

Deltek Costpoint®

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EXPORT DATA TO DELTEK TIME AND EXPENSE

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EXPORT DATA TO DELTEK TIME AND EXPENSE

Use this application to export account, project, employee, and other timesheet information from Costpoint into Deltek Time Collection 5.x or greater.

Depending on which options you select in this application, Costpoint exports data into separate ASCII records (or rows) in a Comma Separated Values (.CSV) file that can later be uploaded into Deltek Time Collection 5.x or greater. Please refer to the Deltek Time Collection 5.x, Deltek Time & Expense 6.0, or Deltek Time & Expense 7.0 documentation for additional information regarding each input file format.

New functionality added with Costpoint version 5.2 requires you to delete your MO tree in the Maintain Charge Tree screen in Deltek Time & Expense and then perform a full download. To ensure a full download, do not check the **Changes Since Last Download** check box in this screen.

You must have already assigned Time Collection Accounts on the Manage Deltek Time and Expense Accounts application. Similarly, you must have already flagged projects as Time Collection Projects, Expense Projects, Time & Expense Projects, or not eligible for export on the Manage Deltek Time and Expense Projects application. Also, be sure that your base tables/links and employee information is properly established in Costpoint.

This application is available if you are licensed for Time Collection and you selected the Time Collection 8.3 option or greater in the Deltek Time & Expense group box on the Corporate Labor Settings subtask of the Configure Labor Settings screen. It is also available if you are licensed for Deltek Employee Self Service (ESS).

This screen has four tabs:

- Export Information — Use this tab to specify export file information.
- Base/Link Tables — Use this tab to choose the base and link tables that are exported from Costpoint into Deltek Time Collection 5.x or Deltek Time & Expense. In this subtask, you can map Deltek Time Collection 5.x or Deltek Time & Expense user-defined codes and dates to Costpoint values.
- Resource Information — Use this tab to select which employee data is exported from Costpoint into Deltek Time Collection 5.x or greater. In this screen, you can map Deltek Time Collection 5.x or Deltek Time & Expense user-defined codes and dates to Costpoint values, and select employee leave balances, salary information, and timesheet defaults for export.
- Charge Trees — Use this tab to choose charge trees and charge tree options for export.

Location

- People
- Labor
- Timesheet Interface

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 [Query](#) 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.

CHARGE TREES

Use this tab to choose charge trees and charge tree options for export. In Deltek Time Collection 5.x or greater, Charge Trees determine how charges are presented and authorized. A charge is a generic term that identifies a specific combination of UDT values. The tree value of any project structure is determined at the top level. For example, a charge can be a project ID or it can be a project ID/labor category combination, and charge trees represent the first breakdown of such charges. Please refer to the section covering Charge Trees in your Deltek Time Collection 5.x or Deltek Time & Expense documentation.

The fields in this subtask are enabled only if you selected the **Project (UDT02)** check box on the Base/Link Tables tab and the **Basic Employee** check box on the Resource Information tab.

For information regarding Charge Tree structures, please refer to the Time Collection 5.x or Deltek Time & Expense documentation.

Charge Trees

Charge Trees

If you select this check box, Charge Tree records are exported to the CHARGE_YYYYMMDDHHMMSS.CSV file. Clearing this check box disables items in the **Charge Trees** and **Charge Tree Type(s)** group boxes.

Base Charge Tree on Project Structure

This check box is enabled only if you select the **Charge Trees** check box. If you select this check box, the project structure is used to determine the structure of the Work Force and Non-Project Work Force Charge Tree records. Costpoint uses these records to branch the **Tree Code** and **Top Level Branch** codes to the charge project, and the charge project and all of its higher levels must have a charge branch record. If you do not select this check box, the projects are grouped under the top-level project only.

Tree Code

From the drop-down list, select the basis for the charge tree records. This record is used to specify the "base" of the project tree. This is the highest level of the tree structure that is used to group projects. This drop-down list is enabled only if you select the **Charge Trees** check box. Valid options are:

- **Company** — If you maintain more than one company in your database, the drop-down list is set to **Company** and become disabled. If the **Tree Code** is **Company**, your projects are grouped by company.
- **Project Customer** — Select this option to group your projects by customer.
- **Project Classification** — Select this option to group your projects by classification.
- **Project Account Group** — Select this option to group your projects by project account group.
- **Project Owning Org** — Select this option to group your projects by project owning org.

Top Level Branch

From the drop-down list, select the top-level branch of your charge trees. This record is used to specify the main branches of the project tree. This is the second level of the tree structure and is used in conjunction with the value in the **Tree Code** drop-down box to group projects. This drop-down list is enabled only if you select the **Charge Trees** check box. Valid options are:

- **Project Customer** — Select this option to group your projects by a combination of the selected **Tree Code** value and customer.
- **Project Classification** — Select this option to group your projects by a combination of the selected **Tree Code** value and classification.
- **Project Account Group** — Select this option to group your projects by a combination of the selected **Tree Code** value and project account group.
- **Project Owning Org** — Select this option to group your projects by a combination of the selected **Tree Code** value and project owning organization.
- **Top Level Project** — Select this option to group your projects by a combination of the selected **Tree Code** value and top level project.

