

Deltek Time & Expense™

Version 9.0.1 Cumulative Hot Fix

Release Notes

July 31, 2013

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Overview

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

- Enhancements
- Software Issues Resolved

For Additional Information

Customer Care Connect Site

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

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

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



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

Access Customer Care Connect

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

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



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

Available Documentation for this Release

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

| Document Name | Description |
|--|---|
| Deltek Time & Expense with Employee Self Service Version 9.0.1 Hot Fix Bundle Install Guide | This document provides instructions for applying hot fix bundle to Deltek Time & Expense with Employee Self Service 9.0.1 |

Enhancements: Hot Fix Bundle 06

This section includes summaries of the enhancements made to existing features in hot fix bundle 06.

SQL 2012

Time & Expense is now compatible with SQL 2012.

GovCon Touch Time

We added the following Mobile Time options to the Technical Console for GovCon Touch Time administrators:

- **Mobile Access** — Select either **Enabled** or **Disabled** to control access to GovCon Touch Time by domain.



When you select **Disabled**, users of this Domain cannot log on to either GovCon Touch Time or Deltek Mobile Time.

- **Mobile Max Rows (1 to 200)** — Type the maximum number of rows (1 to 200) that should display on the Search Charges screen or UDT Lookup.

During conversion, the **Mobile Access** option is automatically enabled for existing domains, and the **Mobile Max Rows** field is set to 25.

Any new domains you add after conversion will have a default setting of “Disabled.”

We added Enhancements: Hot Fix Bundle 05

This section includes summaries of the enhancements made to existing features in hot fix bundle 05.

Per Diem Rate Adjustment

We added a **Per Diem Adjustment %** field to the Basic Information tab of the **Expense » Settings » Expense Types** screen. Use this field to adjust the normal per diem reimbursement rate by the percent you enter here. For example, if the full reimbursement rate for a meal is \$5.00, and the per diem adjustment is 55%, the adjusted per diem rate will be \$2.75.

The rate adjustment applies to meal expenses only. When the rate adjustment is in effect, it is applied to all meal expenses, including those entered as part of a combined lodging expense.

The default percent is 100, but the field accepts any percent between 1 and 100, and it is valid for Allowance or Ceiling per diem types.



Deltek added this feature to help customers comply with a government regulation which requires that meals on long term trips — those lasting 91 days or longer in single location — be reimbursed at 55% of the full rate. However, companies that must comply with this regulation are responsible for the correct setup and use of this feature.

Duplicate Social Security Numbers

When you enter dependent or beneficiary information in the Employee Self Service module, you now receive a warning message, upon saving, if you enter a duplicate Social Security Number.

Enhancements: Hot Fix Bundle 04

This section includes summaries of the enhancements made to existing features in hot fix bundle 04.

Receipt Traveler

The Receipt Traveler, previously available in version 8.3, was restored as a report option in the Expense module. The Receipt Traveler displays all the expenses entered for an expense report and is used as a coversheet for receipt hardcopies. It is available for printing after the expense report has been submitted in Time & Expense.

During expense report authentication, the following new fields display if any of the expense types were configured to require receipts:

- **Have Receipt** — Select this check box if you have a hard copy receipt for this expense.
- **Missing Receipt** — Select this check box if you do not have the receipt for this expense.
- **Expense ID** — This field displays the Expense ID, which is generated at the time the expense is entered in the Claimed Expenses section of the Expense Report.
- **Category/Expense Type** — This field displays the Category/Expense Type of the expense.
- **Amount** — This field displays the amount of the expense.
- **Pay Method** — This field displays the pay method that was used to pay for this expense.
- **Currency** — This field displays the currency which will be used to reimburse the employee.
- **Explanation** — Enter an explanation for missing receipts in this column.

When authentication is complete, Deltek Expense automatically presents the user with option of printing the Receipt Traveler.



To print the Receipt Traveler later, open the expense report and click **Print** on the toolbar. In the Print dialog box, select the **Receipt Traveler** check box and click **Submit**.

The header area of the Receipt Traveler identifies the expense report itself and includes the employee name, expense report number, expense report dates, and so forth.

The body of the report displays all the individual expenses and associated information, such as the expense date, amount incurred, and the currency. The **Receipt Attached** column indicates whether an expense requires a receipt and displays one of the following:

- “N/A” indicates that a receipt is not required.
- An “X” in the check box indicates that the receipt is required and is attached.
- An empty check box indicates that the receipt is required but is missing, and the associated explanation displays in the **Reason for missing receipt** column.

