Time and Expense Management

User Guide

Planview ChangePoint 2022

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1. Reporting Time

About reporting time

The basic time reporting process includes the following steps:

1. The resource enters time in the time sheet and submits the time sheet for approval.
2. The time approver reviews the time entries and either approves or rejects them. The time approver can approve or reject all time entries or selected time entries only.
   - If the time entry is approved, it is routed to additional processing steps (such as invoicing)
   - If the time entry is rejected, the resource receives a notification.
3. The resource corrects the rejected time entries and resubmits them for approval.

Depending on how ChangePoint has been configured for your organization, the following rules might apply to reporting time:

- time can be entered in hours or days
- time entries can have two or three decimal places or must be whole numbers
- minimum and/or maximum time amounts per time submission period
- information in the **Details** section is mandatory
- overtime hours must be entered separately from regular hours
- time must be entered within a fixed period after the date on which the activity took place

About the time sheet

You use the time sheet to report and submit the amount of time that you work on activities, such as project tasks and requests, that have been assigned to you. You can also enter time for non-project items, which include sick days, vacation days, and public holidays.

When you first access the time sheet, the current week is displayed. You can navigate to other weeks in the future and past.

You first add activities to the time sheet and then enter the amount of time that you worked on the activities each day. Only the activities that you enter time for remain on the time sheet unless you pin them to the time sheet. Pinned activities remain on the time sheet until you mark the corresponding task or request as completed.

When you have entered the minimum amount of time required for each day or week (depending on your organization's requirements), you can submit the time entries for approval and processing.

About the Details panel

The **Details** panel includes the additional information for time entries such as the description, work locations and codes, and configurable fields. It is turned on by default but there is a switch for turning it off

When turned on, the **Details** panel appears automatically when you click a time entry.

When turned off, the **Details** panel will still appear for time entries in the following cases:

- description or other fields are mandatory for the time entry
- value entered for the time entry is not valid
- you press **Enter** after entering the time amount
- rejected time entries (when you click the rejected time entry)

Accessing the time sheet

To access the time sheet, click > **Time Sheet**.

The time sheet for the current week appears.

Showing or hiding time sheet elements

Many of the time sheet elements can be hidden, so you can hide the ones that you do not use.

You can configure whether the following elements are displayed on the time sheet:

- **Activities** panel, where you search for and select the tasks, requests, and non-project time items to be displayed on the time sheet
- tree view (available for regular tasks only)
- status columns, which include the fields for updating the status of tasks
- overtime columns, for entering overtime hours separately from regular hours
- details panel for entering additional information for time entries or editing work locations and work codes

To show (hide) the **Activities** panel

Click **Show activities** (**Hide activities**).

To show the tasks tree view or activities list view

1. Ensure that the regular tasks are displayed in the **Activities** panel.
2. In the **Activities** panel, click . The task tree view appears.
3. To view more of the tree view, you can increase the width of the **Activities** panel by dragging the divider bar towards the right.
4. To switch back to the list view, click again.

To show (hide) the task status columns

Click **Show status** (**Hide status**).

To show (hide) the overtime columns

Click **Show overtime** (**Hide overtime**).

To show (hide) the **Details** panel for time entries

Turn on (turn off) the **Details panel** option.

Adding activities to the time sheet

In the time sheet, you add time entries for the following activity types:

- **Regular tasks** – project tasks that are assigned to you, sorted in alphabetical order first by customer and then by project. You can filter regular tasks to view either active or completed tasks. In this list, completed tasks are tasks that you marked as complete but one or more other resources who are assigned to the same task have not.
- **Open tasks** – general project tasks that you have not yet entered time for. Examples of open tasks are tasks that anyone in a resource pool can enter time for, or time spent planning or in meetings.

  Note: After you have entered time for an open task, it then appears in the **Regular tasks** list (the next time that you access the time sheet).

- **Requests** – requests that are assigned to you, sorted in alphabetical order by customer, contract, and then project.
- **Non-project time** – time that is not related to tasks or requests, such as vacation, public holidays, sick leave, administrative tasks, and training.

  Tip: Active tasks can be automatically added to the time sheet. For more information, see "Setting Personal Preferences" in the *User Basics User Guide*.

1. In the **Activities** panel, select the activity type in the list.
2. To view completed tasks
   a. In the **Activities** panel, select **Regular tasks**.
   b. Click > **Completed tasks**.
3. To search for an activity, click , and then do one of the following:
   - To do a "begins with" search, enter the first one or two characters of the activity name.
   - To do a "contains" search, enter three or more characters of the activity name.

   The search results include the tasks, projects and customers that match the search criteria.
4. To add an activity to the time sheet, double-click it.

Time sheet keyboard shortcuts

Action	Key combination
Go to next cell in the same row	Tab
Go back to previous cell in the same row	Shift+Tab
Go to row or item above	Up arrow key
Go to row or item below	Down arrow key

Action	Key combination
Open the **Details** panel	Press **Enter** after entering the time amount.. **Note:** Pressing **Enter** opens the **Details** panel even if the option has been turned off.
Close the **Details** panel	Press **Esc** or click outside of the time sheet grid.

Accessing the time sheet of another resource

If you have the access rights, you can access the time sheet of resources in specified workgroups other than your own workgroup. Once you have accessed the time sheet, you can perform all of the regular time sheet actions.

1. Click > **Applications** > **New** and then select **Central time** from the list.

   The **Central Time** dialog box appears.

2. Expand the tree view or do a search to find the resource.

3. Select the resource, and then click **OK**.

   The time sheet for the resource appears.

Entering time

1. Access the time sheet. The current week is displayed.

2. Add the activity to the time sheet. For more information, see "Adding activities to the time sheet" on page 7.

3. To add a description or other details to the time entry:

   a. Turn on the **Details** panel option.

   b. In the **Details** panel, complete the fields as required.

   c. To exit from the **Details** panel, press **Esc** or click anywhere outside of it.

