Deltek Time & Expense™ Version 9.0.1

Release Notes

May 31, 2013

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Contents

Overview

Welcome to Deltek Time & Expense with ESS version 9.0.1 Release Notes. These release notes contain a summary of the following:

- Enhancements
- Software Issues Resolved

These release notes describe the enhancements, software corrections, and database changes made in version 9.0.1.

If you just upgraded to version 9.0.1 from version 8.3 or earlier, see the version 9.0 release notes to learn about earlier changes that are also included in the 9.0.1 upgrade.

For Additional Information

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Customer Care Connect site provides:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to http://support.deltek.com.
2. Enter your Customer Care Connect **Username** and Password.
3. Click Log In.

If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Available Documentation for this Release

The following table lists the Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Customer Care Connect site.

Document Name	Description
Deltek Time and Expense 9.0.1 New Installation For Microsoft SQL Server.docx	This document provides instructions for installing the Deltek Time & Expense with Employee Self Service 9.0.1 software. These instructions are specifically designed for a new

Document Name	Description
	installation that will be running a Microsoft SQL Server database.
Deltek Time & Expense with Employee Self-Service Version 9.0.1 New Installation for Oracle	This document provides instructions for installing the Deltek Time & Expense with Employee Self Service 9.0.1 software. These instructions are specifically designed for a new installation that will be running an Oracle database.
Deltek Time & Expense with Employee Self-Service Version 9.0.1 Upgrade from Version 8.3.0 for Microsoft SQL Server	This document provides instructions for upgrading the Deltek Time & Expense with Employee Self Service version 8.3.0 to version 9.0.1 software. These instructions are specifically designed for an installation that will be running a Microsoft SQL Server database.
Deltek Time & Expense with Employee Self-Service Version 9.0.1 Upgrade from Version 8.3.0 for Oracle	This document provides instructions for upgrading the Deltek Time & Expense with Employee Self Service version 8.3.0 to version 9.0.1 software. These instructions are specifically designed for an installation that will be running an Oracle database
Deltek Employee Self-Service™ Getting Started Guide	The Getting Started Guide covers important concepts on how to initialize and implement the self service system. This is not an installation guide. This guide assumes Deltek Self Service has already been installed. The main audience for this Getting Started Guide consists of administrators and implementers.
Deltek Expense Getting Started Guide	The Getting Started Guide teaches important concepts on initializing and implementing Deltek Expense. This is not an installation guide. This guide assumes Deltek Expense has already been installed. The main audience for this Getting Started Guide consists of administrators and implementers.
Deltek Time Collection Getting Started Guide	The Getting Started Guide teaches important concepts on initializing and implementing Deltek Time Collection. This is not an installation guide. This guide assumes Deltek Expense has already been installed. The main audience for this Getting Started Guide consists of administrators and implementers
Deltek Time & Expense™ with ESS™ Technical Guide	The Technical Guide is a valuable reference document that covers the technical aspects of the system. It covers everything from the system architecture to the database with in-depth discussions on many specific topics such as interfacing. This is not an installation guide. Technical details regarding the installation of the system can be found in the

Document Name	Description
	installation guides.
Deltek Time & Expense Version 9.0.1: Deltek Mobile Time™ 1.1.0 New Installation Guide	This document provides instructions for new installations of Deltek Mobile Time.
Deltek Time & Expense Version 9.0.1: Deltek Mobile Time™ 1.1.0 Upgrade Installation Guide	This document provides instructions for upgrading to version 1.1.0 of Deltek Mobile Time.
Deltek Mobile Time Enter Timesheet Information QRC	This Quick Reference Card provides a graphical overview of using Deltek Mobile Time, to entering time data.
Deltek Mobile Time Login Screen QRC	This Quick Reference Card provides a graphical overview of using logging on to Deltek Mobile Time.
Deltek Mobile Time Navigation QRC	This Quick Reference Card provides a graphical overview of navigating in Deltek Mobile Time.
Deltek Mobile Time Overview QRC	This Quick Reference Card provides a graphical overview of Deltek Mobile Time.
Deltek Mobile Time Timesheet Options QRC	This Quick Reference Card provides a graphical overview of setting timesheet options in Deltek Mobile Time.
Deltek Mobile Time User Options QRC	This Quick Reference Card provides a graphical overview of setting Deltek Mobile Time user options.

