Entering an Expense Report

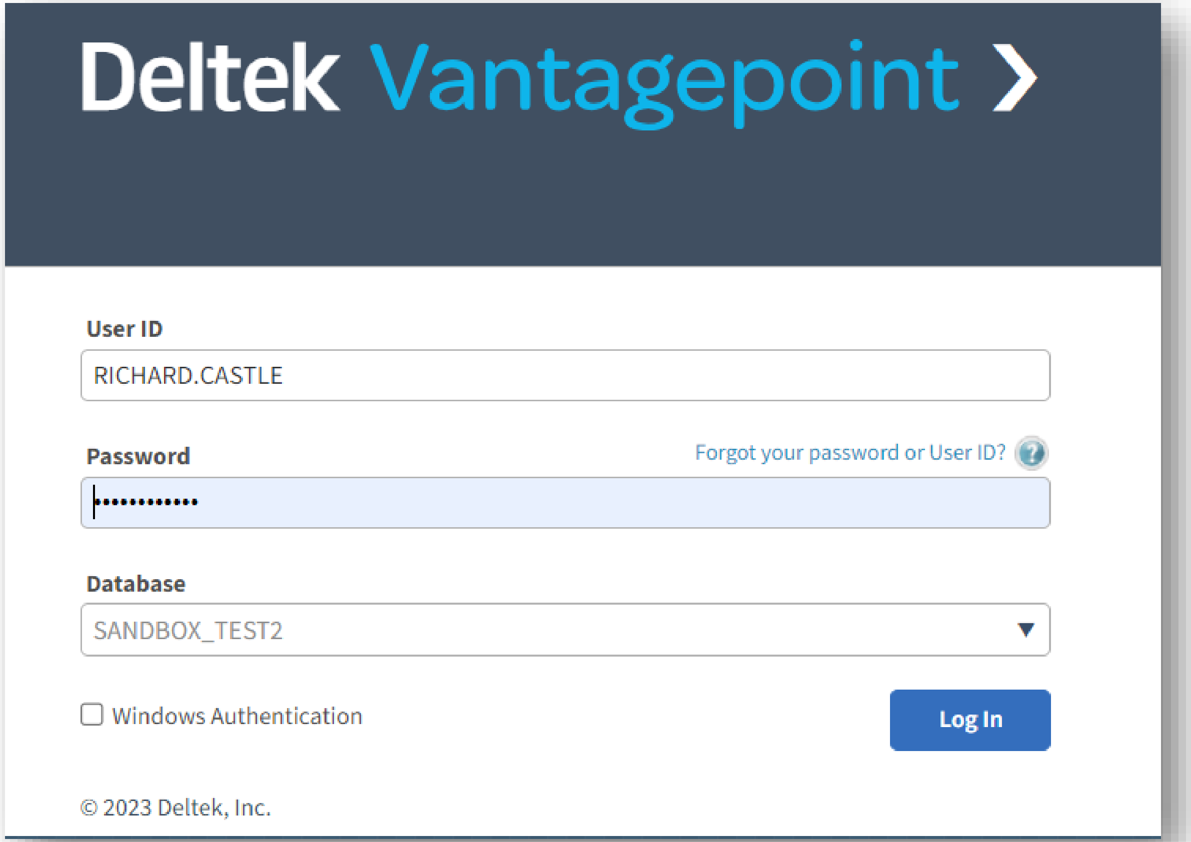
Using the Web Portal

Deltek Vantagepoint

UES™

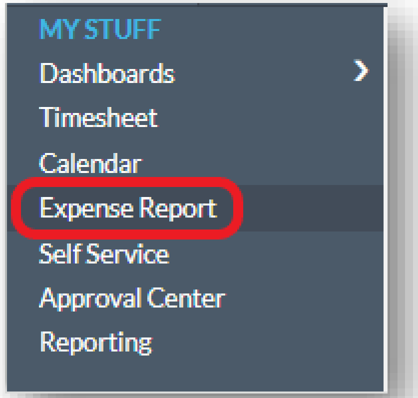
Step 1: Login into Deltek Vantagepoint

- Use the following URL to login into the Vantagepoint Web Portal –
- If using Windows Authentication check the box and click Log In. If not, enter your User ID and Password and then click Log In.