   Tip: To go to the **Description** field for the time entry, press **Enter** after entering the time amount.

4. If applicable, enter overtime hours in the overtime hours column.
5. To clear all unsubmitted time entries from the week currently being viewed, click **Reset**.

To pin/unpin an activity in the time sheet

To pin an activity to the time sheet, point in the **State** column, and then click .

To unpin an activity from the time sheet, point to in the **State** column, and then click .

To view a different week in the time sheet

1. To move to a week in the future, click the right arrow beside **Week start**.
2. To move to a week in the past, click the left arrow beside **Week start**.
3. To change to a different month and year:
   a. Click the **Week start** date. A calendar appears.
   b. To change to a different year, click the month-year in the calendar and then select the month.
   c. Select the date. The week that contains the selected date is displayed.

Updating the status of a task on the time sheet

You can update the remaining effort, percentage complete, and forecast finish date in the corresponding columns in the time sheet.

If you want to update the other task status fields such as the forecast start, forecast finish or add comments, you can click to display the **Update Task Status** dialog box.

Note: The update task status icon appears only when the related task requires a status update.

To update the status of a task in the time sheet columns

1. Access the time sheet.
2. To display the remaining hours, percentage complete, and forecast finish date columns, click **Show status**.

Tip: To view the status information for a task, point to the task.

3. Update the task status in the time sheet cells. For more information, see "Update Task Status dialog box options" on page 16.
4. To calculate the percent complete automatically, right-click the percent complete cell, and then select **Calculate status**.
5. To save a status update, click outside the cell or navigate away from the time sheet.
6. To save a status update when the task status has not changed, right-click the remaining hours cell, and then select **Save status**.

To update the status of a task using the Update Task Status dialog box in the time sheet

1. Access the time sheet.
2. In the **State** column, click in the row of the task whose status you want to update. The **Update Task Status** dialog box appears.
3. Update the task status. For more information, see "Update Task Status dialog box options" on page 16.
4. Click **Save**.

Adding time to a completed task

You can add time to a task that you previously marked as completed.

1. In the **Activities** panel, display the regular tasks.
2. To display the tasks you marked as completed, click > **Completed tasks**.

   Note: If the task is not displayed, the project manager may have to reopen it for you.
3. Add the completed task to the time sheet.
4. Enter the time, and then update the task status as required.

Copying time entries

You have the following options for copying time entries and their details:

- copy one or more time entries within the same week
- copy all time entries from the previous week to the current week

- copy all time entries from the current week to the following week.

To copy time entries within the same week

1. Access the time sheet.
2. Click **Copy selected time**.
3. In the **Copy selected time** dialog, select the time entries that you want to copy.
4. Select the check boxes for the days that you want the time entries copied to.
5. Click **Copy**.

   The time entries are copied to new rows for the destination days.

To copy all time entries from one week to another

1. Access the time sheet.
2. To copy all of the time entries from the previous week to the current week, click **Copy time** > **All time from last week to current week**.
3. To copy all of the time entries from the current week to the following week, click **Copy time** > **All time from current week to next week**.

To copy time entries within the same week

1. Access the time sheet.
2. Click **Copy selected time**.
3. In the **Copy selected time** dialog, select the time entries that you want to copy.
4. Select the check boxes for the days that you want the time entries copied to.
5. Click **Copy**.

   The time entries are copied to new rows for the destination days.

Submitting time entries for approval

1. Access the time sheet.
2. Go to the week that contains the time entries that you want to submit.

3. Click **Submit**.

4. Click **OK** to confirm.

   All of the time entries for the week are submitted. The time entries and details are locked, and time entries are displayed in gray.

About adjusting submitted time entries

You can do the following to adjust time entries that have been submitted:

- adjust time entries that have been submitted and approved
- correct rejected time entries
- adjust time entries in closed payroll periods

You cannot adjust time entries for locked tasks or task assignments, or for tasks in a completed project. Time adjustments might also be prevented for certain contracts when the time entries have been invoiced.

After adjusting or creating time entries, you must submit them for approval.

Adjusting a submitted time entry

1. In the time sheet, right-click the cell with the incorrect time entry and select **Adjust time**.
2. Enter the new time value and change the information in the **Details** section.
3. If you are editing a time entry for a contract with audit requirements, enter an explanation for the change in the **Comments** field in the **Details** section.
4. To save the adjustment, click outside the cell.

   The adjusted time appears in blue, and the **Remove adjusted time** option appears.

5. To correct an adjusted time entry:

   a. Click **Remove adjusted time**. All adjusted time entries in the time sheet are removed.

   b. Enter the correct values as required.

Correcting a rejected time entry

If your time approver has rejected a time entry that you submitted, you receive a notification and an icon ( ) appears in the time sheet beside the rejected time entry.

1. Do one of the following:

- Click the notification in the notifications list . The time sheet appears for the week that includes the rejected time entry.
- In the time sheet, display the week that includes the rejected time entry.

2. To view the reason for rejection, point to the rejected time entry.
3. Click the cell and then enter the correct value or delete the time entry and add the correct time entry.

2. Updating the Status of a Task

About updating the status of tasks

When you update the status of a task, you enter the time remaining to complete the task or percent complete amount, and revise the forecast start and finish dates as applicable. The actual start date is the earliest date that you entered time for the task, and the actual hours are the total number of hours that you have entered for the task.

When you have finished the work for the task, you mark the task as completed. You cannot update the status of a task that is marked as completed. However, you can reopen a completed task, if necessary.

You can update the status of your tasks from the following locations:

- time sheet
- task profile
- notifications list
- **My Reminders** portlet – displays all of your tasks that require status updates
- **My Tasks** report – displays all of your open tasks
- anywhere that the update status icon appears

Note: You can update the status of locked tasks everywhere that you can update a task, except in the time sheet.

