

Deltek.

Maconomy Essentials

Working with Timesheets in Touch
Quick Steps



Working with Timesheets in Touch

1

Step 1: Enter time on an existing timesheet line.

2

Step 2: Add a timesheet line.

3

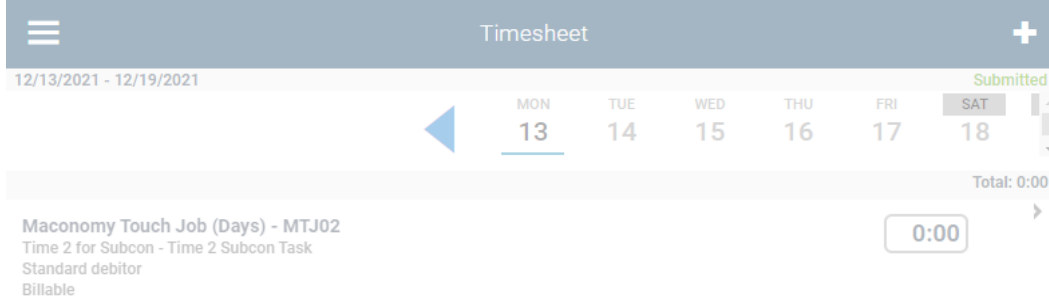
Step 3: Remove a timesheet line.

4

Step 4: Use favorites.

5

Step 5: Submit a timesheet.



Overview of Quick Steps Procedure

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

Begin

Last Updated 10:30 PM

Today

Best viewed in IE or Adobe PDF Reader.

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Timesheet

12/13/2021 - 12/19/2021 Submitted

MON 13 TUE 14 WED 15 THU 16 FRI 17 SAT 18

Total: 0:00

Maconomy Touch Job (Days) - MTJ02
Time 2 for Subcon - Time 2 Subcon Task
Standard debitor
Billable 0:00

Maconomy Touch Job - MTJ01
Travel, Time - Travel, Time
Standard debitor
Non-Billable 0:00

The **Timesheet** screen lists all the timesheet lines for a given period.

Depending on your setup, you will see either the Daily or Weekly Timesheet screen.

We will use the Weekly Timesheet screen as an example in this guide.



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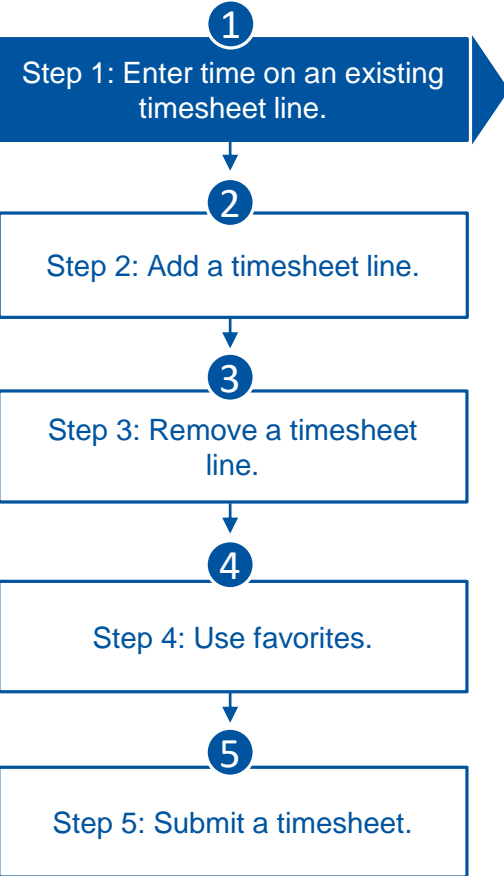
The screenshot shows the Deltek Touch for Maconomy app interface. The top header displays the Deltek logo and 'Touch for Maconomy'. Below the header, the date range '12/13/2021 - 12/19/2021' is shown. A navigation menu on the left lists various options: Timesheet, Summary, Expense Sheet, Quick Capture, Mileage Sheet, Purchase Order, Absence Requests, Allowance Requests, Rejections, Settings, Help, and Log Out. The 'Timesheet' option is highlighted with a blue box. The main content area shows a calendar view for the dates 12/13, 14, and 15. Callout A points to the 'Timesheet' menu item and the 'Calendar' icon (a calendar icon with a date '13'). Callout B points to the 'Calendar' icon and the date '13'. At the bottom of the screen, there is a 'Today' button and a calendar icon. The text 'Last Updated 10:30 PM' is visible at the bottom right.