Project Owning Organization Level

Enter the level of owning org that is exported for Project Work Force and Non-Project Work Force charge trees. This field is available only if you select a **Tree Code** or **Top Level Branch** value of **Project Owning Org**. You can select any level number between **1** and **11**. This field is enabled if the Deltek Time & Expense **Version** is **Time & Expense 7.x** or greater on the Configure Labor Settings screen.

Charge Tree Type(s)

Non-Project Work Force

Select this check box to create charge tree records for projects that do not require a work force. This check box is enabled when you select the **Charge Trees** check box.

Project Work Force

Select this check box to create charge tree records for project/employee/PLC combinations. This check box is enabled if you select the **Charge Trees** check box.

Manufacturing Orders

Select this check box to create charge tree for manufacturing orders. If you select this check box, the Charge Tree records are based on information from the Manufacturing Order (MO_HDR) table. The top-level branch value is **MO** for all MO Charge Tree records. This check box is enabled if you select the **Charge Trees** and the **Manufacturing Orders (UDT02)** check boxes.

Project Work Force Options

Project/Employee from Project Employee Work Force

Select this check box to base project work force charge trees on project/employee combinations from the Project Employee Work Force table. This check box is enabled only if the **Project Work Force** check box is selected.

Project/Employee from Assign PLC to Employee Work Force

Select this option to base project work force charge trees on project/employee combinations from the Assign PLC to Employee Work Force table. This check box is enabled only if the **Project Work Force** check box is selected.

Project/PLC/Employee from Assign PLC to Employee Work Force

Select this option to base project work force charge trees on project/employee/PLC combinations from the Assign PLC to Employee Work Force table. This check box is enabled only if the **Project Work Force and PLC (UDT07)** (Base/Link Tables tab) check boxes are selected.

Project/Employee from Project Employee Work Force (where not in Assign PLC to Employee Work Force)

Select this check box to base project work force charge trees on project/employee combinations from the Project Employee Work Force table. Only project/employee combinations that do not exist in the Assign PLC t

o Employee Work Force table are exported. This check box is enabled only if the **Project Work Force** check box is selected.

PLC Selection Method

From this drop-down, select the method that determines which PLCs are exported into the Charge Group file. Valid options are:

- All PLCs
- Default PLCs

RESOURCE INFORMATION

Use this tab to select which employee data is exported from Costpoint into Deltek Time Collection 5.x or greater. In this screen, you can map Deltek Time Collection 5.x or Deltek Time & Expense user-defined codes and dates to Costpoint values, and select employee leave balances, salary information, and timesheet defaults for export.

Employee

Basic Employee

Select this check box to include basic employee information in the Employee file. This information is exported to the EMPL_YYYYMMDDHHMMSS.CSV file. Select this check box to enable the **Employee History** and **Employee Leave** check boxes and the **Employee Groups** group box.

This check box is disabled if you have a Subcontractor Management (SM) license, the **Separate System for Employees and Subcontractors** check box is selected on the Configure Labor Settings screen, and the **Export Type** is **Export Subcontractor Data**.

Employee History

Select this check box to include the employee's Salary Info and History data in the Employee History file. This information is exported to the EMPL_HISTORY_YYYYMMDDHHMMSS.CSV file location. For each check box that you select in the **Base Tables** group box on the Base/Link Tables tab, the corresponding check box is enabled in the **Basic Timesheet Defaults** group box. For example, if you select the **Employee History** check box and the **Project (UDT02)** check box (on the Base/Link Tables tab), the **Project (UDT02)** check box is enabled in the **Basic Employee Defaults** group box.

Export Labor Rates

Select this check box to include employee labor rates in the Employee History file. This check box is enabled only if the **Employee History** check box is selected and the Deltek Time & Expense **Version** is **Time & Expense 6.x** on the Configure Labor Settings screen.

Employee Leave

Select this check box to include the employee's accrued leave balance(s) and beginning leave balance(s) in the Employee Leave file. This information is exported to the EMPL_LEAVE_YYYYMMDDHHMMSS.CSV file.

Export Adjustments

Select this check box to include paid-out leave when exporting employee leave.

This check box is enabled when the **Employee Leave** check box and the **Export Paid-Out Leave to Deltek Time and Expense** check box on the Configure Leave Settings screen are selected.

Employee Groups

With Deltek Time Collection 5.x or Deltek Time & Expense, you can group employees by manager, supervisor, and/or home organization. Use this group box to select the types of employee groups that you want to export. All check boxes in this group box are enabled only if you selected the **Basic Employee** check box in the **Employee** group box.

Supervisor Groups

Select this check box to group employees by supervisor, and to export supervisor groups to the EMPL_GROUP_YYYYMMDDHHMMSS.CSV file.

Manager Groups

Select this check box to group employees by manager, and to export manager groups to the EMPL_GROUP_YYYYMMDDHHMMSS.CSV file.