Update Task Status dialog box options

Options	Description
Mark task as completed check box	When selected, sets the values as follows: • remaining hours: 0 • percent complete: 100 • date of the earliest time entry, or the current date if there are no time entries • actual finish date: date of the most recent time entry date (if time entries exist) or the current date When cleared after previously being selected sets the values as follows: • remaining hours: 1.00 • percent complete: 99 • forecast start (if no actual start date exists) and forecast finish dates become editable • parent or summary task is reopened
Remaining hours field	Time required to complete the task. If you enter 0, the task is marked as complete.
Percent complete field	Percentage of the planned effort for the task that you have completed. If you enter 100, the task is marked as complete.
Calculate status icon	Calculates remaining hours and percent complete.
Forecast start calendar and field	Date that you expect to begin working on the task. After you enter time for the task, you cannot edit the forecast start date.
Forecast finish calendar and field	Date that you estimate you will complete the task.
Manager comments field	Comments entered by the project manager.
Comments field	Comments entered by the resource.

About task status calculations

Automatic update

When you click or use the right-click **Calculate status** menu option in the time sheet, the remaining hours (forecast hours) are updated as follows:

Remaining = Planned – Actual

and the percent complete is updated as follows:

Percent complete = Actual / (Actual + Remaining)

Manual update to remaining hours

If you update the remaining hours field manually, the percent complete is calculated as follows:

Percent complete = Actual / (Actual + Remaining)

If there are no actual hours, the percent complete is set to 0.

Manual update to percent complete

If you update the percent complete field manually, the remaining hours are calculated as follows:

Remaining = (Actual / Percent complete) - Actual

If you set the percent complete field to 0, the remaining hours are calculated as follows:

Remaining = Planned

If you set the percent complete to a nonzero value but there are no actual hours, remaining hours are calculated as follows:

Remaining = Planned - (Planned * Percent complete/100)

About updating the status of a task for another resource

In most cases, resources update the status of their own tasks. However, it is possible to update the status of another resource's tasks in the following ways:

- By using the Task Status Compliance report. For more information, see "Viewing the Task Status Compliance report" in the *Project Management User Guide*.

- By accessing the resource's time sheet. For more information, see the "Accessing the time sheet of another resource" section on page 9.

When you update the status of a task for another resource, the **Resource comment** field is not available.

Updating the status of a task from the task profile

1. Access the task.
2. Expand the **Assignment information** section to view the actual, forecast, and planned information.
3. Do one of the following:
   - To update the status directly on the task profile, expand the **Status update** section.
   - To access the **Update Task Status** dialog box, click **Actions** > **Status**.
4. Update the status. For more information, see "Update Task Status dialog box options" on page 16.
5. Click **OK** or **Save**.

Updating the status of a task from the My Reminders portlet

When you have tasks that require status updates, a reminder displays in the **My Reminders** portlet.

1. Access your **My Reminders** portlet.
2. Click the **You have been assigned tasks that require a status update** link.

   The **Tasks Requiring a Status Update** view appears.
3. To view locked tasks, click the **Include locked tasks** check box.
4. In the task row, click .

   The **Update Task Status** dialog box appears.
5. Update the status. For more information, see "Update Task Status dialog box options" on page 16.
6. Click **Save**.

Updating the status of a task by using the My Tasks report

The **My Tasks** report includes all active tasks that are assigned to you, whether or not they require a status update.

1. Click > **Analytics** > **Reports**.

   The **Reports** tree view appears.

2. Expand the **Personal Reports** folder, and then select the **My Tasks** report.

   The **My Tasks** report appears.

3. In the task row, click .

   The **Update Task Status** dialog box appears.

4. Update the status. For more information, see "Update Task Status dialog box options" on page 16.

5. Click **Save**.

   Tip: For easy access, add the report to the **My Favorite Reports** portlet on your default dashboard.

3. Reporting Expenses

About expense reporting

You can enter your work-related expenses and create expense reports. Expense reports are then submitted to the designated expense approver and eventually to the accounting department for reimbursement.

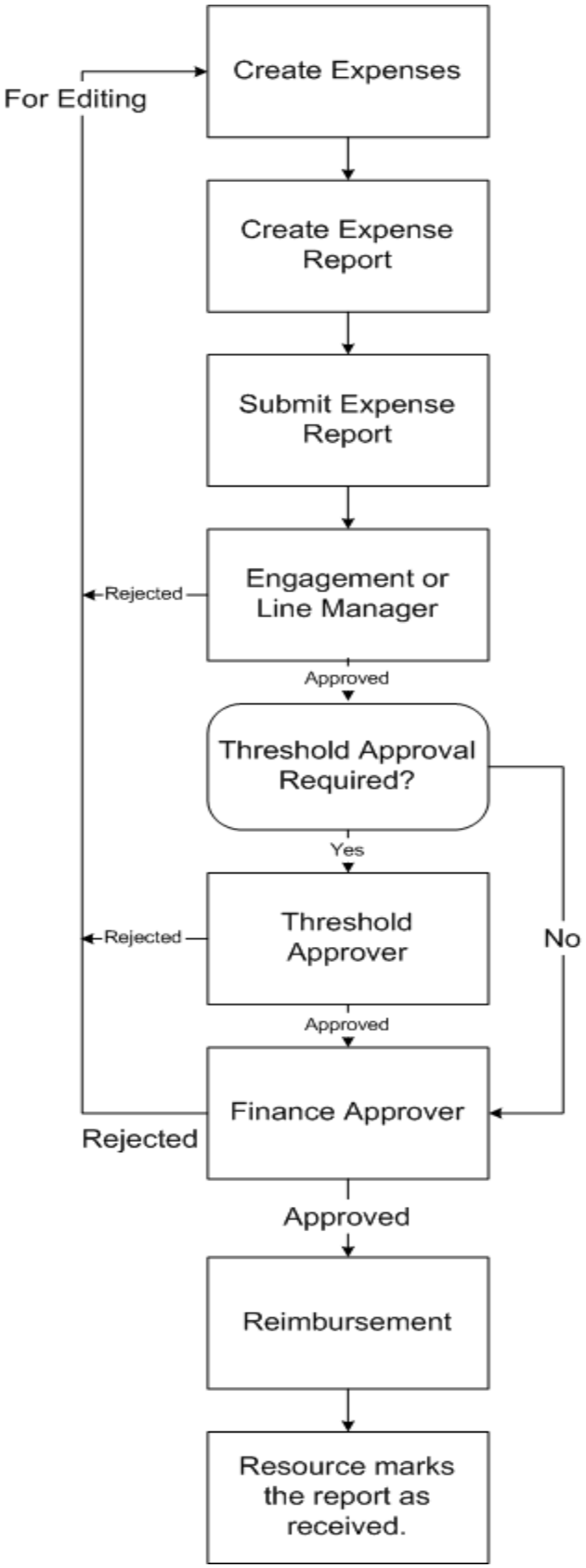
You can upload personal credit card transactions to ChangePoint and then set them up as expenses. For more information, see "About personal credit card transactions for expenses" on page 36.