A Tap the sliding menu then tap **Timesheet**.

B Tap a date to view the timesheets for that day. Alternatively, tap the arrow or the **Calendar** icon to switch between periods.

Follow the steps on the next slide to enter time.

Working with Timesheets in Touch



A 12/13/2021 - 12/19/2021

B MON 13 TUE 14 WED 15 THU 16 FRI 17 SAT 18

C Maconomy Touch Job (Days) - MTJ02
Time 2 for Subcon - Time 2 Subcon Task
Standard debitor
Billable

Maconomy Touch Job - MTJ01
Travel, Time - Travel, Time
Standard debitor
Non-Billable

D Select the number of hours on the time picker, then tap Done.

| Hours | Minutes |
|-------|---------|
| 0 | |
| 1 | |
| 2 | |

Follow the step on the next slide to enter time.

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Step 5: Submit a timesheet.

E

On the **Timesheet Line** screen, tap the fields to enter or update information as needed, then tap **Done**.

← Timesheet Line Done

Saturday 12/18/2021

Maconomy Touch Job (Days)
Job No. MTJ02
Customer: Standard debtor

| | | |
|-------------------|--|------------------------------|
| Hours | 0:00 | > |
| Daily Description | | > |
| Task | Time 2 for Subcon - Time 2 Subcon Task | > |
| Activity | Time Task 2 for Subcon - MTA02 | > |
| Keep on Timesheet | | <input type="checkbox"/> Off |

Remove from Timesheet

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Step 4: Use favorites.

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Step 5: Submit a timesheet.



A

Tap a date to view the timesheets for that day. Alternatively, tap the arrow or the **Calendar** icon to switch between periods.

B

Tap the **Plus** icon to add a timesheet line.

The **Find Job** screen displays.

Follow the steps on the next slide to add a timesheet line.

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Step 4: Use favorites.

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Step 5: Submit a timesheet.

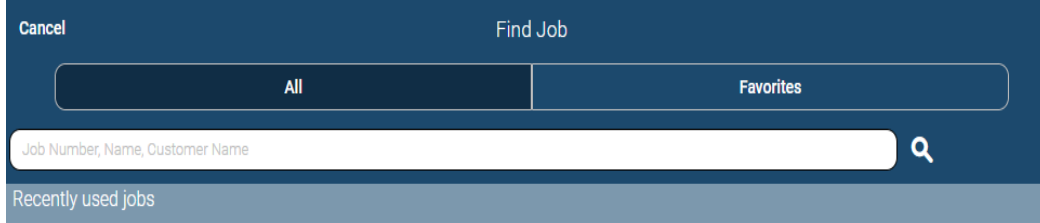
C

On the **Find Job** screen, tap either the **All** or **Favorites** tab to filter the jobs.

Alternatively, use the **Search** field to look up the job number, job name, or customer name.

