Deltek Costpoint® Mobile Time and Expense 2025.3

Release Notes

August 18, 2025

Contents

Deltek Costpoint Mobile Time and Expense 2025.3 Release Notes

Welcome to Deltek Costpoint Mobile Time and Expense 2025.3 Release Notes.

These release notes contain a summary of the following:

- New Features and Enhancements
- Software Issues Resolved

> **Note:** The official name of the application is *Costpoint Mobile Time and Expense*. This document uses it only at the first mention. Succeeding instances of the application name display Costpoint Mobile T&E.
>
> In addition, the application name in the *Apple App Store* and *Google Play Store* displays Costpoint Time and Expense.

> **Note:** SSL is a term commonly used when referring to both Secure Sockets Layer technology and its successor, Transport Layer Security (TLS). Although you may see references to SSL in this guide and in the application's user interface, all Deltek applications use current TLS protocols to provide protected connections between web servers and web browsers.

Features Not Supported

This section describes the Costpoint Time & Expense (Web) features that are not available in Costpoint Mobile T&E.

- **Interim Charges**: You cannot create interim charges in Costpoint Mobile T&E. However, you can charge interim charges already in the timesheets. Interim charge edit occurs upon timesheet signing.

- **Hours Proration**: Hours proration is supported, but the Day view only displays the entered hours. Prorated hours after signing the timesheet will display in the Summary view.

- **Timesheet Printing:** You will not be able to print timesheets. You will need to use browser-based timesheets.

- **Timesheet Comments**: You will not be able to enter or view the OVERALL timesheet comments and notes.

- **Unhide Outstanding Expenses**: You can only hide outstanding expenses displayed on the Outstanding Expenses tab. To display a hidden outstanding expense again in Costpoint Mobile T&E, you need to log into Costpoint , navigate to **Time & Expense** » **Expense** » **Expense Reports** » **My Outstanding Expenses**, and clear the **Hide** checkbox for that outstanding expense.

> **Note:** Succeeding instances of Costpoint Time & Expense (Web) display Costpoint Time & Expense.

Mobile Device Requirements

Costpoint Mobile T&E supports mobile devices that run on the following operating systems:

- Apple iOS 17 or later
- iPadOS 17 or later
- Android 13 or later

In addition, you must have the following default browsers:

- Safari for Apple iOS and iPadOS devices
- Google Chrome for Android devices

> **Note:** For Samsung devices, you must have the default Samsung Internet browser.

Issue with Microsoft Authenticator Using Face ID for Azure on iOS Devices

If you are using Two-Factor Authentication (2FA) with Microsoft Authenticator and Face ID on iOS devices, you may be stuck when trying to approve an authentication from Microsoft Azure.

This is a known issue with the Microsoft Authenticator application, and the workaround is to use PIN instead of Face ID with the application.

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Prerequisites

Before you begin the installation and setup of Costpoint Mobile T&E, it is important to understand the following information:

> **Important:** Information in this section does not apply to Cloud customers.

- You must install Costpoint Time & Expense 10.x and Costpoint Maintenance Release 8.1, at the minimum.

- If you are going to access Costpoint Mobile T&E from the internet, open a port in your firewall to access the Costpoint Time & Expense virtual directory, which will be installed on the IIS server. You must use at least the TLS 1.2 protocol and configure the IIS server to support "Forward Secrecy" for all deployments.

- You must install Costpoint Mobile T&E on an IIS web server. You can use an existing IIS web server or your Costpoint web server, but not the embedded WebLogic web server.

- Costpoint Mobile T&E Server version 2.3.0 or later is required to run the application. While version 2.3.0 is the minimum supported, Deltek strongly recommends installing the latest server version to benefit from the most recent security patches, performance enhancements, and feature updates.

Technical Considerations

You must meet the following requirements to run Costpoint Mobile T&E:

- You must install Costpoint Mobile T&E on an IIS server that is installed on Windows Server 2016, Windows Server 2019, or Windows Server 2022.

- When using Secure Sockets Layer (SSL), you must have a certificate issued by a trusted certificate authority. You must not use self-signed certificates. Wildcard certificates are acceptable if they come from a trusted certificate authority.

> **Note:**
> - The Costpoint Mobile T&E URL has the format **https://<server>/DeltekTouch/ Costpoint/TE**, where **<server>** refers to the host name of your Costpoint Mobile T&E server. Including "https://" at the beginning of the URL is optional.
> - The Costpoint Mobile T&E installer installs PHP 8.4.8 in this release.

