

# Deltek Costpoint Cloud

## Changes to the Alternate File Locations

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# Costpoint Alternate File Locations

## Changes to the Alternate File Location feature in Costpoint

Deltek has enhanced the Alternate File Location feature in Costpoint to allow customers to define the location of their AFL's to reside on their company's Content Management System (CMS) (i.e. SharePoint).

This provides customers with greater control of the files stored in the Alternate File Locations. Customers will have full access to the files in the Alternate File Location that use CMS.

With this change customers will also have the ability to create, populate and assign Costpoint User Groups with full rights to the AFL's connected to their company's CMS.

Existing Costpoint cloud customers are encouraged to take advantage of this new feature to gain the additional flexibility over the files stored in their AFL's.

## Getting Started with the new AFL Feature

The first step is to setup the Content Management Integration by submitting the Costpoint Integration Setup service request. The service request will direct you to completing the Costpoint Integration Configuration Template spreadsheet.

You should fill out the information on the "CMS" tab in the spreadsheet. Once this service request is complete you will have established the CMIS connection between your company's CMS and your Deltek Costpoint Cloud solution. If you have already completed this service request you do not need to complete it again.

The next step is to create new Alternate File Locations to support your AFL requirements.

After you have created your Alternate File Locations you will need to assign Costpoint Users or Costpoint User Groups to your AFL's. You can create new or assign existing Costpoint User Groups to your new AFL's.

As a reminder Deltek deploys all Costpoint solutions with the following default Alternate File Locations. You may continue to use these default AFL's or, as suggested, implement new AFL's using the CMS feature.

Alternate File Location ID	Name	URL/Folder	Description
ALTERNATE	Alternate File Location	Defined by Deltek	The customer can use this Alt File Location at their discretion
CP-TESS-EXPORTS	Costpoint Exports to Import into Time & Expense	Defined by Deltek	Costpoint export files will be placed in this location for importing into Time & Expense
TESS-CP-IMPORTS	Time & Expense Exports to Import into Costpoint	Defined by Deltek	Time & Expense export files will be placed in this location for importing into Costpoint

Alternate File Location ID	Name	URL/Folder	Description
CP-ANALYTICS-BUDGET	Budget Templates for CP Analytics	Defined by Deltek	Place the CP Analytics Budget templates in this location. These templates will be processed with the CP Analytics data load.
CP-ANALYTICS-ORG-SECURITY	Security Templates for CP Analytics	Defined by Deltek	Place the CP Analytics Security templates in this location. These templates will be processed with the CP Analytics data load.
LOGO	Logo	Defined by Deltek	Customers can store their logo files in this location.
ACH-EFT	ACH-EFT	Defined by Deltek	Customers can store their ach and eft files in this location.
SIGNATURE	Signature	Defined by Deltek	Customers can store their signature files in this location.
RCPTS	Rcpts	Defined by Deltek	Customers can store their receipt files in this location.
TEMP	Temp	Defined by Deltek	This is the trash folder for your Time & Expense import/export files
TRAVIMPORT	Travimport	Defined by Deltek	This is the folder to store the traveler location files.
TRAVREJECT	Travreject	Defined by Deltek	This is the folder to store the traveler reject location files.

As of 5/21/2017 Deltek will no longer deploy customers' Costpoint solution with the following User Groups. The customer has the ability to create and assign Costpoint User Groups to their AFL's. This provides the customer with greater flexibility when creating their Costpoint User Groups.

You can continue to use the below Costpoint User Groups or, as suggested, you can implement new AFL's and assign those AFL's with newly created or existing Costpoint User Groups.

User Group	Description
ALTERNATE	Users assigned to this User Group will have access to the ALTERNATE Alternate File Location.
CP-TESS-EXPORTS	Users assigned to this User Group will have access to the CP-TESS-EXPORTS Alternate File Location.
TESS-CP-IMPORTS	Users assigned to this User Group will have access to the TESS-CP-IMPORTS Alternate File Location.

User Group	Description
CP-ANALYTICS-BUDGET	Users assigned to this User Group will have access to the CPANALYTICS-BUDGET Alternate File Location.
CP-ANALYTICS-ORG-SECURITY	Users assigned to this User Group will have access to the CP-ANALYTICS-ORG-SECURITY Alternate File Location.
LOGO	Users assigned to this User Group will have access to the LOGO Alternate File Location.
ACH-EFT	Users assigned to this User Group will have access to the ACH-EFT Alternate File Location.
SIGNATURE	Users assigned to this User Group will have access to the Signature Alternate File Location.
RCPTS	Users assigned to this User Group will have access to the RCPTS Alternate File Location.
TEMP	Users assigned to this User Group will have access to the TEMP Alternate File Location.
TRAVIMPORT	Users assigned to this User Group will have access to the TRAVIMPORT Alternate File Location.
TRAVREJECT	Users assigned to this User Group will have access to the TRAVREJECT Alternate File Location.