Home Org Groups

Select this check box to group employees by home organization, and to export home org groups to the EMPL_GROUP_YYYYMMDDHHMMSS.CSV file. If you select this check box, the **HR Org Groups** check box is unavailable.

HR Org Groups

Select this check box to group employees by HR organization, and to export HR org groups to the EMPL_GROUP_YYYYMMDDHHMMSS.CSV file. If you select this check box, the **Home Org Groups** check box is unavailable. You can select this check box only if you are licensed for Costpoint Human Resources.

Company Groups

If you have more than one company in your database, this check box is selected and disabled. If this check box is selected, employees are grouped by company and exported to the EMPL_GROUP_YYYYMMDDHHMMSS.CSV file. A company is assigned to an employee when the employee is first set up in Costpoint.

Basic Timesheet Defaults

Account (UDT01)

Select this check box to export the employee's default account (from the Default tab of the Manage Employee Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Account (UDT01)** check box on the Base/Link Tables tab.

Project (UDT02)

Select this check box to export the employee's default project (from the Default tab of the Manage Employee Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Project (UDT02)** check box on the Base/Link Tables tab.

Labor Location (UDT03)

Select this check box to export the employee's default labor location (from the Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Labor Location (UDT03)** check box in the Base/Link Tables tab.

Reference 1 (UDT04)

Select this check box to export the employee's default reference 1 value (from the Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Reference 1 (UDT04)** check box on the Base/Link Tables tab.

Reference 2 (UDT05)

Select this check box to export the employee's default reference 2 value (from the Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Reference 2 (UDT05)** check box on the Base/Link Tables tab.

GLC (UDT06)

Select this check box to export the employee's default GLC (from the Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **GLC (UDT06)** check box on the Base/Link Tables tab.

PLC (UDT07)

Select this check box to export the employee's default PLC (from the Enter/Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **PLC (UDT07)** check box on the Base/Link Tables tab.

Worker's Comp (UDT08)

Select this check box to export the employee's default **Worker's Comp** code (from the Default tab of the Manage Employee Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Worker's Compensation (UDT08)** check box on the Base/Link Tables tab.

Organization (UDT09)

Select this check box to export the employee's default organization (from the Manage Employee Salary Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Organization (UDT09)** check box on the Base/Link Tables tab.

Only those organizations that have been set up for export on the Manage Deltek Time and Expense Organizations screen are exported. You can also set up organizations for export by selecting the **Time Collection Organization** check box on the Manage Organization Structures screen or the Manage Organization Elements screen.

Pay Type (UDT10)

Select this check box to export the employee's default pay type (from the Default tab of the Manage Employee Information screen) to the Employee History (EMPL_HISTORY_YYYYMMDDHHMMSS.CSV) file. This check box is enabled only if you selected the **Employee History** check box and the **Pay Type (UDT10)** check box on the Base/Link Tables tab.

Deltek Time and Expense Employee Mappings

Use the three **User-Defined Code** drop-down lists to specify Costpoint values that are mapped to the corresponding Deltek Time Collection 5.x or Deltek Time & Expense Employee User-Defined Code fields. The following options are available in the **User-Defined Code** drop-down lists:

- None
- Mailing State
- Locator Code
- Taxable Entity

Data for **Mailing State**, **Locator Code**, and **Taxable Entity** values are assigned to employee records on the Manage Project User Flow. If you select a value other than **None** in any of these drop-down lists, the specified Costpoint value is exported to the EMPL_YYYYMMDDHHMMSS.CSV file.

Use the three **User-Defined Date** drop-down lists to specify Costpoint values that are mapped to the corresponding Deltek Time Collection 5.x or Deltek Time & Expense Employee User-Defined Date fields. The following options are available in the **User-Defined Date** drop-down lists:

- None
- Adjusted Hire
- Birth Date
- Last Review Date
- Next Review Date

Data for **Adjusted Hire**, **Birth Date**, **Last Review Date**, **Next Review Date** values are assigned to employee records on the Enter/manage Project User Flow, and are exported to the EMPL_YYYYMMDDHHMMSS.CSV file if you select a value other than **None** in any of these drop-down lists.

User-Defined Code 1

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Code 1** field.

User-Defined Code 2

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Code 2** field.

User-Defined Code 3

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Code 3** field.

User-Defined Date 1

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Date 1** field.

User-Defined Date 2

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Date 2** field.

User-Defined Date 3

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense Employee **User-Defined Date 3** field.

Subcontractors

Subcontractors

Select this check box if subcontractors should be included in the resource EMPL file export.

This check box is automatically available if you are licensed for Subcontractor Management and the **Separate System for Employees and Subcontractors** check box is not selected in the Corporate Labor Settings subtask of the Configure Labor Settings screen. If the **Separate System for Employees and Subcontractors** check box is selected in the Corporate Labor Settings subtask of the Configure Labor Settings screen, this check box will be available if the **Export Type** is **Export Subcontractor Data** on the Export Information tab.

Subcontractor History

If you are licensed for Subcontractor Management, you could export master and resource data for subcontract resources. Select this check box if subcontractors should be included in the resource EMPL_HISTORY file export.

