

**Deltek**

# Deltek WorkBook 12.0

Cumulative Update 03 Release Notes

**April 6, 2020**

**Revised April 23, 2020**

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## Overview

This document provides the following information:

- Release Notes for WorkBook 12.0 Cumulative Update 03
- Release Notes for WorkBook 12.0 Cumulative Update 02
- Release Notes for WorkBook 12.0 Cumulative Update 01
- Release Notes for WorkBook 12.0

## Additional Documentation

You can perform a Deltek Support Center search for additional documents at the following link:

[https://deltek.custhelp.com/app/answers/detail/a\\_id/79935](https://deltek.custhelp.com/app/answers/detail/a_id/79935)

## Installation

See the *Deltek WorkBook 12.0 Installation Guide* for requirements and instructions for installing the WorkBook software.

## Supported Products

### Compatibility Matrix

Information about platform requirements is maintained in the Deltek Product Support Compatibility Matrix, located on the Deltek Support Center. In the Matrix, search on “WorkBook” to navigate quickly to the information that you need.

Internal Link

<https://home.deltek.com/sites/products/Documents/DeltekProductSupportCompatibilityMatrix.pdf>

External Link – Deltek Support Center

[Deltek Product Support Compatibility Matrix](#)

## WorkBook Release 12.0 CU03

Version DB 12.0.132 / HTML 12.0.168

For release on April 6, 2020

### Features Added or Changed

#### Finance & Administration

Sage MAS 500 Integration Now Accepts any Input Value for Activity Type when Importing AR or AP Invoices

The Sage MAS 500 integration now accepts any input value for activity type, as long as it maps to a unique external reference code on an activity type.

- AP invoices must map to an activity that allows expenses, but not time.
- AR invoices must map to an activity that allows either expenses or time, but not both.

Creditor Invoices – Added a Refresh Icon to the Details of Creditor Invoices

A refresh icon with the description **Reload outdated rows** has been added to the details of creditor invoices. This makes users aware when changes have happened on their currently selected invoices.

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#### Scheduling

Scrum Board – Added Task and Resource Filters

Task and resource filters have been added to the Scrum Board tab.

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#### Settings

External References Setup – New Creditor and Debtor External References

Two reference types have been added to the external reference setup: creditors and debtors. These new reference types work in the same way as existing external reference types. The new reference types are also on the creditors and debtors sidebars, respectively.

---

## Known Issues in Release 12.0 CU03

### Finance & Administration

Creditor Invoice – Different Ways of Approving do not Trigger the Same Actions

**Deltek Tracking No.** 493948

**Description:** When you approve a voucher, depending on the approve button that you use, it might not open dialogs with information about the voucher, such as a Purchase Order having been overspent.

**Workaround before Fix:** Only use the check mark (approve) icon in the Finance & Administration – Creditor Invoices tool bar to do approvals. This is the only method that triggers the dialog.

Consolidation – Approving Consolidated Journal Causes an Error

**Deltek Tracking No.** 502537

**Description:** When you approve consolidation journals with currency conversion between two Companies, certain conversions result in an imbalance in the journals, and the consolidation journals cannot be approved.

---

### Tasks

Approval – Cannot Approve Creditor Payment Proposal

**Deltek Tracking No.** 499886

**Description:** When you are an approver with a Basic User role, and you try to approve a creditor payment proposal in the Task Approval window and on the Inbox notification, a message is displayed, and you are prevented from approving the creditor payment proposal.

**Workaround before Fix:** Change the approver's role to Advanced User.

---

### Time & Expense

Materials – Material Entry and Submission Error

**Deltek Tracking No.** 502932

**Description:** When you try to create and submit a material entry without changing the date when the current date is the end date of the fiscal year of the accounting period (for fiscal years that end at the end of the month), it causes a message that prevents you from submitting the material entry.

**Workaround before Fix:** When you try to create and submit a material entry, click the date and select the current date from the date picker. This submits it for approval.

---

## Known Issues from Release 12.0 and Previous Cumulative Updates that are still Known Issues

### Finance & Administration

Creditor Invoice – Voucher Stamped with Invalid License

**Deltek Tracking No.** 487528

**Description:** When you upload PDF vouchers that contain tagged metadata, WorkBook incorrectly adds a watermark that displays an invalid license warning.

Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices

**Deltek Tracking No.** 496185

**Description:** The bug associated with this tracking number has been resolved. (See [Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices](#).) However, on some US/Canadian tax lines, there may still be rounding issues.

General Ledger – Chart of Accounts – Updating Account in Sidebar Clears Amount in Grid

**Deltek Tracking No.** 497701

**Description:** When you update the account name and select the Force Page Break after this Account check box, the account's amount is removed from the grid.

**Workaround before Fix:** Do a soft refresh on the Finance & Administration > General Ledger > Chart of Accounts window.

---

### Jobs

Delivery Job Closure – Activity not Allowed Error

**Deltek Tracking No.** 486012

**Description:** When you close a project retainer delivery job on a retainer project, and the job has fewer expenses than budgeted on the price quote, the action might become prevented if the setting All Corrective Price Quotes and Invoices to be Done on One Activity is not enabled on the project.

This is because WorkBook uses the default activity of the user for the Price Quote correction, but that activity might be configured as not allowed on the job price list, or not allowed for use on invoices.

**Workaround before Fix:** Temporarily change the default activity of the user to one that is allowed. That might require temporary changes to the activity setup, as well, because the default activities for employees are limited to the activities that are allowed for use on time entry.

Price Quote (PQ) – Lines

**Deltek Tracking No.** 491303

**Description:** Adding a line and updating values on the line does not trigger updates to the cost price according to System Variable 184.

---

## Reports

Reports 218, 227, and 240 – Wrong VAT Percentage on very small Amounts

**Deltek Tracking No.** 477918

**Description:** When you print Reports 218, 227, and 240 if an invoice net amount is very small, and you group by VAT percentage, it results in a wrong VAT percentage.

When You Print to XLSX Formatted Decimal Number Formatting does not Follow Selected Language

**Deltek Tracking No.** 498116

**Description:** When you use XLSX Formatted to print a report, for some reports the decimal separator does not change, depending on the language that you selected in the report parameters. The default formatting for the decimals corresponds to the formatting that is set in the regional settings on the client computer. Customers who have the same language specified in the report parameters and their regional settings are not affected.

Reports with a Parameter that Supports \* (All) do not Support the Include Front Page Option

**Deltek Tracking No.** 496301

**Description:** When you print a report with the report parameter to include the front page selected, a dialog blocks you from printing the report.

**Workaround before Fix:** Select the accounts to print directly in the account selection field.

**Additional Notes:** Affected reports include 93, 99, 128, 156, 157, 167, 171, 187, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 231, 240, 241, 242, 250, 251, 255, 264, 269, 278, 279, 280, 281, 284, 290, 291, 292, 303, 304, 306, 307, 310, 313, 316, 319, 333, 334, 335, 341, 378, 381, 392, 412, 417, 431, 461, 468, 483, 499, 500, 522, 523, 527, 529, 532, and 542.

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## Resources

Employee – Sidebar and Grid

**Deltek Tracking No.** 491183

**Description:** When you move an employee to another Company, a new resource is created, and the original resource is disabled. The resource book is not automatically updated to reflect this change.

**Workaround before Fix:** Perform a soft refresh or reapply the filter in the resource book.

---

## Settings

Global System Settings – System Variables – With System Variable 909 Disabled, Expense Entry Transfer Assumes the Incorrect Company Currency

**Deltek Tracking No.** 493327

**Description:** When System Variable 909 is disabled, Expense Entry transfer assumes that the Company Currency Amount is in the Employee Company Currency, rather than the Expense Entry Company Currency.

---

## Storage

Large Files Cannot be Downloaded

**Deltek Tracking No.** 493692

**Description:** When you try to download a very large file, you might encounter an OutOfMemory exception error. While there is no known exact size threshold that causes this, it is more likely to occur when you try to download very large files (512MB and larger) while the server is experiencing a heavy load.

---

## Known Issues from Release 12.0 CU02 that are still Known Issues in Release 12.0 CU03

### Finance & Administration

Debtor List – Bank Settings (Sidebar) – SWIFT and IBAN Field Lengths are Truncated

**Deltek Tracking No.** 500439

**Description:** You cannot enter more than 20 characters in the SWIFT and IBAN fields of a debtor in the Bank Details tab of the Debtor List sidebar.

**Workaround before Fix:** In the Debtor List, choose the Debtor Setup view in the drop-down in the top-right corner. This enables you to edit debtor details directly in the grid, where you can enter more than 20 characters.

**Additional Notes:** The SWIFT and IBAN fields can accept a maximum of 50 characters each.

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## Jobs

Price Quote (PQ) – Changing PQ Currency can Cause an Error

**Deltek Tracking No.** 497767

**Description:** When you change the currency of a PQ, and it results in 12 digits or more for some cells, an error occurs.

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Purchase Order (PO) – Create New PO – Error Occurs if you do not have Access to Copy Dialog

**Deltek Tracking No.** 499382

**Description:** If you do not have access to a copy dialog, when you open the Create New Purchase Order dialog, an error occurs.

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## Settings

Employee Settings – Updating Profile Can Cause an Error

**Deltek Tracking No.** 500052

**Description:** If you update or add capacity profiles, an error might occur.

**Workaround before Fix:** Add a default capacity profile under Settings for the Company to which the employee belongs.

Dimension Setup – Soft Refresh Required to Deselect Check Boxes

**Deltek Tracking No.** 500238

**Description:** When you open Settings » Dimensions » Dimension Setup and select a check box, you can no longer deselect any checkboxes in the same column without the workaround. The same case is true if you deselect a check box first and then want to select one from the same column.

**Workaround before Fix:** Perform a soft refresh before you do the opposite action (deselect/select the check box) to temporarily fix this issue.

Databoards – Some Databoards cannot Convert nvarchar to int

**Deltek Tracking No.** 501206

**Description:** Databoards that have a multi-selector in the filter might fail with a message that a conversion from nvarchar to int failed.

**Workaround before Fix:** Select multiple values in the multi-selector and then perform a hard refresh.

---

## Software Issues Resolved

### Finance & Administration

Chart of Accounts – Starting Balance Missing from Balance Column

**Deltek Tracking No.** 502514

**Description:** The starting balance did not appear in the Balance Column on the Account Balance tab. This caused the running total to be incorrect.

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Creditors- Creditor Invoices – Cannot Rename Invoice when System Variable 1180 is Enabled

**Deltek Tracking No. 501578**

**Description:** When you changed the voucher number of a Creditor Invoice whose status was 10, and System Variable 1180 was enabled, an error occurred with the message **Creditor invoices cannot be deleted; they must be cancelled instead. This is controlled by System Variable 1180.**

**Workaround before Fix:** Copy the details of the current voucher that is to be canceled, manually enter the voucher number in the new (copied) voucher, and cancel the old one.

Creditor Invoices – Cannot Cancel Creditor Invoices when there are Purchase Order (PO) Links

**Deltek Tracking No. 501640**

**Description:** When you canceled a creditor invoice that is linked to a PO, if System Variable 1180 was enabled, WorkBook did not cancel the creditor invoice.

Creditor Invoices – Subgrid - Cannot Add Purchase Order (PO) Line Because of Error

**Deltek Tracking No. 501803**

**Description:** When you selected a PO number on a subgrid row Message 63658 **You are not allowed to enter purchases on activity type: <activity from tasks>** was displayed. This prevented you from selecting the PO.

Creditor Invoices – Extended Amount Warning Dialog does not Convert Currency, but Shows Currency of Invoice

**Deltek Tracking No. 502664**

**Description:** When the currency of the invoice being sent for approval was different from the Purchase Order currency, the warning message in the dialog did not convert the amounts that were based on the vendor invoice currency.

Creditor Invoice Management – Subgrid – Description Disappears while You Edit It

**Deltek Tracking No. 502261**

**Description:** When you edited a description in the subgrid while another user was editing the same description, your text disappeared while you were entering it.

Debtor Invoices – Approved Tab – Cannot Change Invoice Date

**Deltek Tracking No. 501579**

**Description:** When you selected an invoice and clicked the Set a New Invoice Date button, and then clicked OK on the dialog, an error occurred.

General Ledger – Journals – Journal Entry Tab – Adding New Line Using Shortcut Keys

**Deltek Tracking No. 502513**

**Description:** When you added a new line, different behavior resulted, depending on the method or shortcut that you used, such as the CTRL+INSERT shortcut keys or the down arrow. The correct behavior is that the voucher number is copied to the newly created line when amounts do not balance.

## General

Grid – Job Column – Search Grid cannot Find Entry when Job ID is being Used

**Deltek Tracking No.** 501811

**Description:** When you searched for a Job ID, the grid could not find the job, even if it is in the grid, because it can only search for the job name, not the number.

---

## Jobs

Costs – Hours – Change Task does not Work if there are Inactive Employees on the Job/Plan

**Deltek Tracking No.** 502699

**Description:** When you tried to change from one task to another, the task did not change, and WorkBook displayed message 62197 saying that the user is inactive.

Invoice – Cannot Change the Tax Code for Out-of-Scope Delivery Job Invoices on Mixed Retainers

**Deltek Tracking No.** 501948

**Description:** When you created out-of-scope delivery job invoices on mixed retainers, you could not change the tax code on the line level and over-all for the invoice.

Jobs List – Job Profitability Report 185

**Deltek Tracking No.** 502260

**Description:** When you printed Report 185, the net revenue column of the invoicing section was displayed in an incorrect format.

Price Quote – Net Margin Percentage is Displayed Incorrectly

**Deltek Tracking No.** 502511

**Description:** When System Variable 267 was set to Turnover or Net Revenue, the Net Margin percentage was calculated incorrectly on either of the settings.

---

## Scheduling

Tasks – Task Resource Booking Approval – Loading Data Takes Longer than Expected

**Deltek Tracking No.** 502765

**Description:** When you opened the subgrid, the page became unresponsive because WorkBook processed all bookings, not just those that were part of the data in the subgrid.

---

Scheduling View – Time Sheet Status – Displays Incorrect Hours

**Deltek Tracking No.** 502281

**Description:** When you switched to week view, incorrect hours were displayed in cells.

---

## Time & Expense

Advanced Users cannot Pin/Unpin Jobs on another User's Time Sheet

**Deltek Tracking No.** 501947

**Description:** If you are an Advanced User and you tried to pin or unpin a job on another user's time sheet, WorkBook displayed the error message **Only an admin has access to favorite tasks for other resources**.

---

## Time & Materials

Expense Entry – Error when Trying to Approve Expense Entry – Voucher not Editable

**Deltek Tracking No.** 502694

**Description:** When you approved expense entries, sometimes you could not do a final approval of an expense entry. In those cases, you received an error message that the voucher cannot be edited.

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## WorkBook Release 12.0 CU02

Version DB 12.0.117 / HTML 12.0.148

Released on March 13, 2020

### Features Added or Changed

#### General

##### System Performance Improvements to Avoid Degradation Caused by Certain Usage Patterns

System performance sometimes was degraded when WorkBook used a large amount of memory caused by certain usage patterns.

Some of the usage patterns included previewing large amounts of PDF and DOCX files or uploading and downloading large files.

This release includes performance improvements to avoid degradation.

##### Generate Only the First Page when Previewing a Document File

Previewing document files, such as DOCX files, created a preview of the entire document and cropped the image to show the first 2400 pixels.

The document preview feature now only creates a preview of the first page of the document.

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#### Jobs

##### Job List Loading Time Optimization

In some scenarios, loading the Job List took a long time, or it timed out, even when you loaded a small number of jobs.

A complex database query that was used in the Job List load sometimes generated an inefficient query plan. This query has been optimized into multiple, simpler queries. This makes the Job List load faster.

---

### Known Issues from Release 12.0 CU01 that are still Known Issues in Release 12.0 CU02

#### Finance & Administration

Creditor Invoices – Cannot Rename Invoices when System Variable 1180 is Enabled

**Deltek Tracking No.** 497798

**Description:** When you try to rename the voucher number of a Creditor Invoice where the status is 10, and System Variable 1180 is enabled, an error occurs with the following message: Creditor invoices

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cannot be deleted; they must be cancelled instead. This is controlled by System Variable 1180. The voucher number is not changed.

**Customers Impacted:** Users of WorkBook Version 12.0 with System Variable 1180 enabled.

**Workaround before Fix:** Copy the details of the current voucher to be cancelled and manually enter the voucher number to the copied voucher, then cancel the first voucher.

Debtor List – Bank Settings (Sidebar) – SWIFT and IBAN Field Lengths are Truncated

**Deltek Tracking No.** 500439

**Description:** You cannot enter more than 20 characters in the SWIFT and IBAN fields of a debtor in the Bank Details tab of the Debtor List sidebar.

**Workaround before Fix:** In the Debtor List, choose the Debtor Setup view in the drop-down in the top-right corner. This enables you to edit debtor details directly in the grid, where you can enter more than 20 characters.

**Additional Notes:** The SWIFT and IBAN fields can accept a maximum of 50 characters each.

---

## Jobs

Price Quote (PQ) – Changing PQ Currency can Cause an Error

**Deltek Tracking No.** 497767

**Description:** When you change the currency of a PQ, and it results in 12 digits or more for some cells, an error occurs.