Additionally, a Missing Receipts icon was added to the Workflow Status tab. It displays for any expense that was marked as **Missing Receipt** during the authentication process. Since the

missing receipt cannot be recorded, the Action icon for the Record task displays as . The administrator can click this icon to review the reason for the missing attachment.



When an expense is marked as missing a receipt, the associated Attachment task on the Workflow Status tab is also marked as missing. If you have an electronic copy of the receipt that you want to attach, you can clear the Missing Receipt check box for the attachment task when you upload the attachment.

Enhancements: Hot Fix Bundle 03

This section includes summaries of the enhancements made to existing features in hot fix bundle 03.

Set Advance Lead Time

An **Advance Lead Time** field was added to the Basic Information tab of the **Expense » Settings » Expense Report Types** screen, which enables you to set the lead time (in number of days) that is needed to process an advance request. This setting is used to determine if the date the advance is needed is reasonable at the time the advance request is submitted. If the user indicates they need the advance earlier than the lead time, the user receives an error message and is required to adjust the date accordingly.

Restrict Attachments

A **Valid File Types** field was added to the Attachments section (Miscellaneous tab) of the **Administration » Product Configuration » General Configuration** screen. Use this field to restrict the types of files that employees can attach to expense reports and expense authorizations. Enter the extension of any file type you want to allow, and separate each one with a semicolon (for example .PDF;.gif).



Expense is configured by default to only allow PDF files. If you want to allow users to attach other types of files, you must update this setting.

Enhancements: Hot Fix Bundle 01

This section includes summaries of the enhancements made to existing features in hot fix bundle 01.

Deltek Mobile Time Removed

Deltek Mobile Time no longer requires separate licensing. If you are currently licensed for Deltek Time, you are automatically licensed for Deltek Mobile Time.

References to Deltek Mobile Time for the BlackBerry were removed from the following screens throughout the software:

- About Deltek Time & Expense
- Employee Information
- Password Utility
- Technical Console

Currency Codes Added

We added the following currency codes:

- **NPR** — Nepalese rupee - 524
- **UAH** — Ukrainian hryvnia - 980
- **BAM** — Bosnia and Herzegovina convertible mark - 977
- **AZN** — Azerbaijani manat - 944
- **UGX** — Ugandan shilling - 800
- **LTL** — Lithuanian litas - 440
- **RSD** — Serbian dinar - 941
- **BND** — Brunei dollar- 096
- **ETB** — Ethiopian birr - 230
- **TZS** — Tanzanian shilling - 834
- **LVL** — Latvian lats - 428
- **GHS** — Ghanaian cedi – 936

Expense Replacement Signatures

When a supervisor or other authorized user signs an expense report or expense authorization on behalf of an employee or other individual, that person can now replace that signature with their own.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 06

Descriptions of Software Issues

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

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

Expense

Deltek Defect Tracking Number: 378484

Description: Deltek improved application performance for expense report creation.

Customers Impacted: This improvement benefits all Expense module customers, but it specifically addresses system performance problems experienced by customers running Time & Expense in a load balanced environment.

Workaround Before Fix: None.

Additional Notes: None.

Expense Authorization

Overall

Deltek Defect Tracking Number: 347380

Description: You could not edit the **To Date** field when a blanket authorization had a status of Approved.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 356553

Description: There was no estimate for per diem meals on the expense authorization, and you could not enter an estimated amount.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Deltek Defect Tracking Number: 374804

Description: Tasks loaded very slowly to the Desktop. To correct this, we made general enhancements to system performance.

Customers Impacted: All Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 380575

Description: The signature text was not displayed during the Submit process if the setting to gather receipt info at ER sign was unchecked in the Expense Configuration screen.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: When **Gather Receipt Info at ER Sign** is checked in the Expense Configuration screen, the Traveler Receipt screen now displays before the Signature screen during the Submit process.

Approve

Deltek Defect Tracking Number: 367507

Description: A project manager was able to approve project charges that should have been approved by a different project manager.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

General Wizard

Deltek Defect Tracking Number: 379917

Description: When you changed the Expense Report Type on an expense report more than one time, the operation could not be completed due to an unexpected error.

Customers Impacted: This defect affects expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Meals or Entertainment Wizard

Deltek Defect Tracking Number: 378345

Description: When you added a per diem entertainment expense, an unexpected error occurred.

Customers Impacted: This defect affects expense module customers.

Workaround Before Fix: None

Additional Notes: None.

