

# Deltek for Professional Services® 1.1

## Settings and Configuration

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## Settings

Use the Settings applications to specify your organization structure, password policies, DPS users, and other basic information about how you want DPS as a whole and each of its applications to function.

You access some settings applications in the browser application and others in the desktop applications. The Navigation panes in both applications contain a Settings section.

Be aware that changes to settings do not immediately affect users who are logged on at the time the change is made, including the person who makes the changes. The changes only take effect for those users after they log out of DPS and then log back in.

### General System Settings (Browser)

Use General Settings to establish settings for all users. You can restrict access to these options in Security settings.

#### How to...

In General System Settings, you establish system-wide defaults for organizations, communications, unit tables, firm hierarchies, and so on.

#### Establish Firm Hierarchy Levels

You can determine the number of levels that are available for users to include when building firm hierarchies in the Firms hub. You can set up a maximum of four parent hierarchy levels, and provide a label for each level. The hierarchy and names for each level are then used when grouping firm information on reports.

See the [Firm Hierarchy Overview](#) topic for additional information.

#### To create firm hierarchy levels:

1. In the Navigation pane, select **Settings » General » General System**.
2. Select the Firm Hierarchy tab.
3. Select the **Use** check box next to each hierarchy level you want to enable. When a level is in use, the **Label** column is also enabled for that level.

By default, the hierarchy is set up to include four parent levels. This allows users to configure hierarchies with a maximum of five levels (firm is the lowest). The order of the hierarchy levels determines the actual hierarchy.

If you attempt to remove the selection of the **Firm** level, DPS displays a message prompting you to disable the firm hierarchy feature.

4. In the **Label** column for each hierarchy level that is in use, enter the description of the hierarchy level.  
The description of the hierarchy level is used when grouping firm information on associated reports.



5. Click **Save**.

### Disable Firm Hierarchy

Use this disable option to disable the firm hierarchy feature.

To disable firm hierarchy:

1. In the Navigation pane, select **Settings » General » General System**.
2. Select the Firm Hierarchy tab.
3. Remove the check box selections next to each hierarchy level, including **Firm**. DPS prompts you to confirm. Click **Disable Firm Hierarchy** to disable the feature. This removes the ability to create a firm hierarchy in the Firms hub. You can also click **Cancel** to cancel the disable.
4. Click **Save**.

### Activate New DPS Modules

If you implement DPS and later purchase one or more additional applications, use the Modules tab on the General System Settings form to activate those new applications.

To activate new applications:

1. In the Navigation pane, select **Settings » General » General System**.
2. Select the Modules tab.
3. In **Password** for each application that you purchased and want to activate, enter the application password that you received from Deltek.
4. Log out of DPS, log back in, and verify that the new application is now available.

### Set Up Your Organization Structure (CRM or Resource Planning)

You have the option to associate employees, generic resource, projects, and opportunities with organizations. To do that, you first use the Organization Structure Setup dialog box in the browser application to select the type of structure and other properties of the structure. (The information in this topic applies only if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up organizations in the desktop application.)

Deltek strongly recommends that you carefully plan the organization structure you want before you set it up in DPS. Once you have set up your organizations and, in particular, once you have assigned employees, generic resource, projects, and opportunities to those organizations, it is difficult and time consuming to change the number of levels.

For more information about setting up and using organizations, see [Organizations](#).

To set up your firm's organization structure:

1. In the Navigation pane in the browser application, click **Settings » General » General System**.
2. On the Organization tab, click **+ Set Up Organization Structure**.
3. In the Organization Structure Setup dialog box, do one of the following in **Type**:



- If all of the following are true for your organization structure, select **Fixed**:
  - Your organization structure has a standard number of levels.
  - Within each level, each ID and name means the same thing across all branches of the organization structure.
  - You have no more than 5 levels.
  - You have no more than 14 characters in your organization IDs, including level delimiters.

- If one or more of the requirements listed above are false, select **Variable**.

If CRM is your only activated module, a Fixed structure is the only type of structure available.

**Result:** Additional options display, based on your selection.

4. If you selected **Variable** in **Type**, enter the character that you use to separate the levels in your organization IDs (a period, for example).

If you selected **Fixed** in **Type**, select the number of levels in your organization structure.

5. If you selected **Variable** in **Type**, click **Save** to complete the structure setup. You can skip the remaining steps in this procedure.

If you selected **Fixed** in **Type**, continue with step 6.

6. If you have more than one level in your organization structure, enter the character that you use to separate the levels in your organization IDs (a period, for example) in **Delimiter**.

7. In **Number of Characters in Organization ID** for each level in your structure, enter the number of characters that the ID segment for that level contains.

**Result:** As you make entries, DPS updates the organization ID format displayed below the grid.

8. Click **Save** to complete the structure setup.

### Add Organizations (CRM or Resource Planning)

If you configured DPS for a Fixed organization structure, add your organizations on the Organization tab of the General System form. (The information in this topic applies only if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up organizations in the desktop application.)

**Prerequisite:** Before you can add organizations on the Organization tab, you must select the Fixed organization structure option and specify the number and size of levels in the structure.

If you selected the Variable organization structure option, you add organizations by importing them from a .CSV file or using the API. Once they are in DPS, however, you can review them and change organization names and status on the Organization tab.

Delttek strongly recommends that you carefully plan the organization structure you want before you set it up in DPS. Once you have set up your organizations and, in particular, once you have assigned employees, generic resources, projects, and opportunities to those organizations, it is difficult and time consuming to change the number of levels.

For more information about setting up and using organizations, see [Organizations](#).



**To add organizations:**

1. In the Navigation pane in the browser application, click **Settings » General » General System**.
2. On the Organization tab, in **Singular Label** for the first level, enter the singular label for that level of the organization structure (**Company**, for example).
3. In **Plural label**, enter the plural label for that level of the organization structure (**Companies**, for example).
4. In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the Level 1 grid. To display a blank row for a new level element, click **+ Add Entry** at the bottom of the grid.
5. In the second grid column, enter the IDs of the elements at that level of the structure.
6. If your organization structure has more than one level, repeat steps 2 - 5 for each level. For example, the second level might be Office and the third Discipline.
7. Do one of the following:
  - If your organization structure has only one level, you are finished setting up organizations.
  - If your organization structure has more than one level, continue with step 8.
8. To add the first organization, select the elements, one from each of the levels, that together define that organization.  
The combination displays below the level grids next to the **Add** button.
9. To create the organization, click **Add**.  
The organization displays in the organization grid with a default name and the Active status.
10. If the default name in **Organization Name** is not satisfactory, change the name.
11. If you do not want the organization to be active, click the **Status** icon and select **Inactive** or **Dormant**.
12. Repeat steps 8 - 11 for each organization.  
  
If you add an organization and then want to remove it, you can do so as long as the organization is not associated with any other records in the database. Hover over the grid row and click **X** at the right end of the row.

## Fields and Options

Use General Settings to establish settings that apply across your enterprise.

### General System Settings Form

Use this form to specify settings that are used across your enterprise.



## Display the General System Settings Form (Browser)

You display this form in Settings.

Do either of the following:

- In the Navigation pane in the browser application, click **Settings » General » General System**.
- In the Navigation pane in the desktop application, click **Settings » General**, right-click **General System**, and click **Open in Browser**.

## Unit Tables Tab of the General System Settings Form

Use this tab to view and edit existing unit tables.

On this tab, you can add units to existing unit tables, but you must enter new unit tables in **Settings » Units** in the desktop application.

### Contents

Field	Description
Unit Tables Search	<p>Use the search field to search for and select the unit table that you want to review or update. Type a unit table name in the search field or click the filter drop-down arrow ▼ on the left side of the search field and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> This displays active unit tables.</li> <li>▪ <b>All:</b> This displays all unit tables.</li> <li>▪ <b>Mine:</b> This displays your unit tables.</li> <li>▪ <b>Custom:</b> This displays the Custom Search dialog box where you can create and apply a custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ # of # ▶	<p>Click the view previous ◀ and view next ▶ icons to scroll through the unit table records and open a different unit table on the tab. The numbers show you which unit table you are viewing out of the total number records returned in the search.</p>
+ New Unit Table	<p>You must go to <b>Settings » Units</b> in the desktop application to add a new unit.</p>



Field	Description
Save and Cancel	The <b>Save</b> and <b>Cancel</b> options display when you select <b>Actions Menu » Edit</b> . While the <b>Save</b> and <b>Cancel</b> options are displayed, the <b>Actions Menu</b> is hidden. When you edit at least one setting for unit tables, the <b>Save</b> option is enabled. Click <b>Save</b> to save the changes or <b>Cancel</b> to discard the changes you made to the unit tables settings. After you save or discard your changes, the <b>Save</b> and <b>Cancel</b> options are hidden and the <b>Actions Menu</b> is displayed again.
Actions Menu	<p>Use the items on the <b>Actions</b> menu to perform any of the following tasks:</p> <ul style="list-style-type: none"> <li>▪ <b>Edit</b>: Select this option to edit the fields above the grid on the Unit Tables tab. All the fields expand, so you can easily make changes and entries in the fields. Click <b>Save</b> to save your edits. Click <b>Cancel</b> to return the Unit Tables tab to view mode without saving your edits.</li> <li>▪ <b>Copy Unit Table</b>: You must go to <b>Settings » Units</b> in the desktop application to copy a unit table to create another new unit table.</li> <li>▪ <b>Delete Unit Table</b>: Select this option to delete the current unit table record. You can delete only unit tables that are not currently in use in another application.</li> </ul>
Status	<p>This indicates the status for the unit table. To change the status, click <b>Edit</b> on the <b>Actions</b> menu. In the <b>Status</b> field, you can choose:</p> <ul style="list-style-type: none"> <li>▪ <b>Active</b>: Select this option to allow users to select units from this unit table in other DPS applications, such as Timesheets.</li> <li>▪ <b>Inactive</b>: Select this option if you want to allow users to select units from this unit table in other DPS applications, such as Timesheets, but you want them to receive a warning letting them know that the unit table is inactive.</li> <li>▪ <b>Dormant</b>: Select this option to prevent users from selecting units from this unit table in other DPS applications. The unit table is removed from Unit Table drop-down list fields or lookups in the other applications.</li> </ul>
Available for Opportunity Estimates	This check box indicates if the unit table is available for use in planning and opportunity estimates. You can select or clear the check box after you click <b>Edit</b> on the <b>Actions</b> menu.
Cost Currency	<p>This is the cost currency that is used when you cost the units in this table to your projects. To change the cost currency, click <b>Edit</b> on the <b>Actions</b> menu. In the <b>Cost Currency</b> field, select the currency to use for costing. You cannot change the cost currency after you post transactions that reference the unit table.</p> <p>If your firm uses multiple currencies, this value must match the <b>Project Currency</b> that is selected on the Overview tab of the Projects hub.</p>
Billing Currency	This is the billing currency that is used for billing the units in this table when the units are applied to projects. To change the billing currency, click <b>Edit</b> on the <b>Actions</b> menu. In the <b>Billing Currency</b> field, select the currency to use for billing. You cannot change the billing currency after you post transactions that reference the unit table.



Field	Description
	If your firm uses multiple currencies, this value must match the <b>Billing Currency</b> that is selected on the Overview tab of the Projects hub.

### Properties Section


To edit the fields in the Properties section, click **Edit** on the **Actions** menu. The fields become editable.

Field	Description
Organization	This is the name of the organization in your firm that is responsible for the unit.
Principal-in-Charge	This is the name of the employee who is the principal of the unit.
Project Manager	This is the name of the employee who is the project manager of the unit.
Supervisor	This is the name of the employee who is the supervisor of the unit.
Code	Select the code for the unit table. The items in the drop-down list are from the Lists tab in <b>Settings » Labels and Lists</b> .



### Units Grid

In the rows in this grid, enter the units for a unit table.

Much of the information for DPS is entered and displayed in grids on various forms. For information about using grids, see [Working with Grids](#).

Field	Description
+ Add Unit	Click this option below the grid to add a new unit row to the grid.  To copy or delete a row in the grid, hover over the row, click  , and select the desired option.
Unit Number	Enter a unique number for the unit. You cannot modify the unit number after it is saved. You set the length of your unit numbers during installation. Use the Key Convert Unit Format utility in <b>Utilities » Key Formats » Units</b> in the desktop application to increase or decrease the length of your unit numbers after installation.  If you use Purchasing and Inventory and you created the unit table from an inventory item, this field displays the unit number.
Unit Name	Enter the name for the unit. You can print this name on an invoice.  If you use Purchasing and Inventory and you created the unit table from an inventory item, this field displays the unit name.
Singular Label	Enter a label for the unit as it should display for a singular quantity. For example, enter <b>day</b> if the unit charge is based on one day of labor.



Field	Description
	If you use Purchasing and Inventory and you created the unit table from an inventory item, this field displays the singular label.
Plural Label	<p>Enter a label for the unit as it should display for a plural quantity. For example, enter <b>days</b> if the unit charge is based on two days of labor.</p> <p>If you use Purchasing and Inventory and you created the unit table from an inventory item, this field displays the plural label.</p>
Unit Type	<p>Select a unit type. Unit types do not affect processing. Use them to help you distinguish labor unit types from equipment or expense units for reporting purposes. The Unit Detail Report displays units of each unit type with detail and totals over a selected time frame.</p> <p>The options are <b>Equipment</b>, <b>Expenses</b>, <b>Labor</b>, and any user-defined unit types that you enter on the List tab in <b>Settings » Labels and Lists</b>.</p>
Billing Rate	Enter a numeric value for the rate at which to bill each individual unit. If you enter 0 or leave this field blank, the unit is billed based on the <b>Cost per Unit</b> rate and the project's billing terms. If you enter a billing rate and do not enter a cost rate, the unit is included on bills, but does not cost the item to the project. This is appropriate in the case of survey crews, for example, where the cost on the project comes directly when you post timesheets of the individuals that make up the survey crew.
Cost per Unit	Enter a numeric value for the rate at which to cost each individual unit. Enter the amount that should be costed to the project and general ledger expense account for each unit. If you enter 0 or leave this field blank, the unit is not costed when you post. For example, you do not want to cost a unit such as a Survey Crew because their time is costed during timesheet posting. If you set up the information in the Billing section to bill units, the unit displays with unit-level detail options to be billed. If you defined labor billing terms, the timesheet detail displays to be billed and should be written off or charged to a non-billable labor code.
	Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .

### Communications Tab of the General System Settings Form

If you installed DPS on your own server, use the Communications tab on the General System Settings form to set up email service so that DPS can generate and send email such as processing error alerts and log-in assistance messages.

If you are accessing the hosted version of DPS on Deltek Cloud servers, setting up email service is not necessary, and this tab does not display.

### Contents

Field	Description
Email Server	Enter the host name or IP address of an SMTP-compliant email server.



Field	Description
Port	Enter the SMTP port that the SMTP email server uses.
Use TLS	<p>If you use an email provider, such as Microsoft Office 365, that uses Transport Layer Security (TLS) encryption, select this check box.</p> <p>When you select this check box, also enter the following on this tab:</p> <ul style="list-style-type: none"> <li>In the <b>Email Server</b> field, enter the address of the SMTP server, such as <b>smtp-mail.outlook.com</b> if you use Office 365.</li> <li>In the <b>Port</b> field, enter <b>25</b>. In some cases, port 25 or 587 may be required.</li> <li>In the <b>Username</b> and <b>Password</b> fields, enter a username and password if they are required by your email provider for sending emails via SMTP. For example, enter your Office 365 username and password if you use Office 365.</li> </ul> <p>If you use smtp.office365 or other SMTP vendors who require that an existing account must match the email address in the <b>From</b> field of emails from DPS, then you may need to create or rename an account/mailbox to match the default sender email address used in DPS.</p>
Username	If your SMTP server requires domain authentication, enter the username in this field. This is a domain username, not a DPS username.
Password	If your SMTP server requires domain authentication, enter the password associated with the domain username above. This is a domain password, not a DPS password.
Default Sender Email	Enter the default email address that you want to use when DPS sends email. DPS also uses this address if an employee sends an email message from within DPS and that employee does not have an associated email address.
Add DelttekAdmin_ prefix to the Default Sender Email Address	<p>This option is selected by default. For email authentication, DPS automatically adds the prefix <b>DelttekAdmin_</b> to the sender's email address. This allows the recipient to validate the authenticity of the sender.</p> <p>For example, if you enter <b>IT@webb.com</b> in the <b>Default Sender Email</b> field, the DPS default sender email address is <b>DelttekAdmin_IT@webb.com</b>.</p> <p>Clear this option if you do not want to add the prefix to the default sender email address.</p>
Use Default Sender Email for Reply To	<p>Select this option if you want the default email address for replies to DPS email messages to be the same as the email address you entered in the <b>Default Sender Email</b> field.</p> <p>If you want the reply address to be different from the address you entered in the <b>Default Sender Email</b> field, do not select this check box. Instead, enter a different address in the <b>Default Reply To Email</b> field.</p>



Field	Description
Default Reply To Email	If you do not select <b>Use Default Sender Email for Reply To</b> , enter the default email address for replies to DPS email messages.
Send Test Email	Click this link to send a test email message. In the Test Email dialog box, enter the address to which you want to send the message.

### Firm Hierarchy Tab of the General System Settings Form

Use the Firm Hierarchy feature to create a hierarchy of records in the hubs that are representative of parent and subsidiary relationships between multiple firms. This enables Firm Hierarchies in the Firms hub.

When you establish firm hierarchy levels, you specify the number of levels that users can include when building firm hierarchies. You can set up a maximum of four parent levels with a label for each level, which allows for hierarchies of up to five total levels. The hierarchy and labels for each level are then used when grouping firm information on reports.

Use the fields and options on this tab to specify the number of levels and their respective labels for the firm hierarchy.

See the [Firm Hierarchy Overview](#) topic for additional information.

### Contents

#### Firm Hierarchy Levels

Field	Description
Use	<p>Click the checkbox in the <b>Use</b> column to activate the hierarchy levels. When a level is in use, the <b>Label</b> column is turned on for that level.</p> <p>By default, the hierarchy is set up to include four parent levels. The order of the hierarchy levels determines the actual hierarchy. If you attempt to remove the selection of the <b>Firm</b> level, DPS displays a message prompting you to disable firm hierarchy.</p> <p>With this setup, users can configure hierarchies up to five levels with the firm as the lowest level, and use any of the four parent levels as groupings in report.</p>
Label	Enter a label for the hierarchy level, for example <b>Sub Level 1</b> . The order of the hierarchy levels determines the actual hierarchy and the descriptions are listed in the hierarchy in the Firms hub. These descriptions are also used on the Opportunity List, Opportunity Forecast, Opportunity Hit Rate List, Firm List, and Project List reports.

### Modules Tab of the General System Settings Form

At the end of the initial DPS activation process, the modules you purchased are all activated, and the license information for those modules displays on this tab. If you later purchase other modules, use this tab to activate those new modules by entering the passwords that Delttek provides.

After you activate an module, the module functionality is not available to you until you log out of DPS and log back in.



## Contents

Field	Description
Client ID	This field displays the client ID that you received from Deltek.
Legacy Licensing	<p>Do not modify this option unless notified otherwise.</p> <p>If your firm upgraded to DPS, this option is selected and editable. This signifies that your firm uses the licensing model of Vision, CRM, GovWin CM or Ajera CRM.</p> <p>If your firm is a new customer of DPS, this option is not selected and disabled.</p>
Module	This column displays the names of the DPS modules that are available for your industry.
Password	<p>For each of the currently activated modules, this column displays the password that you received from Deltek.</p> <p>When you purchase a new module, enter the password for that application to activate it. When you do, license information, if applicable, displays in <b>License</b> and <b>Expiration</b>.</p> <p>If you purchased the Multilingual module, entering the password for that module automatically makes available the specific set of languages that you are licensed to use. When they log in to DPS, users can select the language they prefer.</p>
License	If you purchased the module, this column displays the type of license that you have.
Expiration	If you purchased the module, this column displays the date that your current license expires.

## Organization Tab of the General System Form

Use the Organization tab on the General System form to indicate if you want to implement an organization structure in DPS. If you do want to use organizations, also use the tab to enter information about the organization structure and to enter or import your organization IDs and names. (The information in this topic applies only if your only activated modules are CRM and/or Resource Planning. If you have any other modules, this tab is not available, and you set up organizations in the desktop application.)

The fields and options on this tab vary depending on whether or not you have already specified an organization structure and, if you have specified a structure, whether you set up a Fixed structure or a Variable structure.


## Contents: With No Structure Set Up

Field	Description
Organization	If you have not yet set up an organization structure in DPS, this field displays <b>No organization has been set up</b> .



Field	Description
+ Set Up Organization Structure	<p>Click this link to set up your organization structure in the Organization Structure Setup dialog box.</p> <p>Deltek strongly recommends that you carefully plan the organization structure you want before you set it up in DPS. Once you have set up your organizations and, in particular, once you have assigned employees, projects, opportunities, and generic resources to those organizations, it is difficult and time consuming to change the number of levels.</p> <p>For more information about setting up and using organizations, see <a href="#">Organizations</a>.</p>


### Contents: With Variable Structure Set Up

Field	Description
Organization	This field displays <b>Variable Structure</b> .
Import Organization	<p>Click this link to import one or more new organizations from a .CSV file. You can also click this link to import updated information from a .CSV file for organizations that already exist in DPS.</p> <p>If you set up a Variable structure, you must either import your organizations from a .CSV file or import them using the API. You cannot add them individually in DPS.</p>
	To change the character that is the level delimiter in your organization IDs, click this icon to display the Organization Structure Setup dialog box.
Find Organization	Use the field above the organization grid to search the grid for the organization you want.
Organization Name	This column displays the imported organization names. You can change organization names.
Organization ID	This column displays the IDs of the organizations.
Status	<p>This column displays the status of each of the organizations: active (green), inactive (gray), or dormant (red). A newly imported organization has the status specified in the import data, or if no status was specified, it is set to Active. To change the status of an organization, click the status icon and select the status.</p> <p>If you change the status from Active to Inactive or Dormant, the organization no longer appears in lookup lists, and you can no longer associate employees, projects, opportunities, or generic resources with that organization.</p> <p>Organizations to which employees, projects, opportunities, or generic resources are currently assigned can be changed to Inactive, but if it has</p>



Field	Description
	<p>assigned active employees, DPS displays a message asking you to confirm that you want to inactivate it.</p> <p>The Dormant status is intended only for organizations that you are in the process of phasing out. Though you can change organizations to Dormant if existing projects, opportunities, or generic resources are currently assigned to them, you cannot change them to Dormant if any active employees are still assigned to them.</p>
Structure	This column displays the level element names that make up the organization ( <b>Apple &amp; Bartlett &gt; Boston &gt; Architecture</b> , for example).
X	As long as an organization is not associated with any other records in the database, you can delete it. Hover over the grid row and click <b>X</b> .

### Contents: With Fixed Structure Set Up

Field	Description								
Organization	This field displays <b>Fixed Structure</b> and the number of levels in the structure.								
	To make changes to the number of levels, level delimiters, or number of characters in each level segment of the organization ID, click this icon to display the Organization Structure Setup dialog box.								
Level 1 - 5	<p>If you set up a Fixed organization structure, use the fields and grid displayed for each level of the structure to enter labels for the level and to specify the IDs and names of the elements for that level.</p> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Singular Label</td><td> <p>In each of the <b>Singular Label</b> fields, enter the singular label for that level of the organization structure (<b>Company</b>, <b>Office</b>, and <b>Discipline</b>, for example).</p> <p>You can also edit these labels on the Labels form (<b>Settings » Labels and Lists » Lists</b>).</p> </td></tr> <tr> <td>Plural Label</td><td> <p>In each of the <b>Plural Label</b> fields, enter the plural label for that level of the organization structure (<b>Companies</b>, <b>Offices</b>, and <b>Disciplines</b>, for example).</p> <p>You can also edit these labels on the Labels form (<b>Settings » Labels and Lists » Lists</b>).</p> </td></tr> <tr> <td>Level element names</td><td> <p>In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the <b>Level 1</b> grid. To display a blank row for a new level element, click <b>+</b> <b>Add Entry</b> at the bottom of the grid.</p> </td></tr> </tbody> </table>	Field	Description	Singular Label	<p>In each of the <b>Singular Label</b> fields, enter the singular label for that level of the organization structure (<b>Company</b>, <b>Office</b>, and <b>Discipline</b>, for example).</p> <p>You can also edit these labels on the Labels form (<b>Settings » Labels and Lists » Lists</b>).</p>	Plural Label	<p>In each of the <b>Plural Label</b> fields, enter the plural label for that level of the organization structure (<b>Companies</b>, <b>Offices</b>, and <b>Disciplines</b>, for example).</p> <p>You can also edit these labels on the Labels form (<b>Settings » Labels and Lists » Lists</b>).</p>	Level element names	<p>In the first grid column, enter the names of the elements at that level of the structure. For example, if the first level is Company, enter abbreviated company names in the <b>Level 1</b> grid. To display a blank row for a new level element, click <b>+</b> <b>Add Entry</b> at the bottom of the grid.</p>
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X	As long as no organizations contain the element, you can delete an element from the grid. Hover over the grid row and click <b>X</b> .								
Add	To add an organization, you combine elements from each of the levels to define the organization. Select the elements, one from each of the level grids, that together define the organization. The combination displays below the level grids next to the <b>Add</b> button. After selecting a value for each level, click <b>Add</b> to add the organization to the list of organizations at the bottom of the tab.								
Find Organization	Use the field above the organization grid to search the grid for an organization.								
Organization Name	This column displays the names of the organizations. By default, the organization name is the combination of the level elements you select when you add the organization, but you can change it in this field.								
Organization ID	<p>This column displays the IDs of the organizations. The organization ID is the combination of the IDs for the level elements you select when you add the organization. The level ID segments are separated by the delimiter you specified when you set up the organization structure.</p> <p>This column only displays if you have implemented the Resource Planning module.</p>								
Status	<p>This column displays the status of each of the organizations: active (green), inactive (gray), or dormant (red). By default, a newly added organization is active. To change the status of an organization, click the status icon and select the status.</p> <p>If you change the status of an organization from Active to Inactive or Dormant, the organization no longer appears in lookup lists, and you can no longer associate employees, projects, opportunities, or generic resources with that organization.</p> <p>An organization to which employees, projects, opportunities, or generic resources are currently assigned can be changed to Inactive, but if it has assigned active employees, DPS displays a message asking you to confirm that you want to inactivate it.</p>								



Field	Description
	The Dormant status is intended only for organizations that you are in the process of phasing out. Though you can change the status to Dormant if existing projects, opportunities or generic resources are currently assigned to the organization, you cannot change it to Dormant if any active employees are still assigned to it.
Structure	This column displays the level element names that make up the organization ( <b>Apple &amp; Bartlett &gt; Boston &gt; Architecture</b> , for example).
X	As long as the organization is not associated with any other records in the database, you can delete it. Hover over the grid row and click <b>X</b> .

## Learn More About..

These help topics provide information about key concepts and components in Settings.

### Firm Hierarchy Overview

Use the Firm Hierarchy feature to allow users to create a hierarchy of records in the hubs for displaying parent and subsidiary relationships between multiple firms.


When you have firms or agencies that should be associated in a hierarchical relationship, you can create, view, and report firm data at both an individual and rolled-up level. This information gives you a better understanding of things like profitability or opportunity award ratios for all firms in a hierarchy.

