

ID #	Module	Name
100	Deltek Touch for Maconomy app	All sections

Deltek Touch for Maconomy Mobile app

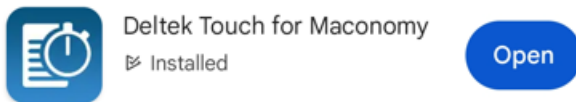


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Test Scenario #1 – Installation, Logging in, Settings

Deltek Touch for Maconomy (Touch) is the application which runs on various mobile applications. **Touch** application is the best way for on-the-go Maconomy users to not only submit and track time, expenses, purchase orders but also carry out various approvals.

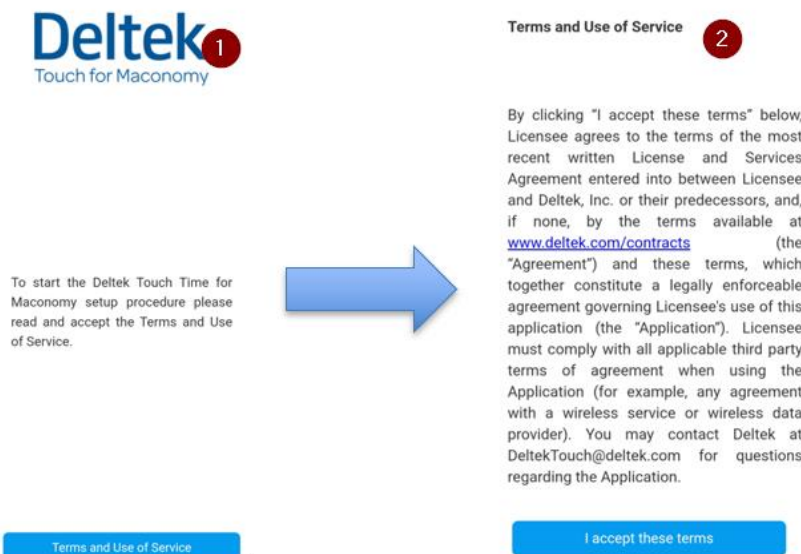
If **Deltek Touch** is not yet installed: On the **Google Play** or **Apple App Store**, search for the application (**Deltek Touch for Maconomy**). Download and install the application by tapping the appropriate buttons. Tap the installed application, and follow the screen prompts to accept the terms of agreement and usage tracking (see below further instructions)



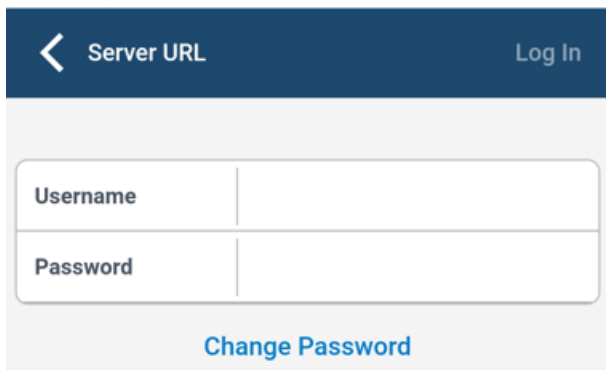
1. Once app is installed and opened, enter **Server URL**: <https://touch.next15.com> and tap **Connect** at the top of the screen.



2. On your first log in, the application prompts you to accept the **Terms and Use of Service**. Tap the corresponding buttons.



3. Tap the **Username** and **Password** fields to enter your details.



4. Tap **Log In**
5. Refer to a separate testscript/video “**000_Getting Started**” on how to configure and use **Multi Factor Authentication**. Once this is configured, below message might come up when your PIN expires or upon clearing your user details completely (when **Forget me on this device** is used)

Your Two-Factor Authentication PIN has expired

Enter a new code from your [two-factor authentication app](#) here:

[Logging in from a new device? - Click here](#)

6. Enter a security **PIN** and re-enter it to confirm. Alternatively, you can use biometric authentication depending on your setup.

You are now logged in

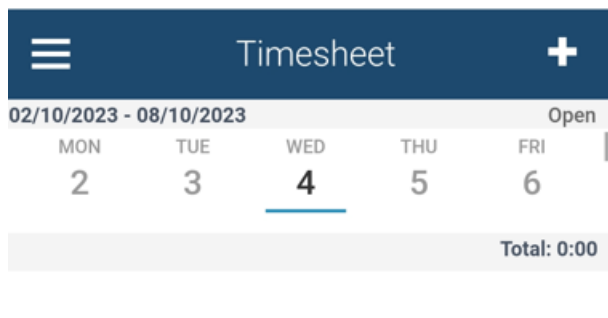
How would you like to sign in to the app in the future?