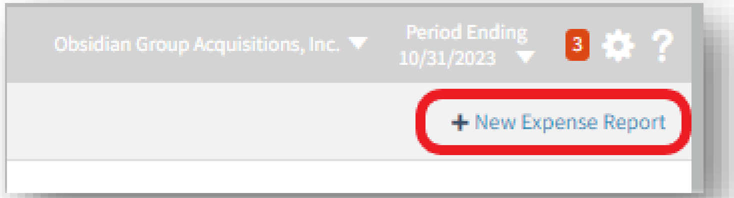
Step 2: Open Expense Report Utility

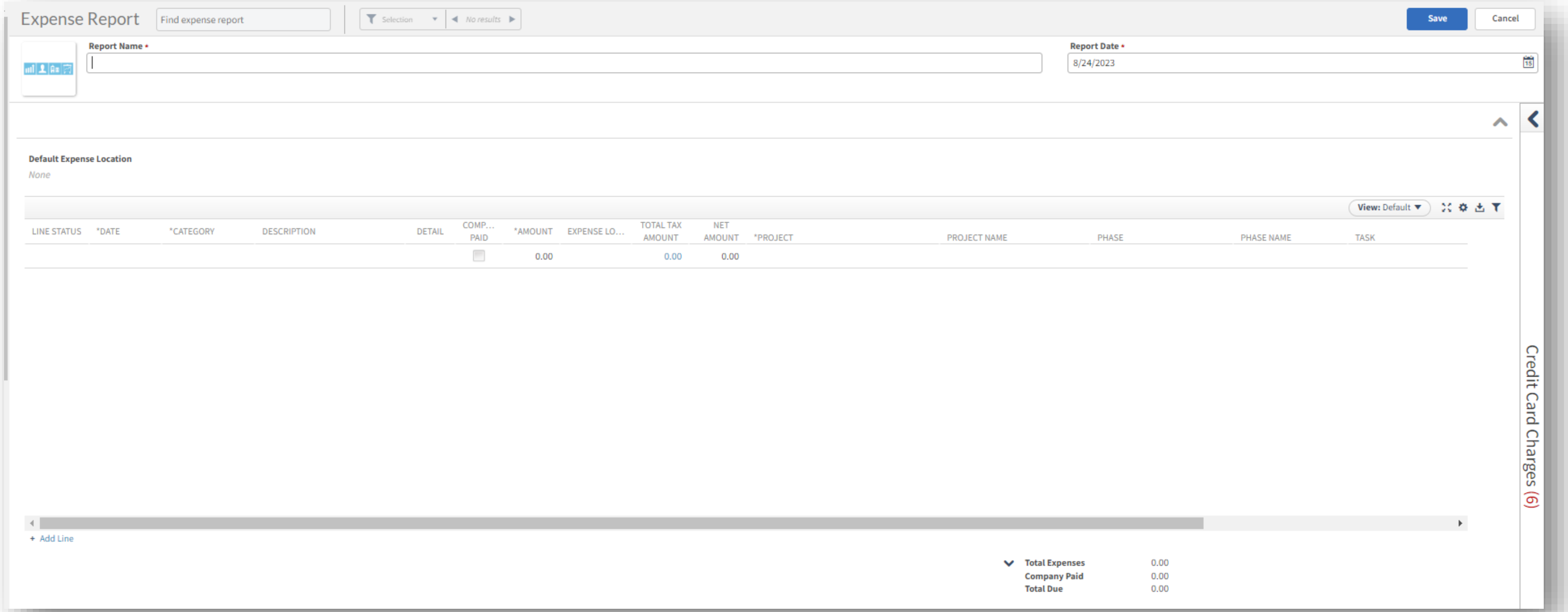
- Click on Expense Report under “My Stuff” in the Navigation Tree on the left-hand side of the screen.



