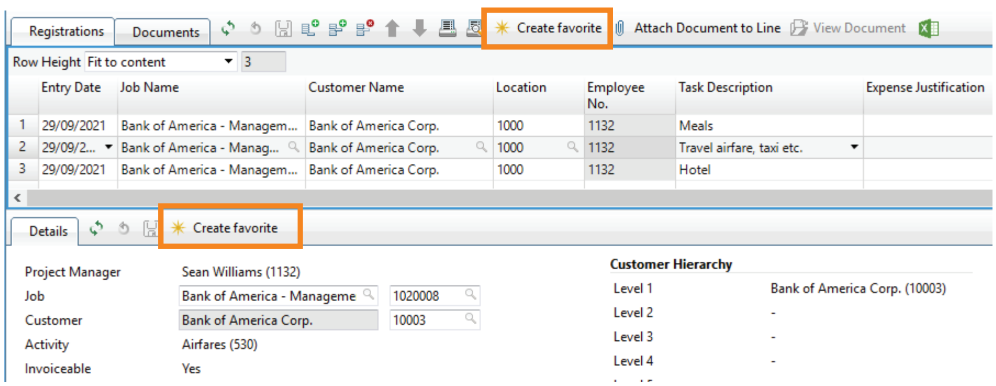
The area can also include **Remarks** fields, where you insert a message to the Finance Managers.



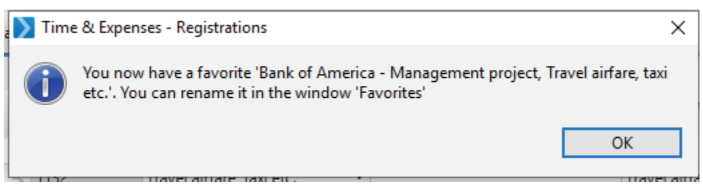
Create Favorite

You have the option to create project entries as **Favorites**, making the registration faster if you are using the same project regularly.

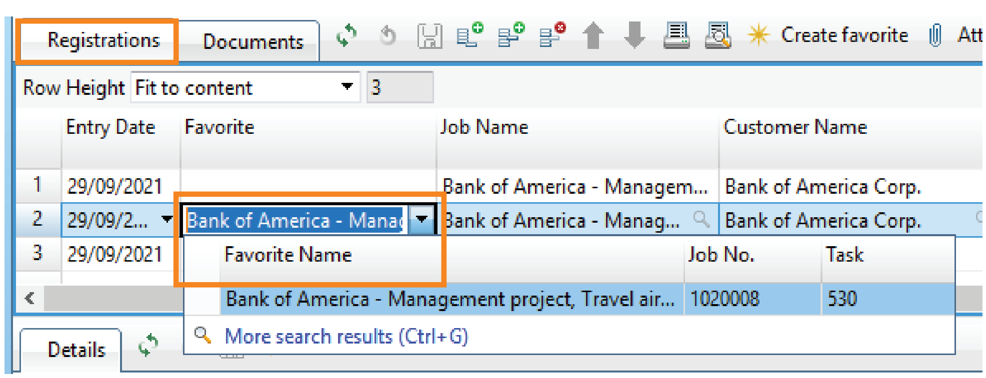
When the entry has been made, highlight the particular entry and press one of the two available **Create Favorite** buttons.



A confirmation of the created favorites.

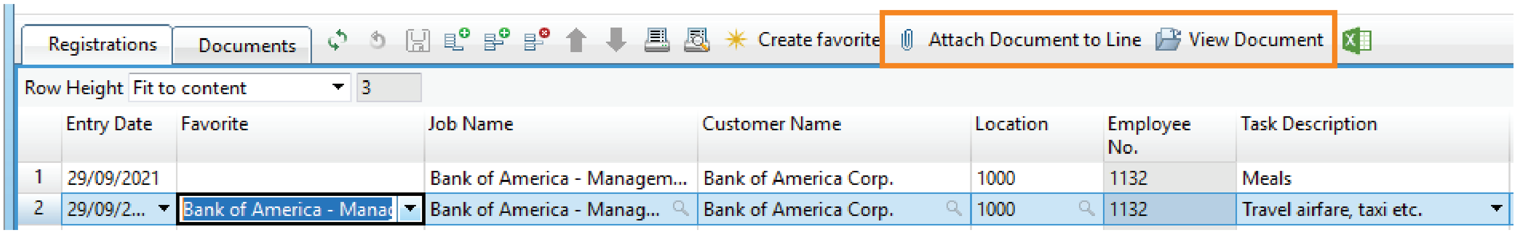


Similar to time entries, created **Favorites** can be selected from the Favorite column and the Project number and Task will be populated automatically.

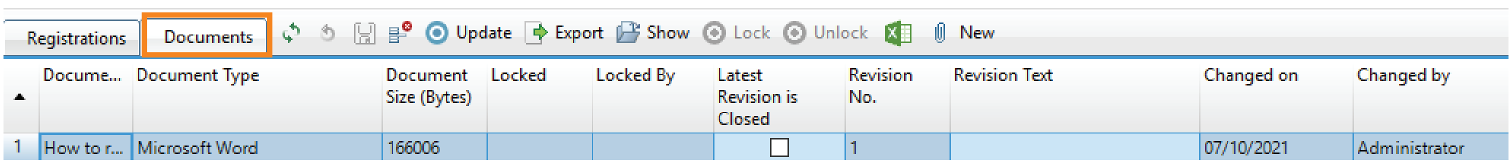


Note: Learn more about Favorites in the **Favorite** section.

Documents

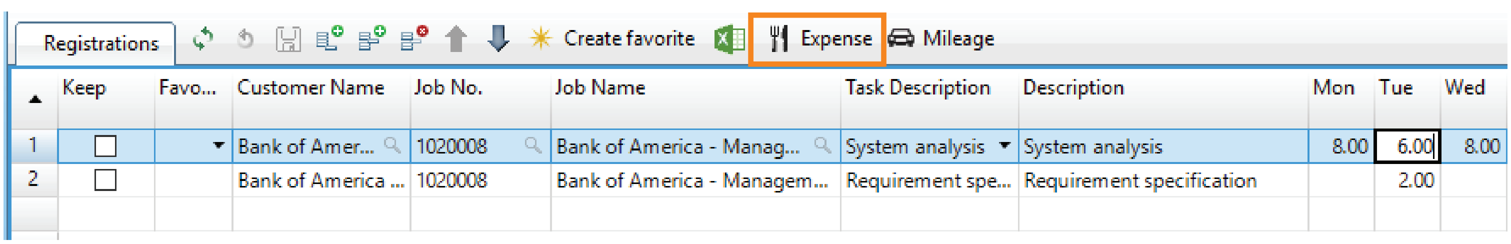


- Scanned copies of the expense receipts can be attached to the expense sheet.
- Save the scanned copies on your computer and select them individually from the File Open dialog that opens when you select the **Attach Document to Line** action. Remember to attach the correct copy to the item selected.
- Selecting **View Document** will display the copy.