Purchase Order (PO) – Create New PO – Error Occurs if you do not have Access to Copy Dialog

**Deltek Tracking No.** 499382

**Description:** If you do not have access to a copy dialog, when you open the Create New Purchase Order dialog, an error occurs.

---

## Settings

Employee Settings – Updating Profile Can Cause an Error

**Deltek Tracking No.** 500052

**Description:** If you update or add capacity profiles, an error might occur.

**Workaround before Fix:** Add a default capacity profile under Settings for the Company to which the employee belongs.

### Dimension Setup – Soft Refresh Required to Deselect Check Boxes

**Deltek Tracking No.** 500238

**Description:** When you open Settings » Dimensions » Dimension Setup and select a check box, you can no longer deselect any checkboxes in the same column without the workaround. The same case is true if you deselect a check box first and then want to select one from the same column.

**Workaround before Fix:** Perform a soft refresh before you do the opposite action (deselect/select the check box) to temporarily fix this issue.

### Databoards – Some Databoards cannot Convert nvarchar to int

**Deltek Tracking No.** 501206

**Description:** Databoards that have a multi-selector in the filter might fail with a message that a conversion from nvarchar to int failed.

**Workaround before Fix:** Select multiple values in the multi-selector and then perform a hard refresh.

---

## Software Issues Resolved

### Finance & Administration

#### Creditor Invoices – Creditor Invoice Lines Load Time Degradation

**Deltek Tracking No.** 502288

**Description:** When you used one of the Creditor Invoice pages (approval or management), the load/refresh time increased over time.

#### Creditor Invoices – Invoices are not Updated to Status 60 after Approval

**Deltek Tracking No.** 501552

**Description:** When you sent a Creditor Invoice for approval when you are the approver, the other approver is absent and has a substitute approver who is not you, and the other approver is set to skip approval if the minimum number of approvers is met, the invoice became stuck in “for approval” status.

**Customers Impacted:** Customers using version 11.0.107 and newer.

**Workaround before Fix:** If it is enabled, you can use force approval.

**Additional Notes:** The minimum number of approvers is defined by System Variable 761.

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### Reports

#### System Degradation if a Report Fails

**Deltek Tracking No.** 502286

**Description:** In some scenarios, when reports failed to print but continued to run in the background, this caused system performance degradation.

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## WorkBook Release 12.0 CU01

Version DB 12.0.108 / HTML 12.0.137

Released on February 13, 2020

### Features Added or Changed

#### General

French Canadian Language is available as System Language and/or Report Language

WorkBook has been translated into French Canadian. You can now use it as the system language and/or the report language. Go to **Settings » Global System Settings » Languages** and select the **Enable** check box for **French Canadian** to activate it. After that, users can go to My Settings and select French Canadian as System Language and/or Report Language.

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#### Finance & Administration

##### Job Project Posting Performance Improvement

The performance for job postings has been enhanced. Posting jobs now finishes more quickly; this is especially noticeable when there are many entries.

##### Net Revenue Forecast (NRF) – Responsible / Viewer Added when Deactivated or Employee without Access

The Responsible / View access functionality of the Net Revenue Forecast has been enhanced. Users who are applied to Responsible and Viewers are now checked for various access criteria.

Job-related Responsible and Viewer users are checked for access to jobs and clients, whether they are active, and whether they have an appropriate user role (they must be at least Advanced users).

Pipeline-related Responsible and Viewer users have the same checks applied as for job-related Responsible and Viewer users, except that they are checked for pipeline access (instead of job access).

Intercompany-related Responsible users are checked at the job level.

If Responsible or Viewer users do not have access—or in the case where no user has been set on the roles defined by method to be Responsible or Viewer—the Responsible and Viewer users fall back to the job's Account Manager and the Pipelines Responsible. If these users do not have access, they are added, and the Responsible field is highlighted with a red background, while Viewers are flagged with a yellow warning triangle in the Viewers dialog and are removed when you close the dialog.

However, a Viewer user who is also the Responsible is not automatically removed as the Viewer.

##### Cost Entry – New Options for Admin Users to Update Cost Entries on Deactivated Users

If you are an Admin User, you can now update cost entries on deactivated users.

---

## Reports

The following change affects custom report layouts that you created before Release 12.0 CU01. Any custom layouts that you create from standard layouts beginning with Release 12.0 CU01 or newer are not affected.

### Manual Fixes Required for Custom Report Layouts

WorkBook Version 12.0 CU01 includes two fixes for report formatting issues:

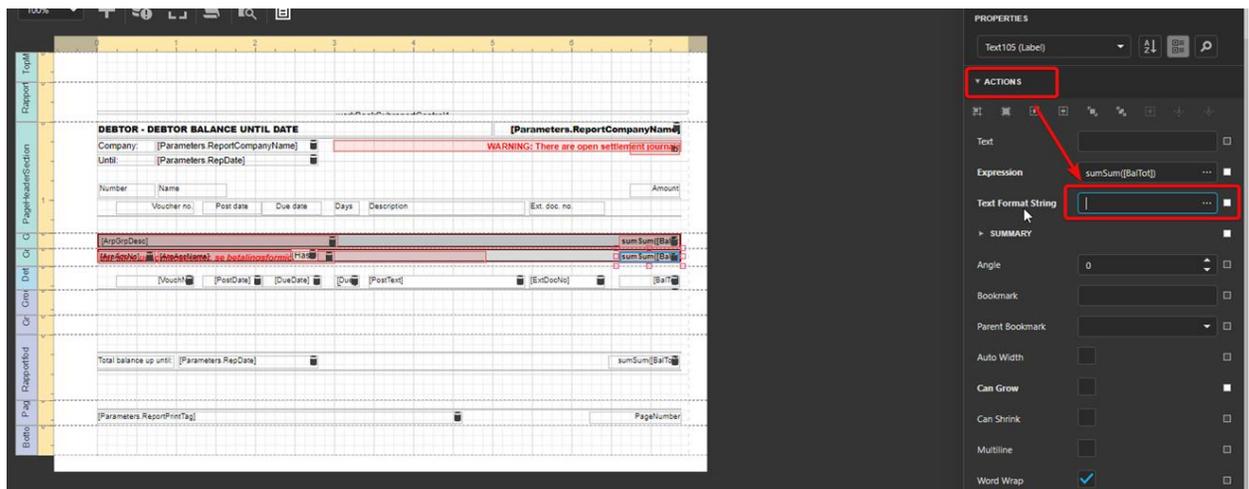
- One fix resolves issues with summary fields for PDF and RTF report files.
- One fix resolves issues with decimal formatting and localization formatting on decimal fields for XLSX (Formatted) report files.

These issues are not automatically fixed for custom layouts for reports that you might be using, so you must make changes manually to implement these corrections.

### Fix PDF and RTF Report Layouts

To fix custom layouts for PDF and RTF reports, you must clear the Text Format String for all decimal fields, because that overwrites the formatting that is set in the scripts.

1. Access the report editor from the report sidebar.
2. Choose **Modify the selected layout**. A report editor display like the following figure appears.



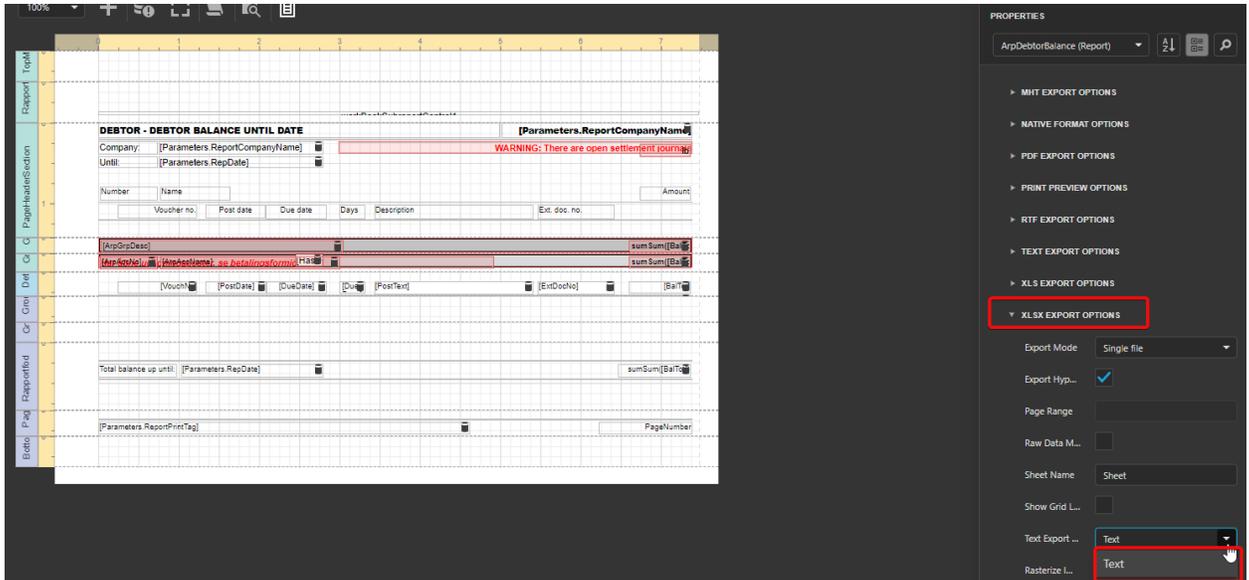
3. Click on a summary field that you want to change.
4. Go to the **Text Format String** field.
5. Press the **Delete** or **Backspace** key to clear the contents of the Text Format String field.
6. Repeat steps 3 through 5 for each summary field.

### Fix XLSX (Formatted) Report Layouts

The Text Export Mode report layout property determines whether the report should take the value from the data source or from the text element when all previous steps of the report have finished. The default value of Text Export Mode is Value, which means that it takes the value from the data source. This includes the scripts, which means that the formatting is not included when the Text Export Mode property is set to use the default value.

To set Text Export Mode to **Text** for the XLSX export option on the report layout:

1. Access the report editor from the report sidebar.
2. Choose **Modify the selected layout**. A report editor display like the following figure appears.



3. Click the dark grey background in the report editor.
4. Navigate to **BEHAVIOR » EXPORT OPTIONS » XLSX EXPORT OPTIONS**.
5. Click the **Text Export ...** drop-down and select **Text**.
6. Click the  (hamburger) menu in the upper-left corner. Another menu is displayed.
7. Click **Save** on the second menu to make the change to the Text Export field take effect.

See [Summarized Fields are not Formatted when Printing Reports](#) for more information.

## Settings

### Purchase Order Approval – Approver Roles Enhanced

The following roles now support sourcing an approver from a dimension role:

- General Approver (Role 7)
- General Amount Approver (Role 8)
- Secondary Approver (Role 40)
- Pool Approver (Role 41)

## Known Issues in Release 12.0 CU01

### Finance & Administration

Creditor Invoices – Cannot Rename Invoices when System Variable 1180 is Enabled

**Deltek Tracking No.** 497798

**Description:** When you try to rename the voucher number of a Creditor Invoice where the status is 10, and System Variable 1180 is enabled, an error occurs with the following message: Creditor invoices cannot be deleted; they must be cancelled instead. This is controlled by System Variable 1180. The voucher number is not changed.

**Customers Impacted:** Users of WorkBook Version 12.0 with System Variable 1180 enabled.

**Workaround before Fix:** Copy the details of the current voucher to be cancelled and manually enter the voucher number to the copied voucher, then cancel the first voucher.

Debtor List – Bank Settings (Sidebar) – SWIFT and IBAN Field Lengths are Truncated

**Deltek Tracking No.** 500439

**Description:** You cannot enter more than 20 characters in the SWIFT and IBAN fields of a debtor in the Bank Details tab of the Debtor List sidebar.

**Workaround before Fix:** In the Debtor List, choose the Debtor Setup view in the drop-down in the top-right corner. This enables you to edit debtor details directly in the grid, where you can enter more than 20 characters.

**Additional Notes:** The SWIFT and IBAN fields can accept a maximum of 50 characters each.

---

### Jobs

Price Quote (PQ) – Changing PQ Currency can Cause an Error

**Deltek Tracking No.** 497767

**Description:** When you change the currency of a PQ, and it results in 12 digits or more for some cells, an error occurs.

Purchase Order (PO) – Create New PO – Error Occurs if you do not have Access to Copy Dialog

**Deltek Tracking No.** 499382

**Description:** If you do not have access to a copy dialog, when you open the Create New Purchase Order dialog, an error occurs.

---

## Settings

Employee Settings – Updating Profile Can Cause an Error

**Deltek Tracking No.** 500052

**Description:** If you update or add capacity profiles, an error might occur.

**Workaround before Fix:** Add a default capacity profile under Settings for the Company to which the employee belongs.

Dimension Setup – Soft Refresh Required to Deselect Check Boxes

**Deltek Tracking No.** 500238

**Description:** When you open Settings » Dimensions » Dimension Setup and select a check box, you can no longer deselect any checkboxes in the same column without the workaround. The same case is true if you deselect a check box first and then want to select one from the same column.

**Workaround before Fix:** Perform a soft refresh before you do the opposite action (deselect/select the check box) to temporarily fix this issue.

Databoards – Some Databoards cannot Convert nvarchar to int

**Deltek Tracking No.** 501206

**Description:** Databoards that have a multi-selector in the filter might fail with a message that a conversion from nvarchar to int failed.

**Workaround before Fix:** Select multiple values in the multi-selector and then perform a hard refresh.

---

## Known Issues from Release 12.0 that are still Known Issues in Release 12.0 CU01

### Finance & Administration

General Ledger – Chart of Accounts – Updating Account in Sidebar Clears Amount in Grid

**Deltek Tracking No.** 497701

**Description:** When you update the account name and select the Force Page Break after this Account check box, the account's amount is removed from the grid.

**Workaround before Fix:** Do a soft refresh on the Finance & Administration > General Ledger > Chart of Accounts window.

Creditor Invoice – Voucher Stamped with Invalid License

**Deltek Tracking No.** 487528

**Description:** When you upload PDF vouchers that contain tagged metadata, WorkBook incorrectly adds a watermark that displays an invalid license warning.

## Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices

**Deltek Tracking No.** 496185

**Description:** The bug associated with this tracking number has been resolved. (See [Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices](#).) However, on some US/Canadian tax lines, there may still be rounding issues.

---

## Jobs

### Delivery Job Closure – Activity not Allowed Error

**Deltek Tracking No.** 486012

**Description:** When you close a project retainer delivery job on a retainer project, and the job has fewer expenses than budgeted on the price quote, the action might become prevented if the setting All Corrective Price Quotes and Invoices to be Done on One Activity is not enabled on the project.

This is because WorkBook uses the default activity of the user for the Price Quote correction, but that activity might be configured as not allowed on the job price list, or not allowed for use on invoices.

**Workaround before Fix:** Temporarily change the default activity of the user to one that is allowed. That might require temporary changes to the activity setup, as well, because the default activities for employees are limited to the activities that are allowed for use on time entry.

### Price Quote (PQ) – Lines

**Deltek Tracking No.** 491303

**Description:** Adding a line and updating values on the line does not trigger updates to the cost price according to System Variable 184.

---

## Reports

### Reports 218, 227, and 240 – Wrong VAT Percentage on very small Amounts

**Deltek Tracking No.** 477918

**Description:** When you print Reports 218, 227, and 240 if an invoice net amount is very small, and you group by VAT percentage, it results in a wrong VAT percentage.

### When You Print to XLSX Formatted Decimal Number Formatting does not Follow Selected Language

**Deltek Tracking No.** 498116

**Description:** When you use XLSX Formatted to print a report, for some reports the decimal separator does not change, depending on the language that you selected in the report parameters. The default formatting for the decimals corresponds to the formatting that is set in the regional settings on the client computer. Customers who have the same language specified in the report parameters and their regional settings are not affected.

---

Reports with a Parameter that Supports \* (All) do not Support the Include Front Page Option

**Deltek Tracking No.** 496301

**Description:** When you print a report with the report parameter to include the front page selected, a dialog blocks you from printing the report.

**Workaround before Fix:** Select the accounts to print directly in the account selection field.

**Additional Notes:** Affected reports include 93, 99, 128, 156, 157, 167, 171, 187, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 231, 240, 241, 242, 250, 251, 255, 264, 269, 278, 279, 280, 281, 284, 290, 291, 292, 303, 304, 306, 307, 310, 313, 316, 319, 333, 334, 335, 341, 378, 381, 392, 412, 417, 431, 461, 468, 483, 499, 500, 522, 523, 527, 529, 532, and 542.

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## Resources

Employee – Sidebar and Grid

**Deltek Tracking No.** 491183

**Description:** When you move an employee to another Company, a new resource is created, and the original resource is disabled. The resource book is not automatically updated to reflect this change.

**Workaround before Fix:** Perform a soft refresh or reapply the filter in the resource book.

---

## Settings

Global System Settings – System Variables – With System Variable 909 Disabled, Expense Entry Transfer Assumes the Incorrect Company Currency

**Deltek Tracking No.** 493327

**Description:** When System Variable 909 is disabled, Expense Entry transfer assumes that the Company Currency Amount is in the Employee Company Currency, rather than the Expense Entry Company Currency.