Overall

Deltek Defect Tracking Number: 371081

Description: An expense report reverted to a status of **Draft** after the Purpose field was modified.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: Resubmit the expense report and start approval process again

Additional Notes: None.

Deltek Defect Tracking Number: 373009

Description: When you rejected an expense report and added a dollar sign (\$) in the **Rejection** field, the expense report status did not update to **Rejected**.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 379723

Description: When tried to upload an expense receipt to a location that included a period in the folder name, Deltek Expense would not upload the file.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: Select a location for the file that does not include a period in the file name.

Additional Notes: None.

Deltek Defect Tracking Number: 380940

Description: You could not view migrated expense receipts for processed expense reports.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Reject

Deltek Defect Tracking Number: 381623

Description: When you entered a rejection reason of more than 254 characters, you received a 9002 error.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: You had to enter fewer characters.

Additional Notes: None.

Schedules

Deltek Defect Tracking Number: 349674

Description: The Voucher Distribution Schedule did not display the **Company Paid** row for a negative expense.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 372358

Description: You were able to delete and re-add receipts to an expense report that had already been processed.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 371710

Description: The expense date that displayed in **Short Description** defaulted to the last day of the trip, and after you corrected the date, the field did not reflect your change.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: You had to delete the expense and re-enter it with the correct date.

Additional Notes: None.

Utilities

Clear Expense Authorizations

Deltek Defect Tracking Number: 376369

Description: Cash advance requests were not cleared from the Advance Utility after the expense authorization was voided or cleared.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Miscellaneous

Login

Deltek Defect Tracking Number: 378002

Description: You could not log on after Hot Fix B4 was applied.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: You had to add a dummy history record through scripts for the INSTALL user.

Additional Notes: None.

MyDesktop

Deltek Defect Tracking Number: 376903

Description: When the Desktop contained a high number of alerts, Deltek Time & Expense performed slowly when navigating to the Home page.

Customers Impacted: Deltek Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Delegation

Deltek Defect Tracking Number: 363982

Description: After the end date passed for a delegation task, the delegate still received notifications.

Customers Impacted: This defect affects all Time & Expense customers.

Workaround Before Fix: You had to delete the task setup.

Additional Notes: None.

Desktop

Deltek Defect Tracking Number: 380606

Description: The Alert Detail dialog box displayed incorrect wording.

Customers Impacted: This defect affects Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Server Configuration

Deltek Defect Tracking Number: 364203

Description: The TE 9.0.1 WebLogic Import Server setting for a load balanced environment did not work properly.

Customers Impacted: This defect only occurs in a load balanced environment.

Workaround Before Fix: None.

Additional Notes: None.

Workflow

Expense Workflow

Deltek Defect Tracking Number: 373005

Description: When an Approval task was required only if an expense report included over-ceiling or unallowable expenses, the task was generated even when those types of charges did not exist.

Customers Impacted: This defect affects Expense module customers.

Workaround Before Fix: You had to complete the Approval task.

Additional Notes: None.

Time

Analyze

Employee Activity

Deltek Defect Tracking Number: 367784

Description: The cost-only hours were included on the Employee Activity Charge total, when you printed the report.

Customers Impacted: This defects affects Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Timesheet

Print

Deltek Defect Tracking Number: 371071

Description: When you printed timesheets, the Time In, Time Out, Non-Work Hours, and Off-Site Hours were included even when the Time In/Time Out feature was not enabled.

Customers Impacted: This defect affects Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Sign

Deltek Defect Tracking Number: 380452

Description: When you added extended custom text, users had to scroll to click the **Cancel** or **Continue** button on the Timesheet Error/Warning dialog box.

Customers Impacted: This defect affects Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 05

Descriptions of Software Issues

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

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Expense

Deltek Defect Tracking Number: 375748

Description: After the supervisor signed an expense report, Deltek Expense generated an email indicating that the expense report had been revised.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Print

Deltek Defect Tracking Number: 375162

Description: After an employee had already been reimbursed for an expense, the print version of the expense report incorrectly showed that the payment was still due.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Reject

Deltek Defect Tracking Number: 374293

Description: The option to reject a previously approved expense report was not available in version 9.0, but it was available in version 8.3 and has now been restored.

Customers Impacted: Expense module customers.

Workaround Before Fix: The employee had to modify and re-submit the expense report.

Additional Notes: None.