You can create and maintain drafts of expense reports before submitting them, track the progress of expense reports in the approval workflow through notifications in your **My Reminders** portlet, and view a summary report of all expenses by approval status.

Expense reporting overview

The basic expense reporting process includes the following steps:

1. The resource
   a. enters expenses individually,
   b. groups expenses for the same contract in an expense report, and
   c. submits the expense report for approval.
2. The expense approver reviews the expense report and either approves or rejects it. The expense approver can approve or reject the entire expense report or selected expense entries only.
   - If approved, the expense report is routed to the Finance department for final approval and the resource is reimbursed. If threshold approval is required in your organization’s approval process, expense reports that exceed a set limit is submitted to the threshold approver.
   - If rejected, the expense report is sent back to the initiator for correction. The resource discards the rejected expense report, corrects the rejected expense entries and resubmits them in a new expense report.


Create Expenses
For Editing
Create Expense Report
Submit Expense Report
Engagement or Line Manager
Rejected
Approved
Threshold Approval Required?
Yes
No
Threshold Approver
Rejected
Approved
Finance Approver
Rejected
Approved
Reimbursement
Resource marks the report as received.

About expense report processing

After the expense report is approved, the following occurs:

- If thresholds have been defined for expense amounts and the expense report exceeds a specified threshold, the report is sent to the threshold approver for approval. The status of the expense report changes to **Submitted to threshold approver**. After threshold approval, the report is sent to the finance approver and the status of the expense report changes to **Pending by finance**.
- If the expense report is below the threshold amount, the report is sent directly to the finance approver. The status of the expense report changes to **Pending by finance**.
- A notification is sent to the resource who submitted the report.
- If the finance department approves the expense report, the reimbursable expenses are reimbursed and an invoice is generated for the appropriate customer for the amount of the billable expenses.

About nonbillable expenses

There are two common approaches to setting up nonbillable expenses for a project:

- Two separate projects:
  - one project for which expenses are billable, under a contract for which invoices can be generated
  - the other project for which expenses are nonbillable, under a contract for which invoices cannot be generated

  Resources must enter expenses for the appropriate project.
- One project for which expenses are billable by default, but the default can be overridden by resources. Resources can enter billable and nonbillable expenses to this project by selecting or clearing the **Billable** check box for the expense.

About threshold approval for expense reports

Your organization may require an additional level of approval for expenses that exceed a certain value or threshold amount.

If threshold approval has been set up for expenses, your line manager or the contract manager approves the expense report before the final expense report is sent to Finance for final approval.

If threshold approval is required, the following steps are added to the approval process for expense reports.

1. After the expense approver has approved your expense report, the report appears in the **Submitted to threshold approver** section of the **My Expense Reports** dialog box.
2. The threshold approver reviews your expense report.
3. After the threshold approver approves the report, the expenses are forwarded to Finance for final approval.

Accessing expense reports

1. Click > **Expenses**.

   The **Expenses** view appears.

2. Click **View expense reports**.

   The **My Expense Reports** dialog box appears. Your expense reports are grouped by status.

3. Expand the status section and then click the number of the expense report.

   The expense report appears in the Details view.

Status types for expense reports

The following status types can be assigned to an expense report.

Status	Description
Draft	Expense report has been created, but not yet submitted for approval.
Submitted	Expense report has been submitted for approval.

Status	Description
Submitted to threshold approver	Expense report has been submitted to threshold approver.
Received	Expense report has been reimbursed and received by the resource.
Pending by approver	Expense report is pending approval by the designated expense approver.
Rejected by approver	Expense report has been rejected by the expense approver.
Rejected by threshold approver	Expense report has been rejected by the threshold approver.
Pending by finance	Expense report is pending approval by the finance approver, after being approved by the expense and threshold approvers.
Approved by finance	Expense report has been approved by the finance approver.
Rejected by finance	Expense report has been rejected by the finance approver.

Viewing expense configurable fields in an expense report

When you print an expense report, only the configurable fields that are currently displayed are printed.

1. Access the expense report.
2. To view the expense configurable fields, expand the configurable fields sections.
3. To view secondary configurable fields for an expense item, click the **Show secondary configurable fields** link.
4. To hide the secondary configurable fields, click the **Hide secondary configurable fields** link
5. To view the secondary configurable fields for all expense items, click the **Show all secondary configurable fields** link.

6. To hide the secondary configurable fields for all expense items, click the **Hide all secondary configurable fields** link.

Creating an expense report

When creating an expense report, you include the expenses and deduct advance amounts or return unused advance amounts.

After you save the expense report, you can add attachments to it and/or submit it for approval.

Note: It is not possible to edit an expense report. Instead, you must delete the expense report and create a new one.

1. Click ⠿ > **Expenses**.

   The **Expenses** view appears.