---

## Storage

Large Files Cannot be Downloaded

**Deltek Tracking No.** 493692

**Description:** When you try to download a very large file, you might encounter an OutOfMemory exception error. While there is no known exact size threshold that causes this, it is more likely to occur when you try to download very large files (512MB and larger) while the server is experiencing a heavy load.

---

## Software Issues Resolved

### Finance & Administration

Cost Entry – Mileage Entry – Unable to Approve Status 20 when Approved Via Cost Entry

**Deltek Tracking No.** 498330

**Description:** When you viewed an item where you were associated as an approver, you could not approve the item from the Cost Entry page.

**Workaround before Fix:** Approve entries from the follow-up, or use the administrative approval follow-up under Finance & Administration » Open Mileage Entries.

Cost Entry – Time Sheet – Time Entry Remains Unapproved when Approved via Cost Entry

**Deltek Tracking No.** 498331

**Description:** When you were assigned as an approver, you could not approve an entry that was in Stats 20 via Cost Entry.

General Ledger – Net Revenue Forecast – Clicking Shortcut (Context) Menu before Page is Initialized Causes Error

**Deltek Tracking No.** 498385

**Description:** When you clicked on the shortcut (context) menu before the entire page was completely loaded, an error occurred.

General Ledger – Net Revenue Forecast (NRF) – Manually Edited NRF Responsibles / Viewers were not Removed on Update of Entire NRF

**Deltek Tracking No.** 499693

**Description:** Responsibles / Viewers were not reapplied from the setup configuration when updating the NRF. Affected records were only those records where responsibles / viewers were manually changed. This resulted in multiple reviewers when the NRF was sent for review.

General Ledger – Net Revenue Forecast (NRF) – Subgrid – Horizontal and Vertical Scroll Bars are Missing

**Deltek Tracking No.** 498623

**Description:** When you looked at the details in the subgrid for jobs, pipelines, and inter-company forecasts, the horizontal and vertical scroll bars were missing.

**Workaround before Fix:** Use the mouse scroll and arrow keys.

Monthly WIP Adjustment Follow-Up – Cannot Select Multiple Jobs and Set WIP Value to Zero

**Deltek Tracking No.** 498622

**Description:** When you selected multiple jobs and tried to use the Set WIP Value to Zero for Selected Jobs / Reset all Previous Adjustments for Selected Jobs functionality for jobs with existing adjustments for

the selected dates, a message was displayed and the action of setting the WIP value to zero was prevented.

**Workaround before Fix:** Perform the action for each job individually.

Rejected Entries – Payment Proposals are Missing from the View

**Deltek Tracking No.** 498660

**Description:** When you entered rejected entries, the list of items did not include any rejected payment proposals.

**Customers Impacted:** Customers who updated to Version 12.

**Additional Notes:** Approval flow of payment proposals was first added in Version 12, which is why customers who are on that version cannot find payment proposals in rejected entries until this fix is implemented.

HMRC VAT Returns – Visiting HMRC VAT Returns might Result in Error

**Deltek Tracking No.** 499383

**Description:** Visiting HMRC Vat returns could result in a crash if the page completed loading before the buttons in the toolbar were populated.

Journals – Same Prefix Error Triggered When Changing Booking Dates for Lines with Reversed Accounts

**Deltek Tracking No.** 499385

**Description:** When you changed the booking date on a journal entry line that eliminates a creditor or debtor transaction, an error occurred that prevented you from changing the booking date.

**Customers Impacted:** Customers who place the creditor/debtor account as the main account in manual journal entries received this error message. In addition, it only occurred if you eliminated a transaction with a journal entry line added elimination from the subgrid, while the amount in the top grid was empty.

**Workaround before Fix:** If you set the creditor or debtor to be the offset account, you can change the booking date.

Creditor Invoices – Expense Entries with EU VAT Encounter Errors when Changing Finance Account / Adding Lines

**Deltek Tracking No.** 499386

**Description:** When you added extra lines on expense vouchers, an error occurred if the expense line uses import creditor VAT and an activity VAT that is not set at 100% deductible.

**Customers Impacted:** Customers who use import VAT for expense entries and have System Variable 970 (Allow to Edit Expense Entry Voucher Lines on Vouchers with Status 40) enabled.

Creditor Invoices – Creditor Invoice Set on Hold without Job being set to Pay when Paid

**Deltek Tracking No.** 501158

**Description:** When you performed eliminations, creditor invoices were set to Payment on Hold, with the reason Pay when Paid, even when pay when paid was not enabled on the job to which the invoice belonged.

**Customers Impacted:** Customers who perform eliminations with open transactions and where creditors are not employee creditors or marked as Exclude from Pay when Paid.

**Workaround before Fix:** To prevent the invoice from being marked for Pay when Paid, mark the creditor to be excluded from Pay when Paid. You can release invoices that are already marked as Payment on Hold – Pay when Paid under Creditor Invoices Pay when Paid under Finance & Administration.

Creditor Invoices – System Error when Trying to Preview Creditor Invoice File

**Deltek Tracking No.** 501161

**Description:** When you tried to preview a file that had been deleted from the server, an error occurred.

Resources Under Preparation – Force Approve even when Required Fields have no Values

**Deltek Tracking No.** 498335

**Description:** When you used Force Approve Record(s), the records were approved even if required fields were missing values.

Net Revenue Forecast (NRF) – Price Quotes (PQ) in Status 20 Included as PQ in Status 10

**Deltek Tracking No.** 500521

**Description:** When you viewed PQs in Status 10, it also included PQs that were in Status 20. This made the forecast inaccurate when trying to view PQs in Status 10 or Status 20 exclusively.

**Customers Impacted:** Customers using Version 11.0.107 (11 CU04) and newer.

**Additional Notes:** If an NRF does not display PQs in either Status 10 or Status 20, there is no problem. Similarly, if an NRF displays PQs in both Status 10 and Status 20, there is no problem.

---

## Jobs

### Jobs Created via API do not Apply Default Dimensions Correctly

**Deltek Tracking No. 499379**

**Description:** When you created jobs via the API, certain dimension values were not set properly according to the defined Company defaults, client defaults, and client/Company defaults. The following fixed dimensions were affected:

- Debtor is Required
- Project Manager
- Finance Manager
- Job Admin Fee
- Billable
- Account Manager
- Sales Manager
- Product
- Department
- Profit Center
- Practice Area
- Consulting Center
- Technology
- Platform

### Create New Job – Jobs Created with Wrong Price List

**Deltek Tracking No. 499882**

**Description:** When you opened the Create Job dialog and changed the client that was selected, and System Variable 993 was enabled, jobs could be created with the wrong Price List in certain scenarios, such as the following.

Conditions that caused this:

- Client 1 had access to Price List 1 (Client default) and Price List 2 (Client Company default).
- Client 2 had access to Price List 1 (Client default) and had no Client Company default. It did not have access to Price List 2.

When you opened the Create Job dialog with Client 1 selected, and you changed the client selection to Client 2 and then created a job, that job was created with the Client Company default Price List of Client 1.

### Tasks – Grid View – Booking Resources Causes the Tag to Disappear

**Deltek Tracking No. 496084**

**Description:** When you booked a resource on a task, tags were removed from the view.

### Tasks – Grid View – You cannot Edit the Color from the Grid

**Deltek Tracking No. 498398**

**Description:** You could not edit the color column directly from the grid, because it was read-only.

Job Folder – Error when Updating from Version 11 to Version 12

**Deltek Tracking No.** 498499

**Description:** Old information in job folders prevented you from updating WorkBook to version 12.

Purchase Order (PO) – Copy Purchase Data from a Price Quote (PQ) – Searching Between Budgets does not Work

**Deltek Tracking No.** 498527

**Description:** When you tried to search for a specific PQ in the Price Quote Selector, no matches were found.

Contact New Job Request – Briefing Template Appears Blank

**Deltek Tracking No.** 498629

**Description:** When you opened the Contact New Job Request dialog and selected another client, the briefing template that is associated with the job type was not loaded properly if the previous client did not have access to it.

**Workaround before Fix:** Select a job from the list from the client on which you intend to create the job. This results in the client being suggested by default.

Jobs List – Price Quote – Intercompany Exchange is Calculated with Wrong Exchange Rate

**Deltek Tracking No.** 498896

**Description:** When you used an employee from another company on a price quote line, a wrong currency exchange rate was used under certain conditions.

#### Conditions

- Currency A is used by Company 1, the Price Quote and the Price List.
- Currency B is used by Company 2 and Employee 1 for its hourly cost rate.
- Currency C is the base currency for the rate table that is shared by Company 1 and Company 2.
- The Price Quote is created on a job that belongs to Company 1.
- Employee 1 is employed by Company 2.

#### Case

- Employee 1 is selected on a Price Quote line, and the Price Quote is approved.
- The calculated cost price of the employee would be based on the first available currency rate for Currency A, which is always dated 01/01/1900.

**Customers Impacted:** Multiple companies with different company currencies, while still using intercompany resources.

Jobs List – Task Progress View – Subgrid is not Displayed in Version 11 and Higher

**Deltek Tracking No.** 499468

**Description:** When you clicked on a cell, the subgrid was not displayed.

Jobs list – Report 246 – External Purchases do not Match Sales

**Deltek Tracking No.** 500713

**Description:** External purchases included amounts from vouchers in other companies if their voucher number matched a voucher on the job.

Costs – Purchases - Unable to Move Voucher, Wrong Sign

**Deltek Tracking No.** 499380

**Description:** When you moved a line from a voucher that had multiple lines, all lines were depleted by the moved amount.

Costs- Purchase Orders – Cost Details – Purchase Order Task is not Displayed

**Deltek Tracking No.** 499914

**Description:** When you viewed the cost details of a Purchase Order, and Enable Units and Amount Specification on Detail Level was enabled, the Purchase Order Task column was not displayed.

Costs – Hours – All Records / Task Total per Employee – Performance Issues

**Deltek Tracking No.** 499467

**Description:** When you opened these views, WorkBook loaded all time entries in the system, which could cause performance issues.

Tasks – Gantt Chart – Access Forbidden Error (Status Code: 403) for Portal Users

**Deltek Tracking No.** 499452

**Description:** When a contact user opened a Gantt view, an error occurred.

Price Quote – Lines – Manually Entered Values are Overwritten with Values from Price List

**Deltek Tracking No.** 499589

**Description:** When you entered a value into Hourly Rate, Materials Sale, Profit Margin, or Purchases on a new, empty line, the value was overwritten with values from the Price List.

**Workaround before Fix:** Add the line first, then manually enter the values.

Invoice – Price Quote Copied to Invoice – Payment Terms Default to Debtor Settings

**Deltek Tracking No.** 499625

**Description:** When you copied a Price Quote to a new invoice, the payment terms were not copied from the Price Quote. Instead, the payment terms of the new invoice defaulted to the payment terms from the Debtor settings.

Invoice – Consolidated invoices – Manual Payment Status

**Deltek Tracking No.** 499816

**Description:** When you manually changed the payment status of the main invoice, the subinvoices' payment statuses were not changed.

Invoice – Copy Price Quote (PQ) to Invoice – Incorrect Data is Displayed

**Deltek Tracking No.** 500146

**Description:** When the copy dialog included a PQ that used a different currency than the Company currency, the amounts were shown correctly in PQ currency, but the currency ISO code was sourced from the Company currency. In addition, the date that was listed in the copy dialog was the date when the PQ was created, rather than the date of the PQ.

Job Properties Sidebar – Job Finance Settings – Pay when Paid and Transfer Residual Values to Other Job – Read-Only

**Deltek Tracking No.** 498524

**Description:** When you selected the Pay when Paid check box, you could still enable Transfer Residual Values to Other Job when Closing on the job.

Unauthorized Error on Some Reports when using Two-Factor Authentication

**Deltek Tracking No.** 500236

**Description:** When you had Two-Factor Authentication enabled on your login, and you tried to print Reports 123, 188, and 323, you encountered an Unauthorized error.

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## Reports

Summarized Fields are not Formatted when Printing Reports

**Deltek Tracking No.** 500148

**Description:** When you printed a report as a PDF or RTF that had summary fields, the number of decimals did not match the rest of the report.

In addition, when you printed a report as XLSX (Formatted), formatting issues occurred, such as missing decimals on some figures, incorrect decimal symbol formatting based on the language selected in report parameters, or missing separators for figures that exceed thousands.

**Customers Impacted:** Customers who use Version 12.0

**Additional Notes:** If you have custom report layouts, formatting issues are not automatically corrected by this fix. You must make layout changes manually if you are using Version 12.0 CU01. See [Manual Fixes Required for Custom Report Layouts](#) for instructions.

Employee Change Log (Report 442) – Changes to Capacity Profile Add Random Resource

**Deltek Tracking No.** 499618

**Description:** When you generated Report 442 after changing an employee's capacity profile, the report displayed incorrect employee names.

Pipelines – Report 157 Pipeline Status List does not Work

**Deltek Tracking No.** 499587

**Description:** When you tried to print Report 157, it did not print because of missing report parameters.

---

## Resources

Employee/Supplier Creditor Mapping – New Employee Creditor – Does not Inherit Default Copy Settings

**Deltek Tracking No.** 498621

**Description:** When you created creditors through employee or supplier creditor mappings, and the company was set to use Copy Settings from this Creditor and Copy Settings from this Expense Employee Creditor, the values from the creditors were not copied onto the new creditors.

**Customers Impacted:** Customers who use the Copy Creditor functionality on a company's basic settings page.

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## Scheduling

Global Filters – Inaccurate Informational Message

**Deltek Tracking No.** 497545

**Description:** Any user can create and use global filters. You can only edit global filters if you are an Admin User or an Advanced User or you have access in settings. Previously, if you tried to edit a global filter, an incorrect informational message displayed the following: Only advanced users and above may save or modify global filters.

Calendar – All Multiple Bookings for Same Resource are Placed at the Beginning of the Day

**Deltek Tracking No.** 498773

**Description:** When you created multiple task bookings on the same date for one resource, all of the bookings were placed at the beginning of the day.

**Workaround before Fix:** Manually move the task bookings.

Timeline Calendar – Error when Booking Resource

**Deltek Tracking No.** 493863

**Description:** When you booked a resource for an existing task on the timeline calendar, an error occurred. However, the booking was still created.

**Workaround before Fix:** Refresh the view after the error message is displayed (because the booking is still created), or do not book resources on the timeline calendar.

---

## Settings

Some Databoards Cannot Convert nvarchar Values

**Deltek Tracking No.** 500990

**Description:** When you loaded databoards that called the server with the parameters in the wrong order, an error message indicated that the databoard failed to convert a type value to another type value.

---

Job Adjustment Approvals – Employee Manager (6) is Skipped

**Deltek Tracking No.** 499465

**Description:** When the Employee Manager role was active / set up on the approval flow, and you sent an adjustment, the Employee Manager (6) role was not triggered.

Finance & Administration – Session Log Overview – Database Error

**Deltek Tracking No.** 499535

**Description:** When you opened the Session Log Overview page under Settings » Login History via the Resource Card or User with no Login for 30 Days page under Finance & Administration, an error occurred.

Purchase Order (PO) Approval Never Triggers Secondary Approval

**Deltek Tracking No.** 499623

**Description:** When the Secondary Approver role (Role 40) was enabled, it was never triggered when you sent a PO for approval.

---

## Tasks

Net Revenue Forecast Intercompany is not Displayed in Follow-Up

**Deltek Tracking No.** 499628

**Description:** The Net Revenue Forecast Follow-up as a viewer did not display intercompany records.

---

## Time & Expense

Time Sheet – Max Hours can be Registered in a Day does not Work

**Deltek Tracking No.** 497113

**Description:** When you entered more hours than the company limit that can be worked in one day, WorkBook accepted and allowed that value and did not warn you that it was too large.

Time Sheet Status Report – Basic Time and Remaining Columns

**Deltek Tracking No.** 499024

**Description:** When there were absence entries within the selected period, the Basic Time column displayed basic time hours minus absence hours.

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## WorkBook Release 12.0

Version DB 12.0.68 / HTML 12.0.81

Released on December 19, 2019

### Features Added or Changed

#### CRM

##### Performance and Layout Improvements to the Pipelines Page

The Pipelines List page has been improved so that it loads much faster. The Active check box has been added to the page. When it is selected, the pipeline is active; when it is not selected, the pipeline is inactive. In addition, the following changes have been made to the page:

- All resource names are displayed without initials and have avatars.
- The column name Start Date has been changed to First Transaction.
- The column name User Currency has been changed to Display Currency.

##### Performance and Layout Improvements to the Pipelines Filter Page

The pipelines filter has been improved to filter pipelines more effectively.

##### Pipeline Log has been Re-Implemented

Pages that display the Pipeline Log have been added to the relevant places in CRM: Pipeline Card, Prospect Card, and Pipeline Log. Changes to pipelines were always logged, even while the pages were not available in the system.

##### Pipelines – New Pipeline – Dimensions – Set Default Dimension Values on New Pipeline in the Same Way that It Works on New Jobs

When you select a client, Company, and/or contact on a new pipeline, the dimension values are now filled in based on the most specific definition to least specific definition.