- ☒ Using Fingerprint/Face
- ☐ Using a PIN code

Continue

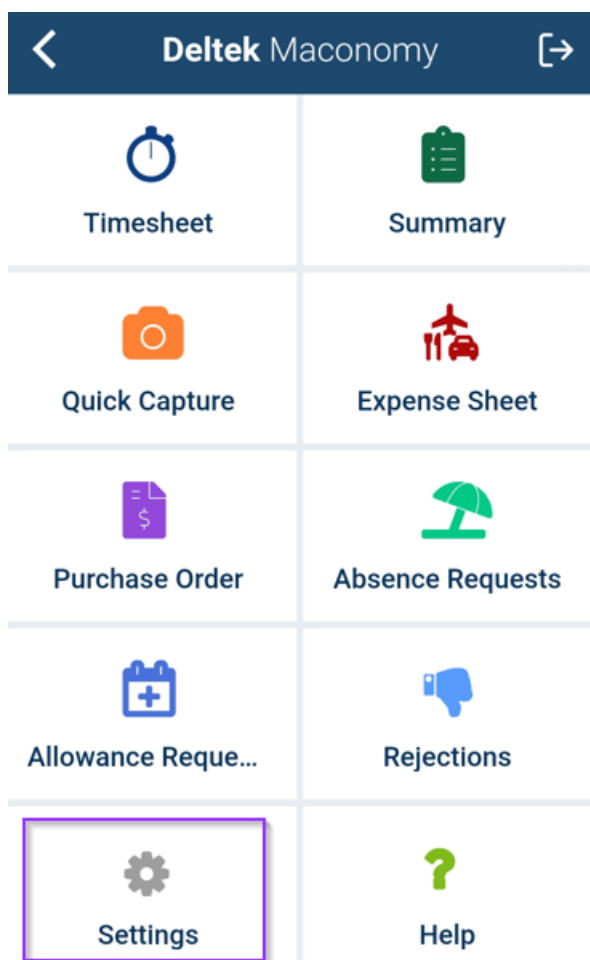



- When you log in, you will be taken straight to your Timesheets (default view), to the current week.

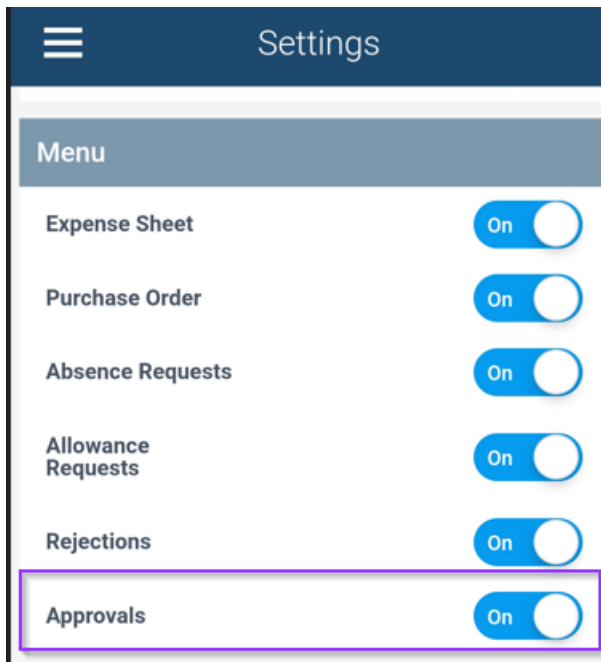


- Click on the menu icon , top left corner to update your **Settings**

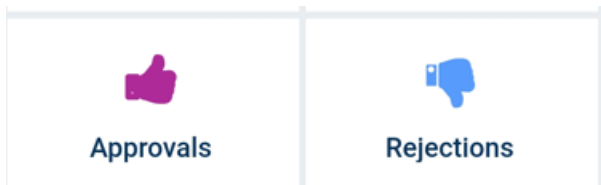
- You will be taken to the main menu screen and there click on **Settings**



10. Go through all options and enable/disable based on your preferences, however, please ensure that **"Approvals"** is enabled.



11. You will then see both **Approvals** and **Rejections** options available in the main Menu

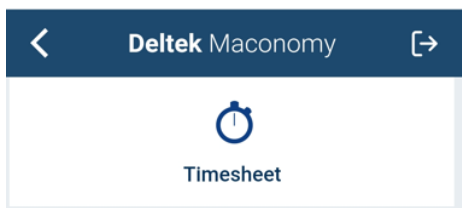




Approvals – section where you would go to approve various items where you are an approver

Rejections – section where you would go to see what's been rejected for you. E.g., your Timesheets, Expenses. You will be able to see who rejected and why.

Test Scenario #2 – Timesheets

1. To update your Timesheets, from the main menu click on **Timesheets**



2. Click on calendar icon  at the bottom of the screen to select a week which needs to be updated, tap on it to open.
3. Click on  top right corner to open a Find Job screen where you can search for a job number either by scrolling or entering a job number or name, customer name in the search field. Once job is found tap on it to populate.



4. Select **Task**, enter **Hours**, **Daily Description** (optional).
5. You can enable “**Keep on Timesheets**” so that this job and task combo could be carried forward into future weeks, hence saving you time to enter the same manually.
6. You can also enable **Create Favorite** which you then can access and update a particular Timesheets line from your Favorites instead.
7. Once all fields are updated, click on **Done**

8. It will take you back to the main Timesheets screen where you will see what you've entered so far.
9. Once the whole week is completed, click on **Submit** button at the bottom of the screen. Based on your approval rules, it is either will be auto approved or will be sent to approvers to check and approve.