2. Click **Create expense report**.
3. In the **Contract** list, select the contract associated with the expense.
4. In the **Comment** box, enter a description.
5. In the **Expense advance** section, do the following:
   a. Select the **Include the advance of <currency and amount> in the expense report** check box.
   b. Select one of the following options to indicate the advance amount to apply to the expenses:
      - To apply the total advance amount, select **Apply total advance**.
      - To apply part of the advance, select **Apply partial amount**.
6. To return an unused portion of the advance:
   a. Select the **Return an advance** check box.
   b. In the **Amount** field, enter the amount to be returned.
   c. In the **Currency** list, select the currency for the returned advance.
   d. To specify the method of payment for the returned advance, select **Cash** or **Check**.
7. In the **Expense list** section, select the expenses that you want to include in the report.
8. Click **Save**.

The **Expense Report Review** view appears.

9. You can add attachments to the expense report.
10. When the expense report is complete, you can submit it for approval.

Adding an attachment to an expense report

You can add an attachment to an expense report and link the attachment to the expenses in the expense report. You can also add an attachment directly to one of the expenses that is included in the expense report.

You cannot add an attachment to an expense report after it has been approved by finance.

To add an attachment to an expense report

1. Access the expense report.
2. Click **Actions** > **Attach file**.

   The **Upload Attachment** dialog box appears.
3. In the **Attachment for** section, select **Expense Report**.
4. Click **Browse** to locate and then select the attachment file.
5. In the **Description** field, enter a description for the file.
6. Select one or more expenses that the attachment applies to.
7. Click **Upload**.

To add an attachment to an expense in an expense report

1. Access the expense report.
2. Click **Actions** > **Attach file**.

   The **Upload Attachment** dialog box appears.
3. In the **Attachment for** section, select **Expense**.
4. Click **Browse** to locate and then select the attachment file.
5. In the **Description** field, enter a description for the file.

6. Select the expense to add the attachment to.
7. Click **Upload**.

   The attachment is added to the expense.

Submitting an expense report

Expense reports remain in Draft status until you submit them. If you have entered expenses but have not submitted them in an expense report, a reminder displays in the **My Reminders** portlet.

1. Click > **Expenses**.

   The **Expenses** view appears.
2. Click **View expense reports**.

   The **My Expense Reports** dialog box appears.
3. Expand the **Draft** section.
4. Click the number of the expense report that you want to submit.

   The selected expense report appears in the Details view.
5. Click **Actions** > **Submit**.

   The expense report is sent to your expense approver.

Deleting an expense report

You can delete an expense report that is in Draft status. When you delete an expense report, only the expense report and expense report attachments are deleted. The expense entries, including their attachments, are added back to the expenses list.

1. Click > **Expenses**.

   The **Expenses** view appears.
2. Click **View expense reports**.

   The **My Expense Reports** dialog box appears.
3. Expand the **Draft** section.
4. Click the number of the expense report to be deleted.

The selected expense report appears in the Details view.

5. Click **Actions** > **Discard**.
6. Click **OK** to confirm.

   The expense report is deleted.

4. Managing Expenses

Creating an expense

1. Click > **Expenses**.

   The **Expenses** view appears.

2. To automatically add the customer contract or project information to the relevant fields, do the following:

   a. Expand the **Expenses** tree view.

   b. Double-click the customer contract or project associated with the expense.

3. Complete the fields as required. For more information, see "Expense view options" on page 32.

4. Click **Save**.

   The expense is added to the list.

Adding an attachment to an expense

You can add an attachment, for example, a PDF file of a scanned receipt, directly to an expense before the expense is added to an expense report.

After the expense is added to an expense report, you can add the attachment to the expense report. For more information, see "Adding an attachment to an expense report" on page 27.

1. Do one of the following:

   - Create and save the expense.
   - Access the expense for editing.

2. Click **Attach file**.

   The **Upload Attachment** dialog box appears.

3. Click **Browse** to locate and then select the attachment file.

4. In the **Description** field, enter a description for the file.

5. Click **Upload**.

   The attachment is added to the expense.

Copying an expense

1. Access the expense.
2. Click **Save & Copy**.

   A copy of the expense details replaces the original expense details.
3. Make the necessary changes. For more information, see "Expense view options" on page 32.
4. Click **Save**.

   The expense is added to the list.

Expense view options

Expense view, Project information options

Option	Description
Customer list	Customer for the expense.
Contract list	Contract for the expense.
Project list	Project for which the expense was incurred.
Associated task list	Task associated to the expense.
Fixed fee list	Fixed-fee deliverable associated with the expense, if the expense is invoiced to the customer in the fixed fee portion of a contract.
Incurred-in location group list	Work location group where the expense was incurred.
Incurred-in location list	Work location where the expense was incurred. New locations can be added to the list of available locations.
Work code category list	Work code category of the task associated with the incurred expense. This field is used for custom reporting purposes.
Work code list	Work code of the task associated to the incurred expense. This field is used for custom reporting purposes.

Expense view, Expense information options

Option	Description
Expense date calendar and field	Date the expense was incurred.
Category list	Expense category.
Type list	Type of expense.
Billable check box	Indicates that the expense can be billed to the customer.
Description field	Description of the expense.
Currency list	Currency in which the expense was incurred.
Quantity field	Number of items or units for the expense. For mileage, enter the number of miles or kilometers driven. Some expenses may have a preset quantity.
Unit price field	Price per unit of the expense entry, including taxes and tips. Some expense types may have preset values.
Total field	Total amount of the expense (unit price * quantity).
Exchange rate field	Exchange rate for the currency that the expense was incurred in.
Converted total field	Total amount of the expense after application of the Exchange rate.
Included tax type field	Tax type included in the total amount.
Included tax amount field	Tax amount included in the total amount.

Expense view, Other information options

Option	Description
Change reason field	Reason for editing the expense. **Note:** For an expense that belongs to a contract for which auditing is enabled, you must enter a reason.

Creating a negative expense entry

To correct an expense that has already been billed to a customer, you can create a negative expense.

1. Create a new expense.
2. In the **Quantity** or **Unit price** field, enter a minus sign (-) then the amount.

   Use the minus sign in only one of the fields.
3. Click **Save**.