This check box is available only if you select the **Subcontractors** check box.

Default Labor Location (UDT03)

Select this check box to include, in the EMPL_HISTORY_YYYYMMDDHHMMSS.CSV file, the subcontractor's default Labor Location (VE_LAB_INFO.lab_loc_cd) from the Labor Information and History on the Manage Vendor Employees screen. This check box is available when you select both the **Subcontractor History** check box and the **Base Tables-Labor Location (UDT03)** check box in the Base/Link Tables subtask.

Default PLC (UDT07)

Select this check box to include, in the EMPL_HISTORY_YYYYMMDDHHMMSS.CSV file, the subcontractor's default PLC (VE_LAB_INFO.df_bill_lab_cat_cd) from the Labor Information and History on the Manage Vendors Employees screen. This check box is available when you select both the **Subcontractor History** check box and the **Base Tables-PLC (UDT07)** check box in the Base/Link Tables subtask.

Default Pay Type (UDT10)

Select this check box to include, in the EMPL_HISTORY_YYYYMMDDHHMMSS.CSV file, the subcontractor's default Pay Type (VE_LAB_INFO.dflt_pay_type) from the Labor Information and History on the Manage Vendors Employees screen. This check box is available when you select both the **Subcontractor History** check box and the **Base Tables-Pay Type (UDT10)** check box in the Base/Link Tables subtask.

Subcontractor Groups

Use the options in this group box to group subcontractors by vendor, manager, or company and to include them in the EMPL_GROUP file export.

These options are only available if you select the **Subcontractors** check box.

Vendor Groups

Select this check box to group subcontractors by vendor and to include subcontractors in the resource EMPL_GROUP file export. Vendor-Employees (Subcontractors) are linked to Vendors in the Manage Vendor Employees application.

Manager Groups

Select this check box to group subcontractors by Manager and to include subcontractors in the resource EMPL_GROUP file export. Vendor-Employee Managers are specified in the Labor Information and History subtask in the Manage Vendor Employees application.

Company Groups

Select this check box to group subcontractors by Company and to include the subcontractors in the resource EMPL_GROUP file export. Vendor-Employees (Subcontractors) are automatically linked to the login company when you set up a new Vendor-Employee on the Manage Vendor Employees application.

Government ID Options

Use the options in this group box to select what data will populate the **Government ID** field in the Employee (EMPL) file. You can use this group box only if you select **Time & Expense 8.3** from the **Version** drop-down list on the Corporate Labor Settings subtask of the Configure Labor Settings screen.

EXPORT DATA TO DELTEK TIME AND EXPENSE

If you use Time & Expense 9.x, the application will populate the **Government ID** field in the Employee file with the employee's birth date. If you use Time & Expense 10.x, the application will populate the **Government ID** field with no value (null).

Download SSN

Select this option to populate the **Government ID** field of the EMPL_YYYYMMDDHHMMSS.CSV file with the employee's social security number.

Download Date of Birth

Select this option to populate the **Government ID** field of the EMPL_YYYYMMDDHHMMSS.CSV file with the employee's date of birth.

BASE/LINK TABLES

Use this tab to choose the base and link tables that will be exported from Costpoint into Deltek Time Collection 5.x or Deltek Time & Expense. In this tab, you can map Deltek Time Collection 5.x or Deltek Time & Expense user-defined codes and dates to Costpoint values.

Base Tables

Use this group box to choose which tables you would like to include in the export process.

UDT refers to user-defined tables in Deltek Time Collection 5.x and Deltek Time & Expense. For example, the UDT01 table is used to store accounts and the UDT02 table is used to store projects. Similarly, Deltek Time Collection 5.x and Deltek Time & Expense also store linkages between tables. For example, a link between an Account table and a Project table is LINK12, where 1 refers to the account, and 2 refers to the project.

Account (UDT01)

Select this check box to include those accounts that have been assigned a **Time Collection Account Type** on the Manage Accounts screen, or those account/account type combinations that were created on the Manage Deltek Time and Expense Accounts screen. This information is exported to the UDT01_ YYYYMMDDHHMMSS.CSV file. Selecting this check box enables the three user-defined drop-down lists in the **Account Mapping** group box.

If you select both this check box and the **Project (UDT02)** check box, the **Account/Project Link (LINK12)** check box becomes enabled. Similarly, if you select both this check box and the **Organization (UDT09)** check box, the **Account/Org Link (LINK19)** check box becomes enabled. If you select this check box and the **Employee History** check box on the Employee Information tab, the **Account (UDT01)** check box is enabled in the **Basic Timesheet Defaults** group box on the Employee Information tab. If you select both this check box and the **Manufacturing Orders (UDT02)** check box, the **MO Accounts (LINK12)** check box becomes enabled.