Timesheet

Week 40 02/10/2023 - 08/10/2023 Open

MON	TUE	WED	THU	FRI
2	3	4	5	6

Total: 4:00

Internal Project - Group Finance - 30020001 0:00 >
 T-002 - Time Non Shareholder
 INTERNAL CLIENT - Next Fifteen
 Non-Billable

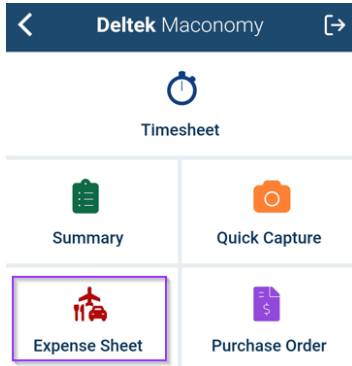
Internal Project - Group Systems - 30020002 4:00 >
 T-002 - Time Non Shareholder
 INTERNAL CLIENT - Next Fifteen
 Non-Billable


Last Updated 13:38


Today **Submit**

Test Scenario #3 – Expenses - manual creation


1. To create **Expenses manually**, from the main menu click on **Expense Sheet**

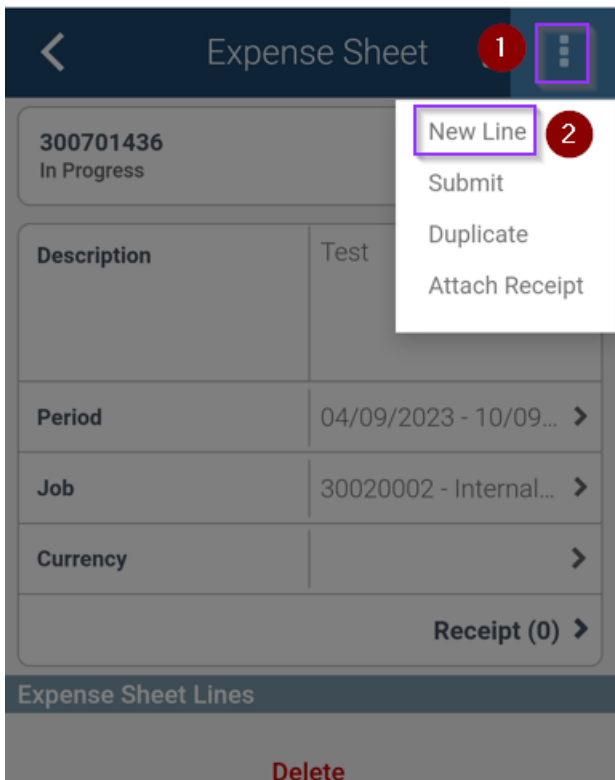


2. Click on  top right corner to start the creation process which consists of **two steps**
3. **Step one**: create a header where you can enter the following:
 - **Description** of the Expense
 - **Period** (optional) – start and end data of your expenses
 - **Job** – this field can be updated with a job number if all your receipts belong to just one job, however, if you incurred cost for different jobs then this field can be left blank
 - **Currency** – leave blank, will default to your company's currency

Click on save icon  to create a blank expense which we will update as part of Step two

Note: you also have a **Delete** button available in case you need to delete


4. Navigate to the top and click on  to expand the menu. Click on **New Line** to enter task (specify what type of cost incurred+ amount





5. **Step two:** create and update lines

Enter the following:

- **Description** – describe what cost you are claiming
- **Job** (will be populated if it was entered as part of Step one)
- **Task** – tap and select a task
- **Quantity** – defaults to 1, update if necessary
- **Unit Price** – amount you are claiming/cost incurred
- **Receipts** – tap on this field to attach a receipt to the line

Once completed, navigate to the top and click on save icon  to save and create a line

<
Expense Sheet Line
⌵

Date *	04/10/2023	
Description		>
Job	30020002 - Internal...	>
Task	-	>
Quantity	1	
Unit Price	0	
Amount	0	
Tax	0	
Currency *	GBP	>
Exchange Rate	0	
Tax Code		>
Receipt		>
Allow Line Without Receipt? (0=No/1=Yes)	0	

6. Once line is saved, you will have a **Delete** option available

Date *	04/10/2023	
Description	Test	>
Job	30020002 - Internal...	>
Task	C-121 - Training - E...	>
Quantity	1	
Unit Price	590	
Amount	590	
Tax	0	
Currency *	GBP	>
Exchange Rate	1	
Tax Code	0%	>
Receipt		>
Allow Line Without Receipt? (0=No/1=Yes)	0	

Delete

7. Click on at the top of the Expense Sheet to go to the Expense where you can see all expenses details + all lines you created for it

8. When Expense is completed, navigate to the top click on and tap on **Submit**

Expense Sheet

300701436
In Progress

Description	Test
Period	04/09/2023 - 10/09... >
Job	30020002 - Internal... >
Currency	>
Receipt (0) >	

Expense Sheet Lines

Test	GBP 590.00	>
04/10/2023		

Delete

9. Once expense is submitted, you will see a **Submitted** status underneath the expense sheet number. The status will change to **Approved** once it's been approved.