Schedules

Deltek Defect Tracking Number: 369313

Description: A deleted charge continued to display in the Charge Distribution schedule in Expense Authorization.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 369846

Description: A Rejection Text was lost after an employee updated a Rejected Expense Report.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 374861

Description: When more than one user was assigned the task of reviewing the same expense report, the details of the review task were replaced with the information of the previous user.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 368637

Description: When you viewed imported expenses saved to an expense report, the comments disappeared.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Miscellaneous

MyDesktop

Deltek Defect Tracking Number: 338682

Description: When running Windows 7 and Internet Explorer 8, you were unable to delete alerts.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: You had to use Firefox. It also worked correctly on Windows XP.

Additional Notes: None.

Deltek Defect Tracking Number: 348897

Description: When multiple leave requests were approved using the Select All check box, Time & Expense did not delete tasks.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: You had to manually delete tasks from the Desktop.

Additional Notes: None.

Workflow

Expense Workflow

Deltek Defect Tracking Number: 350710

Description: When a supervisor, who was also assigned as a Delegate, attached a receipt to an expense report on behalf of the employee, Deltek Expense did not generate an Approval task for the attachment.

Customers Impacted: Expense module customers.

Workaround Before Fix: The supervisor had to search for the expense report to approve the attachment.

Additional Notes: None.

Payroll and Benefits

Payroll Checks

Electronic Paystub

Deltek Defect Tracking Number: 194264

Description: The ESS pay stub not did not display year-to-date earnings for leave amounts unless leave was entered in the same pay period.

Customers Impacted: Employee Self Service module customers.

Workaround Before Fix: You had to open a pay stub from a prior period to get the year-to-date leave amounts.

Additional Notes: None.

Record Time

Timesheet

Print

Deltek Defect Tracking Number: 349803

Description: After you entered hours on an employee's timesheet, the print version of the timesheet was blank, when you selected All as the print option.

Customers Impacted: Time Entry customers.

Workaround Before Fix: It worked correctly if you searched for the timesheet again and re-printed it.

Additional Notes: None.

Start or Stop Times

Deltek Defect Tracking Number: 250843

Description: You could not reverse a timesheet line where the charges required comments if the Stop/Start Time feature was also in use.

Customers Impacted: Time Entry customers.

Workaround Before Fix: You had to clear the Require Comment box for the charge. Alternatively, you had to add a row on the Start/Stop using Break or meals and add the comment there.

Additional Notes: None.

Timesheet

Deltek Defect Tracking Number: 344528

Description: The timesheet displayed the UDTs of the person who was logged on (the supervisor, for example) instead of those of the timesheet owner.

Customers Impacted: Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 04

Descriptions of Software Issues

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Time & Expense

Deltek Defect Tracking Number: 372495

Description: After you created an expense report and then cleared the expense report date , you received a 9002 error after you clicked **Continue**.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense

Expense Authorization

Cash Advance Schedule

Deltek Defect Tracking Number: 350060

Description: The Approve Cash Advance task was created, but the task could not be completed because the **Completion Date/Time** field was empty.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 370406

Description: After you clicked **Create** on the Expense Authorization form, the scroll bar moved to the bottom of the screen, so you had to scroll upwards to view the display area.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Approve

Deltek Defect Tracking Number: 369328

Description: When a supervisor was also assigned the role of project manager, an expense authorization could not be approved unless the task was launched from the Desktop rather than through the Search function.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

General Wizard

Deltek Defect Tracking Number: 356531

Description: When an expense report was dated prior to the most current effective history date of an employee, you received an error message.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to create a history line in employee record.

Additional Notes: None.

Sign

Deltek Defect Tracking Number: 368069

Description: When an expense report was created on behalf of another employee, the employee's name did not display in the revision schedule.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 368067

Description: Even though **Add Charges to ER When Created from EA** was not selected in the Expense Report Type screen, employees were able to add charge codes when entering expense reports.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Miscellaneous

Database

Deltek Defect Tracking Number: 373580

Description: In Costpoint 7.0, you received an error when "DELTEK" preceded the table name in stored procedure.

Customers Impacted: Time & Expense customers who use stored procedures in Costpoint 7.0.

Workaround Before Fix: None.

Additional Notes: None.

Mobile

Deltek Defect Tracking Number: 350705

Description: Users who had never logged on Deltek Time & Expense version 9.0 could not log on Deltek Mobile Time.

Customers Impacted: Deltek Mobile Time users.

Workaround Before Fix: Users had to log on to the standard version of Time Entry prior to logging on to Deltek Mobile Time.

Additional Notes: None.