Step 3: Create a New Expense Report

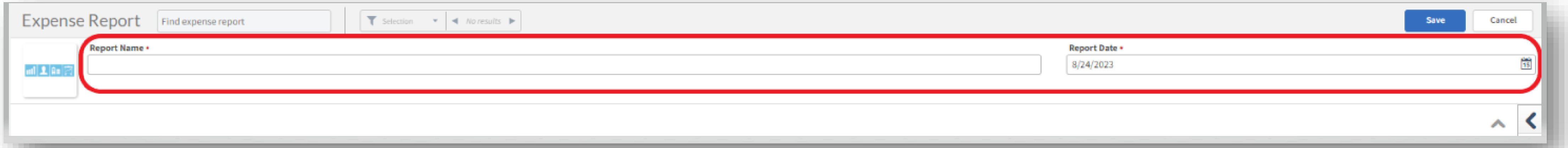
- In the upper right-hand corner click “New Expense Report”





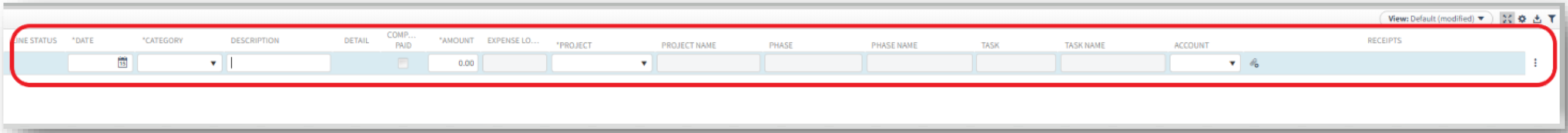
Step 3: Create a New Expense Report Cont.