Enhancements

This section includes summaries of the enhancements made to existing features in this release.

Expense Enhancements

Copy and Clone an Expense Authorization for Multiple Users

You can now copy a single expense authorization for multiple employees, or for any individual who was not the original owner of the authorization. Previously, a copied expense authorization was only available to the employee for whom the original had been created.

The **Employee Name** field on the Purpose tab of the copy is now editable and includes Lookup functionality, which you can use to select multiple employees.

The copy includes the following information from the original expense authorization:

- Header information, including all data that exists on the Purpose, Locations, and Charge Allocation tabs.
- Data from the Planned Expenses section, including the following:
  - Expense Dates and the Start Date and End Date entered for the copy.
  - Estimated Amount
  - Location
  - Comments
  - Charge Allocation

To copy expense authorization for multiple employees, complete the following steps

1. In Expense Authorization, either open the expense authorization you want to copy, or click **Copy** to search for the expense authorization you want to copy.
2. On the Purpose tab, click next to the **Employee Name** field.
3. In the Resource Lookup dialog box, do the following:
   a. Use fields in the **Filter** section to locate the desired employee group.
   b. Click the row of each employee you want to select.
   c. Click **Select** to display the Create Expense Authorization from Existing Authorization screen.
4. Modify field information on the Purpose tab as needed and click **Continue**.
5. Modify field information on the Locations tab as needed and click **Continue**.
6. Modify field information on the Default Charges tab as needed and click **Create**.

Employee Lookup is limited to those employees for whom you have modification rights and those whose expense class allows creation of the same expense report type as the original. The following restrictions also apply to expense authorization copies:

- The **Add to Favorites** check box on the Locations tab is not available for selection. However, the check box is available for the individual owners of the expense authorization.
- The **Delete Charges** button on the Default Charges tab is not available for selection.

Copy and Clone an Expense Report for Multiple Users

You can now copy a single expense report for multiple employees, or for any individual who was not the original owner of the report. Previously, a copied expense report was only available to the employee for whom the original had been created.

The **Employee Name** field on the Purpose tab of the copy is now editable and includes Lookup functionality, which you can use to select multiple employees.

The copy includes information from these data areas:

- Header
- Purpose tab
- Locations tab
- Default Charges tab

The copy excludes information from these data areas:

- Advances tab
- Claimed Expenses

To copy expense report for multiple employees, complete the following steps

1. In Expense Report, either open the expense report you want to copy, or click **Copy** to search for the expense report you want to copy.
2. On the Purpose tab, click 🔍 next to the **Employee Name** field.
3. In the Resource Lookup dialog box, do the following:
   a. Use fields in the **Filter** section to locate the desired employee group.
   b. Click the row of each employee you want to select.
   c. Click **Select** to display the Create Expense Report from Existing Report screen.
4. Modify field information on the Purpose tab as needed and click **Continue**.
5. Modify field information on the Locations tab as needed and click **Continue**.
6. Modify field information on the Default Charges tab as needed and click **Create**.

Employee Lookup is limited to those employees for whom you have modification rights and those whose expense class allows creation of the same expense report type as the original. The following restrictions also apply to expense report copies:

- The **Add to Favorites** check box on the Locations tab is not available for selection. However, the check box is available for the individual owners of the expense authorization.
- The **Delete Charges** button on the Default Charges tab is not available for selection.

Default Location Description

When you create a new location in either an expense report or expense authorization, the New Locations screen of the Background section now auto-completes the **Location** field based on the State and City options you select under **Associated Per Diem Location**.

If, however, you manually complete the **Location** field, your entry is not overwritten when you select a State or City option. This ensures that any unique description you enter in the Location field remains intact.

When no manual entry is made in Location, the City and State options display only if they are required. If City is not required, only State displays.

This functionality does apply to the Edit mode for existing locations, and it is enabled only for per diem expense types.

Calendar Lookup

The **To** date field of the expense report and expense authorization forms was modified so that it is empty when you initially create the report or authorization. When you proceed to select a **From** date, that date now automatically displays in the **To** field. This causes the Calendar Lookup for the **To** field to display the same two-month period as the **From** date field, thereby reducing the number of mouse clicks required to change the **To** date.

Manual Date Entry

The Date Lookup fields throughout the Expense Authorization and Expense Report forms were modified so that you can now manually enter a date or select it from the calendar. Previously, you could only select the date from the calendar.