For example, you have a conglomerate named Smith Associates. There are two divisions: Johnson Enterprises and Hanneke Media. Each of these businesses also have affiliated divisions. You could set up the firm hierarchy with Smith Associates as the parent firm, and the other two businesses as levels two and three with their related businesses as sub-levels:

Smith Associates

- Johnson Enterprises
  - Esson Corp.
    - Smith, Inc.
- Hanneke Media
  - Westwood Technology
  - Milton Technology

When you configure Firm Hierarchy, you set up the number of levels of the hierarchy and a label for each level. After you set it up, the following happens within the DPS application:

- When a record is created in the Firms hub, an associated hierarchy can be established.
- If a firm record is part of a hierarchy, the blue  **Hierarchy** icon displays on the Firms form in the Firms hub. Click this icon to view the hierarchy.
- A toggle button displays on the Opportunities, Projects, Contacts, and Activities tabs and grids in the Firms hub. You can use this toggle to view either the selected firm or this firm and all lower levels of the hierarchy.



- Each level of the hierarchy is added to the Sorting/Grouping tab of reports where firm hierarchy is supported and a **Parent** field displays on the Sorting/Grouping tab in Reporting, which allows you to sort and group by parent. For example, If your administrator configured firm hierarchy to have 2 parent levels: Parent Group and Parent then you would see options on the Sorting/Grouping tab of reports for Parent Group and Parent. The Hierarchy lookup displays on the General tab of the Opportunity List, Opportunity Forecast, Opportunity Hit Rate List, Firm List, and Project List report options, which allows you to select a firms from a hierarchy. When you make any selection, DPS includes all records for the entire hierarchy.

For example, if you choose Esson Corporation from the Hierarchy lookup, the report includes Esson Corp. and the entire hierarchy associated with Esson Corp. (both parent records and children of Esson Corp.). This means that if you have Johnson Enterprises as the parent to Esson Corp., who is in turn the parent to Smith, Inc.:

- If you select Johnson Enterprises in the hierarchy lookup, the report returns all firms associated with Johnson Enterprises, Esson Corp, and Smith, Inc.
- If you select Esson Corp. in the hierarchy lookup, the report includes complete details on Esson Corp. and Smith, Inc. You cannot choose Smith, Inc., because it is not the parent of another record.

### Organizations (CRM or Resource Planning)

You have the option to associate employees, generic resource, projects, and opportunities with organizations. To configure DPS to use organizations, you first use the Organization Structure Setup dialog box to select the type of structure and other properties of the structure, and then you either enter or import information that defines your individual organizations. (The information in this topic applies only if your only activated modules are CRM and/or Resource Planning. If you have any other modules, you set up organizations in the desktop application.)

If you configure DPS to use organizations, you can, for example, search for employees based on their home organization in Resource View, or track opportunities by organization in the Opportunities hub.

#### Definition: Organization

An organization is a specific component of your enterprise's operational structure.

### Organization Structure Types

The first step in setting up your organizations is to determine which type of organization structure you have: fixed or variable.

- If all of the following are true for your organization structure, you have a fixed structure:
  - Your organization structure has a standard number of levels.
  - Within each level, each ID and name means the same thing across all branches of the organization structure.
  - You have no more than 5 levels.
  - You have no more than 14 characters in your organization IDs, including level delimiters.



- If one or more of the requirements listed above are not true for your organization structure, you have a variable structure. A variable structure has few requirements. For example, different branches of the hierarchy can have different numbers of levels, and the number of characters allotted to a given level in organization IDs can vary.

Note that if you select an organization structure type and enter or import organizations, you cannot then change the organization structure type unless you first delete all of the organizations.

If you have not activated the Resource Planning module, the fixed structure is the only option if you want to use organizations.

### **Set Up Organizations with a Fixed Structure**

To set up organizations if you have fixed structure, you do the following either in the Organization Structure Setup dialog box or on the Organization tab:

1. Specify the number of levels. The maximum is five.
2. Specify the number of characters in each level's segment of the organization IDs. The total number of characters, including delimiters, for all levels cannot exceed 14.
3. Enter the actual element IDs and names for each level. For example, if the first level of the structure is Location, the elements for that level might be 01 (Boston), 02 (New York), 03 (Denver), and 04 (Phoenix).
4. If your organization structure has more than one level, define each of the organizations by combining one element from each of the levels (Boston Architecture, Boston Engineering, New York Architecture, New York Engineering, and so on).

### **Set Up Organizations with a Variable Structure**

To set up organizations if you have a variable structure, you specify the delimiter character that separates the level segments in your organization IDs in the Organization Structure Setup dialog box, if you have more than one level, and you then you either import all of the organization IDs and names from a .CSV file or import them using an API. Organization IDs in a variable structure can have up to 30 characters, including delimiters. The structure can have up to 10 levels.

When you import the organization IDs, DPS uses the delimiters in the IDs to determine the organization structure hierarchy.

### **Use Organizations**

If you implement organizations, you must do the following:

- Assign every employee to an organization when you enter employees in the Employees hub or when you import employees into DPS.
- Assign every project to an organization when you import projects into DPS.

You also have the option to assign or not assign individual generic resources and opportunities to organizations.

If you implement organizations, you have the option to assign each opportunity to an organization, but that is not required. Employees, however, must be assigned to an organization if you set up organizations.

If you use organizations, you can set up security roles that restrict a user's access to project plans and opportunities either to those projects or opportunities that are assigned to his or her



organization only or to projects or opportunities assigned to one of a selected group of organizations.

### Change the Status of an Organization

On the Organization tab of the General System form, you can change the status of an organization, though restrictions may apply.

If you change the status of an organization from Active to Inactive or Dormant, the organization no longer appears in lookup lists, and you can no longer associate projects, opportunities, employees, or generic resources with that organization.

An organization to which active records are currently assigned can be changed to Inactive, but if it has assigned employees or projects, DPS displays a message asking you to confirm that you want to inactivate it.

The Dormant status is intended only for organizations that you are in the process of phasing out. Though you can change an organization to Dormant if existing records are currently assigned to it, you cannot change it to Dormant if any active employees or projects are still assigned to it.

### Delete an Organization

You can delete an organization on the Organization tab of the General System form but only if it is not associated with any employees, projects, opportunities, or generic resources in the database.

### Change the Number of Levels in a Fixed Organization Structure

Deltek strongly recommends that you carefully plan the organization structure you want before you set it up in DPS. Once you have set up your organizations and, in particular, once you have assigned employees, projects, opportunities, and generic resources to those organizations, it is difficult and time consuming to change the number of levels.

**Important:** Changing the organization structure affects many areas of DPS, and it can take some time for the update process to finish. If you decide to change the number of levels, Deltek strongly recommends that you do so when no one else is using DPS.

If you add a new level, it is added automatically to all existing organizations as the lowest level of the structure. The element value at that level for all organizations is set to **<Conversion>**. All existing employees, projects, opportunities, and generic resources that previously were assigned to organizations are assigned to organizations with **<Conversion>** at the lowest level. At that point, you can add other more meaningful values for the new level and create new organizations that use those values. However, if you want to assign existing records to those new organizations, you must change their assigned organizations individually. For employees, opportunities, and generic resources, you can do that in DPS or you can import them again with the import option to update existing records selected; for projects, you can only update the assigned organization by importing them again with the import option to update existing records selected.

If you reduce the number of levels, DPS removes the lowest level. If that results in duplicate organizations, all but one of those organizations are removed, and all records associated with those duplicate organizations are assigned to the one remaining organization.

If you set up organizations and later want to remove the organization structure altogether, select **None** in **Type** in the Organization Structure Setup dialog box. This might occur, for example, if you try out different organization structures during the implementation of DPS.



If you set up security roles that base access to project plans and opportunities on custom lists of organizations, the organizations referenced in those lists are not updated for the changes that occur when you change the number of levels. As a result, employees assigned those security roles will no longer have access to plans and opportunities. You must select new lists of organizations from the new structure for those roles.

### Change the Number of Characters for a Level

You can increase the number of characters allotted to the element IDs for a level in the organization IDs after you have set up organizations. If you do, DPS adds zeros to the left of the current IDs for the level.

You cannot reduce the number of characters allotted to a level.

### Types of Organization Structures (CRM or Resource Planning)

If your enterprise has an organization structure that you want to implement in DPS and you have implemented the Resource Planning module, the first step is to select the appropriate organization structure type: Fixed or Variable.

If you have the CRM module but not the Resource Planning module, your only option, if you want to use organizations, is to select the Fixed organization structure type and set up a Fixed organization structure in DPS.

### Criteria for Determining Your Organization Type

If all of the following are true for your organization structure, you have a Fixed structure:

- Your organization structure has a standard number of levels.
- Within each level, each ID and name means the same thing across all branches of the organization structure.
- You have no more than 5 levels.
- You have no more than 14 characters in your organization IDs, including level delimiters.

If one or more of the requirements listed above are not true for your organization structure, you have a Variable structure.

### Example: Fixed Organization Structure

Apple & Bartlett, Inc. has an organization structure with three levels:

- **Company:** Company 01, Company 02
- **Division:** Commercial, Governmental
- **Department:** Engineering, Architecture, Programming, Assembly

To reflect this structure, Apple & Bartlett's organization IDs have three segments corresponding to the three levels. Those segments contain the following numbers of characters:

- **Company:** 2 characters (IDs for the two companies: 01, 02)
- **Division:** 2 characters (IDs for the two divisions: 10, 20)
- **Department:** 4 characters (IDs for the 4 departments: 1000, 2000, 3000, 4000)



Each full organization ID, then, has three segments, and each ID in a segment has the standard number of characters specified for that segment. The following are some examples:

- 01.10.2000 (Company 01, Commercial, Architecture)
- 01.20.2000 (Company 01, Governmental, Architecture)
- 02.20.4000 (Company 02, Governmental, Assembly)

This organization structure is a Fixed structure for the following reasons:

- All organizations have the same number of levels: three.
- Each level has a standard set of IDs and names that are used across the structure. For example, if both Company 01 and Company 02 provide engineering services, the organizations that provide those services have 1000 as the ID for the third level (Department) and Engineering as the name.
- The organization structure has no more than five levels (three in this case).
- The organization IDs have no more than 14 characters, including level delimiters (10 in this example: 8 alphanumeric characters and 2 periods as delimiters).

### Examples: Variable Organization Structure

If any one of the conditions illustrated by the examples below is true for your organization structure, the structure is Variable. (Company is the top-level of the organization structure in all of the examples.)

- Not all parts of the structure have the same number of levels.

**Example:** Organizations with Company 01 as the top level have four levels (Company, Division, Department, and Discipline), and those under Company 02 have only three levels (Company, Division, and Department):

01.20.1000.10

02.10.1000

- Not all parts of the structure have the same levels.

**Example:** Organizations under Company 03 and under Company 04 all have two levels, but the second level under Company 03 in the structure is Division, while the second level under Company 04 is Department:

03.2000 - Company 03 Governmental Division

04.1000 - Company 04 Engineering Department

- Within each level, some IDs and names vary across branches of the organization structure.

**Example:** Under Company 05 in the structure, 1000 in the Department segment of the organization ID indicates Engineering, while under Company 06, 1000 in that segment indicates Architecture:

05.1000 - Company 05 Engineering

06.1000 - Company 06 Architecture

- The size of the organization ID segment for a level differs across branches of the organization structure.



**Example:** Under Company 07 in the structure, the Department segment of the organization ID contains 4 characters, while under Company 08, it only contains 2 characters:

07.1000 - Company 07 Engineering Department

08.20 - Company 08 Architecture Department

- The organization structure has more than five levels or the organization IDs have more than 14 characters, including level delimiters. organization IDs in a Variable structure can have up to 30 characters, including level delimiters, and up to 15 levels.

**Example:** 2.1.33.500.01.200 (6 levels and 17 characters (12 alphanumeric characters and 5 delimiter characters)).

### Activating Languages

DPS currently supports a number of languages in addition to English. The DPS forms, dialog boxes, and reports display information in the language selected when you log in to DPS.

If a single language is appropriate for all locations in which your company uses DPS, that version is set as your only language as part of the licensing process. You do not need the Multilingual module. However, if your company has some locations that use one language and others that use a different language, you can purchase the Multilingual module, so each DPS user can select the version that they prefer when they log in.

If you include the Multilingual module as part of your original DPS purchase, the languages you purchase are automatically available when you start the product activation and setup processes. If, on the other hand, you purchase the Multilingual module after you have begun using DPS, Deltek provides a password for that module. Enter that password on the Modules tab of the General System form (**Settings » General » General System**) to activate the module and make the languages available.

## General Settings (Desktop)

Use General Settings to establish settings for all users. You establish both system settings and company settings. You can restrict access to these options in Security settings.

### General System Settings

Use General System Settings to define overall features of your implementation, such as email preferences, automatic numbering, and audit trail reporting.

#### How to...


In General System Settings, you establish system-wide defaults for automatic numbering, audit trail reporting, text editor fonts, and so on.



### Set Up Lookup Dashboard and Hub Grid Options

Use the Lookups tab of General System Settings to configure lookups, dashboards, and list views.


#### To set up these options:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Lookups tab.
3. Complete or modify the fields on this tab.
4. Click  **Save**.

### Set Up Email Preferences

Use the Email tab of General System Settings to configure system-wide email message options. Identify your enterprise's email servers and passwords to facilitate sending email messages for alerts or errors.

#### To set up email preferences:



1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Email tab.
3. Complete or modify the fields on this tab.
4. Click **Send Test Email to Default Help Desk** to check your settings and send a test email to the default help desk that you specified.
5. Click  **Save**.

### Set Up Server Options

Use the Servers tab of General System Settings to configure process queues and application servers.


#### To set up server options:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Servers tab.
3. Select one of the following actions:

Option	Description
To add a new process queue or application server	Click  <b>Insert</b> in the appropriate grid to add a blank row, in which you can enter the name of the queue or server.
To delete an existing queue	Select the queue and click  <b>Delete</b> .



Option	Description
To pause or continue a process queue	Select the queue and click <b>Pause</b> or <b>Continue</b> to update the status in the <b>Status</b> field.

4. Complete or modify the fields on the tab.
5. Click  **Save**.


### Set Up Field Labels

Use the Labels tab of General System Settings to rename key fields to reflect the terminology used in your industry or firm. The new names are used on screens, fields, and reports.

If a label that you change here affects a label on the Navigation menu and you also use the Navigation Menu Designer, the Navigation Menu Designer settings override the changes that you enter here.

