Deltek Touch for Maconomy

Enable your employees to enter time and expenses on-the-go, anywhere, anytime.

An age-old challenge in any Professional Services firm is getting your employees to promptly and accurately record their time and expenses spent on projects or with clients. With the ever-growing mobility of your workforce, this has become an even greater challenge.

With Deltek Touch, finally eliminate this challenge once and for all! No longer will your mobile employees have to hurry back to the office or struggle to find a laptop Wi-Fi connection in order to register information against projects. Instead, take the tasks to where they are—all in real time! Now, after a client meeting or at the end of the day, employees enter information that’s still fresh in their minds through the easy accessibility of their mobile device.

So what does this mean for your business? Mobile access translates into increased billing accuracy, which helps reduce write-offs and better facilitates invoice queries—ultimately improving profitability and accelerating cash flow.

**Key Features and Benefits**

- Instant access to log time, expenses, mileage and even approvals from the convenience of a mobile device means it’s easy to enter and approve information. This eliminates the need for remote workers to log into Maconomy from a laptop or PC, just so they can enter information on projects.
- To ensure the right information, each entry can contain project, task, activity and daily descriptions. Automatically copy the current time or expense information into your next submission for efficient entry of recurring tasks.
- Available for iOS and Android devices. Install directly from the Apple App Store or Google Play Store, enabling easy installation and deployment. The only prerequisites are that the organization’s instance of Maconomy must be accessible via the internet and Touch Server must be installed.

**Deltek Touch for Maconomy**

- Enter timesheet or expense data into Maconomy from mobile devices
- Project managers and supervisors can approve from their mobile device
- Same great time and expense features as Deltek Maconomy
- Capture and attach receipts to expense reports with your device’s camera
- Use your device’s map application to calculate mileage distance for expense reports

![Fig. 1: Touch for Maconomy on an iPhone and Android phone.](image-url)
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**Anytime, Anywhere Access**

It is now easier than ever to enter and approve time and expenses in Deltek Maconomy. Anywhere, anytime access via a mobile device allows employees to enter information with the touch of a finger. With more and more organizations relying on their remote resources working from mobile devices in the field, the ability to easily enter time and expenses on a mobile device is key.

**Detailed Time Entry**

Just like in Deltek Maconomy, entering time can still be as detailed as it needs to be. Using Touch Time, you can enter project, task, and activity for each timesheet line. The solution’s structure leaves ample room for users to add comments for each hour entry. Enter any combination of regular hours for each day in a timesheet period.

**Quick Time and Expense Entry**

Touch saves time! Access the mobile app on your device, enter the selected PIN (no need to enter a lengthy password) and select the current period’s timesheet or expenses. Enter project, task and activity, and comments if required. After that, just tap “done”. It’s that quick. No need to wait to be able to log into a laptop or PC to enter time.

**Mobile Approvals**

With Touch, project managers and supervisors can approve time and expenses directly from the mobile application. Project managers are able to see which projects have items ready for approval. For any project, it is possible to quickly review and approve lines one by one or in bulk. Supervisors are able to see information submitted by the employees for whom he or she is an approver. The supervisor can review either by day or by project or drill down to the detailed registration when needed. Touch supports the entire time and expense registration process from employee input to several levels of manager approval.

**Easy Installation and Deployment**

Installing the Touch App is easy. On a mobile device with iOS 8 or higher, simply go to the Apple App Store, search “Deltek” and download the app. On an Android device with an OS of 4.x or higher (except 3x), simply go to the Google Play Store, search “Deltek” and download the app. Check with the system manager to make sure there is a compatible version of Deltek Maconomy, that the Touch Server is installed and that Maconomy is accessible from the internet.

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For more information on Deltek Touch for Maconomy, visit [http://www.deltek.com/products/maconomy/mobile.aspx](http://www.deltek.com/products/maconomy/mobile.aspx)

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