To enter the date manually, click an insertion point in the Date field. The date must be entered in the following format: MM/DD/YYYY. When you click the Date field, the Calendar automatically displays, where you may select the date instead.

Improved Expense Type Selection in Exp. Report and Exp. Authorization

When an expense report or expense authorization contains only one expense type, the **Add Expense** menu in Claimed Expenses and Planned Expenses, respectively, now only requires a single mouse click to open the next screen. You previously had to repeat the click on a secondary menu to select it.

Display of Total Amounts on Expense Report

Total amounts for billable, non-billable, unallowable, and over ceiling were reinstated to the header area of the Expense Report form. The fields existed in version 8.3, but they were initially removed for version 9.0.

The functionality of these fields remains unchanged from previous versions.

Field	Description
Total Billable	This field displays the amount of all expenses that are billable. If there are no billable expenses, this field will display "0.00." Click the hyperlink to open the Billable Schedule.
Total Non Billable	This field displays the amount of all expenses that are non billable. If there are no non-billable expenses, this field will display "0.00." Click the hyperlink to open the Non Billable Schedule.
Total Unallowable	This field displays the amount of all expenses that are unallowable. If there are no expenses that are unallowable, this field will display

Field	Description
	"0.00." Click the hyperlink to open the Unallowable Schedule.
Total Over Ceiling	This field displays the amount of all expenses that are over the company-defined ceiling. If there are no expenses that are over ceiling, this field will display "0.00." Click the hyperlink to open the Unallowable Schedule.

These fields only display if the Expense Report Type is configured to display them.

Modifications to Advance Request Options

An **Advance Request** option was added to the Expense Class screen. Use this option to establish whether employees of the selected expense class are allowed to request advances, and if they are, whether they can request it from the Advance Schedule only or also during the submittal process.

Previously, the Advances tab displayed in the Supporting Schedules section of the Expense Authorization form, and again during the submittal process. This enhancement enables you to either hide the Advances tab entirely, or to display it only in the Supporting Schedules section, where the employee must intentionally open the section to request the advance.

To configure this option, choose one of the following from the Advance Request drop-down list:

- **Submit and Advance Schedule** — Select this option to display the Advances tab in the Supporting Schedules section of the Expense Authorization, where the employee can add the advance request prior to submitting the authorization, and to automatically display the tab again during the submittal process.
- **Advance Schedule Only** — Select this option to only display the Advances tab in the Supporting Schedules section of the Expense Authorization.
- **Not Allowed** — Select this option to hide the Advance Request tab.

ER/EA Workflow Legend

The Workflow Status section of the both the Expense Report and Expense Authorization forms was modified so that you can hide or show the icons legend that displays in the lower portion of the screen.

To hide the icons, click the **Hide Legend** link. To display the icons, click the **Show Legend** link.

Your selection is “remembered” for every report or authorization you open.

Authorization Summary and Detail Report Enhancement

A **Total Advance Amount** field was added to the header area of the Expense Authorization Summary and Detail reports. This field displays the total amount of all advances currently approved for the authorization. Additionally, the Advance Status field was removed from the report.

Sync ER/EA Start/End date with location when changed

When you change the From and To dates on the Purpose tab of an Expense Authorization or Expense Report, Deltek Expense now automatically updates the dates on the Locations tab if a location or locations already exists. Previously, the new dates did not display on the Locations tab, and you had to re-enter them.

If multiple locations exist on the Locations tab and you update the To and From dates on the Purpose tab, the first location in the table is updated to the reflect the From date, and the last location in the table is updated to reflect the To date.

When you click Continue, if a start date or end date is still required for any location in the table, you are automatically prompted to enter it.

You are required to continue to the Charge Defaults tab, where Time & Expense validates all existing charges against the new start and end dates.

