# Deltek Vision<sup>©</sup> 6.2 Timesheet **Quick Reference Card**

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### Timesheet Tab

The Timesheet Hours tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Special categories display in the initial rows of the grid. Use special categories to enter standard labor charges — such as vacation, sick time, or holiday leave.

Project, phase, task, labor code, and labor category data for special categories are predefined, so you can click in the appropriate Day/Date cell to enter your hours.

Use the fields in this arid to enter project, phase, task, labor code, and labor category data for your labor charges.

The row selector 🕨 displays to the left of the currently selected row.

You can enter as many lines as you need on each timesheet.

Vision automatically inserts a blank row after your last entry.

Click in a field and then click P to open the associated Lookup list to select data

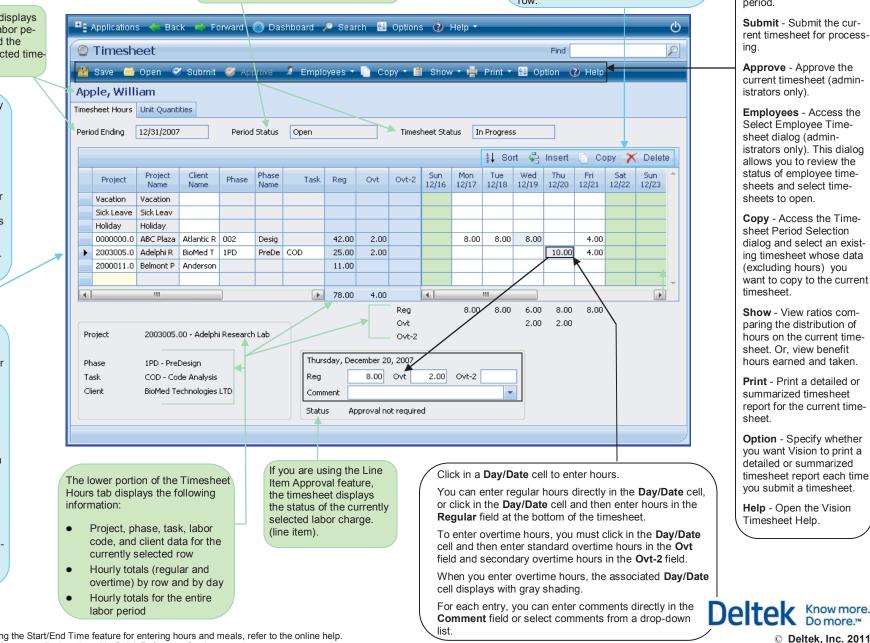
Labor periods are either Open or Closed. Timesheets can be In Progress, Submitted, Approved, or Posted.

Sort - Sort timesheet entries in ascending order by project, phase, task, and labor code

Insert - Insert a new row below the currently selected row.

Copy - Copy the currently selected row to a new row. Hours and comments are not copied.

Delete - Delete the currently selected row.



Save - Save entries to the current timesheet.

Open - Access the Timesheet Period Selection dialog and open a timesheet for a different labor period.

Submit - Submit the current timesheet for processina.

**Approve** - Approve the current timesheet (administrators only).

Employees - Access the Select Employee Timesheet dialog (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.

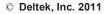
Copy - Access the Timesheet Period Selection dialog and select an existing timesheet whose data (excluding hours) you want to copy to the current timesheet.

Show - View ratios comparing the distribution of hours on the current timesheet. Or. view benefit hours earned and taken

Print - Print a detailed or summarized timesheet report for the current timesheet

**Option** - Specify whether you want Vision to print a detailed or summarized timesheet report each time vou submit a timesheet.

Help - Open the Vision Timesheet Help.



For instructions on using the Start/End Time feature for entering hours and meals, refer to the online help. Start and end time fields are not displayed on this Quick Reference Card.

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### Unit Quantities Tab

The Unit Quantities tab displays the active employee, the labor period currently selected, and the status of the currently selected timesheet and labor period.

Use the fields in this grid to enter project, phase, task, unit code, and unit table data for your unit quantities.

The row selector displays to the left of the currently selected row.

You can enter as many lines as you need on each timesheet.

Vision automatically inserts a blank row after your last entry.

Click in a field and then click lo open the associated Lookup list to select data.

Labor periods are either Open or Closed. Timesheets can be In Progress, Submitted, Approved, or Posted.

Sort - Sort timesheet entries in ascending order by project, phase, task, and unit.

Insert - Insert a new row below the currently selected row.

Copy - Copy the currently selected row to a new row. Units and descriptions are not copied.

Delete - Delete the currently selected row.

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ტ Applications 🛚 Back 📣 Forward 🧭 Dashboard 🔎 Search 🛛 Options 🔞 Help 🔹 P ② Timesheet Eind. 🞽 Save 🦳 Open 🧭 Submit 🧭 Ap 🤰 Employees 🗉 📄 Copy 🛪 🚔 Show 🛪 🚔 Print 🛪 👪 Option 🕜 Help < Anderson, Steve Timesheet Hours Unit Ouantities Period Status Open In Progress Period Ending 12/31/2007 Timesheet Status 🤱 Sort 🙀 Insert Copy 🗙 Delete Tue Wed Thu Sat Project Client Phase Sun Mon Fri Phase LI/M Project Quantity 12/22 12/16 12/17 12/18 12/19 12/20 12/21 Name Name Name Site Survey 10.000 hours 2.000 8.000 0000000 ABC Plaza Atlantic R 001 10.000 tests 6.000 4.000 2003005 Adelphi Re BioMed Te 3DD Desian Developme City of Ch SGL Abinaton Element 6.000 hours 0001129 Abington 6.000 Preliminary Design 10.000 hours 5.000 5.000 2002005 Cape Cod Cape Cod 1PD 4 111 . 36.000 4 111 + Total 5.000 8.000 4.000 11.000 8.000 Project 2002005.00 - Cape Cod Vacation Club Monday, December 17, 2007 1PD - Preliminary Design Phase 5.000 Task BPD - Boston Preliminary Design Ouantity Client Cape Cod Developer Group Description Linit 3-nerson Field Crew The Unit Quantities tab displays Click in a Day/Date cell to enter units. The Unit Quantities tab displays unit totals by row, by day, and for the active employee, labor pe-You can enter units directly in the Day/Date cell, or the entire labor period. riod currently selected, and click in the Day/Date cell and then enter units in status of the selected timesheet the Quantity field on the Unit Quantities tab. and labor period. The Unit Quantities tab For each entry, you can enter a description directly Timesheets can be In Progress, displays project, phase, in the **Description** field or select a description from Submitted, Approved, or task. client. and unit data the drop-down list. Posted. for the currently selected Labor periods are Open or row. Closed. Weekends, holidays, and other non-working days are shaded

Save - Save entries to the current timesheet.

Open - Access the Timesheet Period Selection dialog and open a timesheet for a different labor period.

Submit - Submit the current timesheet for processing.

**Approve** - Approve the current timesheet (administrators only).

Employees - Access the Select Employee Timesheet dialog (administrators only). This dialog allows you to review the status of employee timesheets and select timesheets to open.

Copy - Access the Timesheet Period Selection dialog and select an existing timesheet whose data (excluding data from the Unit Quantities tab) you want to copy to the current timesheet.

Show - View ratios comparing the distribution of hours on the current timesheet. Or. view benefit hours earned and taken.

Print - Print a detailed or summarized timesheet report for the current timesheet.

Option - Specify whether vou want Vision to print a detailed or summarized timesheet report each time vou submit a timesheet.

Help - Open the Vision Timesheet Help.