If you use multiple languages, only standard field labels are translated. If you use custom field labels, you must log in using the alternate language and change the custom labels.

#### To set up field labels:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Labels tab.
3. Complete or modify the fields on this tab to specify new labels.  
Do **not** use single quotes (') or double quotes (") in your labels.
4. Click  **Save**.

### View Current Numbering Formats

You can review the default numbering structure, such as project and employee numbers.

You use the Numbering tab of General System Settings to view the format currently set up for your enterprise. However, you cannot modify the length and formats of your key fields on this tab. To change the lengths and format, use the Key Formats utility.

#### To view current numbering formats:


1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Numbering tab.
3. View the fields on this tab.

### Set Up Auto Numbering

The auto numbering feature automatically generates an identification number for new records created in User-Defined Components and in many hubs. You can define the structure of these identification numbers to match your business requirements.

#### To set up auto numbering:



1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Numbering tab.
3. Complete or modify the fields on this tab.
4. Click  **Save**.

The record reloads, with the auto number.

### Set Up the XE.Com Exchange Rates Service

If you use multiple currencies, you can schedule and automate the updating of exchange rates. Deltek partners with XE.com, an online foreign exchange tools and services company, to supply up-to-date exchange rates.

Use the XE.com service to:

- Choose as many or as few currencies as you want.
- Select the time of day and time zone at which your rates are updated.
- Download currencies up to nine times a week (once a day, plus two "grace" downloads in the event a daily download gets corrupted).

#### To use the XE.com Exchange Rate Service:

1. Communicate with XE.com directly to set up licensing information in DPS.
2. Configure the XE.com Rates tab in DPS.
3. Use the Daily Exchange Rates form to download rates, schedule the rate download, and specify an exchange date.

### Disclaimer

When you click the [www.XE.com](http://www.XE.com) link, you enter a third party Web site. You do so at your own risk. Deltek is not responsible for your entrance into the third party Web site or use of the services offered therein.

### Set Up Licensing Information for Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service that you can incorporate into the Daily Exchange Rates feature.

#### To enter licensing information for XE.com:


1. Determine how to set up your license:
  - **New XE.com license:** You must contract with XE.com before you set up licensing information in DPS. Click [here](#) to register with XE.com. Reference **Deltek for Professional Services** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.
  - **Existing XE.com license:** If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required. Click [here](#) to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all



terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

#### Disclaimer


When you click the www.XE.com link, you enter a third-party web site. You do this at your own risk. Deltek is not responsible for your entrance into the third-party web site or use of the services offered therein.

2. On the Navigation menu, click **Settings » General » General System**.
3. On the General System Settings form, click the XE.com Rates tab.  
If you have a prior version of an XE.com license, the XE Licenses grid displays with the previous XE license information in the **Account ID** and **Description** columns. Select each row that contains a previous license and click **Delete**.
4. In the **Account ID** and **API Key** fields, enter the information for your license that was provided by XE.com.  
You can enter only one license on the XE.com Rates tab.
5. In the **Description** field, enter text to identify the license.
6. Use the **Currencies** grid to specify the rate combinations for the license entered in the XE Licenses grid.  
Because the API can support multiple currency combinations, you can insert as many currency combinations as needed, but you cannot enter the same combination more than once.  
  
The currencies available here are those that are enabled for all companies in your enterprise.
7. Click  **Save**.

#### Set Up Audit Trail Reporting

Use Audit Trail Reporting to track changes made to your hub and settings records. Audit trails are triggered when users perform update, delete, and insert actions. Audit Trail Reporting is supported at both the record level and the field level.

#### To set up the audit trail:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Audit Trail tab.
3. Complete or modify the fields on this tab, paying special attention to your selections under **Enable Info Center Audit Trail**, which control access to hubs and to Chart of Accounts settings.
4. Click  **Save**.




## Set Up the Workflow Log

Workflows allow you to create conditions for which you want to be alerted. You can automate the full process. You can also log workflow actions.

The workflow log records the progress of each workflow, such as when events start, and when individual actions succeed, fail, or are not executed because conditions defined are not met. This log is mainly used as a troubleshooting tool to determine why workflow alerts do or do not work correctly. You can specify how long workflow logs are saved. If workflow alerts do not occur during the period you specify, they are kept until a workflow alert is generated.

### To enable workflow logs:


1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Workflow** group box, select **Enable Workflow Log**.
4. In the **Number of days to retain log** field, enter the number of days that you want to keep workflow actions.
5. Click  **Save**.

## Set Up Authentication for Internet Access

If your enterprise requires credentials for DPS to access the Internet (HTTP), you must establish authentication settings in General System Settings. For setups that do not require authentication to access the Internet, leave these fields blank.

Some networks cache credentials, so that after one successful request has been made, changing these fields to invalid values may still allow calls to the Internet to succeed for some time.

### To set up authentication for internet access:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Internet Authentication** group box, enter information in the **Domain**, **Username**, and **Password** fields.
4. Click  **Save**.

## Set Up Alert Polling Interval


Activity alerts remind you of things such as calendar events or tasks to be assigned or approved. The polling interval that you specify determines how often, in seconds, alert activity is checked.

The polling interval that you set up in General System Settings applies only to CRM activity alerts. For all other alerts, the polling interval is system-set.

### To set up the alert polling interval:

1. On the Navigation menu, click **Settings » General » General System**.




2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Activity Settings** group box, use the **Polling interval for alerts (seconds)** to specify the polling interval, in seconds.  
The value that you enter must be greater than 0. Deltek recommends a value of at least 60.
4. Click  **Save**.

### Allow Calendar Sharing

If you enable the sharing feature, users can share activity calendar data with each other and specify which access rights other users have.

#### To allow Activity Calendar sharing:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Activity Settings** group box, select the **Allow users to share their calendar** option.  
If you allow users to share Activity Calendars, three additional options display in the View menu:
  - **Share Calendar**
  - **Open Calendar**
  - **My Calendar**
4. Click  **Save**.


### Set Up Default Fonts for the Text Editor

In General System Settings, you specify the default font and size that the Text Editor uses whenever someone enters text in a memo, comment, note, description, or proposal field.

The default font and text size are also used in reports that include these fields.

When you select a new default font and size in General System Settings, any text that was entered using the previous default font and size is changed automatically to the new default font and size. Any text that was previously entered using a font and size that differed from the default will not be changed to the new default font and size. You can still change the font or size for a specific text field at any time. Open the Text Editor in that field and change the font or size for the specific entry.

#### To set the default font and text size for the Text Editor:


1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Text Editor Font Defaults** group box, select the default font and text size.
4. Click  **Save**.



## Set Up Default Location for MODI Attachments

Use Microsoft Office and Desktop Integration (MODI) to integrate DPS information with Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. You can set up a default location for MODI email attachments. You can also save MODI email attachments to a specific location, write a description for the attachment, and associate the attachment with an activity.

To set up a default location for MODI email attachments:

1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Default Attachment Save Location (MODI)** field, enter the default network location.
4. Click  **Save**.

## Fields and Options

In General Settings, you establish settings that apply across your enterprise.

### General System Settings Form

Use the General System Settings form to establish settings used across your enterprise, such as automatic numbering and audit trail options.

#### *Display the General System Settings Form (Desktop)*


You display this form in Settings in the desktop application.

In the Navigation pane in the desktop application, click **Settings » General » General System**.

#### *Lookups Tab of General System Settings Form*

Use the Lookups tab to configure lookups, dashboards, and grid views for the hubs.

### Contents

Field	Description
Allow user to automatically retrieve records in lookups	<p>If you select this check box, DPS controls whether or not records are automatically retrieved when users open lookups. If the option is not selected, DPS does not retrieve records automatically on lookups.</p> <p>You can determine whether DPS retrieves records automatically when you open a lookup. To do this, click  <b>My Preferences</b> on the title bar. On the General tab of the My Preferences dialog box, select the <b>Automatically retrieve records when opening lookups</b> option.</p>



Field	Description
	If your company has a large database, you may decide against selecting this option because retrieving records may take some time.
Search on Active employees only when using employee quick lookup	<p>Select this check box to display only active employees when using the search function of the Employee quick lookup.</p> <p>If you use multiple companies and select this option, the lookup will also include the company code for each active employee record. This is useful when an employee is associated with multiple companies and you want to limit the search.</p>
Search on client name and contact name in contacts hub quick lookup (only search on contact name when unchecked)	Select this option to search for a contact using the client name and to include client names in the search results when searching via the Contacts hub lookup.
Use lookup limits	<p>Select this check box to control the number of records displayed at one time in the results grid in a lookup dialog box. This setting affects all lookups. If your enterprise has a large database, you may want to limit the number of records displayed because retrieval may take some time.</p> <p>When you select this check box and enter a number in the <b>Maximum number of records</b> field below the check box, the following items display on a lookup dialog box after you click the <b>Search</b> button:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Results (x-xx)</b> displays above the results grid on the right side of the lookup. It helps to know your place in the list of records since you cannot see or scroll through them all at one time. Use the right or left arrow beside this text to scroll through and view the next or previous set of retrieved records in the lookup grid.</li> <li>▪ <b>Get Total Rows</b> text displays in the lower right corner of the lookup. Click the text to display the total record count for the search results. The <b>Get Total Rows</b> text is replaced with <b>Total Rows</b>.</li> </ul>
Maximum number of records	If you selected the <b>Use lookup limits</b> check box, enter the maximum number of records to display at one time in the results grid of a lookup.
Use Dashboard lookup limits	Select this check box to limit the number of records that display at one time in the grid for dashparts. In the field below this check box, enter the maximum number of records to display at one time. These settings affect all dashparts. However, they apply only when Saved Searches are used in dashparts.
Maximum number of Dashboard records	If you selected the <b>Use Dashboard lookup limits</b> check box, enter the maximum number of records to display at one time in your dashparts. When you set this limit, you click on the dashpart's <b>&lt;&lt;Previous X Records</b>



Field	Description
	or <b>Next X Records &gt;&gt;</b> hyperlink below the grid to view the next or previous group of records ( <b>X</b> is the maximum number of records you can view at a time).
List View Settings section: Maximum fields selected	Enter the maximum number of fields that you want to be able to see in the List View in the hubs. In a hub, you select any of the fields that you want included in the List View, up to the number that you specify here.

### *Email Tab of General System Settings Form*

Use the Email tab to set system-wide options for sending email messages for alerts or errors.

### Contents

Field	Description
Email Server	Enter the host name or IP address of an SMTP-compliant email server.
Port	Enter the SMTP port that the SMTP server that you entered above uses .
Use TLS	<p>If you use an email provider, such as Microsoft Office 365, that uses TLS (Transport Layer Security) encryption, select this check box.</p> <p>When you select this check box, enter the following on the Email tab:</p> <ul style="list-style-type: none"> <li>In the <b>Email Server</b> field, enter the address of the SMTP server, such as <b>smtp-mail.outlook.com</b> if you use Office 365.</li> <li>In the <b>Port</b> field, enter <b>25</b>. In some cases, port 25 or 587 may be required.</li> <li>In the <b>Username</b> and <b>Password</b> fields, enter a username and password if they are required by your email provider for sending emails via SMTP. For example, enter your Office 365 username and password if you use Office 365.</li> </ul> <p>If you use smtp.office365 or other SMTP vendors who require that an existing account must match the email address in the <b>From</b> field of emails from DPS, then you may need to create or rename an account/mailbox to match the two default sender email addresses used in DPS.</p> <p>The two default email addresses are derived by taking the email address that is entered in the <b>Default Sender</b> field on the Email tab in General System Settings and adding the following prefixes to it:</p> <ul style="list-style-type: none"> <li><b>Deltek_</b>: Invoice Approval and Billing Transfer email alerts use this prefix.</li> <li><b>DeltekAdmin_</b>: All other applications use this prefix.</li> </ul> <p>For example, if you enter <a href="mailto:IT@webb.com">IT@webb.com</a> in the <b>Default Sender</b> field, the default sender email addresses are <a href="mailto:DeltekAdmin_IT@webb.com">DeltekAdmin_IT@webb.com</a> and <a href="mailto:Deltek_IT@webb.com">Deltek_IT@webb.com</a>.</p>



Field	Description
Default Sender	Enter the default email address that you want to use when emails are sent by DPS. DPS also uses this address if an employee sends an email message from within DPS and that employee does not have an associated email address.
Add DeltekAdmin_ Prefix to the Default Sender Email Address	This option is selected by default and, for email authentication, automatically inserts the prefix <b>DeltekAdmin_</b> to the sender's email messages. This allows the recipient to validate the authenticity of the sender. Clear this option to remove the prefix from emails.
Email Size Limit (Megabytes)	Enter the maximum email message size limit, in Megabytes (MB).
Number of Emails to Send at Once	Select this option to specify the number of email messages that can be sent at one time. This organizes the emails into groups of batches.
Use Default Sender for Default Reply To	<p>Select this option if you want the Reply email address (the address that displays when you click <b>Reply</b>) to be the same as the email address that you entered in the <b>Default Sender</b> field.</p> <p>Do not select this option if you want the Reply address to be different from the address that you entered in the <b>Default Sender</b> field. In this case, enter a different address in the <b>Default Reply To</b> field.</p>
Default Reply To	Enter a default Reply email address that displays when you click <b>Reply</b> .
Default Help Desk	Use this field to funnel all DPS help desk inquiries to a single email address. DPS uses the address that you enter here to route any email messages that users send via <b>Help » Help Desk</b> (on the title bar).
Username (optional)	If your SMTP server requires domain authentication, enter the username in this field. This is a domain username, not a DPS username.
Password (optional)	If your SMTP server requires domain authentication, enter the password (that matches the domain username above) in this field. This is a domain password, not a DPS password.
Application URL	Enter your enterprise's entire URL. This field is required if you want alert emails to work in DPS.
Send Test Email to Default Help Desk	Click this button to test the setup of the default help desk email address.



### *Servers Tab of General System Settings Form*

Use the Servers tab to specify process queues and application servers.