Additional Desktop Details

Tasks that display on the Desktop now display the following additional details for Expense Report, Expense Authorization, and Advance tasks:

Task	Additional Details
Expense Report Pending Attachment	▪ Description ▪ Expense Type description ▪ Amount
Expense Report Pending Submission	Short Description.
Expense Report Pending Approval /Review	▪ Employee name and ID ▪ Short Description.
Expense Report Charges Pending Approval /Review	▪ Employee Name and ID ▪ Short Description
Expense Report Attachments Pending Approval /Review	▪ Description ▪ Employee Name and ID ▪ Expense Type Description ▪ Amount
Record Attachment Pending on Expense Report	▪ Description ▪ Employee Name and ID ▪ Expense Type Description ▪ Amount
Expense Authorization Pending Attachment	▪ Description ▪ Expense Type Description

Task	Additional Details
	▪ Amount
Expense Authorization Pending Submission	Short description
Expense Authorization Pending Approval /Review	▪ Employee Name and ID ▪ Short Description
Expense Authorization Charges Pending Approval /Review	▪ Employee Name and ID ▪ Short Description
Expense Authorization Attachments Pending Approval /Review	▪ Description ▪ Employee Name and ID ▪ Expense Type Description ▪ Amount
Record Attachment Pending on Expense Authorization	▪ Description ▪ Employee Name and ID ▪ Expense Type Description ▪ Amount
Advances Pending Submission	▪ Advance ID ▪ EA Short Description ▪ Amount
Advance Pending Approval /Review	▪ Advance ID ▪ Employee Name and ID ▪ EA Short Description ▪ Amount

Attachment Storage Location

The **Attachment Storage Location** field in the Domain Details screen of the Technical Console is now automatically disabled after attachments are uploaded. This change prevents the location option from being modified if attachments already exist. If no attachments yet exist, the storage location can be modified.

General System Enhancements

Automatic Password Reset

Time & Expense can now reset a forgotten or disabled password to a system-generated password and automatically send the temporary password to an employee's email address.

To configure this feature, select the **Email Reset Password to Employee** check box in the Domain Details screen of the Technical Console.

When the employee clicks **Forgot/Reset Password** on the logon screen, the Password Self Reset screens display, where the employee provides the Login ID, Domain, and answers a pre-determined security question. If this information passes validation, the employee is notified that the temporary password will be sent by email.

After the employee logons on using the temporary password, the Change Password screen displays, where the employee is forced to create a new, permanent password.

When you configure Time & Expense to email reset passwords and an employee's email address is unavailable, the password is reset to the employee's Government ID.

If you do not want to send reset passwords by email, leave the **Email Reset Password to Employee** check box in the Domain Details screen clear. When the employee successfully completes the Reset Password screens, a system message notifies the employee that the password was reset to his or her Government ID. After the employee logs on using the Government ID, the Change Password screen displays, where the employee is forced to create a new, permanent password.

If you change employee passwords using the Change Password utility, and you have configured Time & Expense to send reset passwords by email, the new passwords are sent to the email address of each employee if that address is available. Where the addresses are unavailable, the passwords are changed to the Government ID for those employees.

Product Suite Default

We added a **System Default Screen** option to the Preferences screen, which enables employees to choose which screen will display after they log on. Depending on licensing, employees can select from the following options:

- Timesheet — The employee's current timesheet displays.
- Expense Report — The Welcome page of the Expense Report module displays.
- Expense Authorization — The Welcome page of the Expense Authorization module displays.
- Splash — Your company's splash screen displays.
- Desktop — The Desktop displays.

The Desktop displays by default for new users and for users who are no longer licensed for a selected area.

New Error Messages for Custom Stored Procedures

We added error messages that provide more meaningful information for custom stored procedures that have been configured to run but do not yet exist. Previously, you received generic 9002 error messages. Now, for example, you will receive the following type of message: "The Timesheet Pre Save Stored Procedure does not exist. Please contact your system administrator."

Assign Server for Imports

We added an **Import Server** field to the Technical Console screen. If you have multiple Weblogic servers, use this field to identify which server should be used to run imports. If you assign a specific server, both scheduled Imports and Imports on Demand will be executed on that server.

Mobile Time Enhancements

Additional BlackBerry Device Support

Deltek Mobile Time now supports these additional BlackBerry devices:

- 8900 – Curve
- 9630 – Tour
- 9650 – Bold
- 97XX – Bold 2
- 85XX – Curve 2
- 9800 - Torch

Software Issues Resolved

Descriptions of Software Issues

You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. For the most part, these issues were addressed before this release through hot fixes, and the additional information was developed to help you decide whether or not you needed to install the hot fixes.

When you install this release, you must install all fixes in the release; you cannot choose to install some and not others. Nevertheless, this additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.

Expense

Expense ERs - Advances

Defect Number: 218286

Description: Advances were not subtracted for expense reports in the export file.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Authorization

Cash Advance Schedule

Defect Number: 183339

Description: Default Custom text in the Advance tab was cut off on the right side.