<
Expense Sheet

📄
⋮

300701436
Submitted

GBP 590.00

Description	Test >
Period	04/09/2023 - 10/09... >
Job	30020002 - Internal... >
Currency	>
Receipt (0) >	

Expense Sheet Lines

Test	GBP 590.00	>
04/10/2023		

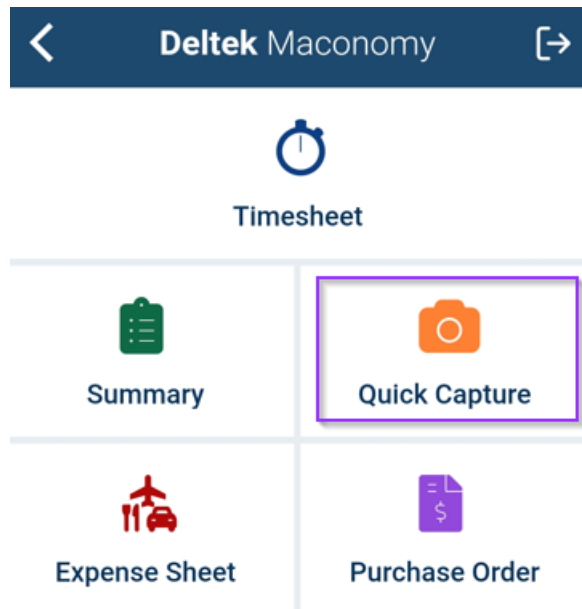
Delete

10. It will be sent to the relevant approvers based on your approval rules you have in place.

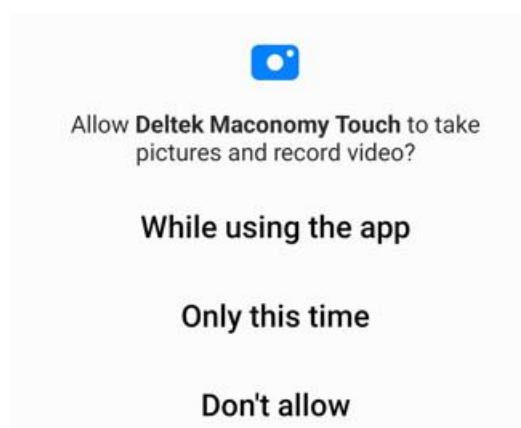
Test Scenario #4 – Expenses - Quick Capture

With **Quick Capture** you can take a photo of a receipt using your device's camera and then attach it to your either existing expense sheet or create a new one.

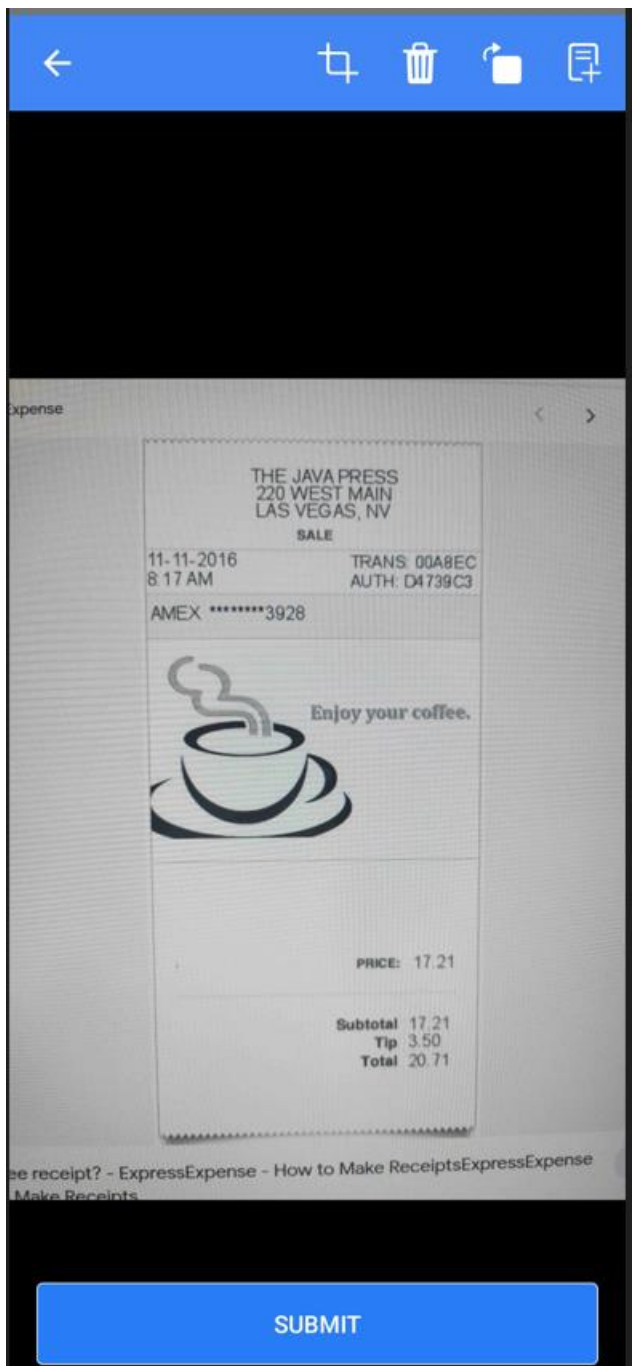
1. To create **Expenses using Quick Capture** functionality, from the main menu click on **Quick Capture**



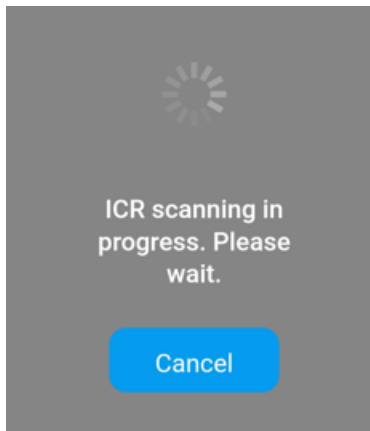
2. The camera on your device will be opened, you might click on one of the **Allow** options first, if a message like below comes up