If you clear this check box, the following is cleared and disabled:

- **Account/Project Link (LINK12)** check box
- **Account/Org Link (LINK19)** check box
- All **User-Defined Code** drop-down lists in the **Account Mapping** group box
- **MO Accounts (LINK12)** check box in the **Manufacturing Orders** group box
- The **Account (UDT01)** check box in the **Basic Timesheet Defaults** group box on the Employee Information tab. If the **Account (UDT01)** check box is already selected on the Employee Information tab and you clear the **Account (UDT01)** check box in this (Base/Link Tables) tab, Costpoint displays the following warning message: "The timesheet default Account (UDT01) check box will be unchecked in the Employee subtask." If you click **OK**, the **Account (UDT01)** check box is cleared and disabled on the Employee Information tab.

Project (UDT02)

Select this check box to include those projects whose **Export Project** value is **Time Collection Project**, **Expense Project**, or **Time & Expense Project** on the Basic Info tab of the Manage Project User Flow. This information is exported to the UDT02_ YYYYMMDDHHMMSS.CSV file. Selecting this check box enables the three **User-Defined** drop-down boxes in the **Project Mapping** group box, and the **Charge Trees** check box on the Charge Trees tab.

If you select both this check box and the **Organization (UDT09)** check box, the **Project/Org Link (LINK29)** check box becomes enabled. If you select both this check box and the **PLC (UDT07)** check box, the **Project/PLC Link (LINK27)** check box becomes enabled. Similarly, if you select both this check box and the **Account (UDT01)** check box, the **Account/Project Link (LINK12)** check box becomes enabled. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Project (UDT02)** check box is enabled in the **Basic Timesheet Defaults** group box on the Employee Information tab.

If you clear this check box, the following is cleared and disabled:

- All **User-Defined Code** drop-down lists in the **Project Mapping** group box
- The Charge Trees tab
- **Project/Org Link (LINK29)** check box
- **Project/PLC Link (LINK27)** check box
- **Account/Project Link (LINK12)** check box

- The **Project (UDT02)** check box in the **Basic Timesheet Defaults** group box on the Employee Information tab. If the **Project (UDT02)** check box is already selected on the Employee Information tab and you clear this check box, Costpoint displays the following warning message: "The timesheet default Project (UDT02) check box will be unchecked in the Employee subtask." If you click **OK**, the **Project (UDT02)** check box is cleared and disabled.

Labor Location (UDT03)

Select this check box to export all labor locations to the UDT03_ YYYYMMDDHHMMSS.CSV file. Labor location/local codes are originally established on the Manage Labor Locations/Locals screen. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Labor Location (UDT03)** check box becomes enabled on the Employee Information tab. If the **Labor Location (UDT03)** check box is already selected on the Employee Information tab and you clear the **Labor Location (UDT03)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Labor Location (UDT03) check box will be unchecked in the Employee subtask." If you click **OK**, the **Labor Location (UDT03)** check box is cleared and disabled on the Employee Information tab.

Reference 1 (UDT04)

Select this check box to export all reference 1 IDs to the UDT04_ YYYYMMDDHHMMSS.CSV file. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Reference 1 (UDT04)** check box becomes enabled on the Employee Information tab. If the **Reference 1 (UDT04)** check box is already selected on the Employee Information tab and you clear the **Reference 1 (UDT04)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Reference 1 (UDT04) check box will be unchecked in the Employee subtask." If you click **OK**, the **Reference 1 (UDT04)** check box is cleared and disabled on the Employee Information tab.

Reference 2 (UDT05)

Select this check box to export all reference 2 IDs to the UDT05_ YYYYMMDDHHMMSS.CSV file. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Reference 2 (UDT05)** check box becomes enabled on the Employee Information tab. If the **Reference 2 (UDT05)** check box is already selected on the Employee Information tab and you clear the **Reference 2 (UDT05)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Reference 2 (UDT05) check box will be unchecked in the Employee subtask." If you click **OK**, the **Reference 2 (UDT05)** check box is cleared and disabled on the Employee Information tab.

GLC (UDT06)

Select this check box to export all general labor categories to the UDT06_ YYYYMMDDHHMMSS.CSV file. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **GLC (UDT06)** check box becomes enabled on the Employee Information tab. If the **GLC (UDT06)** check box is already selected on the Employee Information tab and you clear the **GLC (UDT06)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default GLC (UDT06) check box will be unchecked in the Employee subtask." If you click **OK**, the **GLC (UDT06)** check box is cleared and disabled on the Employee Information tab.

PLC (UDT07)

Select this check box to export all project labor categories to the UDT07_ YYYYMMDDHHMMSS.CSV file. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **PLC (UDT07)** check box on the Employee Information tab becomes enabled. If you clear this check box, the **Project/PLC Link (LINK27)** check box is disabled, as well as the **Project Work Force** check box (if the **Charge Trees** check box is selected) on the Charge Trees tab. If the **PLC (UDT07)** check box is already selected on the Employee Information tab and you clear the **PLC (UDT07)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default PLC (UDT07) check box will be unchecked in the Employee subtask." If you click **OK**, the **PLC (UDT07)** check box is cleared and disabled on the Employee Information tab.