Time

Analyze

Charge Activity Report

Deltek Defect Tracking Number: 364449

Description: Overtime hours displayed on the screen, but the hours did not display when you printed the Charge Activity report.

Customers Impacted: Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Record Time

Timesheet

CP Direct Lookup

Deltek Defect Tracking Number: 370595

Description: When the Level 1 Drill Down Project was selected as "Company," you received an unexpected error.

Customers Impacted: Time Entry customers who use Costpoint Direct Lookup.

Workaround Before Fix: You can to select "Project Top Level" instead of "Company."

Additional Notes: None.

Overall

Deltek Defect Tracking Number: 352681

Description: When you opened multiple timesheets from the Desktop, the navigation arrows did not work correctly.

Customers Impacted: Time Entry customers.

Workaround Before Fix: You had to open the timesheets individually.

Additional Notes: None.

Deltek Defect Tracking Number: 369315

Description: When you opened your timesheet from the menu, not all of the columns displayed, though they did display when you opened the timesheet from your Desktop.

Customers Impacted: Time Entry customers.

Workaround Before Fix: You had to scroll to see the entire timesheet.

Additional Notes: None.

Deltek Defect Tracking Number: 368101

Description: You could not enter negative hours on a timesheet when using the Firefox browser.

Customers Impacted: Time Entry customers.

Workaround Before Fix: You had to use a different browser.

Additional Notes: None.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 03

Descriptions of Software Issues

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Administration

Process

Scheduling

Deltek Defect Tracking Number: 366792

Description: Emails were not generated for the Expense Status report, when it was run by a scheduled process.

Customers Impacted: Expense module customers.

Workaround Before Fix: Run the process manually.

Additional Notes: None.

Expense

Analyze

Outstanding Aging

Deltek Defect Tracking Number: 367408

Description: The Outstanding Aging Report pulled incorrect data into the report.

Customers Impacted: Time & Expense customers who upgraded to version 8.3.03

Workaround Before Fix: None.

Additional Notes: None.

Process

Maintain

Import Expenses

Deltek Defect Tracking Number: 364805

Description: When you imported a Visa file, you received an “Invalid Start Date” error message on some transactions.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to enter the Visa expenses manually.

Additional Notes: None.

Record Expenses

Expense Report

Deltek Defect Tracking Number: 364119

Description: You could not approve an expense authorization if the functional role did not have modify rights.

Customers Impacted: None.

Workaround Before Fix: Provide modify rights to the functional role.

Additional Notes: None.

Approve

Deltek Defect Tracking Number: 367507

Description: A Project Manager was able to approve project charges that should have been approved by a different project manager.

Customers Impacted: Expense module customers.

Workaround Before Fix: Project managers can ensure that they approve only their own projects.

Additional Notes: None.

Deltek Defect Tracking Number: 369310

Description: After an optional task was completed, an expense report reverted to a status of Approved, instead of remaining processed, and you were able to export again, which resulted in a duplicate payment.

Customers Impacted: Expense module customers.

Workaround Before Fix: Do not complete the optional tasks.

Additional Notes: None.

General Wizard

Deltek Defect Tracking Number: 356314

Description: You could specify a tolerance for comparing an expense report total to an expense authorization total, but when the tolerance percentage was met, approvals did not roll over upon submittal.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Lodging Wizard

Deltek Defect Tracking Number: 251366

Description: The Room rate and Tax rate values on the Amount tab were reset to 0.00 after you edited a per diem Lodging expense.

Customers Impacted: Expense module customers.

Workaround Before Fix: Re-enter the Room and Tax rate amounts.

Additional Notes: None.

Deltek Defect Tracking Number: 352782

Description: After an over-ceiling amount was entered, Deltek Expense did not require the explanation unless the user clicked the **Recalculate** button.

Customers Impacted: Expense module customers.

Workaround Before Fix: Click **Recalculate** and then enter the explanation.

Additional Notes: None.

Deltek Defect Tracking Number: 364445

Description: When you entered an Other Lodging expense, you received an error message indicating that the exchange rate could not be zero.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 366811

Description: After you entered multi-day lodging expenses and displayed the Expense report, the amounts had changed and appeared to be averaged by the number of days, but when you viewed the amounts in Edit mode, they were correct.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 351673

Description: You did not have to enter a revision explanation after you modified a charge allocation, even though the Expense Class required one.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Miscellaneous

Installation

Deltek Defect Tracking Number: 363600

Description: Expense Reports that included per diem expenses were converted without locations.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Workflow

Expense Workflow

Deltek Defect Tracking Number: 364806

Description: Multiple email notifications were sent to users immediately after you opened an expense report to approve.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 345263

Description: The ER Rejected and ER Revised email notifications were delivered even though the configuration option was not selected.