- From the **Documents** tab, you can see what type of documents has been attached.
- Documents can be Word, Excel, PDF, TXT, and image files.

Create from Time Sheet



Make sure you have selected the correct entry. Then press **Expenses** and one of two things will occur.

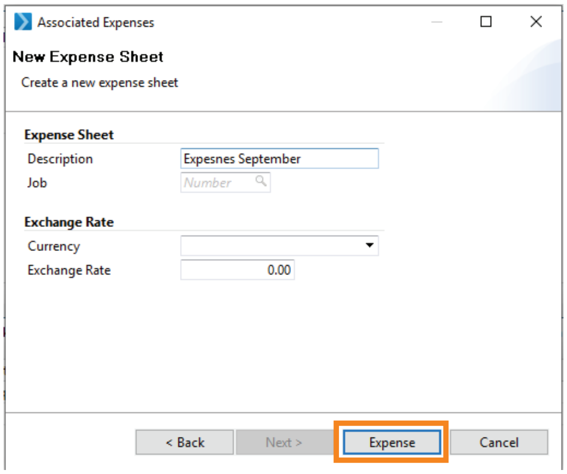
Note: Expenses often go hand-in-hand with Time spent with a client. To save time you can use an entry in the time sheet with hours registered to create an associated expense entry.

1. If you already have an open/unsubmitted Expense Sheet, the entry will be inserted.

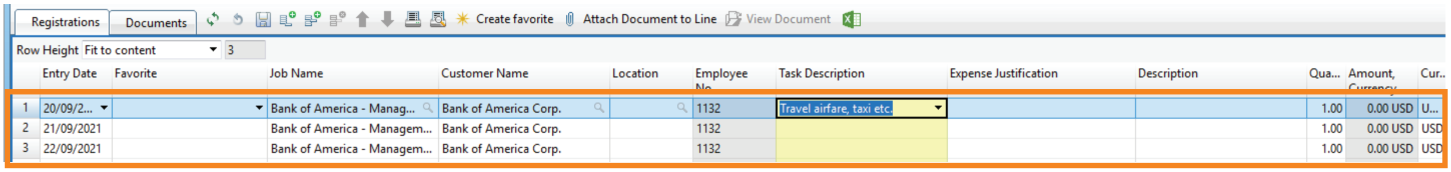
2. If you do NOT have an open Expense Sheet a wizard will open to help you create one.

Associated Expenses

- An **Associated Expenses** wizard is used with the time sheet, which is similar to the New Expense Sheet wizard explained earlier.
- Select **Expense** to create the Expense Sheet.

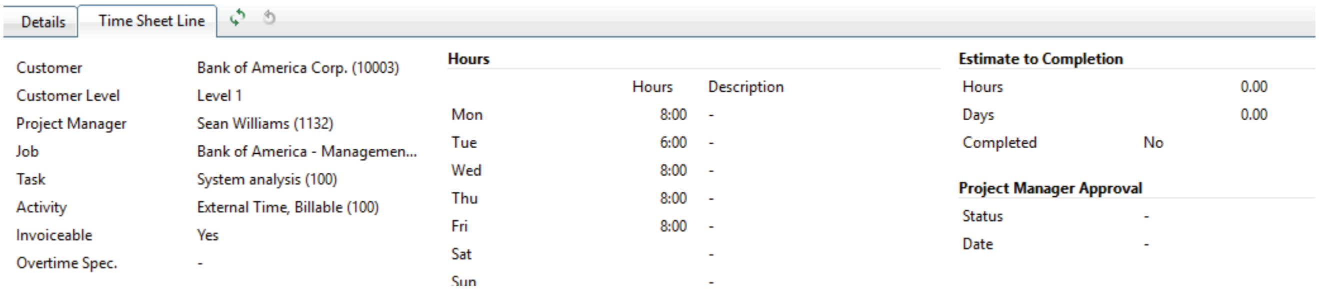


Registration Associated Expenses



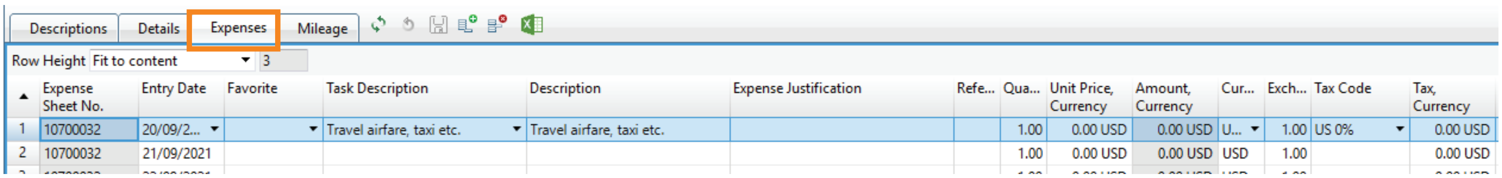
- The project selected in the time sheet is now inserted in either an existing or a new Expense Sheet. When there are time entries made for more than one day in the week, a line will be added for each day.
- Remaining fields for Task, Quantity, and Amount must be filled out in the same way as explained earlier.

Time Sheet Line



- When an Expenses entry is created from the time sheet, a Time Sheet Line tab will be available and display the details of the time entry.

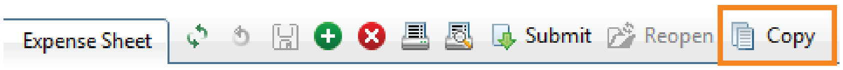
Expenses in Time Sheet



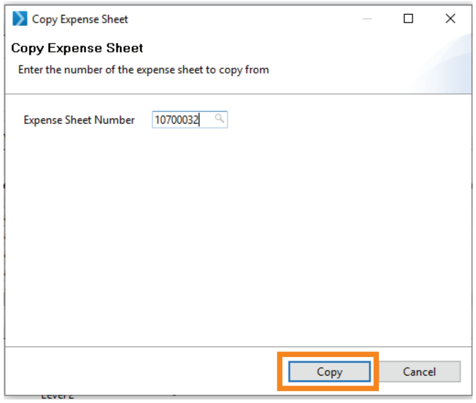
- When Expenses are created from the Time Sheet entry, the created line or lines can be viewed in the **Expenses** sub tab in the time sheet.
- Remaining fields Task, Quantity, and Amount must be completed in the same way as explained earlier.

Note: Additional Information entered in the Expense tab in Time will update Registration in Expenses and vice versa.

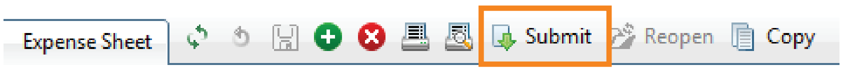
Copy Expense Sheet



- Previously created expense sheets can be **Copied** and save time when there are similar entries.
- Select the action **Copy** when a new expense sheet has been created. This will open a Copy Expense Sheet wizard.
- Enter or use the search functionality to find the Expense Sheet number.
- Select **Copy Expense Sheet**.
- All lines from the old expense sheet will be inserted without **Quantity** and **Unit Price** populated.