Worker's Compensation (UDT08)

Select this check box to export all workers' compensation codes to the UDT08_ YYYYMMDDHHMMSS.CSV file. Workers' compensation codes are established on the Manage Workers' Compensation Codes screen. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Worker's Comp (UDT08)** check box is enabled on the Employee Information tab. If the **Worker's Comp (UDT08)** check box is already selected on the Employee Information tab and you clear the **Worker's Compensation (UDT08)** check box on the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Workers Comp (UDT08) check box will be unchecked in the Employee subtask." If you click **OK**, the **Worker's Comp (UDT08)** check box is cleared and disabled on the Employee Information tab.

Organization (UDT09)

Select this check box to export organizations to the UDT09_ YYYYMMDDHHMMSS.CSV file. Organization information is established in Costpoint General Ledger. Only those organizations that have been set up for export on the Manage Deltek Time and Expense Organizations screen are exported. You can also set up organizations for export by selecting the **Time Collection Organization** check box on the Manage Organization Structures screen and the Manage Organization Elements screen.

If you select both this check box and the **Project (UDT02)** check box, the **Project/Org Link (LINK29)** check box becomes enabled. If you select both this check box and the **Account (UDT01)** check box, the **Account/Org Link (LINK19)** check box is enabled. If you select this check box and the **Employee History** check box is selected on the Employee Information tab, the **Organization (UDT09)** check box is enabled on the Employee Information tab.

If you clear this check box, the **Organization (UDT09)** check box on the Employee Information tab is disabled, as well as the **Project/Org Link (LINK29)** and **Account/Org Link (LINK19)** check boxes. If the **Organization (UDT09)** check box is already selected on the Employee Information tab and you clear the **Organization (UDT09)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Organization (UDT09) check box will be unchecked in the Employee subtask." If you click **OK**, the **Organization (UDT09)** check box is cleared and disabled on the Employee Information tab.

Pay Type (UDT10)

Select this check box to export all Pay Types to the UDT10_ YYYYMMDDHHMMSS.CSV file. Pay Type codes are established on the Manage Pay Types screen. If the **Pay Type (UDT10)** check box is already selected on the Employee Information tab and you clear the **Pay Type (UDT10)** check box in the Base/Link Tables tab, Costpoint displays the following warning message: "The timesheet default Pay Type (UDT10) check box will be unchecked in the Employee subtask." If you click **OK**, the **Pay Type (UDT10)** check box is cleared and disabled on the Employee Information tab.

Company (CP_COMPANY)

Select this check box to export all companies to the CP_COMPANY_ YYYYMMDDHHMMSS.CSV file. Company codes are established on the Set Up Company screen. This check box is automatically selected and disabled if the Deltek Time & Expense **Version** is **Time & Expense 6.x** or greater on the Configure Labor Settings screen and you have more than one company in the Company table. If you have only one company in the Company table or the Deltek Time & Expense **Version** is earlier than **Time & Expense 6.x** on the Configure Labor Settings screen, this check box is automatically cleared and disabled.

Tax Codes (TAX_CODE)

Select this check box to export all sales/value added tax codes to the TAX_CODE_ YYYYMMDDHHMMSS.CSV file. Tax codes are established on the Manage Sales or Value Added Taxes screen. This check box is enabled if the Deltek Time & Expense **Version** is **Time & Expense 7.x** or greater on the Configure Labor Settings screen and if you are exporting employee data. Note that you must assign a tax type to each tax code after importing the TAX_CODE file into Deltek Time & Expense.

Link Tables

Select the applicable check boxes in this group box to export linked tables.

Account/Project Link (LINK12)

Select this check box to export all Account/Project links to the LINK12_ YYYYMMDDHHMMSS.CSV file. This check box is enabled if you selected both the **Account (UDT01)** and **Project (UDT02)** check boxes in the **Base Tables** group box and if you are exporting employee data.

If the Project's **Limit Accounts** check box is selected on the Basic Info tab of the Manage Project User Flow, LINK12 records for that project are based on the Maintain Project/Account Validation table. If you selected the project's **Limit Which Orgs can charge specific Accts** check box on the Basic Info tab of the Manage Project User Flow, LINK12 records for that project are based on the Maintain Valid Project/Account/Orgs table. An Account/Project link is exported only if the project is flagged as a **Time Collection Project**, an **Expense Project**, or a **Time & Expense Project** on the Manage Deltek Time and Expense Projects screen, the account has a Time Collection Account Type assigned to it, and the account has an active link to the project's Account Group.

Project/PLC Link (LINK27)

Select this check box to export all project/PLC links to the LINK27_ YYYYMMDDHHMMSS.CSV file. This check box is enabled if both the **PLC (UDT07)** and **Project (UDT02)** check boxes are selected in the **Base Tables** group box and if you are exporting employee data. Project/PLC links are established on the Link Project Labor Categories to Projects screen. A Project/PLC link is exported only if the project is flagged as a **Time Collection Project**, an **Expense Project**, or a **Time & Expense Project** on the Manage Deltek Time and Expense Projects screen.