Accessing an expense

The expense list below the **Expenses** view displays your unsubmitted expenses, and expenses that were submitted, but rejected.

1. Click > **Expenses**.

   The **Expenses** view appears.
2. Click the expense in the **Expense list** section.

   The expense details are displayed.

Viewing the expense change history

If auditing is enabled in the contract, you can view a log of the changes made to an expense entry.

1. Access the expense.
2. Select the expense entry.

   The **Expenses** view displays the details of the selected expense entry.
3. Expand the **Change history** section.

Details of the changes to the expense entry are displayed in the **Comment** area.

Viewing an expense attachment

You can view an attachment to an expense:

- in the **Expenses** view
- in the expense report that contains the expense

You can also view an attachment that has been added to an expense report.

To view an expense attachment in the Expenses view

1. Access the expense.
2. Expand the **Attachments** section.
3. Click the file name link.
4. Click **Open**.

To view an expense attachment in an expense report

1. Access the expense report and expand the expenses section that contains the expense.
2. In the expense row, click .

   The **Expense Attachment Details** dialog box appears.
3. Click the file name link.
4. Click **Open**.

To view an expense report attachment

1. Access the expense report.
2. Expand the **Attachments** section.

   Note: Only attachments that were added to the expense report are displayed in this section.
3. Click the file name link.
4. Click **Open**.

About personal credit card transactions for expenses

You can upload personal credit card transactions to ChangePoint and then set them up as expenses. You must first download the credit card transactions from your financial institution website as a file that supports the OFX (Open Financial Exchange) specification.

You can upload one or more transactions at the same time, or at different times from the same file. If you upload a transaction a subsequent time, it will replace the previously uploaded transaction.

A transaction becomes an expense only after you enter and save the required expense information. However, the association to the transaction remains with the expense, which prevents the transaction from being uploaded again.

Uploading personal credit card transactions for expenses

1. Click > **Expenses**.
2. Click **Upload credit card file**.

   The **Upload Credit Card Transactions** dialog box appears.
3. Click **Browse**, and then locate and select the file.

   The credit card transactions are displayed.
4. (Optional) Select the expense category and expense type for the transactions that you want to upload.
5. Select the rows that you want to upload, and then click **Upload**.

   The rows are removed from the **Upload Credit Card Transactions** dialog box and added to the **Expense list** table.

Creating expenses from credit card transactions

All credit card transactions have “Credit card” as the project when they are first uploaded into ChangePoint. After the credit card transaction is uploaded, you must add the required expense information to it and then save it as an expense.

1. Click > **Expenses**.
2. In the **Expense list** table, select the credit card transaction row.

The information appears in the **Expense information** section of the **Expenses** view.

3. To automatically add the project-related information, double-click the project in the Folders view.
4. Complete the fields in the **Project information**, **Expense information**, and other sections as required.
5. Click **Save**.

   The credit card transaction is saved as an expense.

Deleting expenses created from credit card transactions

If you delete an expense that originated from a credit card transaction, the expense record is deleted and the credit card transaction is reinstated. You can then use the credit card transaction to create a new expense or delete the credit card transaction entirely.

1. Right-click the expense in the **Expense list** table, and then select **Delete**.
2. Click **OK** to confirm.

Currency conversions of expense amounts

When you upload a credit card transaction, the transaction amount is in the currency of your credit card. (To view the currency, point to the transaction amount in the **Expense** list table.) If you select an expense type that has a different default currency and the currency cannot be overridden, the credit card transaction is converted from the credit card currency to the expense currency. Similarly, if the expense currency does not match the base currency on your resource profile, it will be converted to the base currency.

In all cases, if an exchange rate is not available, the expense amounts are converted using triangulation. If there is no exchange rate from a currency A to a currency B for an expense amount, the system checks for the following exchange rates for a common third currency, C:

- Exchange rate from currency A to currency C
- Exchange rate from currency C to currency B

The product of these two exchange rates is used as the exchange rate (exchange rate from currency A to currency C * exchange rate from currency C to currency B).

The system first checks if the default currency of the resource's workgroup can be used as the third currency, and if not, it then checks the default currency of the resource's global workgroup. If an exchange rate cannot be found, an exchange rate of "1" is used.

Troubleshooting credit card uploads

"The file is an unsupported file type" error when uploading a personal credit card file

Verify that you are uploading a credit card transaction file that supports the OFX specification. That is, make sure that the file that you downloaded is for a financial software application, and is not one of the following:

- CSV or ASCII file
- OFX file for a bank account or other financial statement
- completely different type of file such as a Microsoft Word or Excel file

"Credit card file cannot be processed" error when uploading a personal credit card file

There are variations in how credit card files are created by the different financial institutions. Even if the file supports the OFX specification, sometimes the values in the file or the file structure can prevent the file from being processed by ChangePoint.

If you receive this error for a file, please enter the expenses manually.

Editing an expense

You can only edit expenses before they are included in an expense report.

1. Access the expense.
2. Make the necessary changes.
3. Click **Save**.

Deleting an expense

You can delete expenses that have not yet been included in an expense report.

1. Access the expense.
2. In the **Expense list**, right-click the expense entry that you want to delete.
3. Select **Configure** > **Delete**.

4. Click **OK** to confirm.

Correcting a rejected expense entry

If an expense entry has been rejected, a reminder displays in the **My Reminders** portlet.

1. Click > **Expenses**.

   The **Expenses** view appears. Rejected expenses are red.

2. To view the reason for the rejection, point to the red exclamation mark.
3. Click the rejected expense.

   The **Expense Details** section appears.

4. Correct or delete the expense entry.
5. Click **Save**.

Deleting an expense attachment

You can delete an attachment directly from an expense or in the expense report.

To delete an expense attachment in the **Expenses** view

1. Access the expense.
2. Expand the **Attachments** section.
3. In the table, select the check box to the left of the file name.
4. Click .

To delete an expense attachment in the expense report

1. Access the expense report.
2. In the expense list, click the icon for the expense.

   The **Expense Attachment Details** dialog box appears.