Customers Impacted: Expense module customers.

Workaround Before Fix: Employees who ignored the notifications.

Additional Notes: None.

Time

Record Time

Timesheet Print

Deltek Defect Tracking Number: 218099

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

Customers Impacted: Time Entry customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 351385

Description: Printed timesheets displayed the incorrect timesheet class.

Customers Impacted: Time module customers.

Workaround Before Fix: None.

Additional Notes: None.

Start/Stop Times

Deltek Defect Tracking Number: 351846

Description: On Internet Explorer version 9.0, you could only enter one line on the timesheet per day when using start/stop time.

Customers Impacted: Time Entry customers.

Workaround Before Fix: You had to use Firefox instead.

Additional Notes: None.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 02

Descriptions of Software Issues

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

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

Administration

Users and Groups

Functional Roles

Deltek Defect Tracking Number: 181884

Description: After a Functional Role was modified to exclude the option of viewing attached receipts, the individual assigned to that role was still able to click the **View Receipts** button.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense

Expense Authorization

General Wizard

Deltek Defect Tracking Number: 351560

Description: You could not edit the Date field in the header area, even though you had not yet saved the expense authorization.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to use the date on which the expense authorization was entered.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 352432

Description: The Expense Date on an the Add/Edit screen of an expense authorization did not display.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Process

Export ERs - Advances

Deltek Defect Tracking Number: 351848

Description: When you exported an expense report dated earlier than the hire date for an employee, the export failed.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Approve

Deltek Defect Tracking Number: 248976

Description: After a net zero correction was made to a previously approved expense report, it could not be re-approved by the original functional role.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to run a backend script to change the status to Approved.

Additional Notes: None.

General Wizard

Deltek Defect Tracking Number: 350031

Description: You could not edit the Date field in the header area even though you had not yet saved the expense report.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to use the date on which the expense report was entered.

Additional Notes: None.

Lodging Wizard

Deltek Defect Tracking Number: 350033

Description: Deltek Expense did not allow an Other Lodging amount of x.x6. If you changed Other Lodging to either x.x5 or x.x7, or if you adjusted either the room rate or tax rate by .01, you could continue to the next screen.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Overall

Deltek Defect Tracking Number: 350008

Description: When you tried to delete an expense report that was created prior to upgrading to Internet Explorer 8.0, you received an error message, which referenced a malicious add-on.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Schedules

Deltek Defect Tracking Number: 228709

Description: When you attached a receipt in Workflow Status and included a comment greater than 150 characters, the text didn't wrap, and since the scroll bar didn't display, you could not read the entire comment.

Customers Impacted: Expense module customers.

Workaround Before Fix: Ensure that the comment is shorter than 150 characters.

Additional Notes: None.

Sign

Deltek Defect Tracking Number: 342511

Description: After you upgraded to version 9.0 from version 8.3, the list of approvers for user directed tasks was no longer sorted alphabetically.

Customers Impacted: Customers who upgraded to version 9.0.

Workaround Before Fix: None.

Additional Notes: None.

Settings

Expense Report Types

Deltek Defect Tracking Number: 347208

Description: The **Required for Export** field on a task was automatically checked when you edited the task.

Customers Impacted: Expense module customers.

Workaround Before Fix: Clear the field and re-save the task.

Additional Notes: None.

Miscellaneous

Framework

Deltek Defect Tracking Number: 343116

Description: We fixed potential vulnerability for the cross-site scripting attack.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Preferences

Deltek Defect Tracking Number: 350038

Description: After you added a row to the Delegation table, you could not select the Active check box or edit the information. To correct this, we added an Edit Line option that enables you to modify the Start and End dates and select or clear the Active check box.

Customers Impacted: Time & Expense customers who use the Delegation feature.

Workaround Before Fix: Prior to this correction, you had to delete the Delegation line and add a new one to replace it.

Additional Notes: None.

Workflow

Expense Workflow

Deltek Defect Tracking Number: 343194

Description: You were able to approve expense reports that did not yet include the required receipt attachments.

Customers Impacted: Expense module customers.

Workaround Before Fix: Do not approve the expense report unless the receipts are already attached.

Additional Notes: None.