#### Contents

Field	Description
Retain job history for x days	<p>Select this option if you want to save history for completed processes in the queue. The default for this field is to retain process history.</p> <p>If you do not retain process history, process entries are deleted from the queue after they run, fail, or get cancelled. If the process entry has an alert pending, the process entry is deleted after the submitter has been notified.</p> <p>If you do retain process history, process entries are deleted from the queue after the number of days that you enter in this field.</p> <p>If the job has an alert pending, the process entry is deleted after the specified number of days and only after the submitter has been notified.</p> <p>Delttek strongly recommends that you <b>do not</b> enter zero, which saves the process history indefinitely.</p>
Retain Errors for x days	<p>This option allows you to set a limit on the number of days that the server retains error reports for successful processing runs. Delttek strongly recommends that you <b>do not</b> enter zero, which saves the reports indefinitely.</p>

#### Process Queues Grid

Field	Description
Process Queues Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Pause	Select a job in the grid and click this grid option to pause it.
Continue	Select a paused job in the grid and click this grid option to continue it.
Insert	Click this grid option to insert a new row in the grid.



Field	Description
Delete	Select a job in the grid and click this grid option to delete it.
Name	Enter a name by which to identify this process queue. The queue name should be descriptive. This name displays wherever process queue information is displayed and may be selected.
Dedicated Server	If you want to dedicate a queue to a specific server, select the server in this field. Only that process server will run jobs on that queue. This is useful if you want a particular machine to run jobs of a particular type. For example, you may want all large jobs to run on the most powerful machine.
Max	Enter the maximum number of jobs that will run concurrently in this queue, regardless of how many jobs are actually in the queue. Enter zero for no limit.
Priority	Enter the priority of the process queue, zero being the highest priority.
Status	This field displays the status of the queue: Running or Stopped.

### Application Servers Grid


Field	Description
Application Servers Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this grid option to insert a new row in the grid.
Server Name	This field displays the names of existing application servers. You can enter a new server name. You can enter the name of the server on which the Process Server Service is running. If you leave this field blank, DPS assumes that the Process Server Service is running on the Web Server.



### *Labels Tab of General System Settings Form*

Use the Labels tab to rename key fields to reflect the terminology that your industry uses or that your enterprise prefers. The new names display on forms, fields, reports, and so on.

#### Contents

Field	Description
User Defined Labels Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
System Label	This field displays the default system label used throughout the applications.
Label	<p>Enter a different name to use instead of the default system label. Depending on the length of the label, it may wrap to a second line on reports or bills.</p> <hr/> <div>  <p>Do not use single quotes (') or double quotes (") in your labels.</p> </div> <hr/>

### *Numbering Tab of General System Settings Form*

Use the Numbering tab to view the current formats for your firm's record identification numbers, and to set up auto numbering for records.

You can set up auto numbering for records in the hubs. You can also set up numbering formats for user-defined components. When you create a user-defined hub that includes a **Number** field, a row is added to the Numbering tab, and you can define the numbering structure for the new hub.

To change the length and format of key fields, use the Key Formats utility.



## Contents

Field	Description
System Numbering Format Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
System Label	This column displays the system label.
Length	This column displays the length, in characters, of the system label.
Leading Zeros	This Yes/No field indicates whether or not the label includes leading zeros.
First Delimiter	This column displays the position of the first delimiter.
First Delimiter Position	This column displays the location of the first delimiter position.
Second Delimiter	This column displays the position of the second delimiter.
Second Delimiter Position	This column displays the location of the second delimiter position.
Auto Number Source	<p>If you use automatic numbering, select one of the following options as the source for the auto numbering. These options let you create custom formats for your auto numbers.</p> <ul style="list-style-type: none"> <li><b>Custom Method</b></li> <li><b>Expression</b></li> <li><b>Stored Procedure</b></li> <li><b>Web Service</b></li> <li><b>&lt;None&gt;</b>: Select this option to disable auto numbering for the associated hub.</li> </ul>



Field	Description
Auto Number Format	<p>If you select an auto numbering source in the <b>Auto Number Source</b> column, this column is enabled and required. Click in this column and then click the ellipsis icon to open the Expression Configuration dialog box. The contents of the dialog box reflect your selection in the <b>Auto Number Source</b> column.</p> <p>After you define a format, <b>&lt;auto number defined&gt;</b> displays in this column.</p>
Allow Override of Auto Number	<p>Select the check box in this column to allow the user to enter a different number before the auto number is generated for a record.</p> <p>When you enter a non-automatic number, DPS checks for duplicate records and, if it detects one, displays the Potential Duplicate Records Found dialog box. This dialog box identifies the name and number of the existing record that exactly matches the number that you are trying to add.</p> <p>If an auto number has been generated, you must run a Key Conversion to change the number.</p>

#### *XE.Com Rates Tab of General System Settings Form*

If you use multiple currencies, you can schedule and automate the updating of exchange rates. Deltek partners with XE.com, an online foreign exchange tools and services company, to supply up-to-date exchange rates. After you establish a contract and payment process with XE.com, you can use the XE.com Rates tab to enter configuration settings.

#### **Contract with XE.com to Get Data**

To set up license information on the XE.com Rates tab, you must first contract with XE.com either for a new or existing license:

- **New XE.com license:** You must contract with XE.com before you set up licensing information in DPS. Click [here](#) to register with XE.com. Reference **Deltek for Professional Services** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.
- **Existing XE.com license:** If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required. Click [here](#) to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

#### **Disclaimer**



When you click the [www.XE.com](http://www.XE.com) link, you enter a third-party web site, which you do at your own risk. Deltek is not responsible for your entrance into any third-party web site or for your use of the services offered on a third-party web site.



## Contents

Field	Description
Allow Exchange Rate API to Overwrite Existing Exchange Rates	Select this option if you want DPS to overwrite an exchange rate when a currency exchange rate already exists for the particular currency pair and date.

## XE Licenses Grid



Field	Description
XE Licenses Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new XE.com license in the grid.
 Delete	To delete a license from the grid, select the license's row and click this option.
Account ID	XE.com sends an email message with the Account ID and the associated API Key when you complete your licensing agreement. Enter the account name for the license in this field.
API Key	Enter the API Key for the license in this field (consult the same XE.com email message for this information).
Description	Enter the description of the license.

## Currencies Grid

Use this grid to specify the exchange rate between two currencies.

Field	Description
Currencies Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option on the grid toolbar to insert a From/To currency combination on the grid.
 Delete	To delete a From/To currency combination from the grid, select the row and click this option on the grid toolbar.
From/To	Use these fields to specify the exchange rates from one currency to another. The currencies available are those that are enabled for all companies in your enterprise.

#### *Audit Trail Tab of General System Settings Form*

Use the Audit Trail tab to enable and set up the Audit Trail feature, which you use to track changes made to your hub records and settings (configuration) records.

### Contents

#### Info Center / User Activity Audit Trail

Use this group box to specify audit trail settings for hubs and for Chart of Accounts Settings.

Field	Description
Number of days to retain audit history	Enter the number of days for which you want to retain audit trail information for your hubs. For example, if you enter 20, all audit trail information older than 20 days is deleted. If you reduce the value in this field, then records that are older than the new value are deleted upon save. This option does not apply to configuration (settings) audits.
Log User Activity	Select this option to track user log in and log out time stamps in the User Activity utility.
Enable Info Center Audit Trail	Select this option to enable the Audit Trail feature for a hub. When you select this option, the check boxes for individual hubs and Chart of Accounts Settings become available. To enable user activity monitoring for a hub or for the Chart of Accounts Settings, select the corresponding check box.



Field	Description
	<ul style="list-style-type: none"> <li>Activities</li> <li>Billing Terms</li> <li>Chart of Accounts (in <b>Settings » Advanced Accounting</b>)</li> <li>Clients (the Firms hub)</li> <li>Contacts</li> <li>Employees</li> <li>Marketing Campaigns</li> <li>Projects</li> <li>Opportunities</li> <li>Boilerplates</li> <li>Units</li> <li>Vendors (the Firms hub)</li> </ul>

#### User Defined Components Grid

Field	Description
User Defined Components Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Application	This column displays the applications that you can audit. The list is based on the applications that your enterprise owns and any user-defined components that are available.
Audit	Select this check box to enable audit tracking for the user-defined component beside it.
Audit only key fields when deleting main records	The Audit Trail feature has the ability to track only key values when you delete main records from hubs. If you select this option and a record is deleted (for example, an employee record), then only key columns are tracked. If you do not select this option, then all columns of the main record, and all rows of all subsidiary tables, are tracked.



## Configuration Audit Trail

Use this group box to enable an audit trail for specific Configuration screens and for Screen Designer security. When you enable these options, DPS tracks any insertions, deletions, and changes made.

The log files for the Audit Trail Tab are not removed automatically. You must use the Configuration Audit Purge utility to remove these logs.

## Configuration Audit Trail

Field	Description
Enable Configuration Audit Trail	<p>Select this option to enable audit trail configuration, which allows you to determine how audit trail changes are tracked in specific application areas.</p> <ul style="list-style-type: none"> <li>▪ <b>Roles:</b> Select this option to track the insertions, deletions, and changes made to <b>Settings » Security » Roles</b>.</li> <li>▪ <b>Screen Designer Security:</b> Select this option to track changes made to hidden, locked, or required field values in the Screen Designer.</li> <li>▪ <b>Users:</b> Select this option to track the insertions, deletions, and changes made to <b>Settings » Security » Users</b>.</li> <li>▪ <b>Exchange Rates:</b> This option is available if you use multiple currencies. Select this option to track the insertions, deletions, and changes made to <b>Settings » General » Daily Exchange Rates</b> and <b>Settings » General » Period Exchange Rates</b>.</li> <li>▪ <b>Open and Close Periods:</b> Select this option to track the changes made to <b>Utilities » Period Setup</b> or <b>Utilities » Open New Period</b>.</li> </ul>

## *Azure Active Directory Tab of General System Settings Form*

Use this tab to enter settings that will interface with Microsoft Azure Active Directory (Azure AD) to provide single sign-on for DPS.

Single sign-on allows users to log on to DPS using their Windows user name and password instead of a DPS user name and password when your company's Active Directory domain is hosted within the Microsoft Azure cloud. Azure AD allows you to securely synchronize your users' network credential information to the cloud.

Single sign-on support does not affect or replace the Windows Authentication functionality available natively within DPS. Instead, it expands functionality and broadens single sign-on support.

Before you enter information on this tab, you must complete the following configuration steps:

1. Sign up for a Microsoft Azure AD account.
2. Complete single sign-on configuration in Azure AD.



## Contents

Field	Description
Windows Azure Active Directory Integration	<p>After you complete the single sign-on configuration in Azure AD, complete the following fields on this tab:</p> <ul style="list-style-type: none"> <li>▪ <b>Domain Name (Tenant)</b></li> <li>▪ <b>Client ID</b></li> <li>▪ <b>Server Client ID</b></li> <li>▪ <b>Server Key (Secret)</b></li> <li>▪ <b>Authentication type</b></li> </ul>

### *Miscellaneous Tab of General System Settings Form*

Use the Miscellaneous tab to enter system-wide settings for: workflow logs, internet authentication, instant messaging, polling intervals for alerts, attachment save location (MODI), exported report destinations, FILESTREAM file size upload limits, and Text Editor font defaults.

## Contents

### Workflow

Field	Description
Enable Workflow Log	Select this option to enable the Workflow log. If you choose to log workflow actions, the log records the progress of each workflow, such as when events start, and when individual actions succeed, fail, or are not executed because defined conditions are not met. This log is mainly used as a troubleshooting tool to determine why workflow alerts do or do not work correctly.
Number of days to retain log	If you selected the <b>Enable Workflow Log</b> option, enter the number of days that you want workflow actions retained.
Web Service Timeout (seconds)	The default duration for web service timeout is 100 seconds. Use this field to prolong the duration before web service timeout. Enter 0 or make it blank to make the duration infinite.
Allow APIs to Trigger Workflow	Select this option to allow regular workflows to be triggered from an API (for example, when a new employee is hired and imported into DPS).

### Internet Authentication

Field	Description
Domain	If your company requires credentials for DPS to make an Internet (HTTP) call, enter the authentication domain name.
Username	If your company requires credentials for DPS to make an Internet (HTTP) call, enter the authentication username.



Field	Description
Password	If your company requires credentials for DPS to make an Internet (HTTP) call, enter the authentication password name.

### Activity Settings

Field	Description
Polling Interval for Alerts	<p>Activity alerts are designed to remind you of calendar events, tasks to be assigned or approved, and the need to submit timesheets, expense reports, and project budgets. The polling interval that you specify determines how often DPS checks for alert activity.</p> <p>Enter the polling interval in seconds. The value you enter must be greater than 0. Delttek recommends a value of 6; however, it can be higher if needed.</p>
Allow Users to Share Their Calendars	Select this option to allow calendars to be shared and viewed among DPS users.

### Text Editor Font Defaults

Specify the default font and size that the Text Editor uses whenever someone enters text in a memo, comment, note, description, or proposal field. The default settings are also used in reports that include these fields. Changing the default font and size does not change formatting for any existing text. The new font and size apply only to text that you enter after you make the change.

Field	Description
Font	Use this field to select the default font.
Size	use this field to select the default size.

Field	Description
Enable Instant Messaging	Select this option to enable the Instant Message and Email feature. You can click the icon next to an employee's name to use the Employee lookup to send an Instant Message or an email message directly to that employee in the DPS database.
Application Session Timeout (Minutes)	Enter the amount of idle time after which a user will be prompted to log back into DPS. A blank value indicates that no timeout exists, and users will not be required to log back into DPS, no matter how long they have been idle.
Default Attachment Save Location (MODI)	If your enterprise uses Microsoft Office and Desktop Integration (MODI), you can use this field to set up a system default location for email message attachments.



## Export Reports as Files

The following export options allow you to save reports, including invoices, on the DPS application server or a server of your choice.