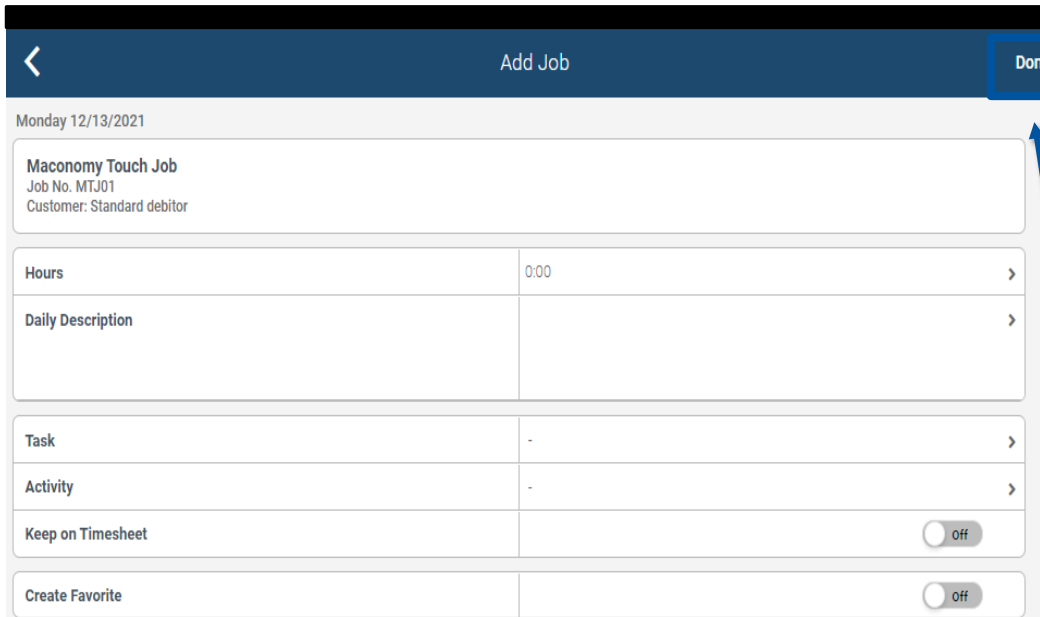
You can also tap any of your recently used job or any job from your job list.

After selecting a job, the **Add Job** screen displays.



MTJ01
MTJ01 Maconomy Touch Job

MTJ02
MTJ02 Maconomy Touch Job (Days)



D

On the **Add Job** screen, add information as needed.

Toggle the **Keep on Timesheet** switch on to keep this line on future timesheets.

E

Tap **Done**.

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Step 5: Submit a timesheet.