- Enter a Report Name and the Report Date



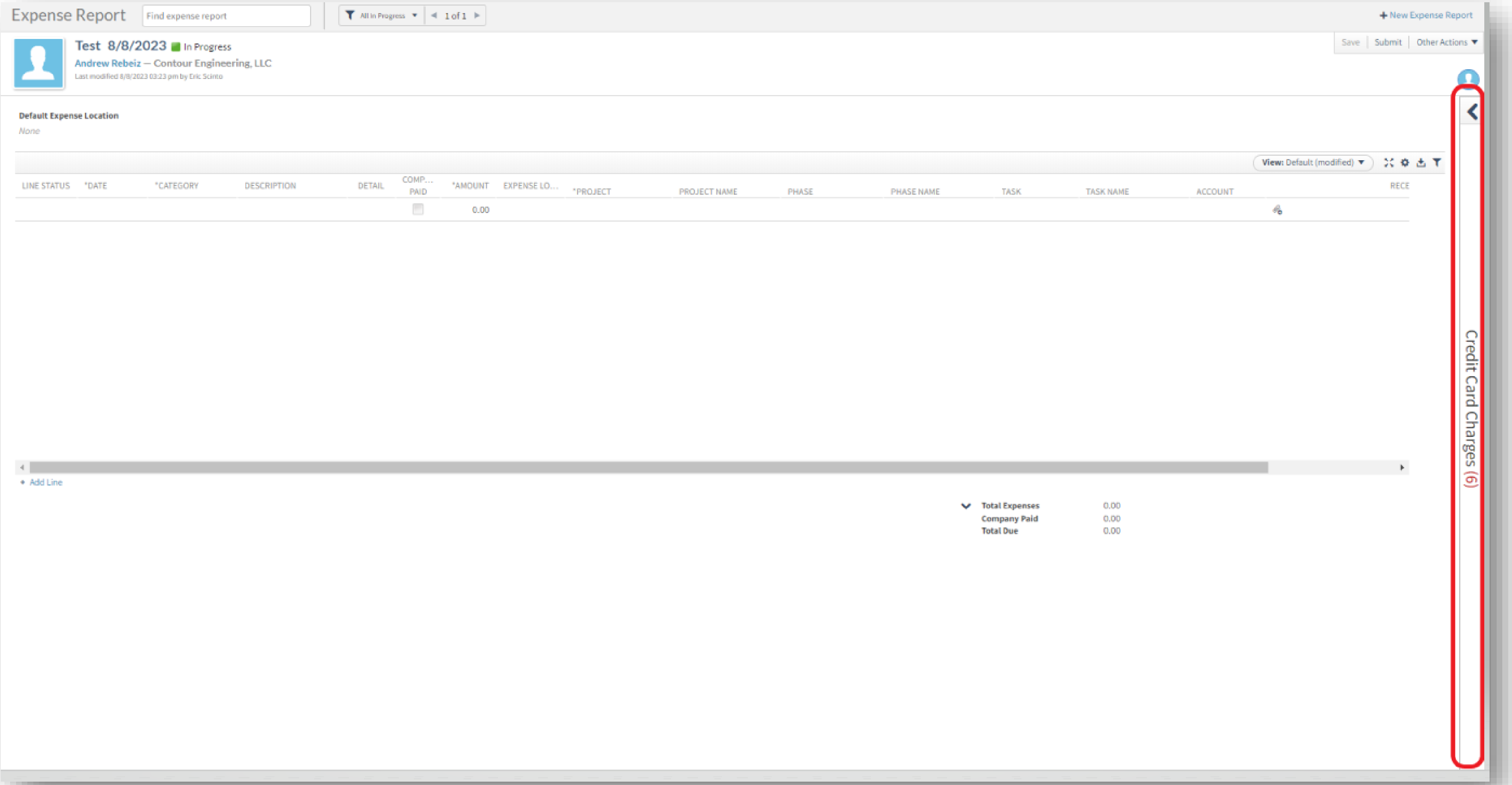
Step 4: Add Line Items

- Add expense line items to the report
  - Date: Enter the date of the charge
  - Category: Select the category the charge is associated with
  - Description: Enter a description for the line item
  - Amount: Enter the total amount for the charge
  - Project: Select the project/phase/task that the charge should apply to
  - Receipts: Attach receipts for all line items, Per Diem and Tolls



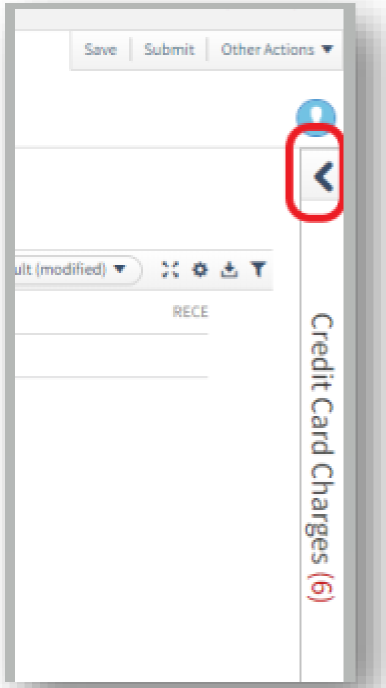
Step 5: Adding Credit Card Charges (If Applicable)