Account/Org Link (LINK19)

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Select this check box to export all Account/Org links to the LINK19_YYYYMMDDHHMMSS.CSV file. This check box is enabled if both the **Account (UDT01)** and **Organization (UDT09)** check boxes are selected in the **Base Tables** group box and if you are exporting employee data. Establish Account/Org links on the Link Accounts/Organizations screen.

Only those organizations that have been set up for export on the Manage Deltek Time and Expense Organizations screen are exported. You can also set up organizations for export by selecting the **Time Collection Organization** check box on the Manage Organization Structures screen or the Manage Organization Elements screen.

Project/Org Link (LINK29)

Select this check box to export all Project/Org links to the LINK29_YYYYMMDDHHMMSS.CSV file. This check box is enabled if both the **Project (UDT02)** and **Organization (UDT09)** check boxes are selected in the **Base Tables** group box and if you are exporting employee data.

If you selected the Project's **Limit Orgs** check box on the Basic Info tab of the Manage Project User Flow, LINK29 records for that project are based on the Maintain Project/Organization Validation table. If you selected the Project's **Limit Which Orgs can charge specific Accts** check box on the Basic Info tab of the Manage Project User Flow, LINK29 records for that project are based on the Maintain Valid Project/Account/Orgs table. A Project/Org link is exported only if the project is flagged as a **Time Collection Project**, an **Expense Project**, or a **Time & Expense Project** on the Manage Deltek Time and Expense Projects screen.

Only those organizations that have been set up for export on the Manage Deltek Time and Expense Organizations screen are exported. You can also set up organizations for export by selecting the **Time Collection Organization** check box on the Manage Organization Structures screen or the Manage Organization Elements screen.

Manufacturing Orders

You can enter manufacturing order information in Costpoint Production Control, where you can plan the production of manufactured items. You can then allocate timesheet charges to a particular manufacturing order for **M** (Manufacturing Order) timesheet lines.

The contents of this group box are enabled only if you are licensed for Costpoint Materials and if you are exporting employee data. If you are not licensed for Costpoint Materials, the contents of this group box are cleared and disabled when you initialize the screen.

Manufacturing Orders (UDT02)

Select this check box to export Manufacturing Orders as chargeable projects. If you select this check box, the following check boxes are enabled: **Work Centers (UDT04)**, **Routings (UDT07)**, and the **Manufacturing Orders** check box in the **Charge Tree Type(s)** group box on the Charge Trees tab. Selecting this check box exports MO data to the following files when the download is complete:

UDT02_YYYYMMDDHHMMSS.CSV (Manufacturing Orders)

UDT05_YYYYMMDDHHMMSS.CSV (Run/Setup)

If you select both this box and the **Accounts (UDT01)** check box, the **MO Accounts (LINK12)** check box becomes enabled.

Work Centers (UDT04)

You can establish and maintain work center information in Costpoint Routings. Work centers make up your production processes (for example, a group of machines and/or a group of employees responsible for building products). Select this check box to export work center data for manufacturing orders charging. If you select this check box, work centers are exported from the Maintain Work Centers table to the UDT04_YYYYMMDDHHMMSS.CSV file.

If you selected the **Manufacturing Orders (UDT02)** check box and the **Work Center** check box is cleared in the **Timesheet Entry Requirements** group box on the Configure Production Control Settings screen, the **Work Centers (UDT04)** check box is enabled. Otherwise, if you selected the **Manufacturing Orders (UDT02)** check box and the **Work Center** check box on the Configure Production Control Settings screen, the **Work Centers (UDT04)** check box is selected and disabled.

Routings (UDT07)

You can establish and maintain routings information in Costpoint Routings, and you can assign it to manufacturing orders on the Manage Manufacturing Orders screen. You use routings to generate travelers for manufacturing orders and define capacity planning, shop floor control, lead-time calculation, and standard costing information. Select this check box to export MO Labor Operation data for Manufacturing Orders charging. If you select this check box, Labor Operations data from the Routings subtask (on the Manage Manufacturing Orders screen) are exported to the UDT07_YYYYMMDDHHMMSS.CSV file.

If you select the **Manufacturing Orders (UDT02)** check box and the **Operation Sequence Number** check box is cleared in the **Timesheet Entry Requirements** group box on the Configure Production Control Settings screen, the **Routings (UDT07)** check box is enabled. Otherwise, if the **Manufacturing Orders (UDT02)** check box is selected and the **Operation Sequence Number** check box is selected on the Configure Production Control Settings screen, the **Routings (UDT07)** check box is selected and disabled.

If you select this check box, the **MO/Routing Link (LINK27)** check box is enabled.

MO Accounts (LINK12)

Select this check box to export MO WIP Accounts. This check box is enabled only if you selected the **Accounts (UDT01)** and **Manufacturing Orders (UDT02)** check boxes. If you select this check box, MO WIP Account data is exported to the LINK12_YYYYMMDDHHMMSS.CSV file.