This means that it fills in dimension values from contact first, if applicable, then from a combination of Company-specific settings on client, then from the client's regular settings, and finally on the Company settings.

This matches the approach used for filling in dimension values when creating jobs.

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#### Email Import

##### Archive Selected Email – Email Import to Debtors and Creditors

The option to archive an email on a creditor or debtor has been added.

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## Finance & Administration

An additional validation test has been added to the finance setting validation routine as part of the solution to Known Issue 489496 (see page 26)

The new test validates that the posting configuration stamped on jobs has the correct posting configuration settings within the **Settings » Finance » Posting configurations** set up. Specifically, this validates that the **Time method**, **Purchases method**, and **Material method** settings have the appropriate posting configuration for the General Ledger accounts set up. Before WorkBook 12, the validation was applied only to the current posting configuration for the methods and was not applied to all created jobs.

NOTE: Upgrading to WorkBook 12 may cause problems under the following combination of circumstances as the new job level validation test can potentially generate finance validation errors that were not previously reported, and prohibit finance journal posting until such errors are resolved:

- The system has jobs with a method that uses something other than **None**, such as **Allocate to the operating result**, **Capitalised (cost price)**, or **Capitalised (sales price)**,
- AND the posting configuration for the **Time method**, **Purchases method**, and **Material method** has been set to **None** in **Settings » Finance » Posting configurations**,
- AND the General Ledger posting accounts for the method have been deleted.

The new validation test is likely to create issues only for the **Material method** as this method is generally the least utilized or may not even be used at all, which means that the previous lack of validation would not have identified the misalignment and configuration problem. The solution to the issues that may arise due to the new validation test is to correctly select an appropriate General Ledger account from the account drop-down list in the bottom grid of the Posting configuration sub-module. Generally, this could be the same account used for Adjustments, but it would be for the client to make that decision.

### Change management

This significant piece of change management is based upon the fact that new environments and systems (both internal and external, production, and demonstration) have generally been created by copying a blank database. This database already contained internal jobs and some of these jobs have been created using a posting method of **Capitalised** for materials, with the posting configuration subsequently changed to the **Material method** of **None** and the posting accounts removed. Such a system, when updated to WorkBook 12, will generate finance setting validation errors and will report that these jobs do not have the appropriate accounts set up for their posting configuration setting.

Reporting Currency Calculation performance has been improved

The execution time for recalculating currency values for reporting currencies has been reduced drastically.

Monthly WIP Adjustments Follow-Up – Filter Date

When using Raise Notification, the project managers of the listed jobs have their WIP adjustment filter date set to the same date as the user who initiated the notification.

### Creditors – Cancel Creditor Invoices

The ability to cancel Creditor Invoices has been added. This is implemented via a new System Variable 1180.

When System Variable 1180 is selected, the Delete option becomes Cancel on the F&A » Creditors » Creditor Invoice. This is only applicable on Creditor Invoice » Invoice Type Creditor Voucher. In addition, you can only cancel Creditor Vouchers when they are in Status 10. If these criteria are not met, you cannot cancel the Creditor Invoice.

### Settings – Net Revenue Forecast Methods – Price Quote Forecast Method

A new forecast method for T&M jobs has been added to Net Revenue Forecast.

This method includes sales value of scheduled bookings after the start date of the forecast, regardless of the remaining amount on the line, and the sales value of time entries from the first day of the first forecast month up to the start date of the forecast.

### Net Revenue Forecast – Provide New Overview for Non-Finance Users

Two tabs have been added to the subgrid for Net Revenue Forecast method settings. Note that you can have only one assigned job/pipeline responsible at a time.

In addition, a Viewers column has been added to the job lines and pipeline lines in the Finance & Administration module's Net Revenue Forecast. You can click the Pencil button in this column to open a dialog where you can add viewers. You cannot add Basic users as viewers.

The new Net Revenue Forecast page is read-only. It displays only the lines on which a user has been added as a viewer. You must publish the Net Revenue Forecast page so that it can be seen in the new read-only view. The shortcut (context) menu for net revenue forecasts now includes an option for marking the net revenue forecast as published or unpublished.

This new net revenue forecast view also stamps the finance account onto the Net Revenue Forecast, as is done with all of the other settings from the Net Revenue Forecast method setup.

The Net Revenue Forecasts sidebar now includes a tab that displays the finance accounts, as well as responsible and viewer users.

### Journals – Journal Bookings – New Columns

A new column called Curr. Amount on the Journal Bookings tab now displays transaction values in transaction currency. Another new column called Amount – XXX displays the transaction value in Company base currency.

### Project Postings – Improvements to Load Times for Data

When you select the time entries line in project postings, the subgrid page All Records loads a lot of data if there are a lot of time entries. To improve load time and data loads, this page now shows only as many entries as System Variable 1176 specifies. If the page limits how many entries are displayed, a red warning message appears in the toolbar.

### Chart of Accounts – Account Statement Tab Takes Minutes to Load

The performance of loading data on the Account Statement page has been improved.

### Creditor Invoices – Filter is Properly Cleared when You Change Company

When you change the Company while in Creditor Invoices, the filter now clears the creditor and approver selections, because these tend to be company-specific.

### Finance & Administration – Net Revenue Forecast (NRF) – Handling Forecast Values of Jobs on Hold

NRF now behaves slightly differently for jobs that are on hold. WorkBook does not distribute any values in the forecast months for jobs that have the status on hold. The values that would have been distributed over the forecast months are now summarized in the Remaining Following Years column.

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## General

### Agent 125 – Group Scheduling Resource Calculation – Improved Performance

When Agent 125 is triggered, group scheduling resource calculation occurs without causing deadlocks in WorkBook. This has improved the running time.

### Data Cubes – Creditor Transactions

An API data cube has been added to extract creditor transaction information from a single API call.

#### Interface Changes

None

Cube Name

CubeCreditorTransactionsRequest

Parameters

Parameter	Required / Optional
CompanyID	Required
FromDate	Optional
ToDate	Optional

The API call returns information about all creditor transactions for the specified CompanyId between the FromDate and ToDate. If you do not provide values for the date fields, the query is open-ended. If you specify a ToDate that is before the FromDate, the query returns an error, and no transaction data is provided.

The query returns the following fields:

- Id
- AccountNumber
- CompanyId

- CompanyName
- ReportingGroupld
- Name
- Blocked
- PostingGroupld
- ReferenceType
- Referenceld
- TransactionDate
- VoucherNumber
- DueDate
- Currencyld
- CurrencyName
- CurrencyCode
- OriginalAmountCurrency
- OriginalAmount
- PostDate
- JournalNumber
- TransactionType
- ExternalDocumentNumber
- Text
- PaymentOnHold
- RemainingAmount
- RemainingAmountCurrency

#### Agent – Push User-Created Reminders Out Improved

The agent to push user-created reminders out was rewritten to optimize performance. In addition, users are added to the job team if they posted a reminder to the job or task that they are originally not a part of.

#### Currency ISO Code Changes

The Currency ISO Code for the Venezuelan Bolivar has been changed from VEB to VES. The code for the Zambian Kwacha has been changed from ZMK to ZMW.

#### Jobs – Job Lists – Lists now have Total Rows

Most job lists now have a total summarization row at the bottom of the grid.

#### General – Login – Improve the Design of the Login Page

The design of the login page has been improved.

## Shortcut (Context) Menus – Improved Performance

Shortcut (context) menus now use fewer resources, which leads to improved performance.

---

## Jobs

### Jobs List – Favorite Job Icon is now Displayed in All Views

On the Jobs List, the Favorite job indicator is now displayed in all grid views.

### Purchase Orders – Purchase Order (PO) Settlement Uses PO Currency

Previously, when you settled POs it was done using the company currency. As of Release 12, settling POs is done using the PO currency.

In addition, the Settled and Remaining fields have been added at the left side of the PO footer to display those values in the PO currency.

### Create New Job – Performance Improvement

The performance when creating jobs has been improved, to enhance the support for a larger number of jobs being created concurrently.

### Redesign and Reimplement Pay when Paid

Pay when Paid applies a new hold type to purchase invoices, meaning that they are not automatically included within payment proposals. The application of this hold is automatic, based on job level settings, but the removal of the hold is manually required.

#### Interface Changes

- Added a Pay when Paid Job check box on Job Settings » Job Finance Settings.
- Added An Exempt from Pay when Pay check box on Creditor Payment Proposal settings (Finance and Administration » Creditors » Creditors Lists » Payment Proposal Settings).
- Added a Pay when Paid management screen (Finance and Administration » Creditors » Creditor Invoices Pay When Paid).

#### Functionality

When the Pay when Paid check box is selected (enabled) on a job:

- Any Creditor Invoice, where the invoice type is Creditor Vouchers, and any creditor invoice line is posted against the job has the Pay when Paid hold applied upon reaching status 60 (booked/posted).
- Invoices with this hold status are listed on the Creditor Invoices Pay when Paid screen.

**Note:** If even one out of multiple lines is posted to a job with Pay when Paid enabled, the entire invoice is given this hold status.

When Pay when Paid is enabled on a job that already has creditor invoice lines posted against it:

- You receive a confirmation dialog that requests confirmation of the subsequent actions that are to be applied against those invoices that have already been applied to the job. When you confirm,

the Pay when Paid hold is applied to the creditor invoices listed on the confirmation (including invoices that may only have one out of multiple lines posted against the job).

The hold on a specific invoice can be released on Finance and Administration » Creditors » Creditor Invoices Pay When Paid screen, by selecting the voucher and clicking the 'Release payment hold' icon.

You can exempt creditors from being on hold for payment by selecting the Exempt from Pay when Paid Hold check box on Finance & Administration » Creditors » Creditors Lists » Payment Proposal Settings. Any creditor invoice that has been applied to a creditor with this exemption setting enabled does not have the hold applied, regardless of the job-level setting.

**Note:** Any creditor that is marked as an employee creditor has the exemption automatically applied by default. You cannot change this.

This functionality only applies to the following:

- Project jobs, **not** Retainer jobs or Retainer delivery jobs.
- Creditor invoices that have a remaining value that is not zero.

#### Costs/Tasks/Finance – WIP Adjustments – WIP Comment Trigger Value through Company Settings

System Variable 952 has been expanded to facilitate more granular control of when WIP adjustment comments are required. In addition, a specific corresponding Company Variable has been added to enable you to manage comments on WIP adjustments at a company level using a threshold minimum value.

System Variable 952 can now have one of the following values:

- **None** – No comment is required on job closure or negative WIP adjustments.
- **Job Closure adjustments only** – Comments are only required on job closure adjustments. Comments are not required at any time on WIP adjustments.
- **Negative WIP adjustments only** – Comments are only required on WIP adjustments that result in negative net total adjustments (write downs).
- **Both Job Closure and negative WIP adjustments** – Comments are required at all times on job closure adjustments and WIP adjustments that result in negative net total adjustments.

Company Variable 53 now controls the management of comments on positive-value WIP adjustments—the equivalent of the former behavior of System Variable 952 being enabled (selected), but with the additional enhancement of enabling you to provide a threshold value if required. To use Company Variable 53, enter a positive, numeric value to set the threshold.

- When Company Variable 53 is blank, no comment is required on any positive WIP adjustments. (This is equivalent to the former behavior when System Variable 952 was disabled/deselected.)
- When Company Variable 53 contains 0 (zero), a comment is always required on positive WIP adjustments, regardless of their values. (This is equivalent to the former behavior when System Variable 952 was enabled/selected.)
- When Company Variable 53 contains any value, comments are only required on WIP adjustments where the total value exceeds the value of this setting. For WIP adjustments where the total value is both positive and less than or equal to the value of Company Variable 53, no WIP adjustment comment is required.

**Note:** The value used in Company Variable 53 is always expressed in Company currency.

Examples

The following tables provide examples of using System Variable 952 and Company Variable 53.

WIP adjustment: <b>+100.00</b>		System Variable 952			
		None [0]	Job closure only [1]	Negative WIP only [2]	Both [3]
Company Variable 53	Blank <i>[not required]</i>	Not required	Not required	Not required	Not required
	0.00 <i>[always required]</i>	Required	Required	Required	Required
	500.00 <i>[required above 500.00]</i>	Not required	Not required	Not required	Not required

WIP adjustment: <b>-100.00</b>		System Variable 952			
		None [0]	Job closure only [1]	Negative WIP only [2]	Both [3]
Company Variable 53	Blank <i>[not required]</i>	Not required	Not required	Required	Required
	0.00 <i>[always required]</i>	Not required	Not required	Required	Required
	500.00 <i>[required above 500.00]</i>	Not required	Not required	Required	Required

WIP adjustment: 0.00		System Variable 952			
		None [0]	Job closure only [1]	Negative WIP only [2]	Both [3]
Company Variable 53	Blank <i>[not required]</i>	Not required	Not required	Not required	Not required
	0.00 <i>[always required]</i>	Required	Required	Required	Required
	500.00 <i>[required above 500.00]</i>	Not required	Not required	Not required	Not required

WIP adjustment: +700.00		System Variable 952			
		None [0]	Job closure only [1]	Negative WIP only [2]	Both [3]
Company Variable 53	Blank <i>[not required]</i>	Not required	Not required	Not required	Not required
	0.00 <i>[always required]</i>	Required	Required	Required	Required
	500.00 <i>[required above 500.00]</i>	Required	Required	Required	Required

Job Closure adjustment: <b>-800.00</b>		System Variable 952			
		None [0]	Job closure only [1]	Negative WIP only [2]	Both [3]
Company Variable 53	Blank <i>[not required]</i>	Not required	Required	Not required	Required
	0.00 <i>[always required]</i>	Not required	Required	Not required	Required
	500.00 <i>[required above 500.00]</i>	Not required	Required	Not required	Required

Price Quote (PQ) – Enhanced Interaction between Price Quotes (PQs) and Purchase Orders (POs) and Values Spent after Vendor Invoices are Applied

WorkBook now allows for more detailed tracking of quoted purchases of a line-item level when using POs controlled on a detail level (in relation to System Variables 1037 and 1107).

When you use the copy method Copy from Price Quote either on an existing PO or when creating one, WorkBook creates a link between PQ lines and PO detail lines.

When you add the PO number/ID in the Creditor Invoice creation dialog, WorkBook creates a link between a PO and a Creditor Invoice.

System Variable 464 has been updated to only include four options.

PO approval role 96 has been removed.

Company Variable 54, Allow Price Quote Lines to be Used Multiple Times in Creating Purchase Orders, has been added.

PO approval role 97, Duplicate Line Approver, has been added.

If Company Variable 54 is enabled, and you create a link on a PO with the same PQ line, approval role 97 is triggered if enabled.

Price Quote – System Variable 1058 Behavior Extended

System Variable 1058 has been extended with two additional options to enable finance users to override the price quote status for price quotes whose status would otherwise be locked.

Invoice – Add For Approval Status

The For Approval status has been added to the invoice status selector. When you select this status on an invoice whose status is Under Preparation, that invoice moves to the For Approval status if an approval flow is enabled. Otherwise, the invoice moves to the Approved status.

Purchase Order – Add Gross Amount to VAT/Tax Information Box on Purchase Order  
Net Amount and Gross Amount have been added to the Edit Tax dialog and the Tax tooltip.

Costs - WIP Adjustments – Manual Approvers

A new tab has been added to the WIP Adjustments dialog that enables you to set up manual approvers before creating the actual adjustment.

Costs – WIP Adjustments – New Column to Itemize Existing Price Approved Column

A new column has been added to the WIP Adjustments dialog that displays the value of externally approved price quotes. The existing Price Approved column has been renamed to All Approved Price Quotes.

Duplicate Jobs – Settings

Extended access was added for elements within the duplicate job dialog. Access roles can now have limited access to specific elements, while still retaining full access to the dialog itself.

Price – You can Add Job Reference Key Information to Report 348

You can now add the JobRefKey data field to Report 348. When a job has a reference key that is set via Job » Finance Settings, you can now add job reference key information to be displayed in the Price Quote Report (Report 348).

Job Team – Defaulting Job Team from Company Settings does not Work

The text for option 1 of System Variable 598 has been changed to more accurately reflect what it does. The new text is **Team as defined on client contact, client company, or client default (following that order)**.

Job Properties Sidebar – Basic Job Settings –Indicator that a Project is a Retainer when Changing the Project on a Job

When you change the project on a job, the job properties sidebar drop-down now differentiates normal projects from retainer projects. In addition, you can no longer select inactive projects.

---

## Reports

Reports – Finance & Administration – Chart of Accounts – Trial Balance Report 216

The performance of this report has been improved. The enhancements to this report also fixed the following issues:

- The report did not print if no accounts in the report contained a line feed.
- The Account Description field was not displayed in the account description text in the language for which the report was printed.

In addition, this report was renamed to the Periodic Trial Balance Report.

### Reports – Finance & Administration – Net Job Balance Report (Report 569)

This new report enables you to view the net job balance—the available revenue to be taken on any given job, inclusive of accrued and deferred revenue—by client, by job. See [Net Job Balance Report \(Report 569\)](#) for detailed information about this report.