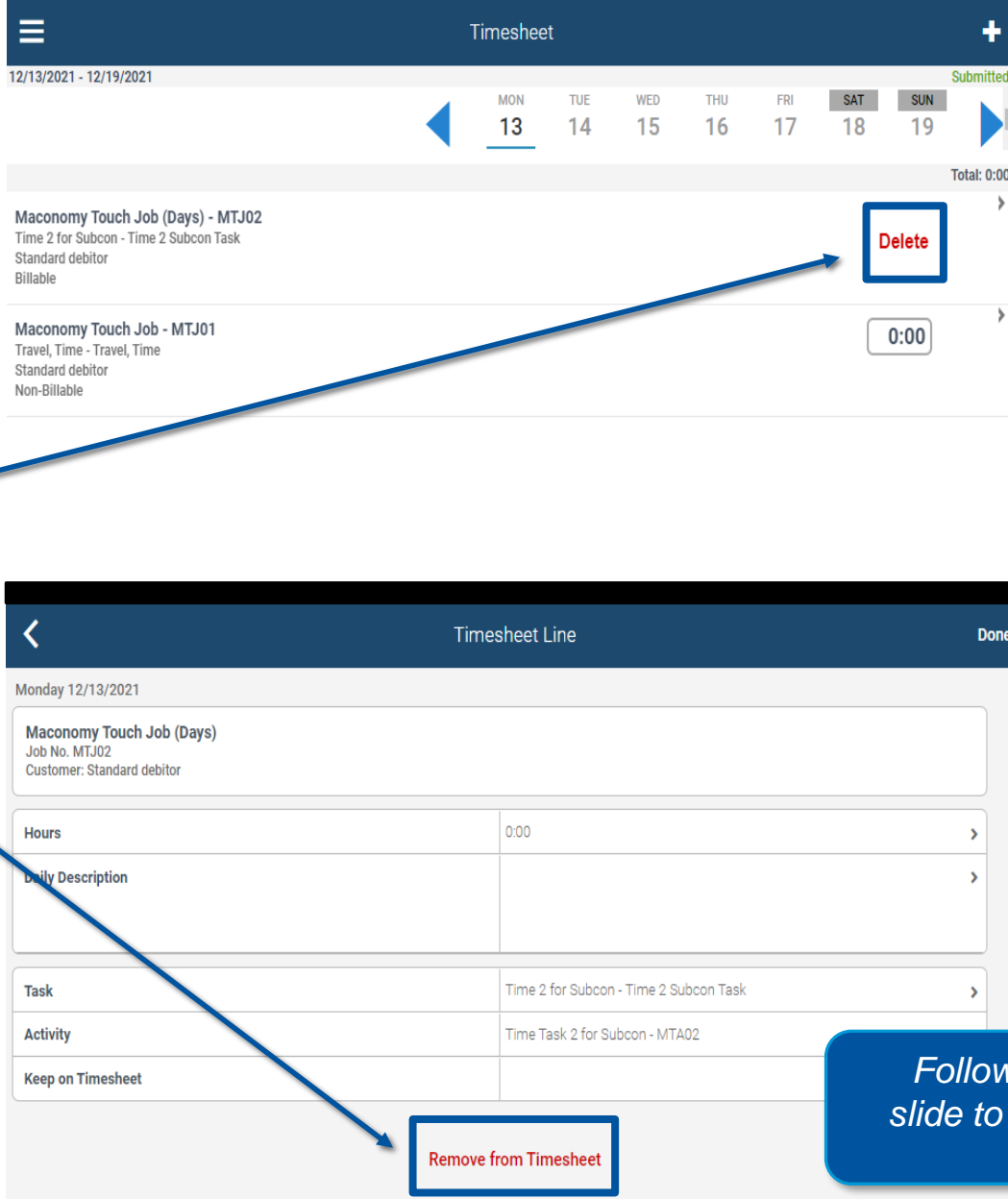
A

Swipe across the timesheet line in either direction (left-to-right or right-to-left), then tap **Delete**.

OR

Tap the timesheet line. On the Timesheet Line screen, tap **Remove from Timesheet**.

After selecting one of the options, a confirmation window appears.



Follow the step on the next slide to complete removal of a timesheet line.

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Step 5: Submit a timesheet.

B

Depending on the option you selected in Step A, one of these confirmation windows will appear.

Tap any of the following actions:

- **Delete Entire Line** – If there is no time logged for this job on any other day in this timesheet, you can tap this action button to delete the entire line from the timesheet.
- **Delete Time on this Day Only** – Tap the action button to delete the time registered on the selected day.

Would you like to delete the entire line from the timesheet or just the time registered for it on this day?

Delete Entire Line

Delete Time on this Day Only

Cancel

If a timesheet line is an Absence entry linked to the Absence Management module, it displays as read-only. You cannot delete or copy it. The corresponding entry will need to be edited in Absence Management. You may be able to amend the number of hours if your organization permits this.

The screenshot shows the 'Timesheet Line' screen with a confirmation dialog overlaid. The dialog asks: 'Would you like to delete the entire line from the timesheet or just the time registered for it on this day?'. The dialog has three buttons: 'Delete Entire Line', 'Delete Time on this Da...', and 'Cancel'. The background screen shows details for 'Monday 12/13/2021' under 'Maconomy Touch Job (Days)'. It lists 'Hours' as 0:00, 'Daily Description', 'Task' as 'Time 2 for Subcon - Time 2 Subcon Task', 'Activity', and 'Keep on Timesheet' with a toggle switch set to 'off'.

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Step 5: Submit a timesheet.

You can save a combination of job, task, and/or activity that you work on regularly as Favorites to easily access these next time.