> **Attention:** For information on installing and configuring the application, see the *Deltek Costpoint Mobile Time and Expense Technical Installation and Configuration Guide*.

New Features and Enhancements

This section includes summaries of the new features and enhancements for this release.

> **Note:** The version number appended to each feature title is explained as follows:
>
> - **2025.3+**: The feature is available to users of Costpoint 2025.3 or later.
> - **2025.2.1+**: The feature is available to users of Costpoint 2025.2.1 or later.
> - **8.2.12+**: The feature is available to users of Costpoint 8.2.12 or later.
> - **8.1+**: The feature is available to users of Costpoint 8.1 or later.
>
> To check your Costpoint version, see **About (Deltek Costpoint)** on the Settings screen.

Quick Entry Expense (2025.2.1+)

The Quick Entry Expense feature is now available in Costpoint Mobile T&E, enabling you to view quick expense reports and create simplified expense reports on a mobile device.
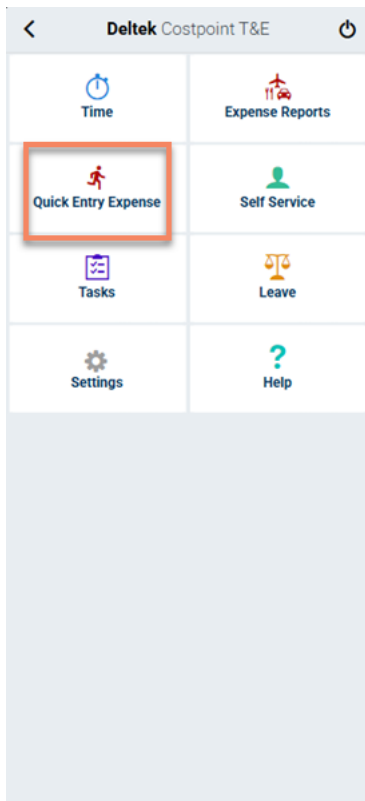

Figure 1: Quick Entry Expense on the Costpoint Mobile T&E Menu

Tapping **Quick Entry Expense** on the menu displays the Quick Entry Expense screen.

Figure 2: Quick Entry Expense Screen

> **Attention:** For more information, see the "Quick Entry Expense Screen" topic in the *Costpoint Mobile Time and Expense User Guide*.

Tapping **Add** displays the New Quick Entry screen, where you can create a simplified expense report. Depending on your company's expense report type setup in Costpoint Time & Expense, the New Quick Entry/Edit Quick Entry screen may display additional sections such as **Location**, **Overall Attachments**, and **Additional**.

Figure 3: New Quick Entry Screen

> **Note:** When you tap an existing quick entry expense report on the Quick Entry Expense screen, the Edit Quick Entry screen displays, containing similar fields. For more information on the fields on this screen, see the "New Quick Entry/Edit Quick Entry Screen" topic in the *Costpoint Mobile Time and Expense User Guide*.

Tapping **Add Expense** allows you to add either a new expense or an unclaimed expense to the quick entry expense report.
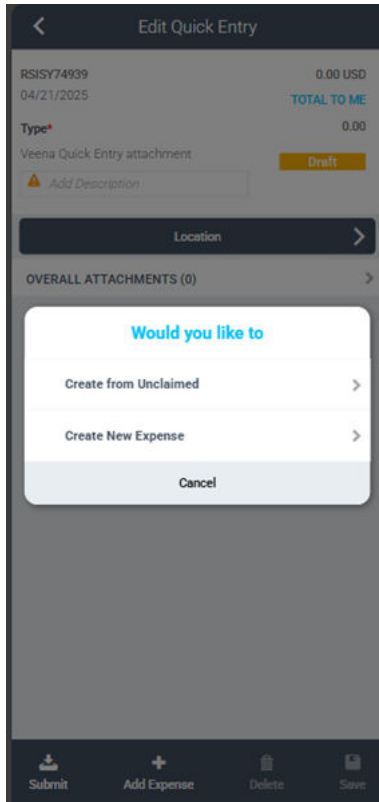
Figure 4: Would you like to Pop-Up Message

- Tapping **Create from Unclaimed** allows you to add an unclaimed expense to the quick entry expense report. On the Unclaimed Expenses screen, tap an unclaimed expense to display the Quick Entry Expense screen.