3. Take a picture of your receipt and then click on Submit

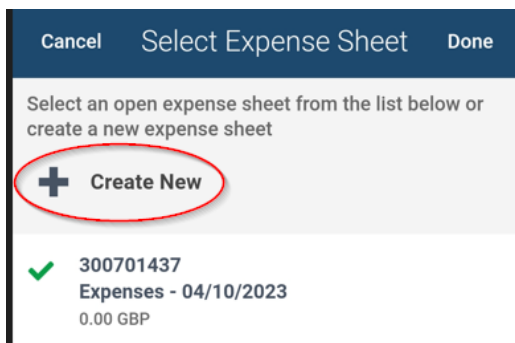


- Briefly you will see this message, as an ICR scanning is processing your receipt.

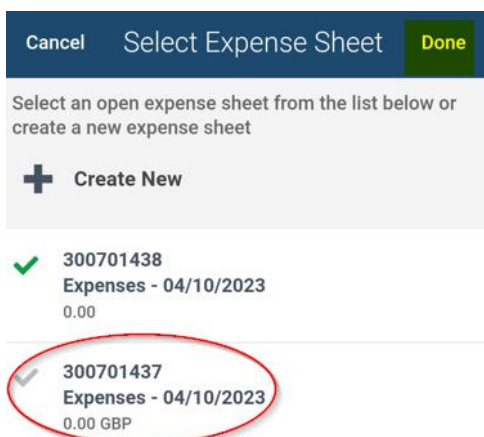


- Once scanning is complete, you will be taken to the **Expenses** page where you can either create a new expense and the receipt will be automatically attached, or you can select an open, already created expense and it will attach the receipt based on your selection

- To create a new expense, click on **+Create New**



- A new expense will be created and will appear at the bottom on the Expense Sheet screen. Click on **Done**




8. You will be taken automatically to your newly created expense, straight to the **Expense Sheet Line** where you will need to update all details and submit as per **Test Scenario #3**, and you will see your receipt attached

☰
Expense Sheet Line
📄

Please review and modify the data if needed. Tap the Save icon before exiting.

Date *	11/11/2016	📅
Description	Meals - The Java Press >	
Job	- >	
Task	- >	
Amount	20.71	
Currency *	USD >	
Tax Code	>	
Receipt	TheJavaPress_To... ✕	

Expense Sheet >

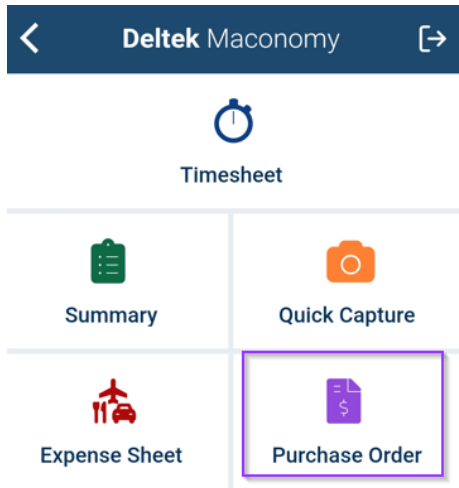


View Larger

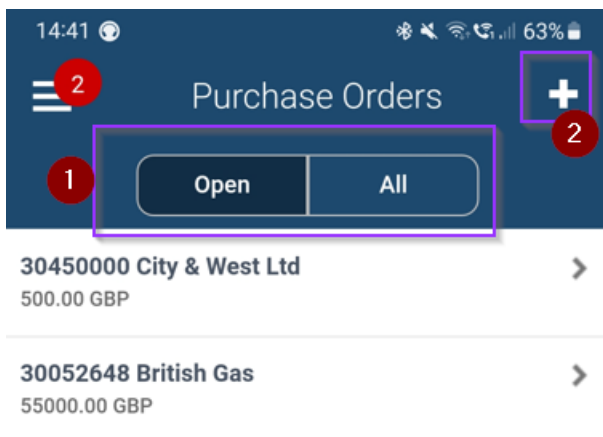
9. To attach more receipts to this Expense, repeat above **Steps 3 to 5** and then instead of selecting New expense, click on your existing one, which will be available and visible on that screen. It will create a new **Expense Sheet Line** within that Expense and attach your receipt to that line.

Test Scenario #5 – Purchase Orders

1. To create **Purchase Order**, from the main menu click on **Purchase Order**



2. You will be taken to Purchase Order (PO) home screen, where you can change your view to see only Open or All which will show you open and closed/approved POs



3. To create a new PO click on 

4. A **Purchase Order** creation view will come up. Update the following fields:

- **Vendor** – search and select a vendor/supplier. If you cannot find, please reach out to your Finance team to request to create that vendor
- **Job** – search and select a job number to which cost relates to/should be registered against
- **Currency** – leave blank, will be auto populated
- **Description** – provide a brief description of what services/goods you are purchasing
- **Requisitioner** – will be default to the PO creator
- **Submitted** and **Approved** will be automatically updated

<
Purchase Order

⋮

0.00

Vendor *	-
Job	- >
Currency	>
Description	
Requisitioner	3001018 - Oksana Smit
Submitted	No
Approved	No