Deltek Defect Tracking Number: 348900

Description: Under Expense Report Tasks, the information in the Task Item field was duplicated in the Expense Charge field.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 343181

Description: Even though the **Remove Image Receipt task on Revision or Rejection** setting was checked in the Expense Configuration, receipts were retained after revision.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 350940

Description: Even though you had configured workflow to send a message when an expense report was paid, no message was generated after the payment was processed through Costpoint Accounts Payable.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to notify the employee manually.

Additional Notes: None.

Software Issues Resolved: 9.0.1 Hot Fix Bundle 01

Descriptions of Software Issues

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

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Administration

Master Data

Charge Trees

Deltek Defect Tracking Number: 266414

Description: When you edited multiple charge codes under charge tree and linked to an account, the edits you made to the first charge code did not display.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: You had to return to the top level to link to the account.

Additional Notes: None.

Deltek Defect Tracking Number: 270647

Description: You could not make projects in the charge tree inactive.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 270648

Description: The Filter check box did not display in the Charge Trees Screen after you upgraded to version 9.0.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense

Analyze

Outstanding Aging

Deltek Defect Tracking Number: 339973

Description: Expense reports with a status of Voided or Draft displayed in the Outstanding Aging report for outstanding cash receipts.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: You ignored expense reports with a Draft status, and for those with a Void status, you entered a record in the Payment Utility for the cash receipt amount, which prevented the expense report from displaying in the Outstanding Aging report for outstanding cash receipts.

Additional Notes: None.

Expense Authorization

Approve

Deltek Defect Tracking Number: 271444

Description: You could not approve an expense authorization if the functional role did not have modify rights.

Customers Impacted: None.

Workaround Before Fix: Provide modify rights to the functional role.

Additional Notes: None.

Export ERs - Advances

Deltek Defect Tracking Number: 248610

Description: When using the Direct Pay Method, expense report amounts passed to Costpoint in the transaction currency instead of USD.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Expense Report

Approve

Deltek Defect Tracking Number: 166546

Description: When you entered and signed a correcting expense report or expense authorization, user directed workflow was skipped, so the Approval task was not generated.

Impact: Expense module customers.

Workaround: None.

Additional Notes/Comments: None.

General Wizard

Deltek Defect Tracking Number: 228557

Description: An employee was able to select a From and To date on an expense report that was dated earlier than the employee's hire date.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 270654

Description: You could not create an expense report for a terminated employee if the termination date was earlier than the current date.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to remove the termination date and then enter the expense report.

Additional Notes: None.

Lodging Wizard

Deltek Defect Tracking Number: 185834

Description: The ceiling calculation was incorrect for Harford County, Aberdeen Proving Ground, Maryland.

Customers Impacted: Expense module customers.

Workaround Before Fix: Manually adjust the ceiling in Time and Expense.

Additional Notes: None.

Deltek Defect Tracking Number: 350049

Description: When you entered personal expense amounts in the Lodging wizard, you received an error message stating that the amount incurred must equal the amounts entered for room and tax rate plus any personal or other lodging expenses.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Meals or Entertainment Wizard

Deltek Defect Tracking Number: 226483

Description: Expense allocation did not use the expense transaction date when the outstanding expense was applied from the VISA file (Meals).

Customers Impacted: Expense module customers.

Workaround Before Fix: Manually change the date.

Additional Notes: None.

Deltek Defect Tracking Number: 345147

Description: Non Per Diem Meal Expense type ceilings were not enforced, so the expense was improperly allocated.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Overall

Deltek Defect Tracking Number: 272068

Description: After the Administrator added an expense to an expense report but chose not to reset the status to Draft, the expense report was still returned to a Draft status.

Customers Impacted: Expense module customers.

Workaround Before Fix: You could re-sign the expense report.

Additional Notes: None.

Print

Deltek Defect Tracking Number: 349662

Description: Changes you made to the expense report did not display in the printed version.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Schedules

Deltek Defect Tracking Number: 265717

Description: The task/schedule line with receipt information (completed by, date, and so forth) no longer displayed on the expense report after you made a net zero correction, which prevented tracking receipts.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 339304

Description: When you logged on English\United Kingdom locale, you received an error when you clicked the Attach icon.

Customers Impacted: Expense module customers who use this locale.

Workaround Before Fix: You had to change the language selected.

Additional Notes: None.

Sign

Deltek Defect Tracking Number: 341435

Description: When a supervisor entered an expense report for an employee, the **Submit** button was unavailable for selection.