Field	Description
Export Reports as Files	<p>Use this option to select the type of export process, if any, that you want to apply to reports, including Billing invoices:</p> <ul style="list-style-type: none"> <li>▪ <b>Do Not Allow Reports to be Exported:</b> Select this option if reports will not be exported.</li> <li>▪ <b>Allow Reports to be Exported to Application Server:</b> Select this option to export reports to a file on the application server. The export process occurs when the <b>Export Reports as Files When Printing</b> option is selected on the Print Setup dialog box, where you can define the format for saving the report. For example, you might want to save an invoice file on the application server when the invoice is final printed but not when the draft invoice is created.</li> <li>▪ <b>Allow Reports to be Uploaded via SFTP:</b> Select this option to use Secure File Transfer Protocol (SFTP) to export and save invoices to an application server of your choice. When you choose to upload via SFTP, you also specify the SFTP Host Name, User Name, and Password to ensure that your files are securely transferred to the appropriate location. The export process occurs when the <b>Upload Reports via SFTP when Printing</b> option is selected on the Printer dialog box, where you can define the format for saving the report.</li> </ul> <p>For additional information on implementing SFTP with Microsoft IIS, see: <a href="http://www.iis.net/learn/publish/using-the-ftp-service/using-ftp-over-ssl-in-iis-7">http://www.iis.net/learn/publish/using-the-ftp-service/using-ftp-over-ssl-in-iis-7</a></p> <p>If you do not use Microsoft IIS for SFTP, refer to your vendor's documentation for additional information.</p>
SFTP Host Name	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the name of the SFTP host.
SFTP Username	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the SFTP username.
SFTP Password	If you set the <b>Export Reports as Files</b> option to <b>Allow Reports to be Uploaded via SFTP</b> , use this field to specify the SFTP password.

## FILESTREAM

Field	Description
File Size Upload Limit (Megabytes)	This field displays if DPS is configured to allow employees to upload documents for transactions, templates, and hubs (it does not apply Adobe InDesign templates). When you upload a document, a copy of the file is



Field	Description
	<p>stored in DPS. To control the size limit for each file, enter the maximum allowable file size in Megabytes (MB). If the uploaded file exceeds the allowable limit, DPS displays an error message and includes the impacted file names.</p> <p>You must enter a number in this field. You cannot leave it blank.</p>

### Custom Method Configuration for Auto Numbering Dialog Box

Use the Custom Method action to call a custom DLL to provide auto numbering information. For the auto numbering feature, the Custom Method must return one value of type **String**. You cannot use a subroutine to create this value.

This dialog box requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact Delttek Customer Care for assistance.

#### *Display the Custom Method Configuration for Auto Numbering Dialog Box*

You display this dialog box from the General System Settings form.

1. On the Navigation menu, click **Settings » General » General System**.
2. Click the Numbering tab of the General System Settings form.
3. In the Numbering grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Custom Method**.
5. In the **Auto Number Format** field, click the ellipsis icon.

#### *Contents of the Custom Method Configuration for Auto Numbering Dialog Box*

Use these fields and options to set up a custom method for auto numbering.

Field	Description
Assembly	Select the name of the actual Microsoft .NET assembly or the DLL that consists of the custom method that is being invoked. All assemblies located in the AutoNumber directory under the DPS install directory are listed here. You <b>must</b> place assemblies or DLLs that are used for custom methods in this directory.
Class	When you select an assembly from the list, DPS automatically reads the assembly and loads the drop-down list for this option with the classes available in the assembly.
Method	Select the method used when auto numbering conditions are met. The drop-down list for this field lists the methods (functions or subs) available in the selected class.

### Arguments

The list of arguments populates based on the method that you select.



Field	Description
Arguments Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Name	This field displays the name of the parameter for the method.
Value	This is the SQL expression, which DPS uses to determine the value of the argument at run time. Click the ellipsis icon in this field to display the SQL Expression Builder to define the values.

Field	Description
Invoke after all changes are saved	
Test Method button	This button becomes active when the <b>Assembly</b> , <b>Class</b> , and <b>Method</b> fields are populated. Use it to test the custom methods that you have written for auto numbering. When you click this button, DPS displays a dialog box that contains all the arguments for the method. You can only enter literal values for each of the arguments. DPS converts values to the appropriate data type at run time.

### Stored Procedure Configuration for Auto Numbering Dialog Box

Use the Stored Procedure Configuration for Auto Numbering dialog box to execute a stored procedure on the database. For the auto numbering feature, the stored procedure must return one output parameter.

#### *Display the Stored Procedure Configuration for Auto Numbering Dialog Box*

You display this dialog box from the General System Settings form.

1. On the Navigation menu, click **Settings » General » General System**.
2. Click the Numbering tab of the General System Settings form.
3. In the Numbering grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Stored Procedure**.



5. In the **Auto Number Format** field, click the ellipsis icon.

#### *Contents of the Stored Procedure Configuration for Auto Numbering Dialog Box*

Use these fields and options to execute a stored procedure on the database. For the auto numbering feature, the stored procedure must return one output parameter.

Field	Description
Stored Procedure	Enter the name of the stored procedure. The arguments for the stored procedure display in the Arguments grid.

#### **Arguments Grid**

The list of arguments populates automatically, based on the stored procedure selected.

Field	Description
Arguments Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Name	This field displays the name of the argument.
Value	This field displays the SQL expression, used to determine the value of the argument at run time. Click the ellipsis icon in this field to display the SQL Expression Builder so that you can define the values.

#### **Web Service Configuration for Auto Numbering Dialog Box**

Use the Web Service action to invoke a Web service to provide auto numbering information. A Web service is a way to call code located on a different machine, via HTTP.

For the auto numbering feature, the Web Service must return one value of the type **String**. Auto numbering ignores any type of warning or error message that is generated.

This dialog box requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact Deltek Customer Care for assistance.



### *Display the Web Service Configuration for Auto Numbering Dialog Box*

You display this dialog box from the General System Settings form.

1. On the Navigation menu, click **Settings » General » General System**.
2. Click the Numbering tab of the General System Settings form.
3. In the Numbering grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Web Service**.
5. In the **Auto Number Format** box, click the ellipsis icon.

### *Contents of the Web Service Configuration for Auto Numbering Dialog Box*

Use these fields and options to set up a Web service action to invoke a Web service to provide auto numbering information.

Field	Description
Web Service Location	Enter the location of the Web Service, using the Web Services Description Language (WSDL) location of the service. WSDL is an XML language for describing Web services. For example, enter:  http://www.webserviceex.net/stockquote.asmx?WSDL
Web Methods	When you enter the web service location, this field lists the Web methods defined at that web service location. Only methods that have simple type arguments, such as string or numeric, are listed here. To refresh the list of available methods, click the <b>Refresh Methods</b> button.

### **Arguments**

A list of arguments automatically populates based on the method selected.

Field	Description
Arguments Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Name	This field displays the name of the parameter for the method.



Field	Description
Value	This field displays the SQL expression used to determine the value of the argument at run time. Click the ellipsis icon to display the SQL Expression Builder so that you can define the values.
Refresh Methods button	Click this button to refresh the list of available methods.

### *Expression Configuration for Auto Numbering Dialog Box*

Use the Expression Configuration for Auto Numbering dialog box to create new identification numbers automatically, based on existing fields in the selected hub.

This dialog box includes a **Sample Value** field, which changes to reflect the selections that you make in the Employee Auto Number Format grid. When you change the auto number structure, check this field to see a sample.

Display the Expression Configuration for Auto Numbering Dialog Box

You display this dialog box from the General System Settings form.

1. On the Navigation menu, click **Settings » General » General System**.
2. Click the Numbering tab of the General System Settings form.
3. In the Numbering grid, select the row to which you want to add the action.
4. In the **Auto Number Source** field, select **Expression**.
5. In the **Auto Number Format** field, click the ellipsis icon.

### *Contents of the Expression Configuration for Auto Numbering Dialog Box*

Use these fields and options to create new identification numbers automatically, based on existing fields in the selected hub.

Field	Description
Charge Type	This drop-down list is only available for the Projects hub and only when Accounting is enabled. Select <b>Overhead</b> , <b>Regular</b> , or <b>Promotional</b> and create different auto numbering rules for each charge type.
Auto Number Format Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>








Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



### Auto Number Format Grid

Use the Auto Number Format grid to specify the values for the auto number expression. These values configure the format for the auto number.

- The rows in this grid dictate the order in which the fields are used to populate the auto number
- Each time that you insert, delete, or move a grid row, the **Sample Value** field updates to reflect the change. If the number has one or two delimiters in Key Formats, the delimiter automatically displays in the appropriate position.
- If you attempt to save the auto format but it does not match the existing key format established for the respective hub, an error message prompts you to change the key format before you apply the auto number format.

Field	Description
 Insert	Click this option to open a blank row on the grid. You can have a maximum of five rows on the Auto Number Format grid.
 Copy	Click this option to copy the current row into the next row of the grid.
 Delete	Select a row and click this option to delete it from the grid. You must confirm the deletion.
 Move Up	Moves the selected row up, one row at a time, in the grid. The sequence of the rows in this grid dictates the order in which the fields are used to populate the auto number.
 Move Down	Moves the selected row down, one row at a time, in the grid.
Item	Select the field to use as a basis for the auto number.
Default Value Description	Enter a default value description for the item. If you select a default value from a code table, this field automatically populates with the description of that value. This field gives meaning to your entry in the <b>Default Value</b> field. If you base the field on any other type of field, then this field is required and you can enter any text.



Field	Description
Default Value	<p>Enter the default value for the item. This value displays in the appropriate position in the auto number sample. The default value is used in the auto number when that item is blank for that record, or if the value in that item is not listed in Map Values.</p> <p>For example, if the auto number is based on <b>Project Type</b> and a record has no value in the <b>Project Type</b> field, then the default value is used.</p> <p>If the default value that you select is from a code table, DPS automatically populates the <b>Default Value Description</b> field with the description of that value. For example, if you base a number on the States code table and choose MD as the <b>Default Value</b>, then Maryland displays as the description.</p>
Actual Length	This field displays the length, in characters, of the selected Item.
Start Position	<p>Enter the position at which DPS begins populating the number. For example, if you enter <b>3</b>, then the first two characters of the item are ignored and the auto number begins populating with the third character.</p> <p>This field is disabled if values are established in the <b>Map Values</b> column.</p>
Length Used in Number	<p>This field defaults to the actual length used for the number. You can modify this length, to use only part of the field in the code. This field's maximum is equal to the length that you specify in the <b>Actual Length</b> field.</p> <p>This field is disabled if values are established in the <b>Map Values</b> column.</p>
Map Values	<p>Use this field to map values for lookups, drop-downs, check boxes, and the current month and year. Mapping values creates a relationship between data where DPS substitutes the map value instead of the actual value entered in a field. This enables better customization of the auto number to match your business requirements.</p> <p>When values are mapped, the <b>Length Used in Number</b> and <b>Start Position</b> grid columns are disabled and remain disabled until the value in the <b>Map Values</b> field is removed.</p> <p>Click  to access the Value Map dialog box, which you use to define the values and associated numbers to merge into a code. The grid has two columns:</p> <ul style="list-style-type: none"> <li>▪ <b>Value in DPS:</b> Click  to access the lookup related to the current item in the Auto Number Format grid. Select the value that you want to map.</li> <li>▪ <b>Value for Use in Number:</b> Enter a value for each Value in DPS listed. You can enter the same value for multiple values, to merge them into one code. For example, you can specify the value ED for the education project types, K-12 and College.</li> </ul> <p>After you map and save the values, the <b>Map Value</b> column displays <b>&lt;Values Mapped&gt;</b>.</p>



Field	Description																		
	The user can delete rows from this grid if the default value should be used for that value.																		
Reset Sequence	Use this option to determine if a given field is used when resetting the numbering sequence. For example, If the auto number is based on the project type and the <b>Reset Sequence</b> option is selected, then the Auto Number resets when the project type changes.																		
	<table><tr><th>Project</th><th>Type</th><th>Auto Number</th></tr><tr><td>Project 1</td><td>HC</td><td>HC000</td></tr><tr><td>Project 2</td><td>HC</td><td>HC001</td></tr><tr><td>Project 3</td><td>ED</td><td>ED000</td></tr><tr><td>Project 4</td><td>ED</td><td>ED001</td></tr><tr><td>Project 5</td><td>XR</td><td>XR000</td></tr></table>	Project	Type	Auto Number	Project 1	HC	HC000	Project 2	HC	HC001	Project 3	ED	ED000	Project 4	ED	ED001	Project 5	XR	XR000
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	Project 4	ED	ED001																
	Project 5	XR	XR000																
	However, for the same projects, if the <b>Reset Sequence</b> option is not selected, the auto numbering is sequential regardless of the project type.																		
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	Project 2	HC	HC001																
	Project 3	ED	ED002																
Project 4	ED	ED003																	
Project 5	XR	XR004																	
Sequence Number Length	<p>A sequential number is always added to the end of the auto number. This number is calculated by taking the hub number length, set via the Key Format utility, and subtracting the sum of characters specified in the hub field. You can enter a new value in this field, but the value must result in the total number of characters equal to the specified maximum length for the hub number.</p> <p>If the entry in this field is an invalid number (negative or out of the acceptable range), you are prompted to change your entry.</p>																		
Starting Sequence Number	Enter a number to use as the starting number for the sequence.																		
Sequence Number Position	Enter the number that corresponds to the position where the sequence number starts.																		



Field	Description
Sample Value	This field displays a sample value of the auto number, based on the formats entered in the Auto Number Format grid. As you make changes to the rows in the grid, this field updates to reflect those changes.

### Learn More About...

You may find it helpful to review background information on processing options, audit trail reporting, and automatic numbering.

### Audit Trail Reporting

Use Audit Trail Reporting to track changes made to your hub and settings (configuration) records. Audit trails are triggered when users perform update, delete, and insert actions.

Audit Trail Reporting is supported at both the record level and the field level. Auditing tracks the following information:

- The original value and the new value of the change.
- The user who changed the value.
- When the change was made.

Auditing may cause performance issues if numerous changes are made. Auditing is disabled when the Batch Deletes utility runs.

To view audit trails (by record type), select the appropriate audit trail report in the Reporting application or print the report from a hub.

- Audit reports display record names, actions performed, user names, and dates.
- Audit detail reports display actions performed, and old and new data values by column.

