

# Deltek Time & Expense™

## Version 9.0.1 Cumulative Hot Fix

### Release Notes

**June 17, 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   |
|--|---|
| <b>Deltek Time &amp; Expense with Employee Self Service Version 9.0.1 Hot Fix Bundle Install Guide</b> | This document provides instructions for applying hot fix bundle to Deltek Time & Expense with Employee Self Service 9.0.1 |

## 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**.


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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.

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## 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 the leave request. This setting is used to determine if the date advance needed is reasonable when 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.

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## 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 04

## 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.

## 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

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

### 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.

## MyDesktop

### Desktop

**Deltek Defect Tracking Number:** 217624

**Description:** When you selected a task under My Tasks, the Delete button was grayed out, so you could not delete the task from the Desktop.

**Customers Impacted:** Expense module customers.

**Workaround:** 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

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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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