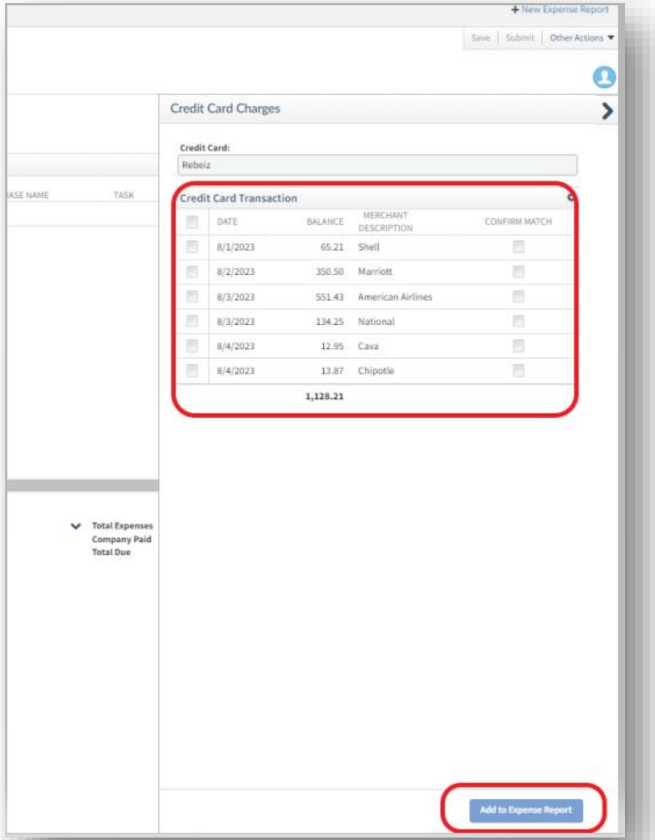
- If there are credit card charges to add to your expense report, you will see the “Credit Card Charges” panel on the right-hand side of the screen.



Step 5: Adding Credit Card Charges (If Applicable)

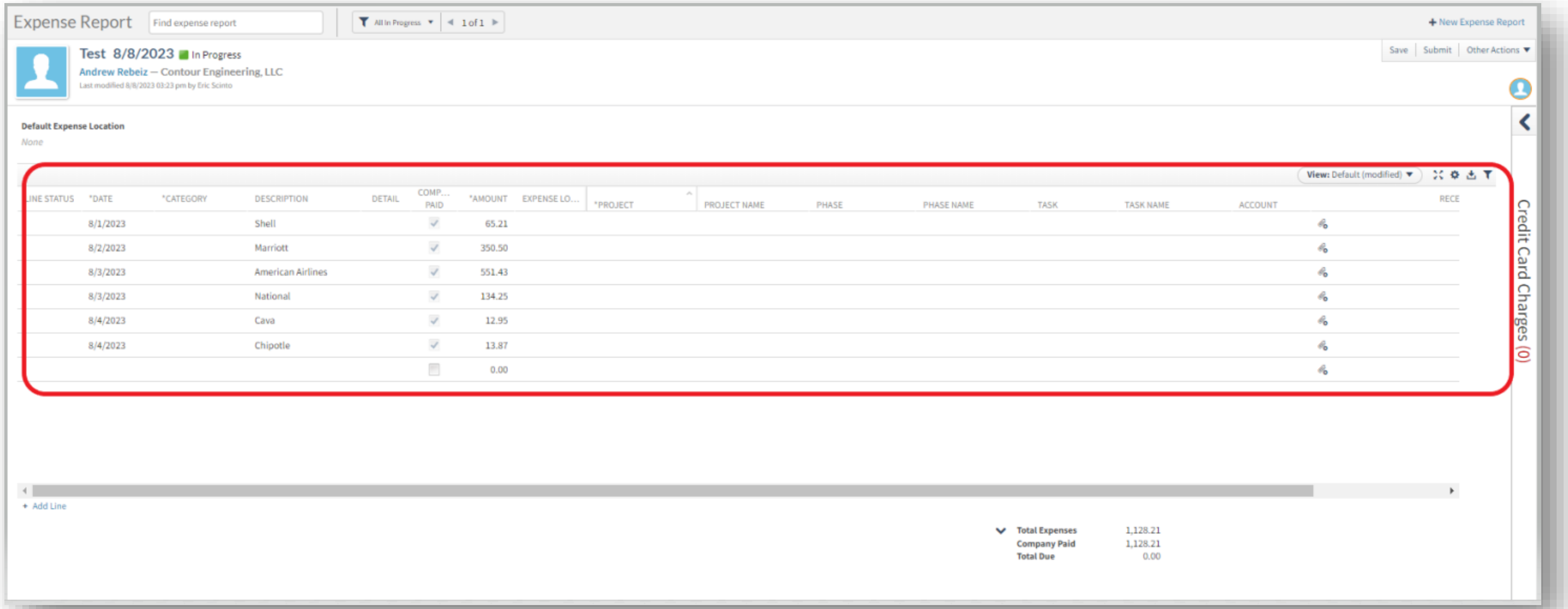
- Click the Arrow at the top of the Credit Card Charges Panel to open it up and see the available charges.
- Once open, you can select the charges that you wish to add to your report.
- Once you have selected the charges to add, click “Add to Expense Report” button
- Click the Arrow at the top of the Credit Card Charges Panel to close it.