### Reports – Finance & Administration – Profit and Loss for a Period Report (Report 570)

This new report shows the sum of transactions on Operating Accounts between and including a From Date and a To Date. See [Profit and Loss for a Period Report \(Report 570\)](#) for detailed information about this report.

### Report – Finance & Administration – Trial Balance Report (Report 571)

This new report shows the list of all accounts, both of account type Operating and Balance Sheet, that are included in the Chart of Accounts of the selected company, and their associated balances as of the As of date. See [Trial Balance Report \(Report 571\)](#) for detailed information about this report.

### Reports – Finance & Administration – Balance Sheet with Prior Year Comparison Report (Report 572)

This new report shows the balance on Balance Sheet Accounts at the As of Date. See [Balance Sheet with Prior Year Comparison Report \(Report 572\)](#) for detailed information about this report.

---

## Resources

### Create New Company Performance Improvements

The performance of the process for creating a new company has been improved.

If the new company is set to use a base currency that is already marked as a reporting currency, the time that it takes to create the company has been vastly improved.

If the selected currency is not marked as a reporting currency, you are informed that some additional calculations will continue running in the background. You will also receive a message in your inbox when those calculations have completed.

The system no longer completely locks up during the entire creation process.

### Resource Columns Enhancements

Resource columns across WorkBook were enhanced to add the Resource icon to resources in drop-down columns, if icons are enabled globally.

### Company Settings – Allow for Default Values to be Copied when Creating Debtors

When creating a debtor the default values are copied from all three areas of the application, giving the following precedence:

1. Input dialog
  2. Copy from the debtor if it was set up in Company Default copy settings
  3. Copy from Settings in Company Basic Finance settings
-

## Scheduling

Schedule Overview – Scrum Board – Select and Drag Multiple Tasks in Scrum

The ability to select and drag multiple tasks at a time on the scrum board has been added.

---

## Settings

System Variable 1062 - User End Date Behavior Changes

When System Variable 1062 enabled, users can still log in on the date set in their End of Employment field.

Required Resource Fields Approval

The approval pages for required resource fields have been rewritten to ensure that there were fewer gaps in the logic.

Global System Settings – Expanded System Variable 436 with New

System Variable 436 has been expanded to a drop-down list with two new options for excluding contacts or employees from the check. The check now also happens when you reactivate a resource, and when you add a contact to a job team for the first time, according to System Variable 436.

Rewrite Agent 48 (Auto Add Task to Time Sheet) to API

Technical improvements were made to Agent 48, Auto Add Task to Time Sheet, to increase performance.

Company Approvals – Creditor Payment Proposal Approval

An approval flow has been added for creditor payment proposals. The new approval flow is called Creditor Payment Proposal. You access it via Settings » Company Approvals.

### Functionality

When it is active, this approval flow is triggered when the Creditor Payment Proposal is initially marked Approved by the author, within Finance » Creditors » Creditor Payment Proposal » Payment Lines. A confirmation dialog is displayed to indicate that the payment proposal has been sent for approval; you can see the progress of the approval of the payment proposal in the Approvers tab under Finance » Creditors » Creditor Payment Proposal » Approvers when you have selected that payment proposal.

You can see the list of payment proposals that have not yet been completely approved and remain in Status 20 (For Approval) in the Administrative Follow-Up window under Finance » Administrative Follow-Up » Payment Proposal Approval.

After the approval workflow is completed, and all approvers have approved, the payment proposal status in the Finance » Creditors » Creditor Payment Proposal window are updated to display Status 40 (Approved). You must then go back to the Payment Lines tab to generate the payment file and the payment journal by clicking the  Approve button again.

If there is no active Creditor Payment Proposal approval workflow, there is no difference or change in functionality to the behavior in previous versions of WorkBook.

### System Variable 889 Functionality Expanded

When System Variable 889 is enabled, the activity is now taken into account when deciding whether a new time entry should be merged into an existing row or added as a new row.

### Company Variables – New Company Variable Governs Purchase Order (PO) Automatic Settlement

A new Company Variable 51 has been added to specify whether POs are automatically settled or must be settled manually.

When you select Automatically Settled, WorkBook automatically sets the status of a PO to 80 – Settled after the criteria that are defined by either Company Variable 3 or 4 are met.

When you select Manually Settled, the PO is not automatically settled, and you must manually change the status of all POs.

### Storage and Folders – Storage Provider – Test Storage Provider

The test now automatically aborts after 10 minutes, rather than 2 minutes. This only happens if the test does not manage to finish within the allocated time frame.

### Price Lists – Price List Setup – Add New Price List Data

You can now set Purchase Profit Margin to a value that has four decimals.

### System Variables – Recategorize System Variable 1177

System Variable 1177 is now categorized under WIP adjustments variables.

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## Security

### Settings - Company Settings – Check if New Password has been Leaked Online

A new Company Variable 52 has been added in Settings. This Company Variable enhances security for password changes by not allowing passwords that have been included in any database leaks online.

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## Storage Provider

### PreviewService – Upgrade of Image Preview Service

The Image Preview Service has been changed to minimize memory usage and improve overall performance when loading previews of images and other supported file formats for the preview.

### Briefing Attachment Download Options

Previously, you could only download multiple briefing attachment files via the ZIP download option. This prevented you from downloading a single file whose size exceeded 20 mb. A Download button has been added that enables you to download a single file at a time.

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## Tasks

### Schedule Overview – Scrum Board - Move Tasks from One Sprint to the Next

The Move Tasks from Selection to a Different Sprint button has been added. This enables you to move tasks from a selected sprint to a different sprint, including past sprints, and to assign a new task progress status.

### Task List – Filter – Add Scrum Sprint Filter

The user task list now includes a filter for scrum sprints. This allows you to see only tasks that are on a particular sprint.

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## Time & Expense

### Time Sheet – Change Activity Code on Day Level

You can now change time entries in the Daily view, rather than only at the week level. This supports the moving of hours when you edit Task, Activity, or Description.

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## Known Issues in Release 12.0

### Finance & Administration

#### Creditor Invoice – Voucher Stamped with Invalid License

**Deltek Tracking No.** 487528

**Description:** When you upload PDF vouchers that contain tagged metadata, WorkBook incorrectly adds a watermark that displays an invalid license warning.

#### Required Resource Fields Administrative Approval

**Deltek Tracking No.** 498335

**Description:** You can trigger an administrative approval for a resource that is missing a required field. You can select the role Author/Entry User in the Add Role dialog, despite the fact that that role should not be available there, because the role is always present in the grid, and you cannot remove it.

#### Cost Entry – Time Entry – Approval

**Deltek Tracking No.** 498115

**Description:** When you were assigned as an approver, you could not approve an entry that was in Status 20 via Cost Entry.

#### Cost Entry – Mileage Entry – Approval

**Deltek Tracking No.** 497926

**Description:** When you were assigned as an approver, you could not approve an entry in Status 20 via Cost Entry.

---

Net Revenue Forecast (NRF) – Manual Added NRF Responsible/Viewers are never Cleared when Updating Entire NRF Causing Multiple Reviewers

**Deltek Tracking No.** 498324

**Description:** When updating an NRF, viewers and NRF responsables are added based on the NRF rules. However, manually added NRF responsables and viewers are never cleared. This results in having two NRF responsables, which WorkBook currently does not handle appropriately. Only one of the NRF responsables is displayed in the interface, but both of them receive notifications in their inboxes when setting the NRF detail line for review.

Net Revenue Forecast (NRF) – Clicking Shortcut (Context) Menu Causes Error

**Deltek Tracking No.** 498194

**Description:** If you click the shortcut menu in the toolbar of the main grid before the current NRF is fully loaded, an error occurs.

**Workaround before Fix:** Wait until the page is fully loaded, or ignore the error message and reopen the shortcut (context) menu.

General Ledger – Chart of Accounts – Updating Account in Sidebar Clears Amount in Grid

**Deltek Tracking No.** 497701

**Description:** When you update the account name and select the Force Page Break after this Account check box, the account's amount is removed from the grid.

**Workaround before Fix:** Do a soft refresh on the Finance & Administration > General Ledger > Chart of Accounts window.

Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices

**Deltek Tracking No.** 489454

**Description:** The bug associated with this tracking number has been resolved. (See [Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices](#).) However, on some US/Canadian tax lines, there may still be rounding issues.

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## General

Reports – When You Print to XLSX Formatted Decimal Number Formatting does not Follow Selected Language

**Deltek Tracking No.** 498116

**Description:** When you use XLSX Formatted to print a report, for some reports the decimal separator does not change, depending on the language that you selected in the report parameters. The default formatting for the decimals corresponds to the formatting that is set in the regional settings on the client computer. Customers who have the same language specified in the report parameters and their regional settings are not affected.

Reports – Reports with a Parameter that Supports \* (All) do not Support the Include Front Page Option

**Deltek Tracking No.** 487312

**Description:** When you print a report with the report parameter to include the front page selected, a dialog blocks you from printing the report.

**Workaround before Fix:** Select the accounts to print directly in the account selection field.

**Additional Notes:** Affected reports include 93, 99, 128, 156, 157, 167, 171, 187, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 231, 240, 241, 242, 250, 251, 255, 264, 269, 278, 279, 280, 281, 284, 290, 291, 292, 303, 304, 306, 307, 310, 313, 316, 319, 333, 334, 335, 341, 378, 381, 392, 412, 417, 431, 461, 468, 483, 499, 500, 522, 523, 527, 529, 532, and 542.

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## Jobs

Job Properties Sidebar – Job Finance Settings – Pay when Paid & Transfer Residual Values to other Job when Closing

**Deltek Tracking No.** 498624

**Description:** You cannot use Pay when Paid and Transfer Residual Values to Other Jobs when Closing at the same time. These two options are located in the Job Properties Sidebar in the Finance tab. Unfortunately, it is possible to enable both of them if you enable Pay when Paid first.

Price Quote (PQ) – Lines

**Deltek Tracking No.** 493832

**Description:** When you manually enter a value into Hourly Rate / Profit Margin on a new line, it is overwritten with the values from the Price List.

Price Quote (PQ) – Lines

**Deltek Tracking No.** 491303

**Description:** Adding a line and updating values on the line does not trigger updates to the cost price according to System Variable 184.

Delivery Job Closure – Activity not Allowed Error

**Deltek Tracking No.** 486012

**Description:** When you close a project retainer delivery job on a retainer project, and the job has fewer expenses than budgeted on the price quote, the action might become prevented if the setting All Corrective Price Quotes and Invoices to be Done on One Activity is not enabled on the project.

This is because WorkBook uses the default activity of the user for the Price Quote correction, but that activity might be configured as not allowed on the job price list, or not allowed for use on invoices.

**Workaround before Fix:** Temporarily change the default activity of the user to one that is allowed. That might require temporary changes to the activity setup, as well, because the default activities for employees are limited to the activities that are allowed for use on time entry.

---

## Resources

Employee – Sidebar and Grid

**Deltek Tracking No.** 491183

**Description:** When you move an employee to another Company, a new resource is created, and the original resource is disabled. The resource book is not automatically updated to reflect this change.

**Workaround before Fix:** Perform a soft refresh or reapply the filter in the resource book.

---

## Storage

Large Files Cannot be Downloaded

**Deltek Tracking No.** 493692

**Description:** When you try to download a very large file, you might encounter an OutOfMemory exception error. While there is no known exact size threshold that causes this, it is more likely to occur when you try to download very large files (512MB and larger) while the server is experiencing a heavy load.

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## Known Issues from Release 11.0 that are still Known Issues in Release 12.0

### Reports

Reports 218, 227, and 240 – Wrong VAT Percentage on very small Amounts

**Deltek Tracking No.** 477918

**Description:** When you print Reports 218, 227, and 240 if an invoice net amount is very small, and you group by VAT percentage, it results in a wrong VAT percentage.

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### Settings

Global System Settings – System Variables – With System Variable 909 Disabled, Expense Entry Transfer Assumes the Incorrect Company Currency

**Deltek Tracking No.** 493327

**Description:** When System Variable 909 is disabled, Expense Entry transfer assumes that the Company Currency Amount is in the Employee Company Currency, rather than the Expense Entry Company Currency.

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## Software Issues Resolved

### General

Performance Test – Misspelling in Message

**Deltek Tracking No.** 490969

**Description:** When you ran a Performance Test in WorkBook, the word “average” was spelled incorrectly in the test results.

Search – Conversation Comments – Symbols in Result Item Titles are Double-Encoded

**Deltek Tracking No.** 490847

**Description:** When you searched conversation comments in the quick menu, and conversation title had symbols, the symbols in result item titles were double-encoded.

Quick Time Entry – Task Selection not Cleared

**Deltek Tracking No.** 486679

**Description:** When you selected a job where one or more schedules contained tasks, and then switched to another job where no tasks existed, tasks from the initial job were still displayed.

Databoard Export – Databoard

**Deltek Tracking No.** 496589

**Description:** In the parameter sidebar of a databoard export, when you changed a value in a drop-down selector and then changed that value back to the original value, an error occurred.

Agent 35 – Time Entry Approval Reminder – Creates an Excessive Amount of Emails

**Deltek Tracking No.** 498195

**Description:** When you ran Agent 35 – Time Entry Approval Reminder, WorkBook generated an email reminder for every time entry for approval. This resulted in excessive numbers of emails being sent to the approver.

WorkBook Crashes after Dropped Connection and Hibernation

**Deltek Tracking No.** 490869

**Description:** When you left your computer with an active WorkBook session, and the computer entered sleep mode, WorkBook gave you an error when you returned.

Reports – Reports that Support Currently Selected Option do not Work when Using It

**Deltek Tracking No.** 487312

**Description:** When you printed reports from the Chart of Accounts that support the <Currently selected> option, an error occurred.

---

## CRM

Forecast – Filter Start Date does not Match the Forecast Months

**Deltek Tracking No.** 489289

**Description:** When you filtered the start date in CRM » 12-month Summary Forecast, it did not match the forecast month that was displayed for users in US time zones, which caused it to display a month in advance.

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## Finance & Administration

Chart of Accounts – Report 216 – Rename Report from Trial Balance to Periodic Trial Balance

**Deltek Tracking No.** 498369

**Description:** The name of Report 216 has been changed from Trial Balance to Periodic Trial Balance.

Chart of Accounts – Report 500 Error

**Deltek Tracking No.** 487572

**Description:** When you selected both parameters Only Show Accounts with a Balance and Show Comparison Column for Report 500: Profit & Loss, the Only Show Accounts with a Balance Parameter did not work. Balance Sheet Accounts that only had values in the comparison column were omitted from the report.

Open Time Sheet Entries

**Deltek Tracking No.** 489299

**Description:** When you had groupings active in the grid, the Approve Selected Entries and Reject Selected Entries buttons were not always displayed for the relevant entries. This occurred because the grid did not take grouping rows into account when determining which row the buttons should be displayed for. This only affected the display of the buttons.

Month End – Monthly WIP Adjustment – Cannot Enter New P/L Value

**Deltek Tracking No.** 491341

**Description:** When you tried to enter a value for New P/L Value, the value that you entered was not displayed.

Creditor List – Report 483 – 1099 Alignment is Off

**Deltek Tracking No.** 498244

**Description:** When you printed and downloaded Report 483 – 1099 Misc., the Company and other labels were misaligned and misplaced.

### Access Rights in Accounting Periods – Read-Only not Respected for Certain Functions

**Deltek Tracking No.** 493786

**Description:** If you had only read-only access to accounting periods, you could still use the Rename button and the Select/Deselect All button while hovering over the grids.

**Customers Impacted:** Customers since Release 11.0.81 who use read-only access rights for accounting periods.

**Workaround before Fix:** Remove access entirely, which would have the side effect that affected users would not be able to see accounting periods.

### Creditor List/Transactions – Fix Set Payment on Hold Feature

**Deltek Tracking No.** 486470

**Description:** When you set a payment on hold on the Creditor Transactions page, you could not open the payment information dialog. In addition, if you opened the payment information dialog, and afterward opened the set payment on hold dialog, the set payment on hold dialog was locked for edits.

### Error in Task Drop-Down on Creditor Invoice Lines

**Deltek Tracking No.** 489327

**Description:** When you added tasks to Creditor invoice subgrid lines, the drop-down only displayed tasks from the first schedule on the selected job.

**Customers Impacted:** Customers who use multiple schedules on a job.

### Creditor List – Check Archive – Void Selected Check Dialog Date saves a date in the past

**Deltek Tracking No.** 484855

**Description:** When you voided a check in Finance & Administration » Creditors List, the date stamp was a day in the past because of UTC.

### Correction Script to Fix Incorrect Reporting Version of Financial Ledger Transactions

**Deltek Tracking No.** 488527

**Description:** In WorkBook Release 11 before CU04, when you posted manual journals and automatic journals, the currency version of financial ledger transactions was incorrect for the Company currency and the transaction currency.

The reporting version of financial ledger transactions is used for reporting and outputs that are related to multicurrency transactions.

The incorrect data is corrected with this fix, and the previous incorrect records will be saved in a table that you can query through the databoard module.