3. In the list of attachments, select the check box to the left of the file type.
4. Click .

To delete an expense report attachment

1. Access the expense report.
2. Expand the **Attachments** section.

   Note: Only attachments that were added to the expense report are displayed in this section.
3. In the list of attachments, select the check box to the left of the file name.
4. Click .

Managing expenses for another resource

You can access the **Expenses** view for another resource, from where you can perform all of the expense-related actions that the resource can perform.

1. Click > **Applications** > **New** and then select **Central expense** from the list.

   The **Central Expense** dialog box appears.
2. Expand the tree view or do a search to find the resource.
3. Selects the resource and then click **OK**.

   The **Expenses** view for the resource appears.
4. Do one or more of the following:
   - create or edit expenses
   - create or edit expense reports
   - submit expense reports

Acknowledging an expense reimbursement

After your expense report has been approved, a reminder displays in the **My Reminders** portlet. You must acknowledge receipt of the expense reimbursement.

1. Access your **My Reminders** portlet from a dashboard that includes it.
2. Click the **You have approved expense reports** link.

   The **Approved Expense Reports** view appears.
3. Click the expense report number.

   The **Expense Report Review** view appears.

4. Click **Actions** > **Received**.

   The status of your expense report is set to **Received**. Your report is listed in the **Received** section the next time that you open the **My Expense Reports** window.

Deleting a rejected expense report

When an expense report that you submitted has been rejected, a reminder displays in the **My Reminders** portlet.

1. Access your **My Reminders** portlet from a dashboard that includes it.
2. Click the **You have rejected expense reports** link.

   The **Rejected Expense Reports** view appears.
3. Click the expense report number.

   The **Expense Report Review** view appears.
4. Click **Actions** > **Discard**.
5. Click **OK** to confirm.

5. Approving Time and Expenses

About approving time entries

If there are time entries for you to approve, a reminder displays in the **My Reminders** portlet. You click the reminder link to access the **Time Approval** view, which initially displays the time entries that require approval and for which you are the time approver, grouped by resource. There are options to display time entries by resources in weekly views, and all time entries that require approval.

Note: The current view option that is selected becomes the default view option until you change it.

Option	Description
Approve selected	Approves the selected entries.
Reject selected	Rejects the selected entries. A rejection reason must be provided.
View time listing	Toggles with **View by resource and week**. Displays the list of time entries by resource that are to be approved by you.
Show task assignment information	Available only in weekly time approval view. Toggles with **Show task information**. Displays the totals of planned hours, approved hours, and unapproved hours for the task assignment for the resource .
Show task information	Available only in weekly time approval view. Toggles with **Show task assignment information**. Displays the totals of planned hours, approved hours, and unapproved hours for the task You can use this option to verify whether the total hours entered for the task are within the planned hours for the task rather than for a specific task assignment.
View by resource and week	Displays a weekly time sheet for each week that there are time entries to be approved for a resource, sorted by resource. For more information, see "Approving time entries in the weekly view" on page 46.

Option	Description
Show all unapproved time	Toggles with **Show time entries for my approval**. Displays the following time entries in addition: • Pending approval at other levels (where the current user is the time approver specified on the resource's profile, and the non-project task, contract, or project time approver is a different resource) In the weekly view, additional time entries are shown at these statuses, for tasks that have submitted time: • Approved time • Rejected time • Time entered and not yet submitted This option displays all time for the resource, but only if the current user is a time approver for the resource.
Show time entries for my approval	Toggles with **Show all unapproved time**. Displays only the time entries that are pending approval by the signed-in user.

You can view additional details about the time entries. If the time entry resulted from an adjustment, the details include the original value before the adjustment. Time entries that have been adjusted are blue in the time listing view and dark gray in the weekly view.

You can approve time entries in batches. For more information, see "Approving time and expenses in batches" on page 48.

You can temporarily delegate your time approval rights (in **Preferences**) to another approver, for example, while you are on vacation.

About specifying time approvers for projects

By default, the time approver specified for a resource in user setup approves all time for a resource. However, if a time approver has been specified for a contract, then the time approver approves time for all projects under the contract.

If a contract is configured to allow time approval on projects, you can also enable time approval and specify a time approver for individual projects under the contract. In this case, the specified project time approver approves the project time, followed by the contract approver. If a project time approver is not specified, then the resource approver approves the time, followed by the contract approver.

If a time approver is not specified for the contract, then the project time is approved by the project time approver only.

The following table shows the time approvers when time approvers are specified on more than one entity.

Contract Time Approver	Project Time Approver	Resource Time Approver	Time entry approvers
Specified	Specified	Specified or not specified	The project time approver, then the contract time approver.
Not specified	Specified	Specified or not specified	The project time approver.
Specified	Not specified	Specified	If time approval is enabled for the project: the resource time approver, then the contract time approver If time approval is *not* enabled for the project: the contract time approver.

Approving a time entry

1. Access your **My Reminders** portlet.
2. Click the **You have time to approve** link.

   The **Time Approval** view appears.
3. To display all unapproved time entries, click **Show all unapproved time**.
4. To view the task details, click the name in the **Task** column. A dialog box with the task details appears.
5. To view time entry details:
   a. In the **View details** column, click **Task time** (or **Request time** or **Non-project time**). A dialog box with the details appears.
   b. To approve (or reject) the time entry, click **Approve** (or **Reject**).
6. To approve (or reject) time entries:

a. Select one or more rows.

b. Click **Approve selected** (or **Reject selected**).

About approving time entries in the weekly view

In the weekly view, you can approve all time entries for a task, request or non-project item that were submitted in the same week. The weekly view is grouped by resource and displays a modified time sheet view for each week that there is at least one time entry to be approved for the resource.