Customers Impacted: All Time & Expense customers.

Workaround Before Fix: None

Additional Notes: None

Overall

Defect Number: 190741

Description: The View Rates button displayed an incorrect tooltip.

Customers Impacted: Expense Authorization module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 192107

Description: When you selected the Category Column layout, the Location, Start Date, End Date, # of Units, Comments, and Estimate (USD) columns were blank.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Sign

Defect Number: 194290

Description: When Time & Expense was set to use SSO, a password was not recognized when an Expense Authorization was submitted.

Customers Impacted: Time & Expense customers who use SSO.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Lodging Wizard

Defect Number: 218014

Description: You received an error message after you added the third line of a lodging expense.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 218491

Description: When you added Other Lodging expenses as Personal, the amount was calculated incorrectly.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 226848

Description: An expense report displayed the incorrect under ceiling amount for lodging and lodging expenses, which were not personal and not reflected on the Voucher Distribution Schedule.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Meals or Entertainment Wizard

Defect Number: 217670

Description: Expense Report recognized duplicate meals for employees even when they were not listed as attendees.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 227423

Description: Deltek Expense did not allow you to record unallowable expenses even though the expense type was configured correctly.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 229390

Description: The Location was required, but it could not be selected in the Entertainment Wizard, so you could not enter expenses with multiple locations.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Print

Defect Number: 218285

Description: Advances were not subtracted when the expense report was printed.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Sign

Defect Number: 194291

Description: When Time & Expense was set to use SSO, a password was not recognized when an Expense Report was submitted.

Customers Impacted: Time & Expense customers who use SSO.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Defect Number: 226436

Description: You encountered a performance issue when you navigated from the Amount screen to the Charge Allocations screen.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 227597

Description: When changing the expense date of an imported expense from credit card, Deltek Expense displayed an error message indicating that that the exchange rate could not be zero, even if the expense report type was not set to multicurrency.

Customers Impacted: Expense module customers.

Workaround Before Fix: Delete the expense and add it back again with the correct date.

Additional Notes: None.

Miscellaneous

Login

Defect Number: 187166

Description: The Security dialog box disappeared, and you were able to navigate to the Time Entry or Expense module menus without entering the answering the security question.

Customers Impacted: All Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Framework

Defect Number: 229227

Description: When you were using Internet Explorer 8, the Expense Report Charge Allocations tab had a Vertical scrollbar that does not scroll, so you could not see the details listed.

Customers Impacted: Time & Expense customers who use Internet Explorer 8.

Workaround Before Fix: Use Firefox.

Additional Notes: None.

Time

Export Timesheets

Defect Number: 228386

Description: The Work Schedules export file required double quotation marks around the work schedule description or it failed to upload to CP7.

Customers Impacted: This only affects clients on CP7 and TE9 who use Work Schedules.

Workaround Before Fix: Open the export file and update descriptions to have double quotation marks.

Additional Notes: None.

Generate Timesheets

Defect Number: 246428

Description: You received an error when you generated timesheets.

Customers Impacted: Customers who use the Generate Timesheets feature.

Workaround Before Fix: Create one timesheet at a time.

Additional Notes: None.

Timesheet

Print

Defect Number: 194628

Description: When you printed a timesheet and pressed Cancel, you received a 9002 error message.

Customers Impacted: All Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 194647

Description: When you printed a single timesheet, the server takes from seconds to minutes.

Customers Impacted: All Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Defect Number: 218099

Description: When you printed a timesheet from a prior period, the current timesheet printed, after you opened the current period and scrolled back to a prior period.

Customers Impacted: Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Time In/Out

Defect Number: 186615

Description: Time In/Out hours were calculated incorrectly when the time spanned a Daylight Savings Time hour change.

Customers Impacted: Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Start/Stop Times

Defect Number: 188524

Description: The Start/Stop dialog box required resizing.

Customers Impacted: Time Entry customers.

Workaround Before Fix: None

Additional Notes: None**.**

Defect Number: 192353

Description: After you added a new Start/Stop line without adding a charge and a received an error message, you corrected the error, but the Start/Stop dialog box closed without making the correction.

Customers Impacted: Time Entry customers who use the Start/Stop feature.

Workaround Before Fix: Re-open Start/Stop dialog box.

Additional Notes: None.

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