### Net Revenue Forecast – Row and Column Summing Issue when Manual Updates are Made

**Deltek Tracking No.** 486960

**Description:** When multiple users edited the same values in the Net Revenue Forecast (NRF) module, data was inserted or updated incorrectly. This resulted in the detail grid no longer matching the client grid.

In addition, when users entered values in the NRF module in minus UTC time zones, data was inserted on the last day of the month, instead of the first day of the month. However, the data appeared correctly in the NRF module.

## Cost Entry - Time Sheet – Context (Shortcut) Menu - Delete Records with No Data

**Deltek Tracking No.** 497688

**Description:** When you used Delete Records with No Data, it removed records with no data from your time sheet, rather than from the employee's time sheet that you selected in the resource sidebar.

## Creditor Invoice – Adding/Removing the Filter Sidebar Removes Creditor Invoice Details

**Deltek Tracking No.** 496896

**Description:** When you clicked the filter sidebar of the Creditor Invoice screen, the filter sidebar was displayed. Then when you clicked it again to remove the sidebar filters, it left a blank space on the subgrid, cutting off the details of the Creditor Invoice.

**Workaround before Fix:** Do a soft refresh after you remove the filter sidebar.

## Creditor – Creditor List – Report 509 Generates Incorrect Value

**Deltek Tracking No.** 497427

**Description:** When you printed Report 509, it displayed the currency code of the transaction itself, but the amount was always displayed in Company currency. It now also always displays the currency code of the company.

**Customers Impacted:** Customers using release 10.4.88 and newer if they have transactions that are not in the Company currency.

Journals / Creditor Invoices – All Grid Dates Automatically Change Incorrectly on the 31<sup>st</sup>**Deltek Tracking No.** 496415

**Description:** When your current date was the 31<sup>st</sup> of the month, if you selected a date where the month had fewer than 31 days on the Journals or Creditor Invoice screen, the selected date was not displayed.

**Customers Impacted:** Customers were only impacted on the 31<sup>st</sup> of the month.

**Workaround before Fix:** Wait until it is no longer the 31<sup>st</sup> of the month, or temporarily change the local computer date to another date (not the 31<sup>st</sup>) and then restart the browser, if required.

## Journals – Get Sales Invoice Data – Invoice has been Eliminated

**Deltek Tracking No.** 496414

**Description:** When you inserted an invoice number to get Sales Invoice data, the wrong message was displayed.

## Creditor Invoices – Can no Longer Change VAT Codes in Status 40

**Deltek Tracking No.** 496219

**Description:** When you tried to update Creditor and Activity VAT for a Creditor Invoice in status 40, the columns were disabled.

## Bank Reconciliation – Report 447 Includes Eliminated Records Incorrectly

**Deltek Tracking No.** 494497

**Description:** Report 447 displayed transactions that were already eliminated but not finalized, as if they were still open (not eliminated) if there were items from other banks with the same ID from a higher date.

**Customers Impacted:** Customers who use bank reconciliation who mark transactions for elimination without finalizing them.

**Workaround before fix:** Finalize eliminations, rather than just marking them for elimination and leaving them in that state.

Month-End – Monthly WIP Adjustment Follow-Up Repeatedly Reloads

**Deltek Tracking No.** 492633

**Description:** When multiple users were loading and updating the Monthly WIP adjustment follow-up simultaneously, it reloaded repeatedly.

Creditor Invoices – VAT Amount Field is not Updated

**Deltek Tracking No.** 486401

**Description:** When you tried to create a Creditor Invoice and change the line type to a project, the VAT amount and percentage columns were not calculated correctly.

**Workaround before Fix:** Select the Job, Activity, or Finance Account or the Activity VAT to update the amounts and percentage.

Creditor Invoice – Delete Invoice does not Delete File

**Deltek Tracking No.** 494548

**Description:** When you deleted a creditor invoice, any associated Creditor Invoice files were not deleted from the storage provider.

Debtors Invoices – Finalized Tab – Error when Printing Consolidated Invoices

**Deltek Tracking No.** 489454

**Description:** Previously, when you made consolidated invoices with VAT/Tax amounts on the sub-invoices that resulted in VAT/Tax rounding, you could be unable to post the invoices, and when printing the invoice report, it showed the VAR/Tax amounts incorrectly. For most users, this bug has been resolved. However, on some US/Canadian tax lines, there may still be rounding issues.

General Ledger – Cash Flow Forecast Error

**Deltek Tracking No.** 489959

**Description:** When you tried to load the Cash Flow Forecast screen on different companies, an error occurred.

Purchase Order – Filter not Updated Correctly

**Deltek Tracking No.** 487112

**Description:** When you changed the Company in the Company selector, the supplier selector on the Purchase Order page was not updated accordingly.

Debtor – Updated Email Address is not Displayed until Hard Refresh

**Deltek Tracking No.** 488546

**Description:** When you updated a debtor email field, the updated email address was not displayed until you performed a hard refresh. This resulted in the debtor's email address not being populated when you composed an email for a debtor for whom you just set up email.

### Personal Expense Credit Card Import – Upload File – Line Must be Transferred to Upload Files

**Deltek Tracking No.** 489169

**Description:** When you imported personal expense credit card lines, you could not upload files to the lines until the lines were transferred to the user, at which point the file would no longer be inserted into the resulting expense entry.

**Customers Impacted:** All customers who import expenses.

**Workaround before Fix:** Add the receipt file to the expense after you create it in the expense entry pages.

**Additional Notes:** This has been changed so that you can upload a file to the imported expense entry lines before you transfer the line to the user. This means that the prefix for imported expenses is now used, and the file is actually added to the expense entry.

### Month End – Bank Reconciliation – Import File Crash

**Deltek Tracking No.** 489487

**Description:** When you opened the import dialog for bank reconciliation, or added a file to the dialog, you received an error if there was no import specification.

**Customers Impacted:** Any customer who has no import specifications for bank reconciliations.

**Workaround before Fix:** If you click the Continue button on the error, you can navigate to the setup page on the dialog and add a new specification. Then you no longer receive the error.

### Creditor Invoices – Tax does not Populate

**Deltek Tracking No.** 478374

**Description:** When you used voucher hot folders to import vouchers, the line that is automatically create was missing the tax code.

**Customers Impacted:** Customers who are in the U.S.

**Workaround before Fix:** Delete the row and add it again; it will look up the correct tax code.

### Creditor Invoice Management – Set Payment on Hold – First Reason is always Used

**Deltek Tracking No.** 491193

**Description:** When you put a voucher to have payment on hold, the reason that you chose was not applied. Instead, the first option from the drop-down was applied.

**Workaround before Fix:** Add the reason type in your comment, since the first option was always the one that was applied.

### Journals – Create Journals Opens Wrong Journal

**Deltek Tracking No.** 491159

**Description:** When you set your filter to booked and selected a booked journal, creating a journal opened the journal entry for the booked journal on the List tab.

**Workaround before Fix:** Disable the filter.

Debtor List – Communication Log – Multiple Users cannot Save their Changes in the Communication Log

**Deltek Tracking No.** 490915

**Description:** When two users were in Debtor List » Communication Log, updates that one user made on a debtor's communication log were temporarily applied to other users on other debtors' communication logs. In addition, the Communication Log tab in the sidebar required a refresh before the main view was updated.

Journals – Journal Entry – Upload Button in the Header is Read-Only

**Deltek Tracking No.** 489848

**Description:** When you tried to upload a file to a voucher that had a type other than Type Manual, the upload button was disabled.

Creditor Invoices – Error when Trying to Enter an Amount in the Total Amount Field

**Deltek Tracking No.** 491602

**Description:** When you tried to enter an amount in the Total Amount field of a Creditor Invoice that met the following conditions, an error occurred:

- On Settings » VAT Settings » VAT Code Combinations:
  - The Creditor Invoice has a Creditor VAT Code that is marked as Import.
  - The Creditor Invoice date is before the latest valid VAT rate (the VAT rates must be different).
- On Finance & Administration » Creditors » Creditors Invoice subgrid:
  - The Creditor Invoice does not have any lines

**Customers Impacted:** All

**Workaround before Fix:** Add a line to the invoice before you update the total amount. Change or remove the VAT code on the creditor, and then change the VAT code on the invoice instead after creation.

General Ledger – Project Posting – Non-Approved Records

**Deltek Tracking No.** 489436

**Description:** When on the Project Postings page the grid lines noted the number of non-approved records—that is, items that were not ready for processing because they were still open—that number did not match the number of time entries that were listed on the Open Time Sheet Entries page.

Project Posting – Sales Invoices – Journal does not Balance

**Deltek Tracking No.** 489496

**Description:** When you posted a sales invoice, a message that the journal did not balance was displayed. This happened when the posting configuration differed from the job posting setup and required a specific account to be completed, but the Validate Finance Settings function did not detect that the required amount was missing.

**Workaround before Fix:** Complete the setup of accounts in Settings » Posting Configuration.

**Additional Notes:** The following is an example.

**Conditions:**

- Job Finance Settings » Posting Method » Capitalize Sales Invoice is selected.
- Settings » Finance Configurations » Capitalize Sales is not selected.
- Revenue WIP Account is blank.

**Result:**

- On prior versions of WorkBook, Settings » Finance » Validate Finance Settings displayed the message **No setup errors detected – Finance setup is completed**.
- On Finance & Administration » General Ledger » Project Posting, if you clicked Sales Invoices Booked and then OK, a message that entries did not balance was displayed.

**Creditors List – Report 371 – Inaccurate Totals and Months Amounts****Deltek Tracking No. 488068**

**Description:** When you tried to print a report where the transaction due date was exactly 30 days before the From Date parameter of the report, the totals and months amounts that were displayed on the report were inaccurate when compared to the same amounts that appeared in the Creditors List transactions grid.

**Creditors List – List Tab – Creditor Settings are not Copied****Deltek Tracking No. 488071**

**Description:** When you tried to create a creditor, default creditor values from the default creditor set on the company were not copied over.

**Workaround before Fix:** Enter the values manually.

**Debtor Invoices – Jobs Ready for Invoicing – Display Issue during Initial Load****Deltek Tracking No. 485662**

**Description:** When you went to Finance & Administration » Debtor Invoices » Jobs Ready for Invoicing, two load bars appeared during the initial load, rather than just one load bar.

**Bank Reconciliation – Report 447 does not Include Identical Entries****Deltek Tracking No. 481691**

**Description:** When you had duplicate or multiple entries on the same date with the same amounts and text, and you printed Report 447, the report only displayed one entry for identical entries.

**Customers Impacted:** Users who have access to Bank Reconciliation under Finance & Administration.

**Debtor List – Communication Log – Invoice No. is not Displayed if Status is 70****Deltek Tracking No. 490978**

**Description:** When you opened the invoice number drop-down in the debtors communication log, it did not display the proper invoice number for all invoices.

**Customers Impacted:** All customers who use release 10.3 or newer who use the debtors communication log.

**Workaround before Fix:** Note the invoice number and include it in the description, instead.

## Monthly Checklist – Checklist Documents – File-Handling Error

**Deltek Tracking No.** 491833

**Description:** When you tried to upload files, you received a message that a file-handling error had occurred.

## Open Personal Expense Entries – Approval does not Work

**Deltek Tracking No.** 494585

**Description:** When you tried to approve Status 10 entries on the Finance & Administration page, Open Personal Expense Entries, the Approve button did not appear to work.

**Customers Impacted:** All customers who use release 11.0.81 and newer.

## Time Sheet – Filter does not Indicate that Company is Inactive

**Deltek Tracking No.** 495011

**Description:** When you filtered the list of employees, inactive companies were not displayed inside parentheses, which made it impossible for you to see that some companies were inactive.

**Customers Impacted:** Administrative (Finance) users who use release 11.0.81 and newer.

## Mileage Entry – Tax Code is Displayed as a Number

**Deltek Tracking No.** 493759

**Description:** When you opened the sidebar, the Tax Code field sometimes appeared as a text field that contained the tax code ID, which is a number, instead of the tax code name.

## Creditor Invoices – Field being Edited is Cleared Sporadically

**Deltek Tracking No.** 491384

**Description:** When you were editing anything in Creditor Invoices, and another user changed something else, you left edit mode on the field that you had selected.

**Customers Impacted:** Customers who use release 10.4 and newer.

## Net Forecast Revenue – Job Status and Job End Date are Read from Live Data and not Saved in the Snapshot

**Deltek Tracking No.** 494600

**Description:** When you viewed net revenue forecasts (NRFs), the job status color indicator and the job end date field displayed live values from the job, which meant that if they were updated, they were also automatically updated in the NRF. This was not the intended behavior; it has been changed to update only when creating or updating the NRF.

## General Ledger – Journals – Journal Entry Tab – Offset Type and Account are not Copied

**Deltek Tracking No.** 488578

**Description:** When you tried to duplicate a selected line in journal entries using the grid option Duplicate Selected Row(s), the duplicated line did not copy the Offset Type and Account fields.

**Customers Impacted:** Customers who use release 10.4 and newer.

General Ledger – Cash Flow Forecast on Different Companies Causes an Error

**Deltek Tracking No.** 489959

**Description:** When you tried to load the Cash Flow Forecast on different companies, an error occurred.

Google AdWords Import – Cannot Ignore Selected Import Records

**Deltek Tracking No.** 479166

**Description:** When you tried to ignore a selected import record in Finance & Administration – Google AdWords, an error occurred.

Debtor Invoices – Ready to Print Tab – Finalize via Jobs Icon and Invoice Number are not Displayed

**Deltek Tracking No.** 488703

**Description:** When you finalized an invoice via the Invoice tab of a Job card, the invoice number was not displayed in Finance & Administration » Debtor Invoices » Ready to Print tab.

Creditor Invoices – Warning Message Displays Incorrect Currency Amounts

**Deltek Tracking No.** 493590

**Description:** When you tried to approve a Creditor Invoice that is linked to a Purchase Order (PO), and the amount on the Creditor Invoice exceeded that of the PO, the warning message that was displayed listed the amounts in Company currency instead of transaction currency.

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## Inbox

Tasks - Time Entry Approval – Task Detail Sidebar Issue

**Deltek Tracking No.** 491858

**Description:** When you opened the details sidebar with a time entry selected, then you closed it, and then you selected a new time entry and reopened the sidebar, the wrong task was sometimes displayed.

Debtor Chat Notifications – Debtor Name is not Automatically Refreshed

**Deltek Tracking No.** 489855

**Description:** When you moved between debtor conversations in your inbox, debtor names were not refreshed.

Follow-Up Notification – Incorrect Message Appears

**Deltek Tracking No.** 491324

**Description:** You received the follow-up **Retainer project: Expenditure hours have exceeded approved PQ hours** for closed jobs.

### Follow-Up – Missing Sales Tax Summary

**Deltek Tracking No.** 489206

**Description:** When you received the Missing Sales Tax Rates follow-up in your inbox, it directed you to release 8 (the Silverlight version), rather than displaying the follow-up.

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## Jobs

### Follow-Up – Price Quote (PQ) Approval – Approving a PQ does not Sent Notification

**Deltek Tracking No.** 498368

**Description:** When the last approver approved a PQ in his or her Follow-Up, causing the PQ status to change from 20 to 40, the notification was not sent.

### Invoice – System Variable 421 does not Work

**Deltek Tracking No.** 490653

**Description:** When you approved a sales invoice, and the payment text appeared blank, the action was not blocked, even when System Variable 421 was disabled.

**Customers Impacted:** Customers who use systems where System Variable 421 is disabled.

### Invoice – Inbox Notification on Approval

**Deltek Tracking No.** 482339

**Description:** When you approved a sales invoice, the invoice responsible was not notified through a conversation on that invoice.

### Move Time Entries – Tasks Disappear from Time Entries

**Deltek Tracking No.** 497920, 496926

**Description:** When you moved hours from one job to another and subsequently changed the task on the correction records, an error occurred that applied that task to all other hours that were correction records or cancellations of absences.

**Customers Impacted:** Customers who move hours between jobs and subsequently change the task on the correction record, since release 11.0.81.

### Purchase Order (PO) – Create New – Gets Title Suggestion from Price Quote (PQ) Title Generator

**Deltek Tracking No.** 495273

**Description:** When you created a PO, the suggested title was determined according to System Variable 131 (which is used for PQ titles), rather than System Variable 135.

Purchase Order (PO) – Create New Purchase Order – Copy from Price Quote (PQ) – Supplier Field is Read-Only

**Deltek Tracking No.** 490793

**Description:** You could not edit the Supplier field in the Copy Price Quote to PO dialog. This could potentially block the workflow under certain conditions, where the supplier that was set on the PQ line level was deactivated, and you could not change the status of the PQ back to Status 10 (because of System Variable 1058).

Price Quote (PQ) – Recalculate – Price Recalculation does not Account for System Variable 184

**Deltek Tracking No.** 489298

**Description:** Price recalculation did not respect the expected logic based on the setting of System Variable 184.

Jobs List – No Message When there are No Records to Display

**Deltek Tracking No.** 486552

**Description:** When you navigated to the Job List or changed the filter for the Job List, and no jobs would be displayed, there was no message telling you that there were no jobs to display.