Submit Expense Sheet

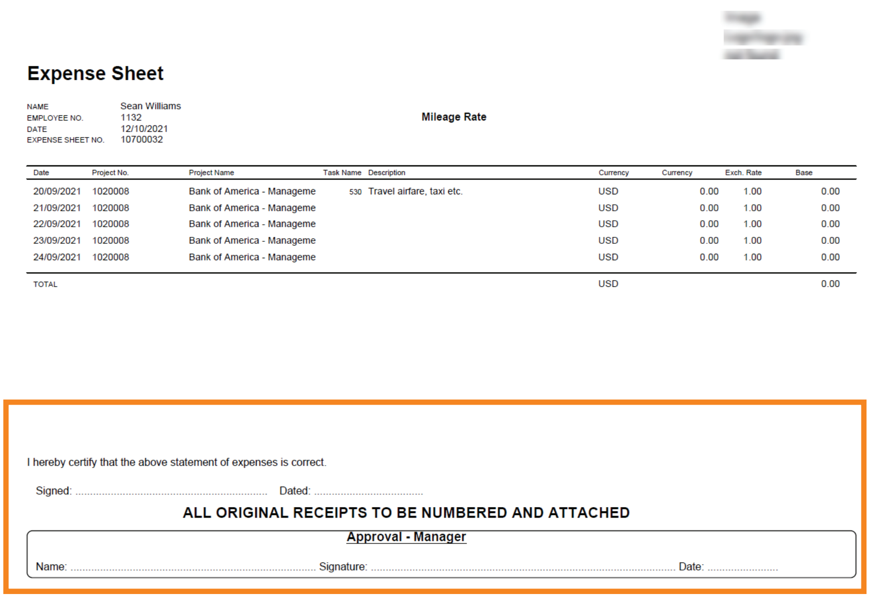


- **Submit** is part of the approval process for the expense sheet and must be completed by either the employee or the supervisor.
- When the expense sheet is submitted, a To-Do can be created for either a Manager or the Finance Department.

Note: When Project Manager approval is requested, a To-Do will be created when the employee submits the expense sheet.

Print Expense Sheet

- Employees can **Print** and **Sign** the Expense Sheet. The layout can be customized.
- The printed and signed expense sheet, together with the original receipts will be handed over to the Finance Department for reimbursement.
- A manager's approval and employee confirmation of expenses can be made before the Expense Sheet is delivered to the Finance department.



Expense Sheet

NAME Sean Williams
EMPLOYEE NO. 1132
DATE 12/10/2021
EXPENSE SHEET NO. 10700032

Mileage Rate

Date	Project No.	Project Name	Task Name	Description	Currency	Currency	Exch. Rate	Base
20/09/2021	1020008	Bank of America - Manageme	530	Travel airfare, taxi etc.	USD	0.00	1.00	0.00
21/09/2021	1020008	Bank of America - Manageme			USD	0.00	1.00	0.00
22/09/2021	1020008	Bank of America - Manageme			USD	0.00	1.00	0.00
23/09/2021	1020008	Bank of America - Manageme			USD	0.00	1.00	0.00
24/09/2021	1020008	Bank of America - Manageme			USD	0.00	1.00	0.00
TOTAL					USD			0.00

I hereby certify that the above statement of expenses is correct.

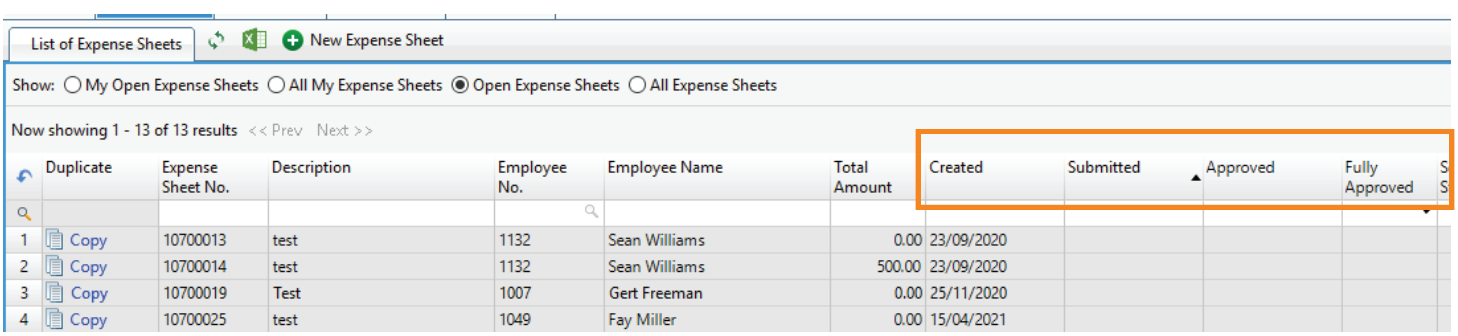
Signed: .... Dated: ....

ALL ORIGINAL RECEIPTS TO BE NUMBERED AND ATTACHED

Approval - Manager

Name: .... Signature: .... Date: ....

Overview Expense Sheets



	Duplicate	Expense Sheet No.	Description	Employee No.	Employee Name	Total Amount	Created	Submitted	Approved	Fully Approved
1	Copy	10700013	test	1132	Sean Williams	0.00	23/09/2020			
2	Copy	10700014	test	1132	Sean Williams	500.00	23/09/2020			
3	Copy	10700019	Test	1007	Gert Freeman	0.00	25/11/2020			
4	Copy	10700025	test	1049	Fay Miller	0.00	15/04/2021			

- Expense Sheets are added to the **Filter List** once created and can be opened and reviewed at any time.
- Employees can search for and follow the approval process to track when the Expense Sheet has been **Submitted**, **Approved**, and **Payments** have been made.

Mileage Registration

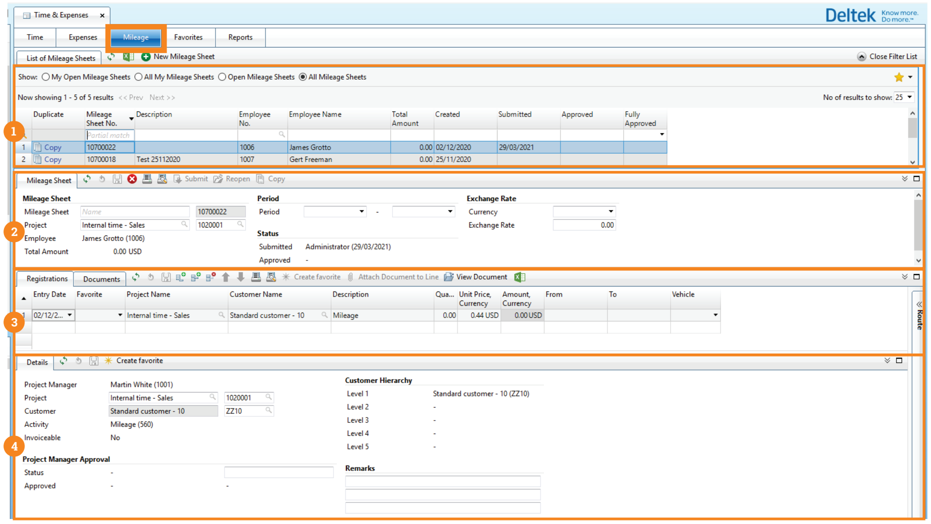
This guide will take you through the steps of registering and submitting mileage.