Timesheet

12/13/2021 - 12/19/2021

Submitted

MON 13 TUE 14 WED 15 THU 16 FRI 17 SAT 18

Total: 0:00

Maconomy Touch Job (Days) - MTJ02
Time 2 for Subcon - Time 2 Subcon Task
Standard debitor
Billable

0:00

Maconomy Touch Job - MTJ01
Travel, Time - Travel, Time
Standard debitor
Non-Billable

0:00

Tap the **Plus** icon.
The **Find Job** screen displays.

Follow the steps on the next slide to add a favorite.

Today

Last Updated 10:30 PM



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Step 3: Remove a timesheet line.

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Step 4: Use favorites.

5

Step 5: Submit a timesheet.

B

Use the **Search** field to look up the job number, job name, or customer name.

You can also tap any of your recently used job or any job from your job list.

After selecting a job, the **Add Job** screen displays.

Cancel Find Job

All Favorites

Job Number, Name, Customer Name

Recently used jobs

MTJ01
MTJ01 Maconomy Touch Job

MTJ02
MTJ02 Maconomy Touch Job (Days)

Follow the steps on the next slide to add a favorite.

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5

Step 5: Submit a timesheet.

C

On the **Add Job** screen, add information as needed, then toggle the **Create Favorite** switch on to add the timesheet line to your favorites.

D

Tap **Done**.

< Add Job Done

Monday 12/13/2021

Maconomy Touch Job
Job No. MTJ01
Customer: Standard debitor

| | | |
|-------------------|------|------------------------------|
| Hours | 0:00 | > |
| Daily Description | | > |
| Task | - | > |
| Activity | - | > |
| Keep on Timesheet | | <input type="checkbox"/> Off |
| Create Favorite | | <input type="checkbox"/> Off |

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Step 1: Enter time on an existing timesheet line.

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Step 2: Add a timesheet line.

3

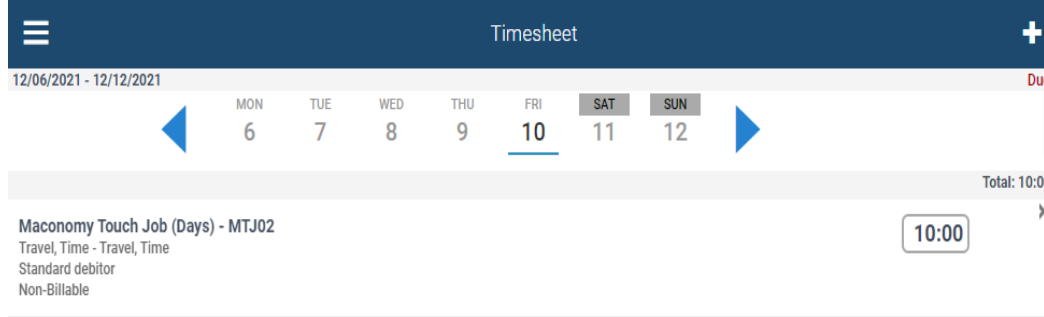
Step 3: Remove a timesheet line.

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Step 4: Use favorites.

5

Step 5: Submit a timesheet.



Prior to submission, all timesheet lines must contain a job number, the minimum required hours, descriptions, tasks, and activities. Submitted timesheets are read-only, which you may reopen for editing if you have rights to do so.

A

Ensure time is logged in all your timesheet lines.

B

Tap **Submit**. On the confirmation window, tap **Submit**.

Last Updated 10:42 PM

Today



Submit

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Step 3: Remove a timesheet line.

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Step 4: Use favorites.

5

Step 5: Submit a timesheet.

Timesheet

12/06/2021 - 12/12/2021

Due

MON 6 TUE 7 WED 8 THU 9 FRI 10 SAT 11 SUN 12

Total: 10:00

Macconomy Touch Job (Days) - MTJ02

Travel, Time - Travel, Time

Standard debitor

Non-Billable

10:00

This concludes the
Working with Timesheets in Touch
Quick Steps Procedure.

Last Updated 10:42 PM

Today



Submit