Customers Impacted: Expense Report customers.

Workaround Before Fix: You had to log out and log back in.

Additional Notes: None.

Wizards

Deltek Defect Tracking Number: 217044

Description: The Copy Existing Expense Report function allowed employees to select restricted charge codes.

Customers Impacted: Expense module customers.

Workaround Before Fix: The Supervisor could reject the expense report.

Additional Notes: None.

Deltek Defect Tracking Number: 217519

Description: The error message wording you created did not display, and Deltek Expense displayed generic wording instead.

Customers Impacted: Expense module customers who use Custom text.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 227597

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

Customers Impacted: Expense module customers.

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

Additional Notes: None.

Deltek Defect Tracking Number: 342263

Description: Deltek Expense rounded incorrectly when using multi-currency. When all the expenses were entered as Company Paid, it showed a penny due to the employee, and regardless of the payment method, the rounding was always one penny off.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Settings

Batch Types

Deltek Defect Tracking Number: 272105

Description: You could not clear the **Provider** field on a saved Batch Type.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to update **Provider** instead of clearing it, or you had to create new batch type with no provider.

Additional Notes: None.

Expense Report Types

Deltek Defect Tracking Number: 266418

Description: In the Edit ER Task dialog box, you could not clear the **Required for Export** check box, but the database was updated correctly.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Miscellaneous

Desktop

Deltek Defect Tracking Number: 228561

Description: When an expense report or expense authorization was created and then voided prior to submitting it, the submittal task still displayed on the Desktop.

Customers Impacted: Expense module customers.

Workaround Before Fix: You had to use a script to delete the task.

Additional Notes: None.

Deltek Defect Tracking Number: 346975

Description: Miscellaneous Toolkits displayed as an option on My Menu.

Customers Impacted: Time and Expense customers.

Workaround Before Fix: A script was used to remove it.

Additional Notes: None.

Workflow

Expense Workflow

Deltek Defect Tracking Number: 266732

Description: After an expense report was voided, the workflow notification was sent to an individual who was not the employee's supervisor.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 267700

Description: The Record task did not display at the end when the task list was generated.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 343096

Description: Approve Charge tasks could be completed out of order.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 349656

Description: Duplicate Record Attachments tasks were created after an expense report was revised.

Customers Impacted: Expense module customers.

Workaround Before Fix: None.

Additional Notes: None.

Workflow

Deltek Defect Tracking Number: 214607

Description: When the email address of the supervisor was missing, the email notifications failed for the TS Status report

Customers Impacted: Time Entry customers.

Workaround Before Fix: You ran a script to identify missing email addresses.

Additional Notes: None.

Deltek Defect Tracking Number: 345201

Description: Email Notifications were not sent to employees for Benefits.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Time

Charge Activity / Charge Activity Report

Deltek Defect Tracking Number: 269657

Description: When you previewed the Charge Activity report, "null" displayed if the employee name lacked a middle initial (for example, Lagana, Antonio null [10010])

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Deltek Defect Tracking Number: 350035

Description: You could not access the Charge Code option on the Level 2 drop-down of the Charge Activity Report from Internet Explorer. From Firefox, the Charge Code option was available, but when you generated the Report, it was empty.

Customers Impacted: Time & Expense customers.

Workaround Before Fix: None.

Additional Notes: None.

Process

TS Line Level Approval

Deltek Defect Tracking Number: 345154

Description: After you performed a Line Level Approval and signed out of the timesheet, the approval disappeared, nor did it display in the TS Line Level Approval Inquiry screen.

Customers Impacted: None.

Workaround Before Fix: You were able to reapprove the charge.

Additional Notes: None.

Timesheet

Load Favorites

Deltek Defect Tracking Number: 338499

Description: When employees added a project to Favorites, the system variously included UDT12, UDT13 and UDT14 information, even when those fields were empty when added from the timesheet. The incorrect UDT information was later auto-loaded on future timesheets, resulting in overpayments to employees.

Customers Impacted: Time Entry customers.

Workaround Before Fix: Instead of saving projects to Favorites, use Lookup to select the charge.

Additional Notes: None.

Start or Stop Times

Deltek Defect Tracking Number: 340116

Description: Hours you initially entered in the Start/Stop Time dialog box displayed correctly, but when you later re-opened the dialog box, the original entry was rounded to the nearest hour.

Customers Impacted: Time Entry customers who enter hours using the Start/Stop Time feature.

Workaround Before Fix: None.

Additional Notes: None.



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