Within the **Time & Expenses** tab is a **Mileage** section

The Mileage section is similar to Expenses, but can have a different Registration layout and a separate print version of the expense sheet in the Mileage Sheet.

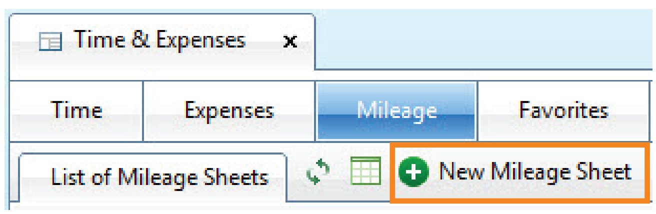
The section is split into four panes.

1. A filter list
2. The Mileage Sheet header
3. Mileage Sheet Registrations per project and task
4. Registration Details



New Mileage Sheet

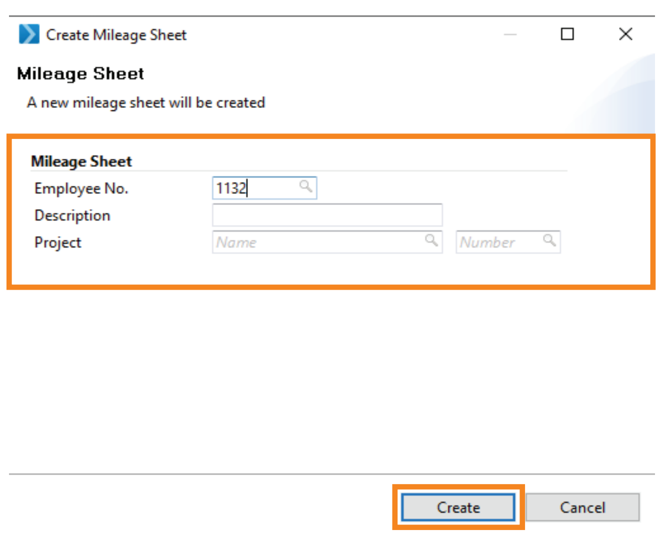
- To start creating a new Mileage sheet select **New Mileage Sheet**.
- The action is available when the filter list is open.



The Creation Wizard

Selecting **New Mileage Sheet** will open a **Create Mileage Sheet** wizard where you can add a Description for the Mileage sheet and add a Project name and number.

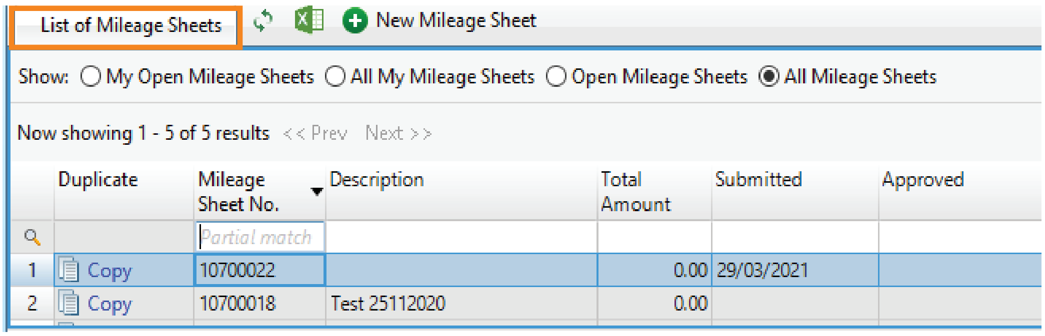
- The text entered in **Description** will help identify the Mileage Sheet.
- When a **Project Number** is entered in the wizard, it will default to each entry later.
- All entries can be entered later. Click **Create** to first create the Mileage Sheet.



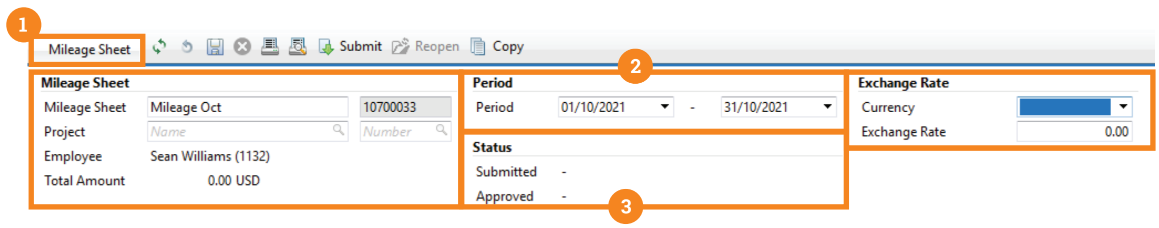
List of Mileage Sheets

When a New Mileage Sheet has been created it will be added to the Filter List in the List of Mileage Sheets tab.

You can close the filter list (Close Filter List) in the upper-right corner and begin entering your expenses. You ca also double-click on one of the Mileage Sheets in the filter list.



Mileage Sheet Header



1 In the Mileage Sheet header you will find the same fields as in the wizard – Name for the Mileage Sheet and Project. If you have not already entered the information you have the option to enter it here.

The **Mileage Sheet** tab includes a unique reference number (transaction number) for the mileage sheet added at creation.

The Project name and number and the Employee are included.

The total amount in Base (Company) Currency is included.

2 A **Period** date range can be entered.

In **Exchange Rate** a default **Currency** and **Exchange Rate** can be entered.

When no **Exchange Rate** is entered for a foreign currency entry, the rate from the standard Exchange Rate table will be used.

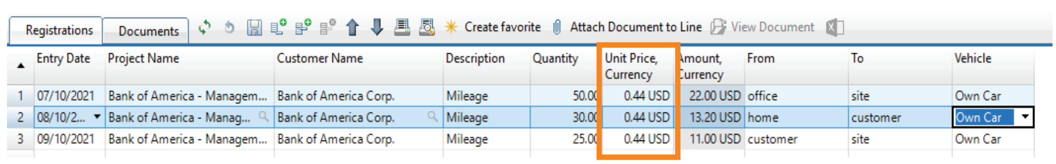
3 Status is updated with date and employee name when the expense sheet is:

- **Submitted**
- **Approved**
- **Paid**

Mileage Registrations

In the sub tab you will find the Registrations table ready to use – always displaying an empty line – where you can enter the necessary expense information:

- Project Name
- Task
- Description (optional)
- Quantity
- Unit Price



Note: The unit price for mileage/kilometres can be derived automatically when the Task is selected.