MO/Routing Link (LINK27)

Select this check box to export manufacturing order/routing links. This check box is enabled only if you selected the **Routings (UDT07)** and **Manufacturing Orders (UDT02)** check boxes. If you select this check box, MO Routing link data is exported to the LINK27_YYYYMMDDHHMMSS.CSV file.

Invoice Information

Invoice Timesheet

If you select this check box, invoice timesheet records are exported to the TS_INVOICE_YYYYMMDDHHMMSS.CSV file. This check box is available only if the Deltek Time & Expense **Version** is **Time Collection 5.x** or greater on the Configure Labor Settings screen.

Expense Tables

Expense Payments

Select this check box to export all expense or advance payment data to the EXPENSE_REPORT_PAYMENT_YYYYMMDDHHMMSS.CSV file. This check box is available only if the Deltek Time & Expense **Version** is **Time & Expense 8.x** or greater on the Configure Labor Settings screen and if you are exporting employee data.

Options

Export Project Manager

Select this check box to export project manager information to Deltek Time & Expense version Time & Expense 7 or greater. Only project managers assigned to active projects where the project's **Export Project** value is **Time Collection Project**, **Expense Project**, or **Time & Expense Project** on the Basic Info tab of the Manage Project User Flow are exported. If you select this check box, project manager data is exported to the UDT02_SPVSR_YYYYMMDDHHMMSS.CSV file. This check box is enabled only if the Deltek Time & Expense **Version** is **Time & Expense 7.x** or greater in the Configure Labor Settings screen.

Project Name

From the drop-down list, select the method that is used to build the project name for export to Deltek Time & Expense. The descriptions for projects exported to the UDT02 file reflect the option chosen in the drop-down list. This drop-down list is enabled only if the Deltek Time & Expense **Version** is **Time & Expense 7.x** or greater on the Configure Labor Settings screen. Valid options are:

- **Project Level** — Select this option to populate the UDT02 description field with the project's name.
- **Top Level/Project Level** — Select this option to populate the UDT02 description field with the name of the project's top-level project and the name of the project.

Project Mapping

All drop-down lists in this group box are enabled only if you selected the **Projects (UDT02)** check box in the **Base Tables** group box. The following values are available in each drop-down list:

- None
- Owning Org
- Project Classification

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- Customer
- Account Group
- Abbreviation

The values for each of these options are established on the Manage Project User Flow. If you select a value other than **None** in any of the **User-Defined Code** drop-down lists, the specified Costpoint value is included in the UDT02_YYYYMMDDHHMMSS.CSV file.

User-Defined Code 1

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT02 User-Defined Code 1** field.

User-Defined Code 2

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT02 User-Defined Code 2** field.

User-Defined Code 3

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT02 User-Defined Code 3** field.

Account Mapping

All drop-down lists in this group box are enabled only if you selected the **Account (UDT01)** check box in the **Base Tables** group box. The following values are available in each drop-down list:

- None
- Entry Group
- Account Type

The values for these options are assigned to accounts on the Accounts screen. If you select a value other than **None** in any of the **User-Defined Code** drop-down lists, the specified Costpoint value is included in the UDT01_YYYYMMDDHHMMSS.CSV file.

User-Defined Code 1

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT01 User-Defined Code 1** field.

User-Defined Code 2

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT01 User-Defined Code 2** field.

User-Defined Code 3

Use this drop-down list to select a Costpoint value that is mapped to the Deltek Time Collection 5.x or Deltek Time & Expense **UDT01 User-Defined Code 3** field.

EXPORT INFORMATION

Use this subtask to specify the location of the output file that is generated by the Export Data To Deltek Time and Expense application. On this tab, you can also select to include only the new changes to tables in the export process.

Export Options

Changes Since Last Download

Select this check box to export only those changes that were made to the selected tables since the last download was completed. If you do not select this check box, all information from the selected tables is exported.

Export Type

If using Time & Expense version 10.x or above, you could export master and resource data for subcontract resources. These subcontract resources may be handled through a separate Time & Expense domain or through the same Time & Expense domain used by employees.

These options are available if you are licensed for Subcontractor Management (SM) and the **Separate System for Employees and Subcontractors** check box is selected in Corporate Labor Settings.

Export Employee Data

Select this option to export data to the Deltek Time & Expense domain which holds employee data. Subcontractor data will not be exported if you select this option.

Export Subcontractor Data

Select this option to export data to the Deltek Time & Expense domain which holds subcontractor data. Employee data will not be exported if you select this option.

File Location

Enter, or click  to select, the alternate file location where you want to store the export file. Set up alternate file locations on the Manage Alternate File Locations screen.

Subcontractor File Location

If you are licensed for Subcontractor Management and you are using Time & Expense version 10.x or above, you could export master and resource data for subcontract resources. Subcontract resources may be handled through a separate Time & Expense domain or through the same Time & Expense domain used by employees.

If you are handling subcontract resources separately, enter, or click  to select, the alternate file location where you want to store the export file for subcontractor data. Set up alternate file locations on the Manage Alternate File Locations screen.

This field will only be visible and enabled if the **Separate System for Employees and Subcontractors** check box is selected in Corporate Labor Settings.