Documents >

5. Once all fields are updated, click on save icon


<
Purchase Order

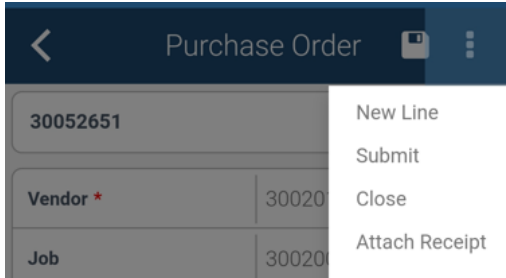
⋮

0.00

Vendor *	3002012 - British Gas
Job	30020001 - Internal... >
Currency	>
Description	Test ✕
Requisitioner	3001018 - Oksana Smit
Submitted	No
Approved	No

Documents >

6. Navigate to the top and click on  where you can add new line (if required), attach receipt (if you have any PO related document(s) to attached)



Purchase Order

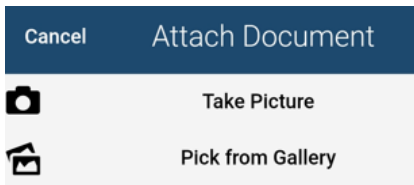
30052651

Vendor * 30020

Job 30020

- New Line
- Submit
- Close
- Attach Receipt

7. If you need to attach a document, click on **Attach Receipt** and you will be presented with two options, either take a picture or pick from Gallery




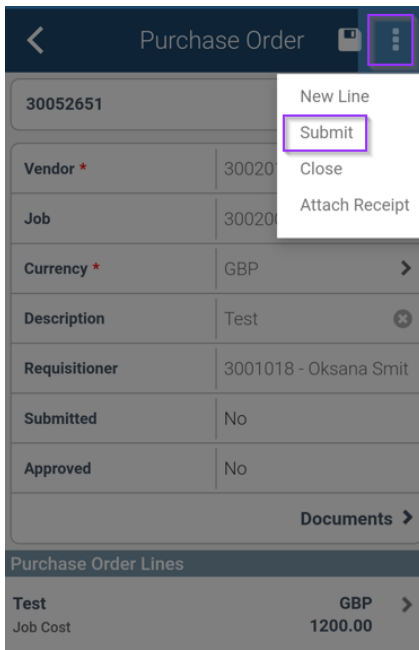
Attach Document

Cancel

Take Picture

Pick from Gallery

8. Once document attached and PO is ready to be submitted, go back to the top and click on , select Submit



Purchase Order

30052651

Vendor * 30020

Job 30020

- New Line
- Submit
- Close
- Attach Receipt

Currency * GBP

Description Test

Requisitioner 3001018 - Oksana Smit

Submitted No

Approved No

Documents >

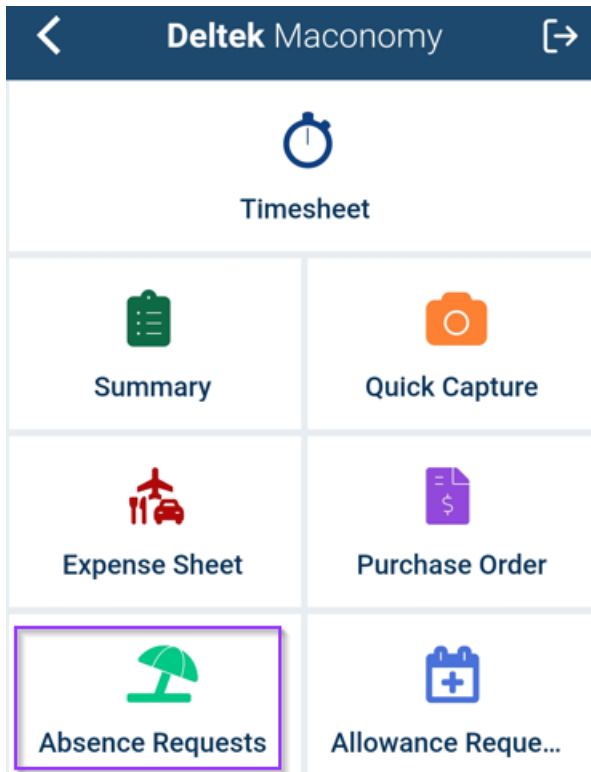
Purchase Order Lines


Test	GBP	>
Job Cost	1200.00	

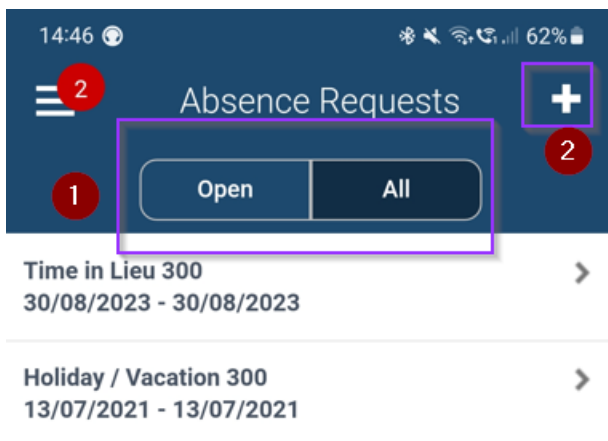
9. It will then follow an approval process your company has in place. Once approved, you will be notified.