Resources – Suppliers – Error Message when Creating Creditor with Option Create Supplier Enabled

**Deltek Tracking No.** 491817

**Description:** When you created a creditor with the Create Supplier option enabled, and a Required Resource Fields approval flow was enabled, the supplier was not displayed in Resources under Preparation for the user who created it. As a result, you could not use the supplier because of the message that that supplier must be approved before it can be used. That message has been changed to **The chosen supplier is not allowed. It must be approved before it can be used.**

Purchase Order (PO) – Copy Data from Another Purchase Order – Header Amount not Updated

**Deltek Tracking No.** 496182

**Description:** When copying data from a PO with amount specification enabled, the PO's header amount was not updated.

Purchase Order (PO) – Create New Purchase Order – Wrong System Variable Used for Title

**Deltek Tracking No.** 496115

**Description:** When you opened the dialog, the default title suggestion was sourced from System Variable 135, which is supposed to affect Price Quote titles, instead of System Variable 131.

Duplicating a Job Could Cause an Error

**Deltek Tracking No.** 496103

**Description:** Duplicating a job caused an error if the job contained a Purchase Order (PO) with an attachment, with the copy setting Purchase Orders enabled.\

Purchase Order (PO) – Duplicating a PO Could Cause an Error

**Deltek Tracking No.** 496103

**Description:** Duplicating a PO with an attachment could cause an error.

Project Retainer – Job Settings – Fixed Debtor can be Removed from Master Job

**Deltek Tracking No.** 486058

**Description:** You could remove a fixed debtor from a master job.

Project Retainer – Debtor Inconsistencies between Master and Delivery Job

**Deltek Tracking No.** 496021

**Description:** When you created retainer jobs, you could select different debtors for master and delivery jobs.

Docs – Changing the Folder Makes the Job Folder Setup Unstable

**Deltek Tracking No.** 490453

**Description:** When you created a job with a job folder, where Use Project Folder and/or Use Client folder was not enabled, and later you changed the job folder to Use Project Folder or Use Client Folder, changing the project on the job caused the job folder not to be moved correctly.

Jobs List – Expenditure Overview Cost Prices (3) / Expenditure Overview Cost & Sale (17) – Did not Include PO in Status 70

**Deltek Tracking No.** 494831

**Description:** When looking at the following columns certain columns, Purchase Orders in Status 70 were not included: PO Remaining Cost; Purchases Total Cost; Expenditures Total Cost; Sum of Purchase Orders; Unbilled, Purchases; and Unbilled Total.

Invoice – Consolidated Invoice – Subinvoice Issues

**Deltek Tracking No.** 494142

**Description:** When you created a subinvoice with Create Invoice Lines Based on Datasource: Actual Cost, the hourly rate was not added to the subinvoice. In addition, you could not set a dimension value on the automatically created invoice lines.

Job List – Report 175 – Printing as Excel – Figures are Missing

**Deltek Tracking No.** 491304

**Description:** When you printed Report 175 to Excel as XLSX formatted, figures in the report summary were missing.

**Customers Impacted:** All users who have Jobs List access.

Job List – Report 429 – Printing as Excel – Figures are Missing

**Deltek Tracking No.** 491308

**Description:** When you printed Report 429 to Excel as XLSX formatted, some figures were missing.

Costs – Summary including EAC – Cannot Search

**Deltek Tracking No.** 481815

**Description:** When you searched the Summary Incl. EAC – Sales Values or Summary with EAC by Month, it did not filter the list based on your input.

Tasks – Allow Time Entry Remains Disabled after Job or Task Status Change

**Deltek Tracking No.** 488735

**Description:** When you changed a job status or task status, the Allow Time Entry check box stayed disabled, and you could not edit it.

Chats – When Creating a Conversation all Contacts are Displayed

**Deltek Tracking No.** 490649

**Description:** When you tried to create a job conversation using Select Client Contacts, all of the contacts for the company were displayed.

Jobs List (1) Crashes Because Color is Missing on Tag

**Deltek Tracking No.** 491572

**Description:** Some old tags that have no color exist. In some areas, such as Job List (1) the missing tag color was not handled correctly, which caused an error to be displayed when WorkBook tried to draw the tag.

**Customers Impacted:** Customers who have tags that were created before release 9.5 are more likely to experience this issue.

**Workaround before Fix:** You can use the following query to identify broken tags:

```
SELECT TagId, TagName, HTMLColor FROM Tag WHERE HTMLColor IS NULL
```

Then change the color of any tags that this query returns, using the setup page Settings » Tags. Alternatively, you can request that Deltek Cloud Ops run the following query for you:

```
UPDATE Tag
SET HTMLColor = '#DDE2ED'
WHERE HTMLColor IS NULL
```

This query adds a default color to all tags that are missing a color.

Costs – Summary Views by Age do not Display Months that have only Adjustments

**Deltek Tracking No.** 487374

**Description:** When you looked at a summary view that had a month where the only financial transaction was a WIP adjustment, that month would not be included in the view.

Tasks – Task Tab – System is Busy Messages when you Try to change the Lag Distance

**Deltek Tracking No.** 487580

**Description:** When you changed the lag distance, and you had several tasks linked together, the System is Busy error message was displayed.

Job List – Report 185 – Printing as Excel does not Display some Items

**Deltek Tracking No.** 491305

**Description:** When you tried to print Report 185 formatted as an Excel spreadsheet (.xlsx), some items such as headers and the job name were missing.

Job List – Report 323 – Printing as Excel does not Display some Items

**Deltek Tracking No.** 491306

**Description:** When you tried to print Report 323 formatted as an Excel spreadsheet (.xlsx), the Totals and Department were missing from the headers of each Company.

**Workaround before Fix:** Use other export options, such as Download as PDF and RTF, which can display the headers of each Company.

Tasks – Briefing – Error when Copying Pictures into Briefs

**Deltek Tracking No.** 492296

**Description:** When you tried to copy/paste an image from a protected source into WorkBook, and error occurred, instead of the proper message being displayed.

Jobs List – Report 479 – Printing as Excel does not Display Some Items

**Deltek Tracking No.** 491339

**Description:** When you printed Report 479, Time Entry with Overtime Rates, formatted as an Excel spreadsheet (.xlsx), some items such as headers and Company names were missing.

Job Properties Sidebar – Job Team

**Deltek Tracking No.** 492664

**Description:** When you opened and closed the Resource footer, the sidebar did not size correctly when hiding the subgrid, leaving large parts of the page blank unnecessarily.

**Workaround before Fix:** Perform a hard refresh of your browser.

Tasks – Support Views - Random Projects Appear in Project Scrum Board

**Deltek Tracking No.** 488972

**Description:** When you visited the scrum board of a job, then opened a task from another job and set or cleared the scrum sprint, the task appeared on the scrum board.

Price Quote – Wrong Message Displayed when setting Price Quote to Cancelled

**Deltek Tracking No.** 492549

**Description:** When you moved the status of a Price Quote (PQ) from 10-Under Preparation to 90-Canceled, an incorrect message was displayed saying that the Price Quote is not ready for approval.

Jobbook – Create Job Error

**Deltek Tracking No.** 493307

**Description:** When you tried to create a job without manually selecting a job status, and System Variable 551 was set to a status that was **not** set in System Variable 652, an error occurred.

Invoices – Create New Invoice - Layout Issue when using Copy Expenditures from Current Job

**Deltek Tracking No.** 493304

**Description:** When you opened the dialog, the sidebar was placed outside of the border of the dialog.

Purchase Order – Copying Purchase Order (PO) data from Price Quote (PQ) – Wrong Currency Used

**Deltek Tracking No.** 484661

**Description:** When you copied purchase data from a PQ that was in EUR to a PO that was in USD, the currency of the PO stayed as USD, instead of being displayed as EUR.

System Variables – System Variable 957 Incorrectly Allows Status Change

**Deltek Tracking No.** 493687

**Description:** When you canceled a job, and System Variable 956 was disabled, WorkBook allowed the status change, even though the job contained unapproved material entries and System Variable 957 was enabled.

Status List (2) – Production Status Drop-Down in Different Order than Properties Sidebar

**Deltek Tracking No.** 493322

**Description:** On Status Report(s), when you opened the production status drop-down, its contents were not sorted correctly.

Price – Net Profit is not Calculated Correctly before Approval

**Deltek Tracking No.** 490223

**Description:** While you were creating a Price Quote and adding materials, the cost of materials was not deducted from the Net Profit before approval.

Purchase Orders – Incorrect Values and Formatting in the System Message when System Variable 464 is Enabled

**Deltek Tracking No.** 493370

**Description:** When you tried to approve a price quote (PQ) while System Variable 464 was set to anything other than 0 (zero), and the Purchase Order (PO) cost exceeded that of the PQs on the job, the message that was displayed showed an incorrect number of decimals.

Tasks – Phases Tab – Descriptions from Standard Phase Texts are not Displayed

**Deltek Tracking No.** 491944

**Description:** When you added a default phase, the phase name was added, but the phase description was not.

Invoice – Lines - Add New Line Adds to the First Phase

**Deltek Tracking No.** 494140

**Description:** When you used Add New Line, and the invoice had multiple phases under lines, the new line was always added to the first phase, instead of the selected phase.

Duplicate Job – You cannot Duplicate Jobs with Status Other than that Defined in System Variable 652

**Deltek Tracking No.** 492161

**Description:** When you tried to duplicate a job with a status that was not defined in System Variable 652, you were prevented from doing so.

Reports – Job Value Statement 231 – Purchase Order (PO) and Materials Values are not Displayed

**Deltek Tracking No.** 491362

**Description:** When you printed report 231, PO values and material values were not included.

**Customers Impacted:** Customers who use release 10.3 and newer.

Tasks – Phases – Color Coding Obscures Done Tasks in Phase Column

**Deltek Tracking No.** 493869

**Description:** When you set a task to Done, the number of Done tasks that were displayed in the Done Tasks in Phase column was not fully visible because it was obscured by the cell color indicator.

**Workaround before Fix:** Export the grid data from Jobs » Tasks » Phases.

Invoice – Lines – Total Value is not Refreshed Automatically

**Deltek Tracking No.** 493905

**Description:** When you deleted a line, the Total amount at the bottom of the invoice was not updated until you performed a soft refresh.

Create New Job – Duplicated Custom Codes

**Deltek Tracking No.** 493596

**Description:** When you created a job, and the client or Company had the same custom code set multiple times, the job was created with duplicate custom codes.

Create New Job – API – CustomCodeJobCreation

**Deltek Tracking No.** 493596

**Description:** When you added a custom code default for job creation, for both client as well as Company, you were not prevented from adding the same custom code multiple times.

Costs – Summary – Department Profit Split

**Deltek Tracking No.** 493637

**Description:** The Total line for percentage columns sometimes displayed 99.9% or 100.1% because it did not take rounding into account properly.

New Job Request – Basic Job Settings – Error Dialog

**Deltek Tracking No.** 491037

**Description:** When you opened the new job request dialog, and the top banner document could not be found, WorkBook displayed the error message "Document does not exist."

### Costs – Purchases – Incorrect Error Message when using Google Drive

**Deltek Tracking No.** 493667

**Description:** When you changed activity on a voucher and deleted the newly created voucher, then changed activity on the original voucher once more, an error message was displayed saying “More than one file exists with the same name.” This issue only occurred when you were using Google Drive.

**Customers Impacted:** Customers who use Google Drive.

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## Reports

### Report 351 – Invoice – Invoice Attachment Issue

**Deltek Tracking No.** 489251

**Description:** When you downloaded Report 351 as a PDF document, and the invoice used Attach Vouchers Method: Include Vouchers in the Invoice Document, you could not view any attachments.

### Report 255 – Error when Downloaded and Printed as XLSX Document

**Deltek Tracking No.** 493245

**Description:** When you printed Report 255 as Excel XLSX formatted, an error occurred when you opened the file, and values were not displayed.

**Customers Impacted:** All users who have access to Reports in Chart of Accounts under Finance & Administration.

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## Resources

### Resource Card – System Error

**Deltek Tracking No.** 491854

**Description:** Each time Agent 125 ran, it locked the database, causing the system error.

**Customers Impacted:** All customers who use GSR and Agent 125.

**Workaround before Fix:** Run the agent at night, when fewer users are online.

### Anonymize Employee and Contact – Error when Trying to Use the Feature

**Deltek Tracking No.** 497904

**Description:** When you tried to anonymize an employee or contact, you always received an error.

**Customers Impacted:** Customers who user Release 11 and newer who try to use the anonymize feature.

### Resource Card – System Variable 1134 Overrides Access Rights

**Deltek Tracking No.** 497155

**Description:** When extended access was set to read-only System Variable 1134 overrode it and allowed you to edit the license type.

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**Customers Impacted:** Customers who use extended access on the License Type field, since version 11.

**Workaround before Fix:** Do not set System Variable 1134 to 1 (one) because that value enables all advanced users to change the license type.

Permanently Disable Employee – No Warning

**Deltek Tracking No.** 493357

**Description:** When you permanently disabled an employee via Resource » Employee Basic Settings, there was no warning or confirmation of the action.

Create New Creditor – Error Caused by Account Code

**Deltek Tracking No.** 488048

**Description:** When you tried to add a new supplier for a creditor, an error occurred because of a Finance account code in Settings » Holding Account that was set to a decimal number.

**Workaround before Fix:** Avoid using decimal numbers in Holding Account.

Employee Resource Card – Absence Overview – Uses Danish Translation on Holiday Type

**Deltek Tracking No.** 491370

**Description:** When you added a new holiday calendar to Holiday and Absence in Settings, the column Type in User Absence Overview was translated to Danish.

Company Settings – Tax Code was not Copied from the Default

**Deltek Tracking No.** 488031

**Description:** When you created a debtor, the default tax code value from Company Settings was not copied over to the newly created debtor.

Company - Company Settings – Default New Job Dimension – Access Rights Ignored

**Deltek Tracking No.** 493731

**Description:** When you tried to change the defaults, using a user who had an access role with read-only access to the page, the read-only access was not respected, and the user was allowed to make changes.

Client Card – Client Settings – New Job Settings – Client Defaults - Read-Only Access Rights Ignores Dimension

**Deltek Tracking No.** 494546

**Description:** When you tried to change the defaults, using a user who had an access role with read-only access to the page, the read-only access was not respected, and the user was allowed to make changes.

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## Scheduling

Task List – Filter “Due” in Period Filed does not Filter Correctly

**Deltek Tracking No.** 490108

**Description:** When you selected Due in the Period field, it retrieved tasks that were not due.

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### Time Sheet Status – Subgrid Requires Soft Refresh to Update Correctly

**Deltek Tracking No.** 493413

**Description:** For time sheet status, if multiple resources were displayed, sometimes the subgrid showed information from a different cell than intended.

**Customers Impacted:** Customers who use time sheet status, particularly the time entry and task list portions of the subgrid.

**Workaround before Fix:** Click the Resource column to select the entire span of time to avoid the issue.

### Calendar – Error Message when Opening the Calendar

**Deltek Tracking No.** 489516

**Description:** When you had been on the Scheduling page and opened the Calendar module, an error occurred.

### Schedule Overview – Weekly Schedule – Export Generates Booking Data

**Deltek Tracking No.** 487747

**Description:** When you exported data from the weekly schedule while the Available Capacity, Revenue, or Percentage views were selected, booking hours were exported instead.

### Weekly Schedule – Booking Detail Task Grid View Total is not Displayed for All Employees

**Deltek Tracking No.** 488054

**Description:** When you clicked the Total cell in the main grid and opened the booking details subgrid, the booking details were not displayed. This happened when there was an existing approved absence within the selected period of time in the grid.

### Task Card – Task Resources – Not Booked hours are not Updated when Resource is Marked as not Done on a Task

**Deltek Tracking No.** 493475

**Description:** When you booked a resource manually on a task, set the task to Done status, and then placed the task in To Do status, the hours were not displayed in the Not Booked field.

**Workaround before Fix:** While the task is in Done status, change the booking hours to any number of hours. Then change it to the correct number of hours, and change the status to Do.

### Advanced Tools – Calendar Agent – Cannot Move Booking Outside of Task Period

**Deltek Tracking No.** 497493

**Description:** When you moved existing calendar events to a different date or time in an external calendar, a calendar sync error occurred.

**Customers Impacted:** Basic Users

### Task Card – Task Resources – Adding Lines and Changing Hours Sometimes Reverted

**Deltek Tracking No.** 492237

**Description:** When you added new lines, booked resources, and entered booking hours in quick succession, hours were reverted.

## Task Card – Task Resources – Inconsistencies with Not Booked Functionality

**Deltek Tracking No.** 488322

**Description:** When you added a new row in the grid by entering hours in the Booking column, and you did not assign a resource to it, the Not Booked column was not populated.

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## Settings

### System Variable 934 – Enable a Basic User to Redelegate Part of Task to Another Employee

**Deltek Tracking No.** 479867

**Description:** System Variable was only relevant for Silverlight users. Going forward, this System Variable has been disabled because it no longer has any effect.

### Advanced Tools – Calendar Sync Agent 132

**Deltek Tracking No.** 497780

**Description:** When you changed the password for SuperUser in System Variable 574, the calendar synchronization no longer worked because the encryption of the password did not match the encryption that the calendar synchronization expected.