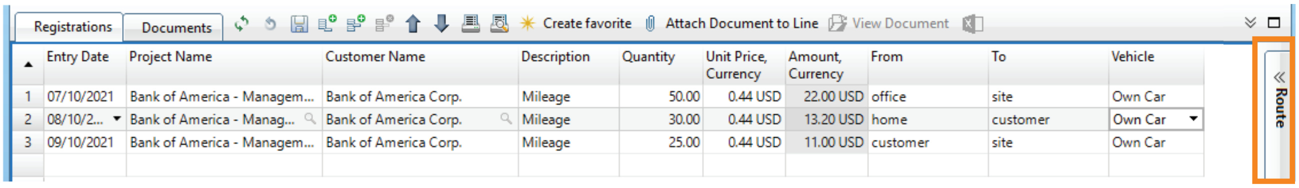
Actions Registrations

Create favorite

The Registration section have two Actions

- Create Favorite
- Show Directions

Google Maps



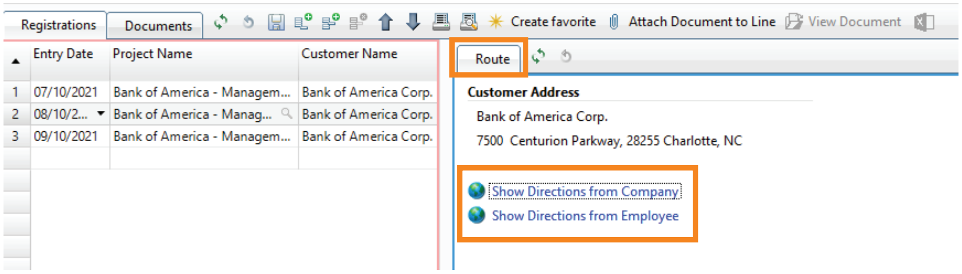
The Mileage panel in the Time & Expense workspace is integrated with Google Maps, for directions.

The assistant **Route** is a link to Google Maps.

Route

1. The Route Assistant has two links which will open a map with directions to the Customer address from the Employees home address and from the Company Address.

Note: The Address fields for company, employees, and customers must be entered correctly so they can be located on Google Maps.

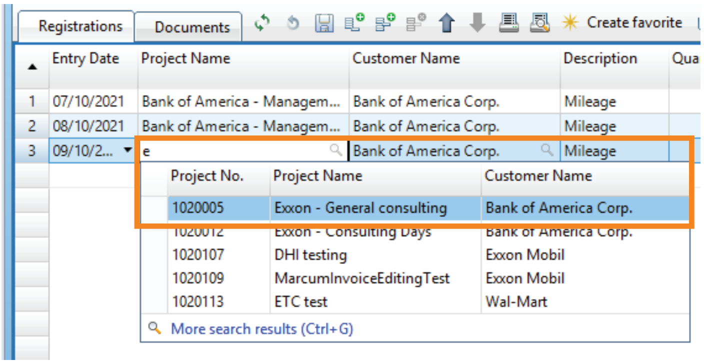


Search Clients & Projects

The search functionality in the Mileage Sheet works in the same way as in the time sheet.

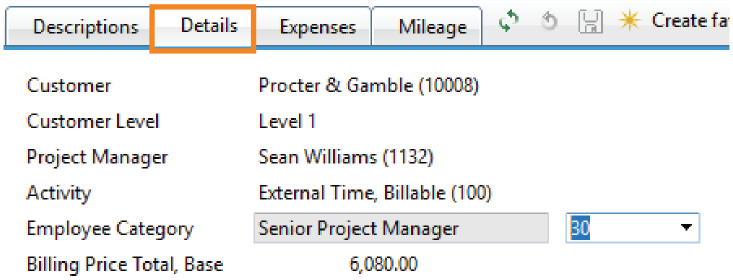
There are two ways to enter the project

- **Search as you type** - Start entering part of the project name or number. A drop-down list containing the most recently used projects will be populated.
- Click on the **Magnifying Glass** and use this search functionality to select a project from any of the available filter lists displayed in the pop-up window.

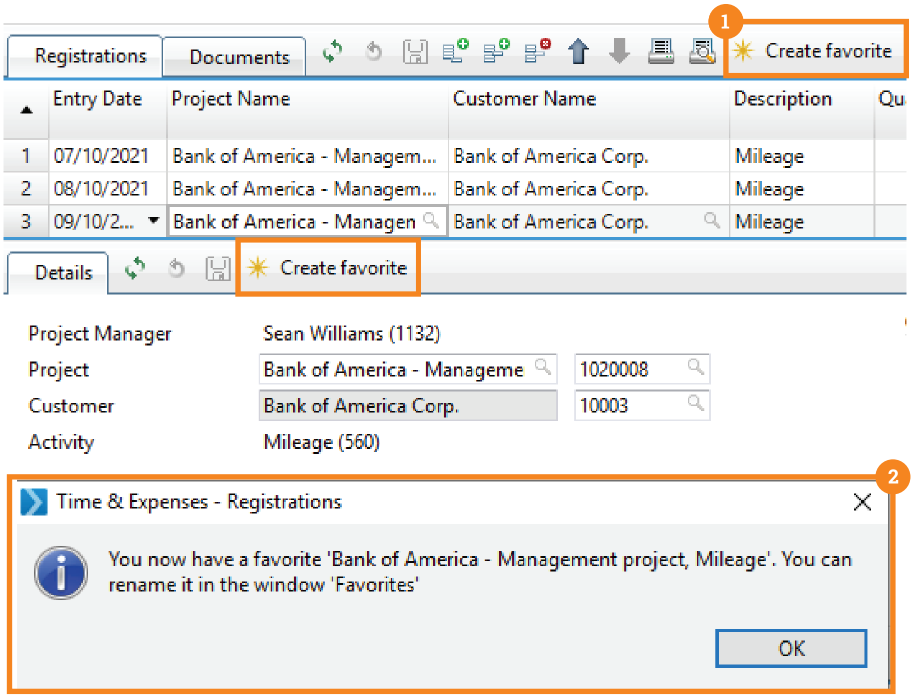


Details

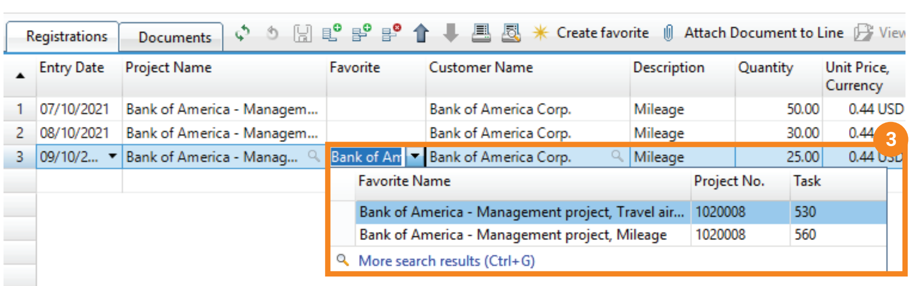
- In the bottom of the wizard you will have an assistant with **Details** including **Project** and **Customer** name and number.
- The area can also include a **Remarks** field to insert a message to the Finance Manager.