Test Scenario #6 – Absence

1. To request an **Absence**, from the main Menu click on **Absence Requests**



2. You will be taken to the Absence home page, where based on your view you will see just open or ALL absences, if booked. To request an absence, click on 



3. Update the following in the Absence Request:

- **Absence Type** – tap into the cell and you will see a menu with all types available to select
- **First and Last Day**
- Enable **first or last day to be half a day**
- **Remark** – any notes can be entered, however, bear in mind that your approver will see them, too

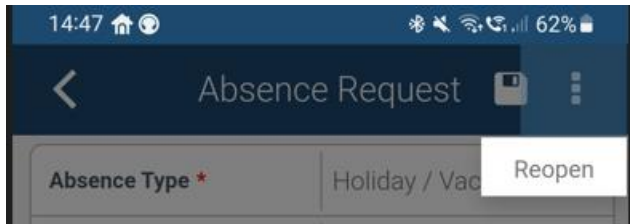
Absence Request	
Absence Type *	>
First Day *	
Last Day	
First Day is a Half Day	<input type="checkbox"/> Off
Last Day is a Half Day	<input type="checkbox"/> Off
Worknig Days	0
No. of Hours (complete only when the absence is less than half a day e.g. 1h30m=1.5, 45m=0.75)	0
Time Start (complete only when the absence is less than a day and sync'd into your email calendar)	>
Remark	>
Submitted	No
Approved	No

4. Once finished, navigate to the top and click on save button. Upon saving, your leave will be submitted and Delete button will be available. Once your leave is approved, you will not be able to open and **Delete** option will be available.

Absence Request	
Absence Type *	Holiday / Vacation ... >
First Day	04/10/2023
Last Day	04/10/2023
First Day is a Half Day	<input type="checkbox"/> Off
Last Day is a Half Day	<input type="checkbox"/> Off
Worknig Days	1 ✕
No. of Hours (complete only when the absence is less than half a day e.g. 1h30m=1.5, 45m=0.75)	8
Time Start (complete only when the absence is less than a day and sync'd into your email calendar)	>
Remark	>
Submitted	Yes
Approved	No

Delete

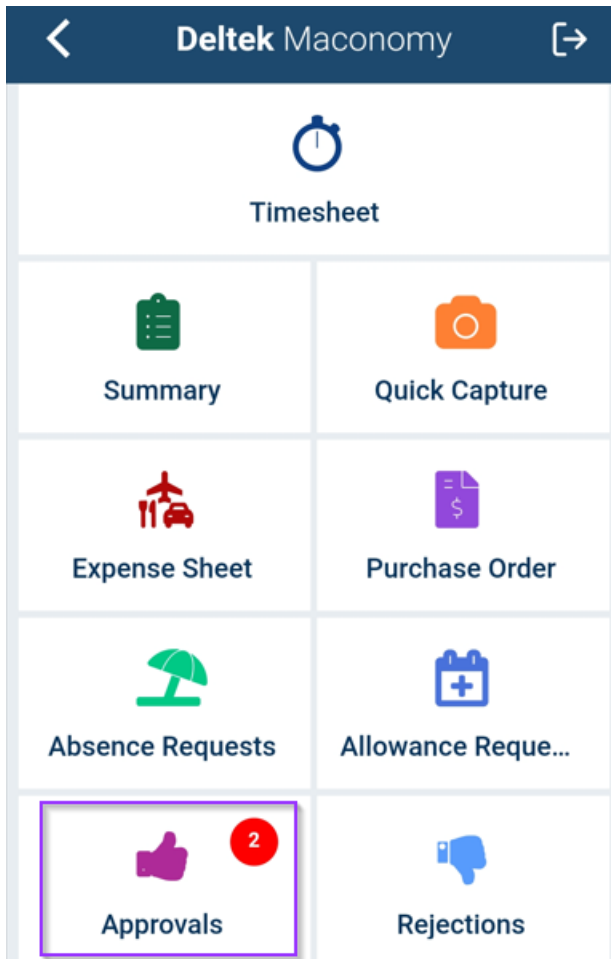
5. While it is in Submitted state, you can go back **reopen** and make changes and resubmit or delete.



6. However, once it's been approved, you will no longer be able to reopen and delete. You will need to reach out either to HR or Helpdesk for further assistance.

Test Scenario #7 – Approvals

1. If you have anything to approve, you will be notified via email and also you will see a number of items waiting for your approval when you access the main menu of the app

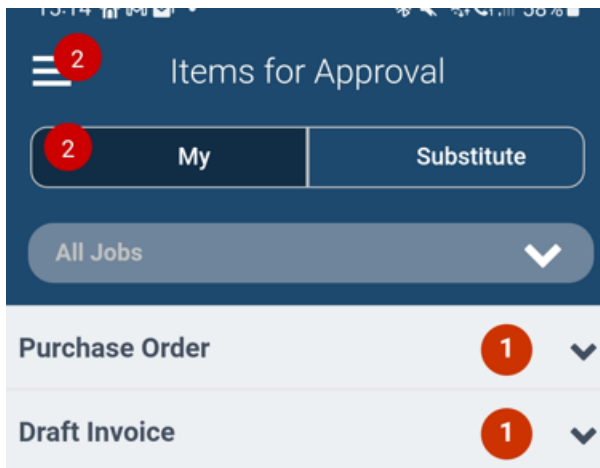


Or if you are on any sections, you will still be able to see an alert at the top left corner, the number of items will be shown in a red circle

