

# Deltek Costpoint®

Version 7.1.1 Preprocessor

**June 30, 2016**



While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published June 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

# **IMPORT CONSOLIDATION DATA**



# Table of Contents

IMPORT CONSOLIDATION DATA.....	2
COPY IMPORTED CONSOLIDATION DATA TO PERMANENT TABLES.....	4
MANAGE CONSOLIDATION SUSPENSE ENTRIES .....	1

## IMPORT CONSOLIDATION DATA

---

Use this screen to prepare your financial data for the Copy Imported Consolidation Data to Permanent Tables screen. This screen loads your financial data into a temporary table in preparation for the consolidation. You use this screen only if the sending company is located in a different database. Complete this screen before you complete the Copy Imported Consolidation Data to Permanent Tables screen.

There are two ways to work with input files in Costpoint

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

### Location

- Accounting
- Consolidations
- Consolidations Processing
- Receiving Company Processing - External Transfers Only

### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

### Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

### Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

### Options

#### Consolidation Input File

##### File Location

Enter the location of the consolidation input file you are importing. There are two ways to do this:

- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.

or

- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to upload. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

#### File Name

Enter, or click  to select, the name of the consolidation entry file that you are importing from your external sending location.

## Project Input File

#### File Location

Enter the location of the project data file you are importing. There are two ways to do this:

- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.

or

- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to upload. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

#### File Name

Enter, or click  to select, the name of the project data file that you are importing from your external sending location.

---

- [Table Information](#)

Costpoint stores data entered on this screen in the following tables:

- CONS\_HDR\_SUSP\_IMP
  - CONS\_TRN\_SUSP\_IMP
  - CONS\_ACCT\_IMP
  - CONS\_ORG\_IMP
  - CONS\_PROJ\_IMP
  - CONS\_PSR\_HDR\_IMP
  - CONS\_PSR\_FN\_DT\_IMP
  - CONS\_RPT\_RV\_SM\_IMP

## COPY IMPORTED CONSOLIDATION DATA TO PERMANENT TABLES

---

Use this screen to preprocess the consolidation entry and project reporting data into the receiving database. You use this screen only if the sending company is located in a different database.

Preprocessing the consolidation entry is a two-step process, although you have the option of executing both steps during the same process.

- In the first step, Costpoint executes the **Load Financial Data** selection to move the entry from the import tables to suspense tables. No validations take place in this step.
- In the second step, Costpoint executes the **Create JE from Financial Data** selection to transfer the entry from the suspense tables to the journal entry tables. Costpoint performs validations in this step, and you can view the errors on an error report, which you can print. Records that pass this validation are ready to be posted. As the receiving company, you have full rights to add, edit, or delete lines from these journal entries. Each consolidation entry must be in balance.

If an error occurs, the entire consolidation entry remains in the suspense table, with an on-hold status, and Costpoint ignores it. To override this failure process, you can allow the upload to occur with all failed lines distributed to one suspense account/organization. You can leave the failed lines in the suspense account/organization on the journal entry where they will be posted, or, after correcting the cause of the errors (for example, an invalid account or organization), edit the entry to the appropriate charge point.

Before initializing the import process, you must decide whether the data that you are importing will be posted to your general ledger (only imported financial data can post to the general ledger). To create journal entries that post to your general ledger, you must select both the **Load Financial Data** and **Create JE from Financial Data** check boxes.

### Importing Project Report Data

You can import project report data into special consolidation project reporting tables by executing the process with the **Load Project Data** check box selected. Costpoint performs no validations on the project report data. The project reporting tables are virtually identical to the Project Summary Report (PSR) and Revenue Summary Report tables used by Costpoint. Project reporting data includes the location that submitted the transfer. Transfers from all sending locations are imported into the same reporting tables.

You can access project data from these tables by using Impromptu or another report writing tool. You can allow the upload to occur with failed lines charged off to a suspense account distribution. You can specify the suspense account and suspense organization when you run the process. The suspense account and suspense organization must exist and be active.