Create Favorite



- You have the option to create project entries as **Favorites**, making the registration faster if you are using the same project regularly.
- When the entry has been made, highlight the particular entry and press one of the two **Create Favorite** buttons available.
- A confirmation is issued when a Favorite is created.



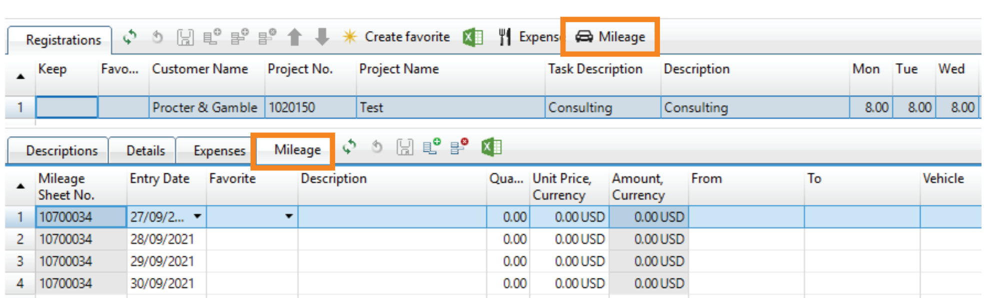
- Similar to time entries created, Favorites can be selected from the Favorite column and the Project number and Task will be populated automatically.

Note: Learn more about favorites in the Favorite section.

Create from Time Sheet

- Make sure you have selected the correct entry. Then press **Mileage** and one of two things can occur.

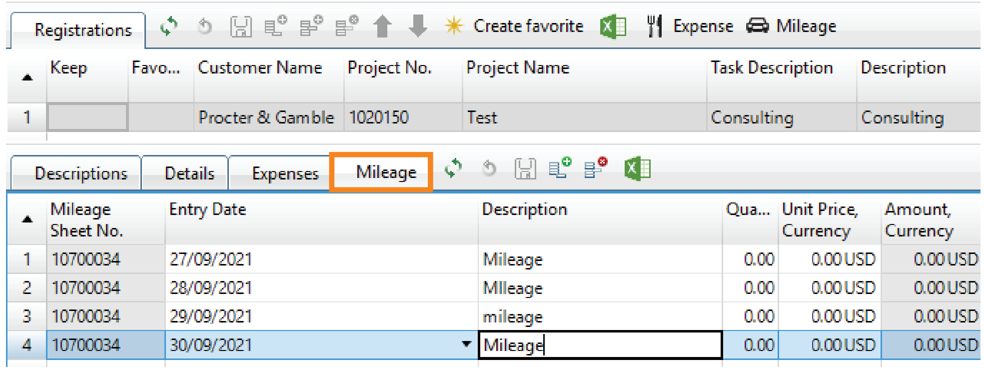
Note: Mileage will often go hand-in-hand with time spent with a client. To save time, you can use an entry in the time sheet with hours registered to create an associated Mileage entry.



1. If you already have an open/unsubmitted Mileage Sheet, the entry will be inserted.
2. If you do NOT have an open Mileage Sheet, a creation wizard will open.

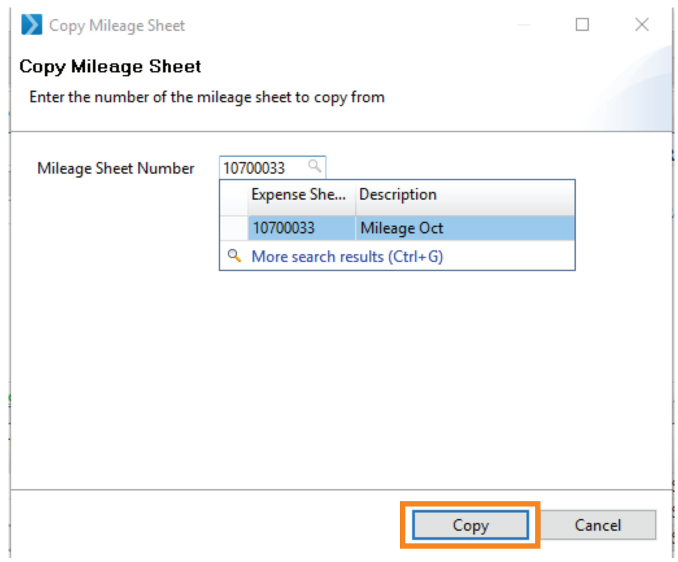
Mileage in Time Sheet

- Expenses created from the time sheet can be viewed and updated in the Mileage sub tab in the expansion at the bottom of the time sheet section.
- The Mileage tab and Registrations tab are both updated simultaneously when an entry is made to one area.

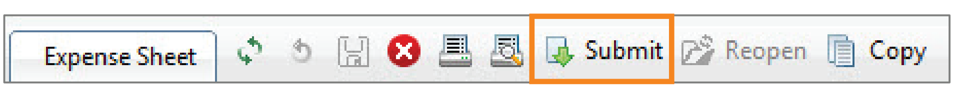


Copy Mileage Sheet

- Previously created mileage sheets can be **Copied**, saving you time if you will be entering similar entries.
- Select the **Copy** action when a new Expense Sheet has been created. This will open a **Copy Expense Sheet** wizard.
- Enter or use the search functionality to find the Expense Sheet number.
- Select **Copy Mileage Sheet**.
- All lines from the old mileage sheet will be inserted without **Quantity** filled out.



Submit



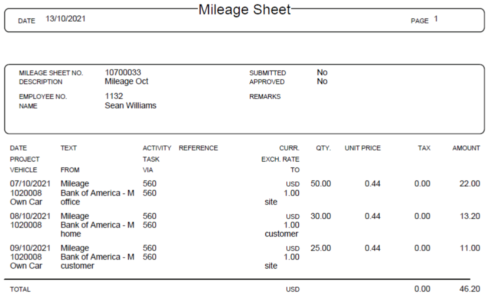
- **Submit** is part of the approval process for the Mileage Sheet and must be done either by the employee or the supervisor.
- When the Mileage Sheet is submitted, a To-Do can be created for the Finance Department Manager.

Note: When project manager approval is requested, a To-Do will be created when the employee Submits the Mileage Sheet.

Print Mileage Sheet

- Employees can **Print** and **Sign** the Mileage Sheet. The layout can be customized.
- The printed and signed Mileage Sheet can be handed over to the Finance department for reimbursement.

Note: The procedure depends on the approval process and can be created in many different ways.