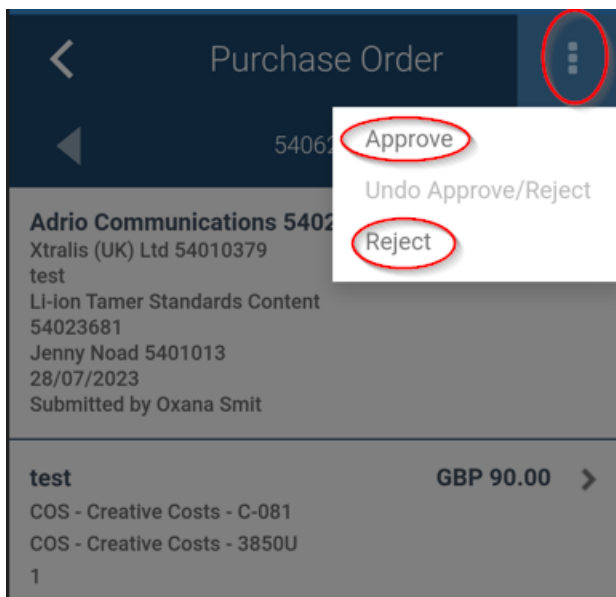


2. Tap on **Approvals** section to view what's waiting for you and from which sections, Expenses, Timesheets, POs, etc.

- When opened, you will see a break down



- Tap on a section to expand and open it, and then tap again if you want to drill down to the line(s)
- Once checks are done, navigate to the top and tap on either **Approve** if all correct, or tap **Reject** if it needs to go back to the submitter and correct



6. The system will ask you to enter a reason for rejecting. Enter and click on OK to carry out rejected.

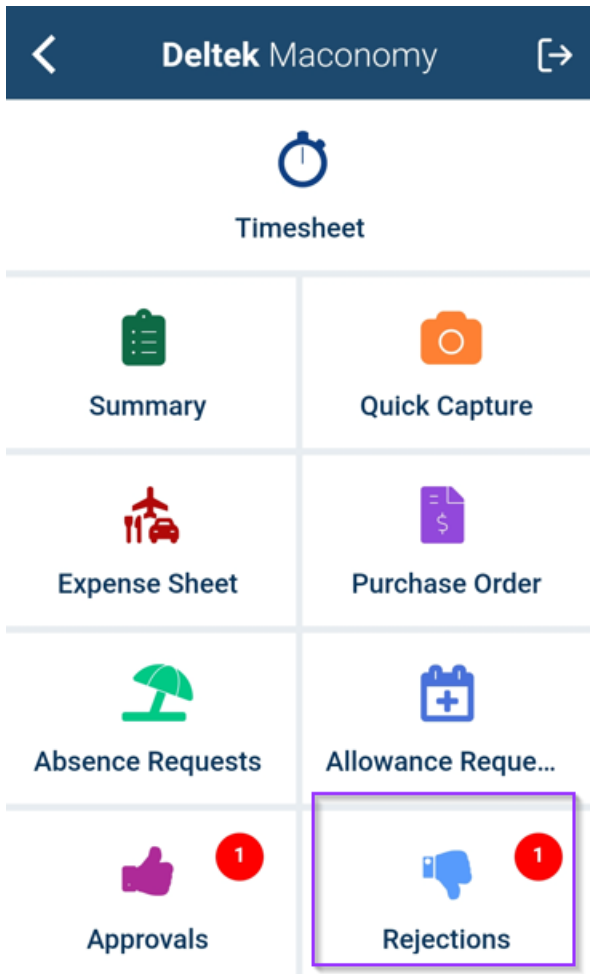
Rejection Comment

Please enter a reason for rejection.

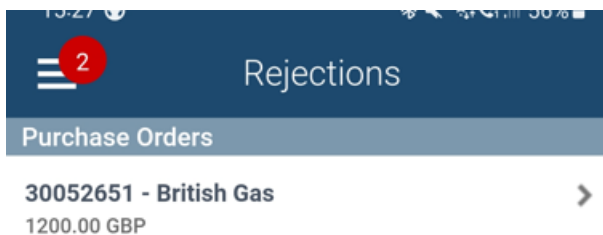
Cancel OK

Test Scenario #8 – Rejected

1. If anything, you created, submitted has been rejected, you will be notified via email and also when access the application you will see a notification against a **Rejections** section



2. Click on **Rejections** and you will see in what section the Rejection has been carried out.



3. Tap on that section to open it and view the rejection reason which will be at the top, usually under a transaction number of that section.

Purchase Order

30052651 GBP 1200.00

Wrong task, please use C-118


Vendor *	3002012 - British Gas
Job	30020001 - Internal... >
Currency *	GBP >
Description	Test ✕
Requisitioner	3001018 - Oksana Smit
Submitted	Yes
Approved	No

Documents >

Purchase Order Lines

Test	GBP
Job Cost	1200.00


4. Make necessary corrections by clicking on a line which is always displayed at the bottom of the opened section.
5. The system will allow you to update and when you try to save your changes a below message will come up. Click on Yes and it will not only reopen but also will clear the rejection status. When all changes are

done, navigate to the top and from  tap on **Submit**

Purchase Order Line:

Description	Test >
Purchase Line Type *	Job Cost >
Job *	30020001 - Internal... >
Task	C-118 - Recruitmen... >
Employee	- >

Deltek Touch

 Purchase Order '30052651' was submitted by you and must be re-submitted

No Yes