- Tapping **Create New Expense** allows you to add a new expense to the quick entry expense report using the Quick Entry Expense screen.

The Quick Entry Expense screen fields vary by expense type and category, allowing entry of required and optional information. Additional sections are displayed based on your company's setup in Costpoint Time & Expense. For example, the **Split Expense** section is displayed if the charge is assigned to multiple projects.

Figure 5: Split Expense Section on the Quick Entry Expense Screen

When the **Use Quick Entry for Capture** field on the Settings screen is set to **On** and you use the Capture Receipt feature, Costpoint Mobile T&E will add new receipts to the quick entry expense report by default instead of the standard expense report.

> **Attention:** For more information, see the "Settings" and "Attach a Receipt Using Capture Receipt with ICR Enabled" topics in the *Costpoint Mobile Time and Expense User Guide*.

Add Charges to Favorites Using the Split Expense Screen

You can add a charge to your favorites directly using the Split Expense screen.

On this screen, tap either **Amount** or **Percentage**, tap the check mark next to the charge you want to favorite, and then tap **Favorite**.
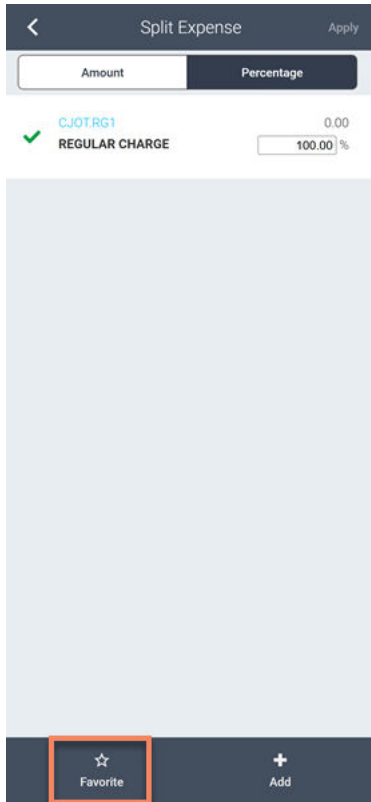
Figure 6: Split Expense Screen

The charge will be added to the Manage Favorites screen, which is displayed when you tap **Add** or tap an existing quick entry expense report on the Quick Entry Expense screen.

Figure 7: Manage Favorites-Quick Entry Expense Screen
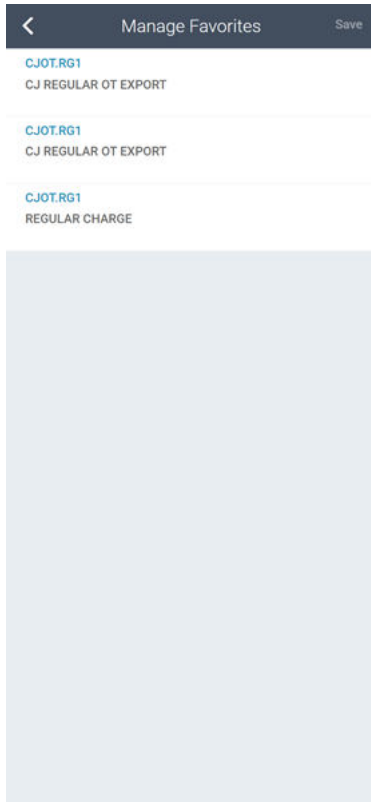
Figure 8: Manage Favorites Screen

> **Attention:** For more information, see the "Quick Entry Expense-Manage Favorites" and "Add a Charge to Favorites (Quick Entry Expense)" topics in the *Costpoint Mobile Time and Expense User Guide*.

Filtering in Quick Entry Expense Reports

You can filter quick entry expense reports by date and status to refine your view.

Tap the **Filter Status** icon on the Quick Entry Expense screen to open the Quick Expense Report Filters screen.

On this screen, you can:

- Tap **On/Off** to display or hide reports by specific status.
- Tap a **From Date** and **To Date** to filter reports by date range.

> **Note:** Status filters will persist across sessions, while date filters will reset upon logout.

Figure 9: Quick Expense Report Filters Screen

> **Attention:** For more information, see the "Quick Entry Expense Screen" and "Filter Quick Entry Expense Reports" topics in the *Costpoint Mobile Time and Expense User Guide*.