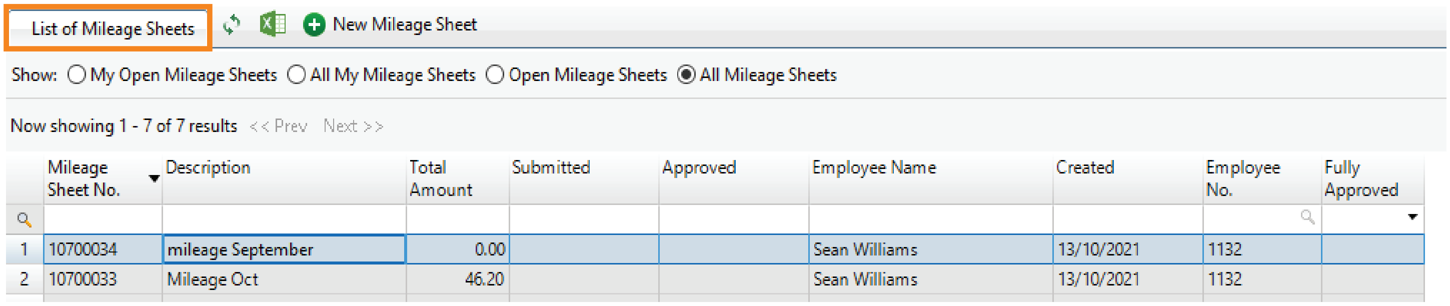

Mileage Sheet

DATE 13/10/2021 PAGE 1

MILEAGE SHEET NO. 10700033
DESCRIPTION Mileage Oct
EMPLOYEE NO. 1132
NAME Sean Williams
SUBMITTED No
APPROVED No
REMARKS

DATE / PROJECT / VEHICLE	TEXT / FROM	ACTIVITY / TASK / VIA	REFERENCE	CURR. / EXCH. RATE / TO	QTY.	UNIT PRICE	TAX	AMOUNT
07/10/2021 1020008 Own Car	Mileage Bank of America - M office	560 560		USD 1.00 site	50.00	0.44	0.00	22.00
08/10/2021 1020008	Mileage Bank of America - M home	560 560		USD 1.00 customer	30.00	0.44	0.00	13.20
09/10/2021 1020008 Own Car	Mileage Bank of America - M customer	560 560		USD 1.00 site	25.00	0.44	0.00	11.00
TOTAL				USD			0.00	46.20

Overview Mileage Sheet



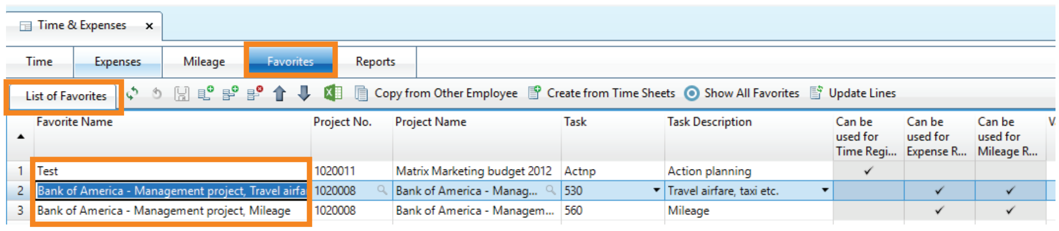
- Mileage Sheets are added to the Filter List once created and can be opened and reviewed at any time.
- Employees can search for and follow the approval process to track when the mileage sheet has been Submitted and Approved.
- For Tax purposes, Mileage can also be reimbursed together with the payroll.

Favorites

This guide is a step-by-step guide on how to create Favorites that can be used in the Time, Expenses, and Mileage Sheets.

Guide for Project Managers

Overview Mileage Sheet

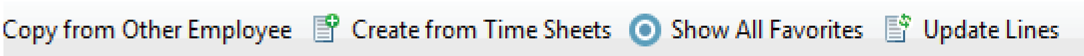


All **Favorites** created from the **Time**, **Expenses**, and **Mileage** entries can be viewed in the List of Favorites in the **Favorites** tab.

- A favorite is a combination of the **Project** and **Task**. The favorite will by default receive a name combining the two.
- The default **Favorite Name** can be renamed to something more user friendly.

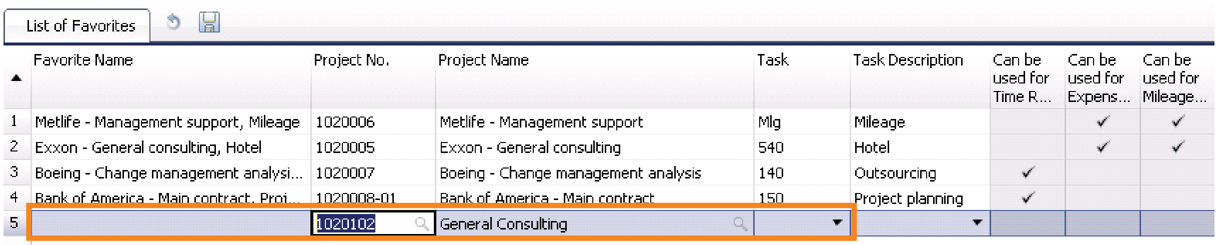
Note: As the tasks are used to specify the kind of work performed, it might be necessary to create more than one favorite per project with different tasks.

Actions

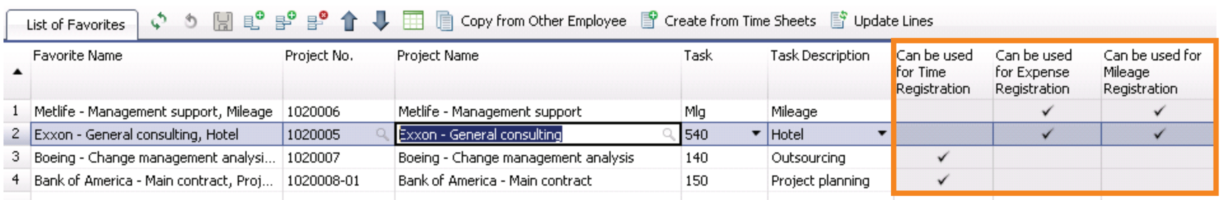


New Favorites

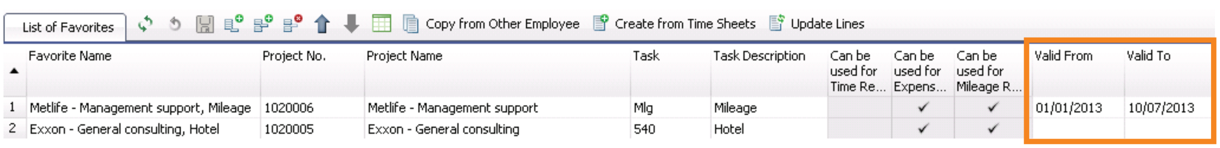
Favorites can be created manually in Favorites by entering a **Project**, **Task**, and possibly, a new **Favorite Name**.



Based on the selected **Task**, the respective columns where the Task will be used will be selected – Time, Expense & Mileage.