**Workaround before Fix:** Have WorkBook support enter the correct password.

### Pipeline Competitor – Unable to Add New Competitor

**Deltek Tracking No.** 496192

**Description:** When you tried to add a new competitor via Settings » Pipeline Competitors, an error occurred because of a missing dialog.

### Holidays and Absence – Add Country-Specific Holiday Takes too Long to Run

**Deltek Tracking No.** 492000

**Description:** When you tried to add a country-specific holiday, it took too long to run because it defined an end date far in the future, instead of relying on System Variable 71.

### Price Lists – Export Price List on Setup Tab – Currency is not Displayed

**Deltek Tracking No.** 495329

**Description:** When you exported grid data on the Price List Setup Tab, currencies under the Currency column in the downloaded report were not displayed.

### Folders, Reports, and Documents – Unable to Upload Landscape Watermark

**Deltek Tracking No.** 495287

**Description:** In Report Layouts and Watermarks, when you tried to upload a landscape watermark, WorkBook always displayed a message that the size of the watermark was incorrect.

## Agent Setup – Agent 2 does not run as Scheduled

**Deltek Tracking No.** 490618

**Description:** When you configured an agent schedule with an interval that was shorter than the interval that the agent supported, no warning was given. A new column has been added The Minimum Minutes between Runs column has been added to the upper grid to show the minimum minutes between runs for the agents that have this restriction. You can no longer configure an agent schedule with an interval that is shorter than the interval that is defined in this column.

## Agent Setup – New Date Selector Behavior Differs in Different Time Zones

**Deltek Tracking No.** 491934

**Description:** When you used a calendar selector shortcut to select a date, a different date was displayed in the cell. This issue was found on the following pages:

- Settings » Agent Setup » Scheduling tab » Next Run Date column
- Finance & Administration » General Ledger » Chart of Accounts » List » Period date selectors

**Workaround before Fix:** Select a date by manually clicking on the date in the calendar selector.

## Dimension Setup – If Dimension has no Details Company Columns are not Displayed

**Deltek Tracking No.** 479042

**Description:** When you opened the subgrid for dimension setup while targeting a user-defined dimension, and the user-defined dimension had no detail lines on it, the company columns were missing from the subgrid.

**Customers Impacted:** Customers who have user-defined dimensions that do not have any detail lines, if they open the subgrid on those dimensions.

**Workaround before Fix:** Reload WorkBook and select a dimension that has dimension lines.

## Activities – Create New Activity – Incorrect Text Alignment and No Automatic Focus

**Deltek Tracking No.** 492035

**Description:** When you opened the dialog, the cursor did not start in the first cell. In addition, the Billable check box was not aligned correctly.

**Customers Impacted:** All.

**Workaround before Fix:** Use the mouse and set the cursor/select the first cell in the dialog box.

## User Access – Automatically Grant Access to New Pages Issue

**Deltek Tracking No.** 491102

**Description:** When an access role had the Automatically Grant Access to New Pages check box selected, and the general system maintenance agent was executed, pages that had previously been removed were enabled again.

**Workaround before Fix:** After the general system maintenance agent is executed, manually remove the pages that were re-enabled.

Storage and Folders – Job Folder Setup – Storage Provider cannot be Patched

**Deltek Tracking No.** 493425

**Description:** When you updated the value of the Storage Provider, the patch failed. An error message was displayed, and the changes were not committed.

Storage and Folder Setup – Job Folder Setup – Data is not Displayed in Cells if Lines are too Long

**Deltek Tracking No.** 492983

**Description:** On the Job folder setup, if you had a long path in a cell, the value was not displayed in the grid; it appeared blank.

Custom Translation – Report Layout Font – Finnish Language Issues and Custom Translations

**Deltek Tracking No.** 488076

**Description:** When you printed a report in the Finnish language and had Customer Translations set, accent marks above the letters were missing or were displayed incorrectly at the right of the letters.

Databoard 1103 – Resource Selection does not Yield Correct Values

**Deltek Tracking No.** 487911

**Description:** When you loaded Databoard 1103, Employee Capacity Status Graph, the data that was displayed was not the correct values.

**Customers Impacted:** All users who have access to Databoard 1103.

System Variables – System Variable 1129 does not Work as Intended when You Run Report 264

**Deltek Tracking No.** 490202

**Description:** When System Variable 1129 was set to 0-Current Job Values, and you printed Report 264, jobs' current dimension values were not displayed. Instead, the value "no dimension" was displayed in the report.

Settings - Currency Codes and Rates – Error when Page is Read-Only

**Deltek Tracking No.** 493690

**Description:** When you accessed the Currency Codes and Rates page in Settings while the access rights for it were set to read-only, an error occurred.

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## Storage Provider

Docked Items – Receipt Archive – Full View – Image Preview Breaks under Certain Conditions

**Deltek Tracking No.** 492366

**Description:** You cannot use image or file preview on the Receipt Archive if you have a very long user name.

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## Tasks

Resource Under Preparation – Blank Page

**Deltek Tracking No.** 490351

**Description:** When you navigated to this page, it was blank.

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## Time & Expense

Create Expense Entry Dialog has White Space

**Deltek Tracking No.** 489928

**Description:** When you created an expense entry, the dialog box had white space at the bottom.

Absence Overview – Absence Request – Quick Entry – Add Absence Entry – Message Refers to Job ID

**Deltek Tracking No.** 492259

**Description:** When you tried to create an absence on a day with a booking, and System Variable 385 was false, the message displayed the job number, rather than the task number.

Time Sheet – Pinning or Unpinning Jobs / Tasks Causes an Error

**Deltek Tracking No.** 487663

**Description:** When you pinned tasks to or unpinned jobs / tasks from your time sheet, you encountered an error.

Absence Overview – Report 342 does not Work in Absence Overview

**Deltek Tracking No.** 494442

**Description:** If you printed Report 342 from Absence Overview, the report did not contain any data.

**Customers Impacted:** Customers using release 11.0.81 and newer.

**Workaround before Fix:** Print Report 342 from other locations, such as your time sheet.

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Absence Overview - Add Absence Entry – System Variable 638 Prevents Adding Absence if Value is 1

**Deltek Tracking No.** 493414

**Description:** When you tried to create an absence entry, and System Variable 638 was set to 1 (If the job contains an active schedule, and it contains a task with the status To Do, time registration must be made on task) or 2 (An active task is required. Only time registration on jobs with active tasks is allowed) and the absence job contained an active task, you were prevented from making the absence entry.

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## Time & Materials

Time Sheet – Tasks – Shortcut Menu - Add Task Options do not Work if Must Enter Time is not Enabled

**Deltek Tracking No.** 492623

**Description:** When you did not have User Must Enter Time Sheet enabled (Employee Card » Employee Settings » Employee Basic Settings) and you tried to use any Add Task option, no task was added to your time sheet.

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## Webhooks

Purchase Order (PO) Approval Notifications

**Deltek Tracking No.** 497510

**Description:** When you changed the status of a PO from 10 to either 20 or 40, the webhook notifications were sometimes sent twice.

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## Reports

The following reports have been added to WorkBook or changed in Release 12.

### Net Job Balance Report (Report 569)

#### Summary

This new report enables you to view the net job balance—the available revenue to be taken on any given job, inclusive of accrued and deferred revenue—by client, by job. There is no other Jobs List view or report that shows accrued revenue vs. deferred revenue (invoice on account balances), resulting in the net job balance, which is what is available on the job to take in as revenue. Deferred revenue must be taken into account to get the full picture of the job.

#### Assumptions

- This report starts with the posting date of the earliest date in the Company and covers from that date to the As of Date that you select.
  - This report does not include closed jobs.
  - This report includes only capitalized jobs.
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- This report must be exportable into PDF, RTF, XLSX (formatted and row data), XLS (Office 2003), and CSV.
- This report should respect cross-Company limitations, and should only ever report information from one Company.

Location

Navigate to Finance » Administration » General Ledger » Chart of Accounts » Reports to run this report.

Parameters

Parameter	Use
As of Date	This is the date on which you run the report. This is the only required parameter.

Report Layout and Calculations

Column Heading	Column Value and Calculation
Client	Client name relative to the Job. (Jobs are grouped by and subtotaled by client.)
Job Number	Job number.
Job Name	Job name.
Accrued Revenue	<p>Identifies the list of unique GL accounts based on the posting configuration with reference to the bullet-point list of items. The sum of all of these figures equals the total accrued revenue.</p> <ul style="list-style-type: none"> <li>▪ Write-up purchases (balance - #3 posting config.)</li> <li>▪ Write-up purchases cost (balance - #15 posting config.)</li> <li>▪ Write-up time (balance - #7 – posting config.)</li> <li>▪ Write-up material (balance - #11 posting config.)</li> <li>▪ Write-up extra/discounts (balance – #19 posting config.)</li> <li>▪ Write-off purchases (balance - #5 posting config.)</li> <li>▪ Write-off purchases cost (balance - #17)</li> <li>▪ Write-off time (balance - #9 posting config.)</li> <li>▪ Write-off material (balance - #13 posting config.)</li> <li>▪ Write-off extra discounts (balance - #21 posting config.)</li> <li>▪ Total accrued (sum of all of the above figures)</li> </ul> <p>For each <b>uniquely identified GL account</b> take the total sum of all transactions for this job for this time period as attributed in the parameter. This ensures that there are no duplicates.</p>
Deferred Revenue	WIP balance invoiced on account.

Column Heading	Column Value and Calculation
Net Job Balance	Net Job Balance = { - Total accrued + WIP Balance Invoiced on account.

## Profit and Loss for a Period Report (Report 570)

### Summary

The Profit and Loss for a Period report shows the sum of transactions on Operating Accounts between and including a From Date and a To Date.

This report includes all General Ledger accounts of the type Operating Account, but does not include the General Ledger account that is designated as the Net Profit P/L account, as configured in Settings » Basic Finance Settings.

### Location

Navigate to Finance & Administration » General Ledger » Chart of Accounts » Reports to run this report.

### Parameters

Parameter	Use
From Date To Date	This report includes two date parameters, which are required fields. The From and To Dates specify the period for which the report is run.  Transactions are included in the report output if their booking dates are equal to or greater than the From Date, or less than or equal to the To Date.
Only show accounts with a balance	Select this check box to omit accounts that do not have balances. This omits from the report any account where the balance of transactions in the period sums to 0 (zero).
Switch +/- Signs	Select this check box to toggle the use of accounting notation on or off. The report output uses accounting notation, where a positive value is a debit, and a negative value is a credit. If you select this check box, the report output does not use accounting notation; for example, income is displayed as a positive balance, and cost is displayed as a negative balance.
Show Comparison Columns	You can choose to show only the period specified by the From Date and To Date parameters, or you can select this check box to include a comparison column that calculates for a period exactly one year prior to the period indicated by the From Date and To Date parameters.
Show Only Sum Accounts	Select this check box to hide all of the individual accounts from your Chart of Accounts and show only the Sum from account types based on your Chart of Accounts setup.

Parameter	Use
Currency	This report always shows figures in the Company currency of the Company for which you run it. The Currency selector is therefore locked; you cannot change it.

### Calculations

The output of this report is calculated by summing the individual transactions on each Operating Account in the Chart of Accounts, with the exception of the General Ledger account that is designated as the Net Profit P/L Account, as configured in Settings » Basic Finance Settings.

The value shown against each account is the sum of all transactions on that account whose booking dates are equal to or greater than the From Date, or less than or equal to the To Date specified by the report parameters.

This report is not affected by whether a year-end closure procedure has been performed or not, and assuming no change to the parameters of the report, outputs the same result regardless of whether a year-end closure procedure has been performed in the finance year or not.

## Trial Balance Report (Report 571)

### Summary

This report shows the list of all accounts, both of account type Operating and Balance Sheet, that are included in the Chart of Accounts of the selected company, and their associated balances as of the As of date.

This report includes all General Ledger accounts of the type Operating Account and Balance Sheet Account; however, it does not include the General Ledger account that is designated as the Net Profit P/L Account, as configured in Settings > Basic Finance Settings. Header and Sum From account types are omitted by default and are never included in this report.

### Location

Navigate to Finance & Administration » General Ledger » Chart of Accounts » Reports to run this report.

### Parameters

Parameter	Use
As of Date	This is the date on which you run the report. This is the only required parameter.
Only show accounts with a balance	Select this check box to omit accounts that do not have balances. This omits from the report any account where the balance of transactions in the period sums to 0 (zero).
Enable Page Break	Select this check box to enable page breaks.
Hide Horizontal Lines between Accounts	Select this check box to remove horizontal lines between accounts in the report.

Parameter	Use
Currency	This report always shows figures in the Company currency of the Company for which you run it. The Currency selector is therefore locked; you cannot change it.

### Calculations

This report displays the balances of accounts split into a debit and a credit column, based on the calculations described here. These balances are always positive, but they are designated as being debit or credit based on which column they appear in. The sum of the debit column should equal the sum of the credit column, unless a year-end closure procedure has not been completed in a prior financial year (see the following note).

Account balances that are included in this report are calculated based on their account type:

- For Operating Accounts, the balance is calculated as the sum of all transactions in the period from and including the first day of the current financial year, to and including the date that is specified by the As of Date parameter.
- For Balance Sheet Accounts the balance is calculated as the sum of all transactions where the booking date is before or equal to the date that is specified by the As of Date parameter.
- The Balance Sheet Account that is designated as the Retained Earnings Account, as configured in Settings » Basic Finance Settings, shows a balance net of any year-end postings that have occurred in the finance year.
- The Operating Account that is designated as the Net Profit P/L Account, as configured in Settings » Basic Finance Settings, is omitted from this report.

**Note:** This report always shows the balances of the Operating Accounts, even after a financial year-end closure procedure is completed for the financial year within which the As of Date occurs. However, this report is sensitive to whether a year-end closure procedure has been performed in a financial year prior to the As of Date.

If you run the report with an As of Date that is within a finance year where a final year-end closure has not been completed, the debit and credit columns will still balance.

However, if you run this report with an As of Date where a final year-end closure has not been completed in any preceding financial years, the debit and credit columns will not balance. To resolve this, you must perform the year-end closure for that prior finance year to ensure that all earnings in that financial year are transferred to retained earnings in the Balance Sheet. Running the Trial Balance subsequent to all final year-end closure procedures being completed for all preceding finance years results in debit and credit columns balancing.

## Balance Sheet with Prior Year Comparison Report (Report 572)

### Summary

This report shows the balance on Balance Sheet Accounts at the As of Date. It includes only accounts of the type Balance Sheet, but it also includes an inserted Earnings for Current Financial Year line. This report also includes all associated Headers and Sums from account types that are related to the Balance Sheet accounts and their associated formatting settings.

### Assumptions

- This report starts with the posting date of the earliest date in the Company and covers from that date to the date specified in the As of Date parameter.
- This report takes into account all Balance Sheet tagged General Ledger Accounts, including those that have zero balances.

### Location

Navigate to Finance & Administration » General Ledger » Chart of Accounts » Reports to run this report.

### Parameters

Parameter	Use
As of Date	This is the date on which you run the report. This is the only required parameter.
Only Show Accounts with a Balance	Select this check box to omit accounts that do not have balances. This omits from the report any account where the balance of transactions in the period sums to 0 (zero).
Switch +/- Signs	Select this check box to toggle the use of accounting notation on or off. The report output uses accounting notation, where a positive value is a debit, and a negative value is a credit. If you select this check box, the report output does not use accounting notation; for example, income is displayed as a positive balance, and cost is displayed as a negative balance.
Show Comparison Columns	Select this check box to include a comparison column that calculates for a period exactly one year prior to the period indicated by the As of Date.
Currency	This report always shows figures in the Company currency of the Company for which you run it. The Currency selector is therefore locked; you cannot change it.

### Calculations

The output of the report is calculated by summing the individual transactions for each Balance Sheet account in the Chart of Accounts. The balance is calculated as the sum of all transactions where the booking date is less than or equal to the date provided in the As of Date parameter.

In addition to the Balance Sheet account types, a calculated Earnings for Current Financial Year line is inserted into the balance sheet report. This line is inserted immediately below the Balance Sheet account that is designated as the Retained Earnings account, as configured in Settings » Basic Finance Settings. Because this is an inserted account, it does not display any account number in the Account column. The account balance is calculated as the sum of all transactions across all Operating Account types in the period from and including the first day of the current financial year, to and including the date provided in the As of Date parameter. For the purposes of this calculation, the General Ledger account that is designated as the Net Profit P/L account, as configured in Settings » Basic Finance Settings is included within this calculation. The balance of the Earnings in the Current Year line is therefore the sum of transactions that have not been included within year-end closure processes.

**Note:** This report is sensitive to whether a year-end closure procedure has been performed in a financial year prior to the As of Date.

Thus, if you run the report with an As of Date where a final year-end closure has not been completed in any preceding financial years, the report will not balance. To resolve this, you must perform the year-end closure for that prior finance year to ensure that all earnings in that financial year are transferred to the retained earnings in the Balance Sheet. Running the Balance Sheet report after all final year-end closure procedures have been completed for all preceding finance years will result in the Balance Sheet balancing.

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com).