Audit reports do not display in the Report List if auditing is disabled. If you enable auditing, you need to log off and then log on again for the change to take place and for the reports to display in the list.

The Audit Trail Reporting feature creates log files for configuration changes. If your security role has the appropriate access rights, you can purge these log files with the Configuration Audit Purge utility in **Utilities » Advanced Utilities » Audit Purge**.

### Process Server Options

A process queue is a named waiting list to which you can submit functions or processes. When the system administrator starts the process server on a workstation running DPS, a process queue is assigned to the process server. Processes "waiting" in the queue are then run, in the order scheduled, by the process server.

You can define multiple process queues, each of which may be monitored by individual process servers simultaneously.

If you modify a process queue that is currently running or paused (the process queue is assigned to a process server), DPS does not reflect changes to the queue setup until the next poll of the process queue by its associated process server.



After you establish a process queue, you can only delete it if the queue is stopped and there are no process entries in the queue.

### Auto Numbering

The automatic numbering feature automatically generates an identification number for new records created in many hubs, in Chart of Accounts Settings, and in User Defined Components.

You can define the structure of the identification numbers to match your business requirements. The hubs that use auto numbering are Projects, Employees, Firms, Opportunities, Marketing Campaigns, and Equipment.

You enable automatic numbering for records on the Numbering tab of the General System Settings form in **Settings » General » General System**.

When you enable auto numbering for a hub and you enter a new record in the hub, the number field for the record prefills with **[AUTONUMBER]**. When you save the record, the next auto-assigned number prefills in the number field. You can change the prefilled number only if the **Allow Override of Auto Number** option is selected for the hub on the Numbering tab of the General System Settings form.

An identification number is also generated when you create a new record in any of the following ways:

- Click **New** on the Dashboard.
- Copy another record.
- Click the **New** button in a different hub.
- Use a template.
- Copy an opportunity to create a project.

When you use automatic numbering for the Equipment hub, the automatic numbers are also assigned for equipment items that are automatically generated from Purchasing records and Accounts Payable vouchers.

The auto numbering functionality does not work when a project is created from a project plan because the project, phase, and task numbers must be mapped in Planning before the project record is actually created.

If DPS is set to create an auto number but, for some reason, is unable to generate one, a message displays stating that an auto number cannot be generated and you are prompted to enter one manually. This occurs even if DPS is configured not to allow overriding of the number.

If your firm uses multiple companies, you configure auto numbering at the system level so that it applies to all companies in your enterprise.

### Map Values Example for Expression Configuration

You can use the **Map Values** field on the Expression Configuration for Auto Numbering dialog box to map values for lookups, drop-down lists, check boxes, and the current month and year.

When you map values, you create a relationship between data so that the mapped value is substituted for the value entered in a field. This enables better customization of automatic numbering to match your business requirements.



For example, assume that you want to generate the first two characters of your employee's automatic number based on the employee's regional location in the United States: Northeast, Northwest, Southeast, or Southwest.

**To do so, you complete the following actions:**

1. On the Expression Configuration for Auto Numbering dialog box, select **EM.State** as an **Item**
2. Set the **Length Used in Number** field to 2.
3. Click the **Map Values** column and then click the ellipsis icon to open the Mapped Values dialog box.
4. In the **Value in DPS** column, insert the states Vermont, New Hampshire, Massachusetts, and Connecticut.
5. Set the **Value for Use in Number** to **NE** for all.
6. Complete the same steps for the states of Florida, Alabama, North Carolina, and South Carolina, but set the **Value for Use in Number** as **SE**.
7. Save your changes.

When the auto number is generated, the first two numbers are based on the employee's regional location.

## General Company Settings

Use General Company Settings to specify your company's name and address and other general information, such as a default phone format. If your enterprise uses multiple companies, you must specify General Company Settings for each company.

Name and address information displays at the top of screens, on your invoices (if you use Billing), and in the headings of reports. You can also enable the Payroll application.

If you use multiple currencies, you see an additional Currency tab, where you assign currencies to your company or companies.

### How to...

You set up certain things, such as company name, address, and functional currency, on a company-by-company basis.

### Set Up General Company Settings

Specify your company's name and address, set a default address format, and set a default phone format.



You also enable or disable currencies and enable the Payroll application in General Company Settings.

**To set up general company settings:**

1. On the Navigation menu, click **Settings » General » Company**.



2. On the General tab of the General Company Settings form, specify your company's name and address.
3. Complete the information on all the tabs of the General Company Settings form.
4. If your enterprise uses multiple currencies, enable or disable currencies on the Currency tab.

Option	Description
To enable a currency	Click  <b>Insert</b> and then select the code that you want to add.
To disable a currency	Select the currency and click  <b>Delete</b> . After you use an enabled currency, you cannot delete it.

5. Click  **Save**.

**Postrequisite:** If your enterprise uses multiple companies, you must specify General Company Settings for each company.

## Fields and Options

Use the tabs of the General Company Settings form to specify items such as the company address and functional currency.

## General Company Settings Form

On a company-wide basis, you establish how your company's name and address appear on screen and reports. If your enterprise uses multiple companies, you must set up General Company Settings for each company.

### *Display the General Company Settings Form*

You display the General Company Settings form in Settings.

On the Navigation menu, click **Settings » General » Company**.

### *General Tab of General Company Settings Form*


Use the General tab to establish your company's name and address and set the default address format.

## Contents

### Firm and Address Information

Field	Description
Firm Name	Enter your company's name, which displays at the top of screens, on your invoices (if Billing is installed), and in the headings of all reports.



Field	Description
Byline	Enter the byline of the firm.
Address Line 1 - 4	Enter address information.
Country	This field is used for reports that do not have a <b>Display Country</b> option to determine whether the <b>Country</b> field displays for a particular record. Existing users will have companies set up with no country. For these users, the reports always display the country on reports.
Company Email	Enter your firm's email address.
Company Phone	Enter your firm's phone number. Click  to open the Phone Format dialog box to change the country and phone format.

### Miscellaneous Settings

Field	Description
Enable Payroll Module	If your company purchased the Payroll application, select this option to enable Payroll.
Default Address Format	Select the default format for the Address fields. If the <b>Country</b> and <b>State/Province</b> fields are blank on a record, the setting in this field determines which address format is used in reports.

### Formatting Tab of the General Company Settings Form

Use the Formatting tab to specify default settings for phone number formats for your company.

You define the available phone number formats on the Lists tab of the Labels & Lists form (**Settings » Labels & Lists**).

### Contents

Field	Description
Allow No Format	Select this option to allow users to choose <b>Do not format</b> when they enter a phone number. This gives them the option to enter a phone number in a format other than one of the defined formats.
Default Country	Select the country associated with the phone number format you want to use as the default. This drop-down list contains all countries for which you have defined one or more phone number formats on the Lists tab of the Labels & Lists form.
Default Description	If more than one format exists for the country in <b>Default Country</b> , select the format you want to use as the default for phone number fields for the company.



### *Currency Tab of General Company Settings Form*

Use the Currency tab to assign currencies to your companies. These currencies are available in drop-down lists for **Currency** fields on forms throughout all applications. You can also specify a triangulation currency. This tab only displays if Deltek is set up to use multiple currencies.

After you select your currencies, you can set up Daily and Period Exchange rates for the currencies.

#### Contents

Field	Description
Enabled Currencies Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Code	Select the three-letter code for the currency that you want to add (enable).
Description	This field displays the description for the enabled currency.
Functional Currency	This field displays the functional currency for the company. You set the functional currency when you first enable the Multicurrency feature and you cannot change it.
Triangulation Currency	Select the currency used to perform a triangulation through an intermediate currency, if a direct or inverse exchange rate is not available. See the discussion of Triangulation Currency and Exchange Rates in the Concepts help for related information.

## User-Defined Components

User-Defined Components in the desktop application applies for the Projects and Equipment hubs.

For the Equipment hub, you can add user-defined tabs, grids, and fields. For the Projects hub, you can add user-defined tabs, but not fields and grids. You add user-defined fields, grids, and tabs to other hubs using Screen Designer in the browser application.

Before you add new components, determine what information you need to gather that is not captured elsewhere in DPS. Also consider how you want this information grouped.



There are two types of tabs:

- **Standard tabs** are tabs that come as part of the product. In User-Defined Components, you can change the names and order of these tabs as well as add user-defined fields and grids to them.
- **User-defined tabs** are tabs that you add to hubs, Project Planning, and Activities Manager with the User-Defined Components feature. You can also add user-defined fields and grids to these tabs. User-defined tabs and fields can be used in any situation in which you need to track data that is not a standard part of the application.

For example, your company needs to track change orders for projects, as required for state architectural and engineering forms. You could set up a user-defined tab containing all the appropriate fields that are needed for the state form, and then place codes on the proposal templates that allow you to move information directly into the proposal forms.

You might want to create your own tabs or fields for information such as professional affiliations, bonding information, or contract types.

### Additional User-Defined Capabilities

- **Field Labels:** In the desktop application in **Settings » General » General System** on the Labels tab, you can rename key fields, such as Project, Phase, and Task. Your new names then display throughout the applications.
- **Lookup/Report Labels:** If you change field names on standard tabs, you can create custom lookup lists and report labels to reflect these changes.
- **Calculated Fields:** You can create custom calculations using any of the existing numeric columns available for a given report. You can create your own calculations using the current list of numeric columns for a given report. When you save a calculated field, it is available in the column selection, like all other columns.
- **Custom Report Options:** Reporting options determine which information displays in the current report, how the data is formatted, and the sequence in which the data displays. You can select options for each standard report on the Options dialog box, available in the Reporting application.

### User Defined Components and the Screen Designer

After you add tabs, fields, and grids using User Defined Components, open Screen Designer from within a hub in the desktop application to re-arrange tab elements, resize fields and labels, and determine whether you want certain fields hidden or locked, based on Security roles.

Screen Designer in the desktop application is a similar but separate application from Screen Designer in the browser application.

### How to...


You can add and modify tabs, grids, and fields for the Projects or Equipment hub in the desktop application.





## Add or Modify Tabs

You can add and delete user-defined tabs, modify the sequence of tabs, or change the names of both standard and user-defined tabs for the Projects or Equipment hubs in the desktop application.

### To add or modify tabs:

1. On the Navigation menu, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User-Defined Tabs form, select the application to which you want to add user-defined tabs.
3. On the Tabs tab, position the cursor on the line above the point at which you want to insert a tab and click  **Insert**.
4. Complete the fields on the tab:

Option	Description
To change the tab order	Select the name of the tab and click  <b>Move Up</b> and  <b>Move Down</b> to arrange the order in which the tabs appear in the application.
To change the name of a tab	Enter the new name in the <b>Tab Heading</b> field.
To restore the headings for a standard tab	Select the tab and click <b>Restore</b> .

5. Click  **Save**.


**Postrequisite:** Add fields or grids to the tabs.

## Add or Modify Fields in Standard and User-Defined Components

You can add user-defined fields to standard and user-defined tabs in the Equipment hub in the desktop application.

**However, only user-defined fields display on the Custom Fields tab; standard fields do not display on this tab. After you add user-defined fields, use Screen Designer to re-arrange and resize them.**

### To add or modify fields:

1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User Defined Tabs form, select **Equipment**.
3. In the Custom Fields grid on the Custom Fields tab, position the cursor on the row above the row at which you want to insert a field and click  **Insert**.

When you add fields, the fields are positioned on the Equipment hub tab in the order in which you enter them in the grid on the Custom Fields tab, starting in the top left corner of the tab.



When you add fields to standard tabs, the fields are positioned beneath existing fields on the tab, outside of the main area.

If you add both fields and grids to a tab, fields are listed first, then grids.

4. Complete the information for the custom field in the row in the grid.
5. To specify the type of information that users must enter in the field, select a data type in the **Data Type** field.

If you select **Dropdown** or **Lookup**, click the ellipsis in the **List of Values** field in the grid, and complete the following actions on the Drop-Down Type Values dialog box:

- a) Click **Insert** to add a new item to the list.
- b) In the **Value** column, enter the value to display in the drop-down list or on the lookup for the field.
- c) In the **Code** field, enter a code for the item.
- d) Use the **Move Up** and **Move Down** buttons to establish the order of the items in the list.
- e) If you are setting up values for a drop-down list and want to require that users select from those values, only, select the **Limit entry to values in list** check box.
- a) Click **OK** to return to the Custom fields grid.
6. To move a field from one tab to another, select a different tab in the **Tab** field for a field in the grid.

You can move fields from one tab to another without losing the data in the field.



7. Click  **Save**.

**Postrequisite:** Use Screen Designer to move fields to new positions or to group user-defined fields together in a group box.

### Add or Modify Grids in Standard and User-Defined Components

You can add grids to standard and user-defined tabs for the Equipment hub in the desktop application.





#### To add or modify grids:

1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User Defined Tabs form, select **Equipment** and click the Custom Grids tab.
3. On the Custom Grids tab, click  insert on the toolbar of the Custom Grids grid.
4. In the blank row added to the grid, enter information for the custom grid—the tab to add it to, the caption (title) for the grid, and the number of possible rows.
5. In the Custom Columns grid, click  to add a row to the grid and enter information about the column for the grid.
6. Repeat step 5 to add more columns to the grid.
7. Repeat steps 3–5 to add more grids to a tab.



The Custom Columns grid displays the columns for the grid that you have selected in the Custom Grids grid.

- Complete the following steps to change the order of the multiple columns that you add to a tab and the order of the columns in a grids.

Option	Description
To modify the order in which grids appear in the application	Select the name of the grid in the Grids grid and click  <b>Move Up</b> and  <b>Move Down</b> to specify the order in which the grids appear on the tab.
To modify the order in which columns appear in the grid	Select the name of the column heading in the Columns grid and click  <b>Move Up</b> and  <b>Move Down</b> to specify the order in which the columns appear in the grid.

When you add grids to a tab, they are positioned in the order that you designate, starting in the top left corner of the tab. If you add both fields and grids to a user-defined tab, fields are listed first, then grids. When you add grids to standard tabs, they are positioned beneath existing grids and fields on the tab, outside of the main tab area.