### Error Report

Costpoint generates an error report for the consolidated entry upload process (you selected the **Create JE from Financial Data** check box). The following errors can occur:

- Receiving location for entry is not the home location of the company.
- Sending location is not found.
- Sending location is not active.
- Account/Org combination does not exist.
- Account/Org combination is not active.
- Transaction is not within account/organization combination's period of performance.

Use this screen after executing the Import Consolidation Data screen for the consolidation entries and/or the project reporting data.

### Location

- Accounting
- Consolidations
- Consolidations Processing
- Receiving Company Processing - External Transfers Only

### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

### Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

### Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

## Selection Ranges

### Sending Location

#### Option

From the drop-down list, select a range of sending locations to include in the consolidation. Available selections are the active, external locations from the Manage Transfer Locations screen. The options are:

- **All** — When you select this option, the **Start** and **End** fields are disabled.
- **One** — When you select this option, the **Start** field is disabled.
- **Range** — Enter a range using the **Start** and **End** fields.
- **From Beginning** — When you select this setting, the **Start** field is disabled. You must enter an ending sending location in the **End** field.
- **To End** — When you select this setting, the **End** field is disabled. You must enter a beginning sending location in the **Start** field.

#### Start

If your range selection is **One**, enter, or click  to select, the location that you want to include in the report.

If your range selection is **Range** or **To End**, enter, or click  to select, the starting location for the alphabetical range you want to include in the report.

#### End

If your range selection is **Range** or **From Beginning**, enter, or click  to select, the ending location for the alphabetical range you want to include in the report.

## Consolidation Entries

#### Option

From the drop-down list, select a range of consolidation entry numbers to include in your consolidation.

The options are:

- **All** — When you select this option, the **Start** and **End** fields are disabled.

- **One** — When you select this option, the **Start** field is disabled.
- **Range** — Enter a range using the **Start** and **End** fields.
- **From Beginning** — When you select this setting, the **Start** field is disabled. You must enter an ending entry number in the **End** field.
- **To End** — When you select this setting, the **End** field is disabled. You must enter a beginning entry number in the **Start** field.

### Start

If your range selection is **One**, enter, or click  to select, the consolidation entry number that you want to include in the report.

If your range selection is **Range** or **To End**, enter, or click  to select, the starting consolidation entry number for the range you want to include in the report.

You must execute the **Load Financial Data** option to have selections available in Lookup.

### End

If your range selection is **Range** or **From Beginning**, enter, or click  to select, the ending consolidation entry number for the range you want to include in the report.

You must execute the **Load Financial Data** option to have selections available in Lookup.

## Options

### Process Selection

Costpoint uses your selections in this group box to transfer the consolidation journal entry from the import tables into the suspense tables and then into the journal entry tables. It also uses them to transfer the project data from the import tables into the consolidation project reporting tables.

You can select more than one check box at a time in this group box. Costpoint processes your selections going from left to right (for example, **Load Financial Data**, followed by **Load Project Data**, followed by **Create JE from Financial Data**).

- If the consolidation journal entry import tables are empty and you selected the **Load Financial Data** check box, Costpoint displays the following message:

There is no financial data to load.

If you select **OK** and you have also selected one of the other check boxes, Costpoint continues to the next process.

- If the project import tables are empty and you selected the **Load Project Data** check box, Costpoint displays the following message:

There is no project data to load.

If you select **OK** and you have also selected the **Create JE from Financial Data** check box, Costpoint creates the journal entry.

- If the consolidation journal entry suspense tables are empty and you selected the **Create JE from Financial Data** check box, Costpoint displays the following message:

There are no consolidation entries to create a JE from within this consolidation number range. Verify that the consolidation entry exists and is not on hold in Maintain Consolidation Suspense.

In this case, Costpoint does not continue processing.

### Load Financial Data

Select this check box to move the consolidation entry from the import tables into the suspense tables.

### Load Project Data

Select this check box to import project data into special consolidation project reporting tables.

### Create JE from Financial Data

Select this check box to transfer the consolidation entry from the suspense tables into the journal entry tables. You must have already executed the **Load Financial Data** option, or have it selected at the same time as this option, in order to create the journal entry. The entry is then available for posting to the general ledger.