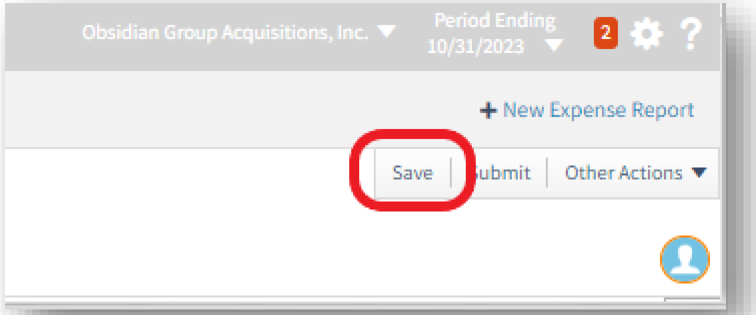
Step 5: Adding Credit Card Charges (If Applicable)

- With the credit card charges now added to your report. Finish entering the needed information for each line item.
  - Category
  - Detail
  - Project/phase/task
  - Receipt

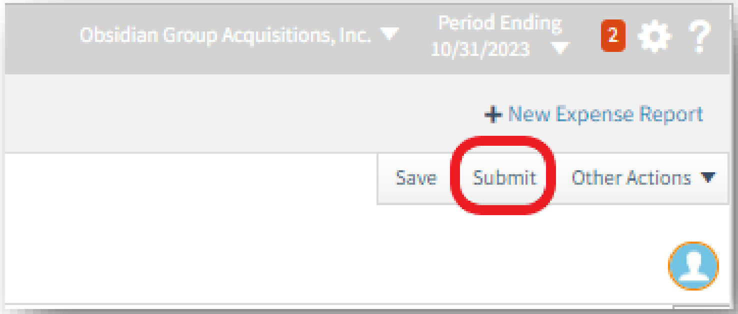


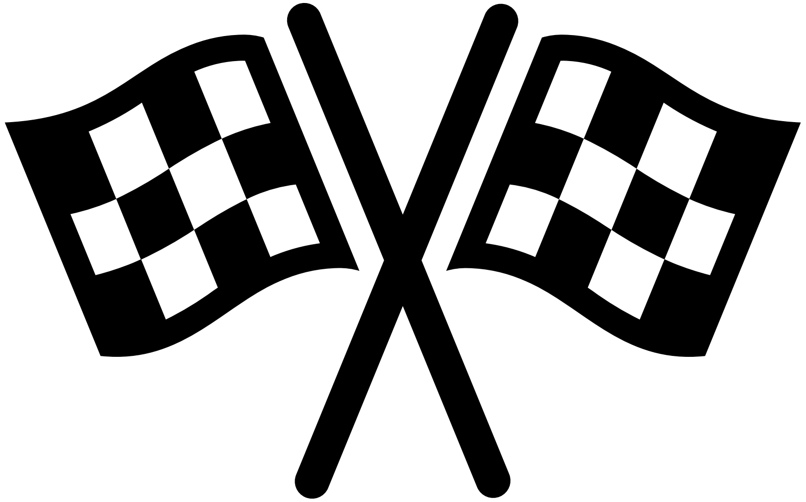
Step 6: Save & Submit

- Once you are finished updating your expense report you can click “Save”. This will allow you to access the report at a later time.



- Click Submit once you are ready to submit your expense report.





You have now completed this Training Module.