Ability to Delete a Draft Quick Entry Expense Report

You can delete quick entry expense reports with a Draft status directly from a mobile device.

To enable this functionality, ensure that the **Allow User to Delete Quick Entry Expense Reports in Void or Draft Status** option is selected on the Miscellaneous tab of the Expense Settings screen in Costpoint Time & Expense. If this option is not selected, Costpoint Mobile T&E will display a message when you attempt to delete an entry and will prevent the deletion.

To delete quick entry expense reports, navigate to the Quick Entry Expense screen, tap 　 » **Delete Expense(s)**, and then tap one or multiple quick entry expense reports with a **Draft** status.

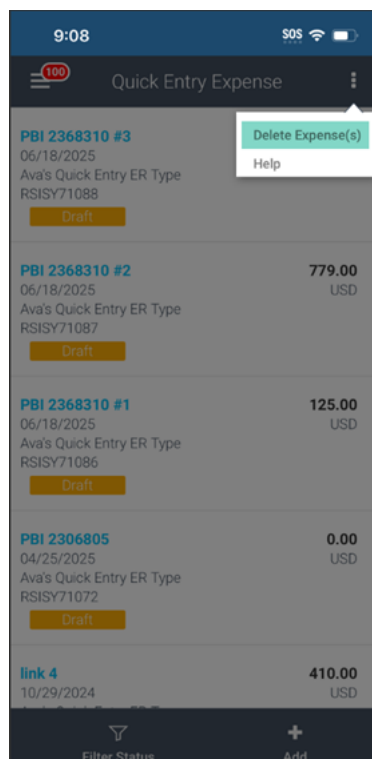**Figure 10: Delete Expenses(s) on the Quick Entry Expense Screen**

> **Attention:** For more information, see the "Quick Entry Expense Screen" and "Delete a Quick Entry Expense Report" topics in the *Costpoint Mobile Time and Expense User Guide*.

Display of Totals on the Room Rates Screen

Totals are displayed at the bottom of the Room Rates screen and update automatically to reflect any changes.
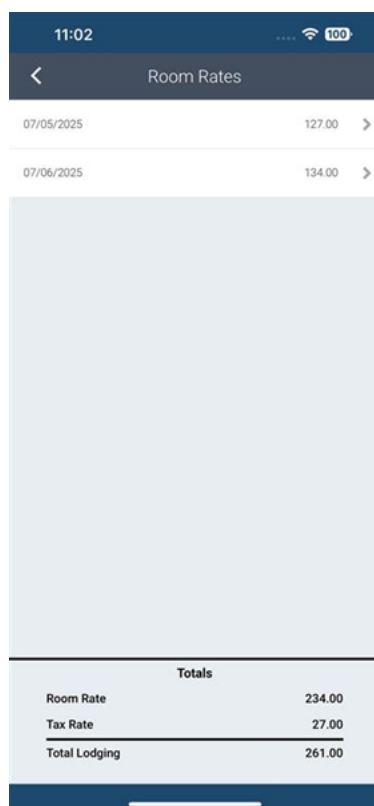
Figure 11: Room Rates Screen

Paid Status Indicator Added to Expense Report (8.2.12+)

When you tap an expense report on the Expense Reports screen, a green **Paid** status and the corresponding payment date are now displayed on the right side under **Total to Me**, enabling you to quickly confirm if the expense report has been paid.

The **Paid** status displays **N/A** instead of a payment date when the amount is **0** and no payment is required. If the expense report has not been paid, the status will not be displayed.

Figure 12: Expense Report with Paid Status

Privacy Enhancements for Screenshots, Screen Recording, and App Switching (8.1+)

To enhance security in Costpoint Mobile T&E, privacy improvements have been applied to screenshots, screen recordings, and app switching.

Screenshots and Screen Recording

Screenshots and screen recordings are hidden and disabled in Costpoint Mobile T&E on both Android and iOS devices.
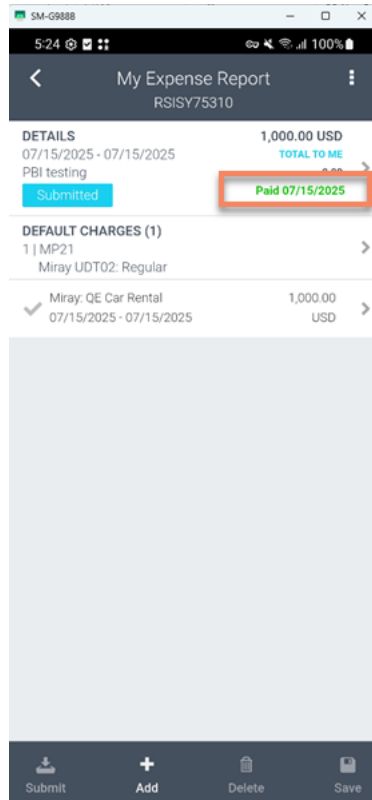
Android

Screenshots and screen recordings are disabled by default. Behavior may vary depending on the device.