#### Assign failed records to suspense

Select this check box to upload all failed records into a single account/organization. If this check box is blank and records do not pass all validations, the entire consolidation entry remains in the suspense table and Costpoint ignores it. The default for this check box is cleared.

### Suspense

#### Account

If you selected the **Assign failed records to suspense** check box, enter, or click  to select, the suspense account number. Costpoint transfers to this account any records that do not pass all validations. This account must be an active Costpoint account. The account description displays in the adjacent, unlabeled field.

#### Organization

If you selected the **Assign failed records to suspense** check box, enter, or click  to select, the suspense organization. Costpoint transfers to this organization any records that do not pass all validations. This organization must be an active Costpoint organization. The organization description displays in the adjacent, unlabeled field.

### Journal Entry

#### Fiscal Year

Enter, or click  to select, the fiscal year for which you want the consolidation entries validated. This is the fiscal year used in the consolidation entry and project reports.

#### Period

Enter, or click  to select, the period for which you want the consolidation entries validated. This is the period used in the consolidation entry and project reports.

#### Subperiod

Enter, or click  to select, the subperiod for which you want the consolidation entries validated. This is the subperiod used in the consolidation entry and project reports.

### Project Data

#### Fiscal Year

Enter, or click  to select, the fiscal year for which you want to load project data.

#### Period

Enter, or click  to select, the period for which you want to load project data.

#### Subperiod

Enter, or click  to select, the subperiod for which you want to load project data.

### Copy Imported Data to Permanent Tables

Click  to begin the process and copy imported consolidation data to permanent tables.

- 
- [Table Information](#)

Costpoint stores data entered on this screen in the following tables:

-  CONS\_HDR\_SUSP
-  CONS\_TRN\_SUSP

COPY IMPORTED CONSOLIDATION DATA TO PERMANENT TABLES

- JE\_HDR
- JE\_TRN
- CONS\_UPLOAD\_ERROR
- CONS\_ACCT
- CONS\_ORG
- CONS\_PROJ
- CONS\_PSR\_HDR
- CONS\_PSR\_FINAL\_DAT
- CONS\_RPT\_REV\_SUM

## MANAGE CONSOLIDATION SUSPENSE ENTRIES

---

Use this screen to edit consolidation entries that fail the preprocessor. Costpoint imports consolidation entries from the transfer tables into permanent suspense tables. These suspense tables do not contain validation or foreign keys to master tables. You can:

- Edit, or place on hold, entries that fail preprocessing in the suspense tables.
- Place consolidation entries on hold. The preprocessor always ignores entries on hold.

After you successfully upload all entries through the preprocessor, you can post them on the Post Journal Entries screen.

### Location

- Accounting
- Consolidations
- Consolidations Processing
- Receiving Company Processing - External Transfers Only

### Identification

#### Consolidation Number (Consolidation Description)

Use  or  to retrieve your consolidation entries by number. The description, which Costpoint inserts into the journal entry, displays in the adjacent field.

#### Entry Date

This field displays the date on which the consolidation was created.

### Locations/Currencies

#### Sending

These fields display the ID and name of the location from which the consolidation entry was sent. The functional currency code and currency name of the sending location display to the right.

#### Receiving

These fields display the ID and name of the location to which the consolidation entry was received. The functional currency code and currency name of the receiving location display to the right.

#### Total Credit

The total amount of credits displays in this field.

#### Total Debit

The total amount of debits displays in this field.

#### On Hold

Select this check box to place the entry on hold, which excludes the entry from the preprocessor function. The default status of this check box is cleared.

#### Comments

Enter comments for the consolidation entry.

### Table Window

#### Line

This column displays the line number of the consolidation entry.

#### Account

This field displays the account. For a new line, enter, or click  to select, the account of the consolidation entry.

#### Organization

This field displays the organization. For a new line, enter, or click  to select, the organization of the consolidation entry.

**Total Amount Receiving Currency**

This editable column displays the total amount in the currency of the receiving location.

**Total Amount Sending Currency**

This editable column displays the total amount in the currency of the sending location.

**Description**

This editable column displays the description related to this entry.