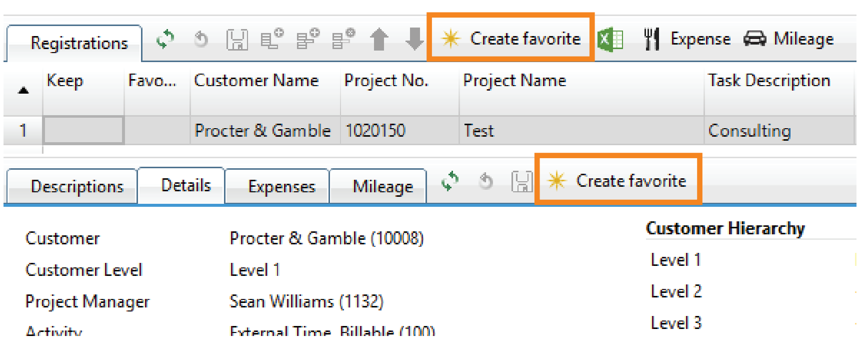


Favorites can be created for a specific period. A date range can be entered in the columns Valid From and Valid To.



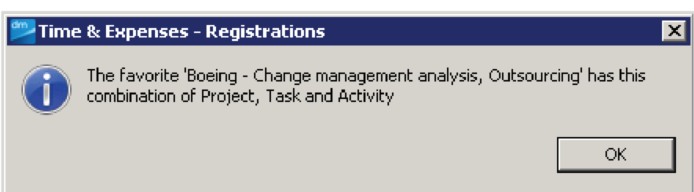
Create Favorite Actions

- Use the **Create favorite** action in Time, Expenses, and Mileage for automatic creation based on the entered project and task.



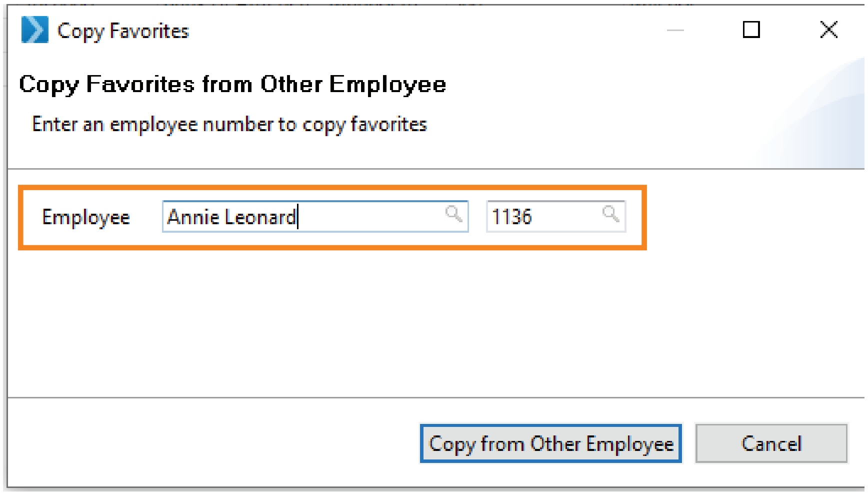
- The favorite is created immediately and can be altered in the card pane **Favorites**.

- Open the Favorite tab to rename the created favorite.



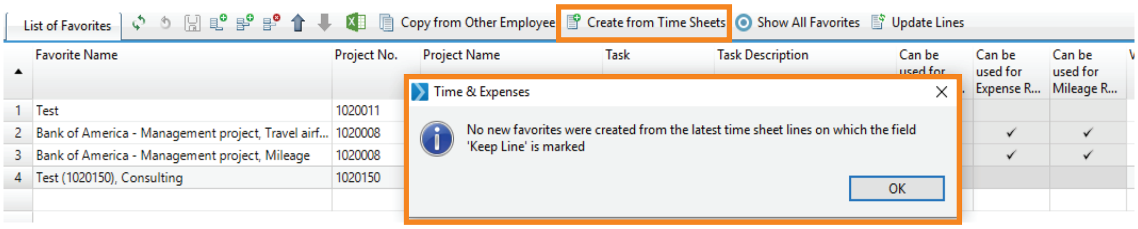
Copy Favorites Wizard

- A useful action is **Copy from Other Employee** which allows created favorites to be copied from one employee to another.
- This functionality can be used to copy all internal project/task for new employees. Like Vacation, meetings etc. or when a team of employees are working on the same projects.



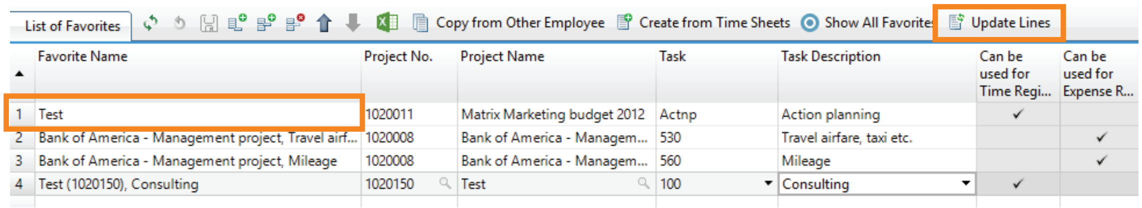
Create from Time Sheets Action

- Clicking the **Create from Time Sheets** action will copy projects that have been saved and have a time entry.
- A message will be issued indicating if favorites have or have not been created.



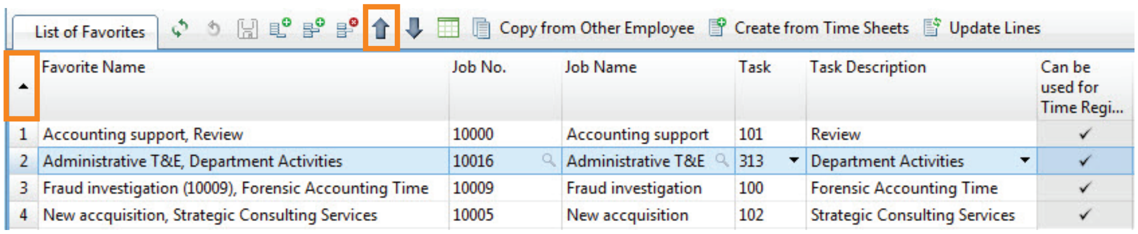
Update Lines

Unsubmitted lines in Time, Expense, or Mileage entered with favorites can be updated with the action **Update Lines**, e.g., a new name or task.



Organize Favorites

Favorites can be organized using the arrows to move entries up or down, or each field can be sorted in ascending or descending order.



Limitations to Using Favorites

Favorites can be blocked. They can also be limited by date ranges.

When a favorite is blocked, it does not display in the table part of the window or in the time registration windows. When a job is closed or blocked for registration, the favorites that were distributed for the job are also blocked and are no longer visible. If a job is later reopened or unblocked, Maconomy unblocks the favorites that were distributed for the job.

To resolve name clashes, Maconomy automatically renames a favorite that is unblocked whenever an employee already has a favorite with the same name.

A favorite can include a date range that specifies when the favorite can be used. If the date of the intended registration is outside the date range of a favorite, the favorite does not display in the time registration windows.