The weekly view uses the same icons and color coding as the time sheet, except for the following differences:

- task assignment icon or task icon in the column header – column displays the planned hours for the task assignment or task, depending on the selected view option
- green check mark – column displays the approved hours for the task assignment or task
- black check mark – column displays the hours that have not been approved nor rejected for the task assignment or task
- adjusted time entries are dark gray, not blue

Approving time entries in the weekly view

1. Access your **My Reminders** portlet.
2. Click the **You have time to approve** link.

   The **Time Approval** view appears.
3. Click **View by resource and week**.
4. To view one week at a time for a resource:

   a. To expand a resource, click the resource icon or the arrow beside the resource name.

   b. To display the time sheet details, click the week text or right arrow icon .

   Note: Before you can approve or reject time entries, you must expand the weekly time sheet to view them.
5. To expand/collapse all weeks for a resource at once, click the resource name.

6. To add additional information to the view, do the following:
   - To add task information, click **Show task information**.
   - To add task assignment information, click **Show task assignment information**.
   - To add all unapproved time for the resources, click **Show all time**.
7. To select the items to be approved (or rejected), do one of the following:
   - To approve a single time entry, click the time amount to display the Task time dialog box and then click **Approve** (or **Reject**).
   - To approve the time entries in one or more rows in the time sheet, select the check boxes for the rows.
   - To approve all time entries for a week, select the check box beside the date.
   - To approve all time entries for a resource, select the check box beside the resource name.
8. Click **Approve Selected** (or **Reject selected**). If you reject items, then you must provide a reason for the rejection.

About approving expenses

If you are the designated expense approver for a resource, a reminder appears in the **My Reminders** portlet when there are expense reports for you to approve.

You can update the GL accounts on an expense report, which might be necessary if the GL accounts are changed because the resource who submitted the expense report has been moved to another workgroup, or the expense GL accounts are changed on the contract.

You can also approve expenses by using the **Batch Time/Expense Approval** report. For more information, see the "Approving time and expenses in batches" section on page 48.

You can temporarily delegate your expense approval rights to another approver for example , if you plan to go away on vacation for a period of time.

Approving an expense report

1. Access your **My Reminders** portlet from a dashboard that includes it.
2. Click the **You have expense reports to approve** link.

   The **Expense Report Approval** view appears. .

3. Click the number of the expense report that you want to approve.

   The **Expense Report Review** view appears.

4. To update the GL accounts for the expense report, click **Actions** > **Update GL accounts**.

5. Review the expense information.

6. To approve the expense report, click **Actions** > **Approve report**.

To reject an expense entry in the expense report

1. Highlight the expense entry by clicking it, and then click **Actions** > **Reject line**.

2. Select the check box for the expense entry. The **Enter Rejection Reason** dialog box appears.

3. Enter the reason for rejecting the expense entry and then click **Save**.

4. Click **Actions** > **Confirm rejection**.

   The expense entry is rejected and a notification is sent to the resource who submitted the expense report.

To reject the expense report:

1. Click **Actions** > **Reject report**. The **Enter Rejection Reason** dialog box appears.

2. Enter the reason for rejecting the report.

3. Click **Save**.

   The expense report is rejected. The status of the expense report is changed to rejected and a notification is sent to the resource who submitted the report.

Approving time and expenses in batches

You can approve or reject multiple time entries and/or expense reports at once by using the **Batch Time and Expenses Approval** report.

Note: When you reject records in a batch, the same reason for rejection applies to all of the records.

1. Click ⠿ > **Analytics** > **Reports**.

2. Select **Time and Expense Reports** > **Batch Time and Expenses Approval**.

The filter criteria view appears.

3. In the **Resource Workgroup** list, select the workgroups that include the resources whose time and expenses you want to approve.

4. In the **Resource** type-ahead field:

   a. Do one of the following:

      - To select from a list of all the resources, click in the field and then press **Enter**.
      - To search for resources, enter the first few characters of the resource name and then press **Enter**.
      - To clear the field and start over, click .

   b. Select the resources.

5. In the **Assigned approver's workgroup** list, select the workgroups of the approvers.

6. In the **Assigned approver** type-ahead field:

   a. Do one of the following:

      - To select from a list of all the approvers, click in the field and then press **Enter**.
      - To search for an approver, enter the first few characters of the approver name and then press **Enter**.
      - To clear the field and start over, click .

   b. Select the approvers.

7. To include time entries and/or expense reports, select the corresponding check boxes.

   For more information about the filter criteria fields, see "Batch Time and Expenses Approval report options" on page 50.

8. Click **Go**. The time entries and expense reports that meet the criteria appear.

   Tip: To view the details of a time entry, click the time entry date. To view the details of an expense report, click the expense report number.

9. To approve records, do one or more of the following:

   - To approve specific time entries and expense reports, select the corresponding check boxes, then click **Actions** > **Approve** > **All selected records**.

- To approve all time entries and expense reports, click **Actions** > **Approve** > **All records**.
- To approve all time entries, click **Actions** > **Approve** > **All time records**.
- To approve all expense reports, click **Actions** > **Approve** > **All expense records**.

10. To reject records:
    a. Do one or more of the following:
        - To reject specific time entries and expense reports, select the corresponding check boxes, then click **Actions** > **Reject** > **All selected records**.
        - To reject all time entries and expense reports, click **Actions** > **Reject** > **All records**.
        - To reject all time entries, click **Actions** > **Reject** > **All time records**.
        - To reject all expense reports, click **Actions** > **Reject** > **All expense records**.
    b. Enter the reason that you are rejecting the records.
11. Click **Save**.

Batch Time and Expenses Approval report options

Option	Description
Resource workgroup list	Workgroups of the resources for which you approve time entries and expenses.
Include children check box	When selected, includes the resources in all of the subworkgroups of the selected workgroups.
Resource type-ahead field	Resources whose time entries and expenses you approve.
Assigned approver's workgroup list	Approver's workgroups for whom you are taking over the approval function.
Assigned approver type-ahead field	Approvers for whom you are taking over the approval function.

Option	Description
Time entries check box	When selected, time entries are approved.
Expense reports check box	When selected, expense reports are approved.

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