- **Pixel devices**: Taking a screenshot results in a black image.

- **Samsung devices**: Taking a screenshot or recording the screen displays the message **This app doesn't allow screenshots** or **Can't record screen due to security policy**.

However, a new **Screenshots/Recording Temporarily Allowed** option is available on the Settings screen, allowing you to enable screenshots and screen recording for 15 minutes during your current application session.

iOS

Screenshots are hidden when switching applications, but you can still take screenshots and record their screen.

App Switching

When you are switching applications in Costpoint Mobile T&E, screenshots are hidden on both Android and iOS devices. A placeholder screen—gray on Android and the launch screen with a Timesheet icon on iOS—is displayed to prevent exposure of sensitive information. On some older iOS devices, a solid color may display instead, while certain Android devices may display the logo on a white screen in specific cases.

Upcoming Discontinuation of Offline Mode in Timesheets

Beginning with Costpoint Mobile T&E 2025.4, the Offline Time Entry feature will be discontinued.

To inform you in advance of the upcoming change, the following message is now displayed each time you access the Make Available Offline screen: **Offline Mode will no longer be available for Mobile Timesheets as of Mobile App Release 2025.4**.

Technology-Related Updates

This section includes technology-related updates in this release.

Auto-Complete Disabled for Credential Fields (8.1+)

The auto-complete functionality has been disabled for credential fields—such as username, system name, and PIN—to enhance security by preventing the application and browsers from automatically populating sensitive information.

Support for PHP 8.4.8 (8.1+)

The Costpoint Mobile T&E Server has been upgraded to support PHP 8.4.8.

ICR Plugin Update (8.1+)

The Intelligent Character Recognition (ICR) plugin for processing and data extraction has been updated to its latest version.

Software Issues Resolved

This section includes summaries of the software issues resolved in this release.

Error Encountered When Saving an Expense Despite Field Being Filled

Defect 2390041

Description: When you saved an expense, Costpoint Mobile T&E displayed the error "The following field is required: Expense Type" even though the field was already filled out.

Customers Impacted: This defect affects all customers.

Workaround Before Fix: None.

Timesheet Search Filter Fields Not Displaying Properly

Defect 2453826

Description: When you searched for timesheets, the filter fields did not display correctly in certain scenarios.

Customers Impacted: This defect affects all customers using Costpoint 8.1.

Workaround Before Fix: None.

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Security Enhancements

There are no security enhancements in this release.

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Appendix A: For Additional Information

This section contains information on the Deltek Support Center and the available documentation for this release.

Deltek Support Center

The Deltek Support Center is a support website for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers

- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community

- Access Cloud-specific documents and forums

- Download the latest versions of your Deltek products

- Search Deltek's knowledge base

- Submit a support case and check on its progress

- Transfer requested files to a Deltek Support Services analyst

- Subscribe to Deltek communications about your products and services

- Receive alerts of new Deltek releases and hot fixes

- Initiate a Chat to submit a question to a Deltek Support Services analyst online

> **Attention:** For more information regarding Deltek Support Center, refer to the online help available from the website.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.

2. Enter your Deltek Support Center **Username** and P**assword**.

3. Click **Login**.

> **Note:** If you forget your username or password, you can click the **Need Help?** 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 Support Center.

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Document Name	Description
Deltek Costpoint Mobile Time and Expense User Guide	This document contains detailed information and instructions on how to use various features of the application. To access the User Guide, tap ☰ and tap **Help** on the Costpoint Mobile Time and Expense application.
Deltek Costpoint Mobile Time and Expense FAQ Guide	This document contains some of the commonly asked questions to give you more information about the application.
Deltek Costpoint Mobile Time and Expense Technical Installation and Configuration Guide	This document provides instructions for the installation and configuration of the Costpoint Mobile T&E application.

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