- Click  **Save**.

**Postrequisite:** After you add grids, you can use the Screen Designer to move the grids to the desired positions.

### Find a User Defined Field Label

After you add user-defined fields on the Custom Fields tab, you can search the **Label** column for a specific label or text that was entered for a custom field.

#### To find a custom field label:

- On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
- In the **Application** field on the User-Defined Tabs form, select **Equipment**.
- On the Custom Fields tab, click  **Find**.
- In the **Label** column on the Find User Defined Field Label dialog box, enter the label or text that you want to search for and click **Find**.  
DPS searches the **Label** column and stops on the first row that contains the label or text.
- To locate the next instance of the label or text, click  **Find Next**.



### Delete a User-Defined Tab

When you delete a user-defined tab, you permanently remove it.

**You cannot undo this action. If a user-defined tab has fields or grids assigned to it, you must first re-assign the fields and grids on that tab to another tab, or delete them, before you delete the tab. You cannot delete standard tabs.**



To delete a user-defined tab in the Projects or Equipment hub in the desktop application:



1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User-Defined Tabs form, select **Projects** or **Equipment**.
3. On the Tabs tab, select the tab that you want to delete and click  **Delete**.
4. Click  **Save**.

#### Delete a User-Defined Field

When you delete a user-defined field, you permanently remove the field and any values entered into the field, for all records in the database.

You cannot undo this action. You cannot delete standard fields.

To delete a user-defined field from the Equipment hub in the desktop application:


1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User-Defined Tabs form, select **Equipment**.
3. On the Custom Fields tab, select the field that you want to delete.
4. Click  **Delete**.
5. Click  **Save**.

#### Delete a User-Defined Grid

When you delete a user-defined grid, you permanently remove the grid, all of the fields associated with the grid, and any values that were entered via the grid, for all records in the database.

You cannot undo this action. You cannot delete standard grids.

To delete a user-defined grid from the Equipment hub in the desktop application:

1. On the Navigation menu, click **Settings » General » User Defined Components**.
2. In the **Application** field on the User Defined Tabs form, select **Equipment**.
3. On the Custom Grids tab, you can delete an entire grid or delete just one column from a grid.
  - To delete an entire grid, select it in the Custom Grids grid and click **Delete** on the grid toolbar.
  - To delete a single column from a grid, select it in the Custom Columns grid and click **Delete** on the grid toolbar.
4. Click  **Save**.



## Fields and Options

The screens for working with user-defined components are in General Settings in the desktop application.

### User Defined Tabs Form

On the User Defined Tabs form in User Defined Components in the desktop application, you add custom fields, grids, and tabs to hubs in the desktop application.

#### Contents

Field	Description
Application	<p>Select the hub—<b>Projects</b> or <b>Equipment</b>—for which you want to add or modify tabs, field, or grids.</p> <p>When you select the Projects hub, the Custom Fields and Custom Grids tabs on this form are not enabled.</p>

#### *Display the User Defined Tabs Form*

You display the User Defined Tabs form in General Settings in the desktop application.

On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.

#### *Tabs Tab of the User Defined Tabs Form*





Use the options on this tab to add or move tabs in the Projects and Equipment hubs in the desktop application.

#### Contents

### Standard and Custom Tabs Grid

Field	Description
Standard and Custom Tabs drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
 Insert	Click this option on the grid toolbar to enter a new user-defined tab in a blank row in the grid. The blank row is inserted below the selected field.
 Move Up  Move Down	To change the order of user-defined tabs in the grid, select a user-defined tab, and then click either of these options on the grid toolbar to move the tab. Tab position in the grid determines the sequence in which the tabs display in the hub.
Restore	
 Delete	To delete a user-defined tab from the grid, select the row in the grid and click this option in the grid toolbar.
Tab Label	<p>Enter a new tab name or change the name of an existing standard or user-defined tab. The name that you enter displays on the tab and serves as a reference in other application areas. You can modify these names at any time.</p> <p>The following guidelines apply when you add or modify tab names:</p> <ul style="list-style-type: none"> <li>▪ Tab names must begin with a letter, not a number.</li> <li>▪ If data from this user-defined tab is to be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, the tab name cannot include the following symbols: !, @, (, ), ` , ' , [ , ] , { , } , or &amp;.</li> </ul>
Tab Type	This field displays the tab type: <b>Standard</b> or <b>Custom</b> .

#### *Custom Fields Tab of the User Defined Tabs Form*

Use the Custom Fields tab to add, modify, or delete fields in the Equipment hub in the desktop application.







### Contents

#### Custom Fields Grid

##### Grid Options

Field	Description
Custom Fields Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new user-defined field in a blank row in the grid. The blank row is inserted below the selected field.
 Find	Click this option to open the Find User Defined Field Label dialog box and search for specific text in the <b>Label</b> column on the Custom Fields grid.
 Find Next	Click this option to locate the next instance of the text that you entered on the Find User Defined Field Label dialog box.
 Move Up  Move Down	To change the order of user-defined fields in the grid, select the user-defined field, and then click either of these options on the grid toolbar to move the field. Field position in the grid determines the sequence in which the fields display on lookups and reports.
 Delete	To delete a user-defined field from the grid, select the row in the grid and click this option.

### Grid Fields

Field	Description
Tab	Select the tab on which you want the user-defined field to display. Both standard and user-defined tabs for the selected application display in the list. You cannot change the tab for a previously saved user-defined field that has had Screen Designer changes made to it.
Label	<p>Enter a name for the user-defined field, such as <b>Birthday</b>. This name displays as the label for the field on the tab.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>If data from a user-defined field will be merged throughout Custom Proposals or customized SF255, SF254, and SF330 Proposals, <b>do not use any special characters or symbols</b> (for example, !, @, (, ), ` , ' , [ , ] , { , } , or &amp;) in user-defined field labels. If you do, an error displays when you attempt to save the user-defined field.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>If you modify a label name after the user-defined field has been used in saved searches, you may need to make changes in these saved searches.</li> </ul>
Database Column Name	<p>This is the name that is used internally for a user-defined field. It does not display on a tab. The name that you enter in the <b>Label</b> field prefills in the <b>Database Column Name</b> field and is preceded by <b>Cust</b>.</p> <p>You can modify the prefilled entry in the <b>Label Database Code</b> field, but it must begin with <b>Cust</b>. If you omit <b>Cust</b>, it is automatically inserted when you save the entry.</p>
Data Type	<p>Select the data type for the user-defined field.</p> <p>After a user enters data in the user-defined field, you cannot change the data type, with the exception of <b>Character</b>, <b>Dropdown</b>, and <b>Lookup</b>. These three types are compatible and interchangeable. If you want to change data types other than these, delete the user-defined field and re-add it.</p> <p>You have the following options:</p> <ul style="list-style-type: none"> <li><b>Account</b>: Creates an Account lookup list field.</li> <li><b>Boilerplate</b>: Creates a field in which you use the Boilerplate lookup to select a boilerplate in the field.</li> <li><b>Character</b>: Creates alphanumeric values.</li> <li><b>CheckBox</b>: Determines if the field is a Yes/No check box.</li> <li><b>Contact</b>: Creates a Contact lookup list field.</li> <li><b>Currency</b>: Select this option to create a currency field for a monetary amount.</li> <li><b>Date</b>: Creates a field that contains a date value.</li> <li><b>Dropdown</b>: Creates a drop-down list field. To specify the possible selections, use the <b>List of Values</b> field.</li> <li><b>Employee</b>: Creates an Employee lookup list field.</li> </ul> <p>When you create an employee data type, you create two new fields, one for the employee name and one for the employee number.</p> <p>The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined labor type fields.</p> <ul style="list-style-type: none"> <li><b>Equipment</b>: Creates a field in which you use the Equipment lookup to select an equipment item in the field.</li> <li><b>Firm</b>: Creates a field in which you use the Firm lookup to select a client or vendor type firm in the field.</li> <li><b>Lookup</b>: Creates a lookup list field. To specify the possible selections, using the <b>List of Values</b> field.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Marketing Campaign</b> : Creates a Marketing Campaign lookup list field.</li> <li>▪ <b>Memo</b>: Creates an RTF (rich text format) field for formatted text.</li> <li>▪ <b>Numeric</b> : Creates a numeric field. When you select <b>Numeric</b>, specify the number of spaces to the right of the decimal point in the <b>Decimals</b> field.</li> <li>▪ <b>Opportunity</b>: Creates an Opportunity lookup list field.</li> <li>▪ <b>Organization</b> : Creates an Organization lookup list field.</li> <li>▪ <b>Project</b>: Creates a Project lookup list field.</li> <li>▪ <b>URL</b>: If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</li> </ul>
Display Width	This setting determines the number of characters for the column. DPS calculates how wide the column should be on the screen based on the fonts that you use. DPS multiplies the number in this field by 6 to arrive at the number of pixels in the field.
Lines	If you set the <b>Data Type</b> option to <b>Memo</b> , specify the number of lines of text that users can enter the Memo field.
List of Values	If you set the <b>Data Type</b> option to <b>Dropdown</b> or <b>Lookup</b> , click the ellipsis in this field to display the Values lookup, on which you specify the selections that will be available to users when they click the drop-down list or display the lookup for the field.
Decimals	If you set the <b>Data Type</b> option to <b>Numeric</b> , specify the number of spaces to the right of the decimal point. in the number.
Minimum Value	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set and users will be able to enter a negative number in the field. To prevent users from entering negative numbers, without specifying a minimum value, enter zero here.
Maximum Value	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
Required	<p>The options for this field are:</p> <ul style="list-style-type: none"> <li>▪ <b>CRM</b>: Select this option if the field is required for CRM users. This option is only available if the CRM application is installed.</li> <li>▪ <b>Accounting</b>: Select this option if the field is required for Accounting users. This option is only available if the Accounting application is installed.</li> <li>▪ <b>CRM &amp; Accounting</b>: Select this option to require the field for both CRM and Accounting users.</li> </ul>
Default Value	Enter the default value that prefills for the user-defined field. This field is available only if you select one of the following settings in the <b>Data Type</b> field:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Checkbox:</b> The default value is <b>Unchecked</b>. You can change the value to <b>Checked</b> but you cannot leave the value blank.</li> <li>▪ <b>Date:</b> You can specify the words <b>Current Date</b> or enter a date.</li> <li>▪ <b>Lookup:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Dropdown:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Currency:</b> Enter a number.</li> <li>▪ <b>Numeric:</b> Enter a number.</li> <li>▪ <b>Character:</b> Enter alphanumeric characters.</li> <li>▪ <b>URL:</b> Enter alphanumeric characters.</li> </ul>
Include in Report Total	Select this option to display a total for numbers in reports. This option applies to Numeric and Currency data types only. If you plan to include a user-defined field on a report with a graph, you must select this option so that DPS is able to set the scale appropriately for the graph.
Required Level	<p>This option is only applicable if the field is required. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels:</b> Select this option if you want the field to be required at all levels (for example, project, phase, and task).</li> <li>▪ <b>Project:</b> Select this option if you want the field to be required at the top level, only.</li> <li>▪ <b>Lowest:</b> Select this option if you want the field to be required at the lowest level (the charging level) of any given node. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.</li> </ul>

#### *Custom Grids Tab of the User Defined Tabs Form*

Use the Custom Grids tab to add, modify, and delete user-defined grids in the Equipment hub in the desktop application.





### Contents

#### Custom Grids Grid

##### Grid Toolbar

Field	Description
Custom Grids Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Move Up  Move Down	Use these options to specify the order in which the tabs will display on the user-defined grids.
 Delete	Click a tab name and use this option to remove the tab from the grid.
 Insert	Click this option to insert a blank line on the grid and add a new tab. This determines the order in which the fields display in lookups and reports.





### Grid Fields

Field	Description
Tab	Select the tab for which you want to add a grid. If you select <b>Activities</b> or <b>Files</b> , the Columns grid includes one row for each standard <b>Activity</b> column and the grid options are disabled.
Caption	Enter a name for the tab. If you change the Caption name, DPS displays a message that asks if you also want the database table name to be changed. If you select <b>Yes</b> , you may have to make changes in your saved searches and custom reports.
Database Table Name	This field displays the database code for the selected application and the new tab.
Row	Enter the number of rows in which users are allowed to enter data.



## Custom Columns Grid

### Grid Toolbar

Field	Description
Custom Columns Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Move Up  Move Down	Use these options on the grid toolbar to move columns. Field position in the grid determines the sequence in which the columns display on lookups and reports.
 Insert	Click this option to insert a blank line on the grid and add a new column.
 Delete	Click a column name and click this option to remove it from the grid.

### Grid Fields

Field	Description
Heading	Enter the column headings. If you change the column name, a prompt asks if you also want the database column name to be changed. If you select <b>Yes</b> , you may have to make changes in your saved searches and custom reports.
Database Column Name	This column lists the database code based on the selected column heading.
Data Type	Select the data type for the user-defined column heading. Some of these options are lookup list fields. After you select a data type for the column heading and data is entered into that field, you cannot change the data type, with the exception of three types: Character, Drop Down, and Lookup. These three are compatible types and are interchangeable. If you need to change any other data types, you need to delete that column heading and re-add it.



Field	Description
	<p>The possible data types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Creates an Account lookup list field.</li> <li>▪ <b>Boilerplate:</b> Creates a boilerplate lookup list field.</li> <li>▪ <b>Character:</b> Enter alphanumeric values.</li> <li>▪ <b>CheckBox:</b> Determines if the field is a check box (yes or no).</li> <li>▪ <b>Contact:</b> Creates a Contact lookup list field.</li> <li>▪ <b>Currency:</b> Creates a currency field in which the currency varies based on the record. For example, you may have vendors that you pay in different currencies, so this currency field may contain a different currency based on the vendor associated with the currency field.</li> <li>▪ <b>Currency (Specific):</b> Creates a currency field that is the same for the user-defined field in every application.</li> <li>▪ <b>Date:</b> Determines if the field contains a date value.</li> <li>▪ <b>DropDown:</b> Creates a drop-down list field. Use the <b>List of Values</b> field to specify its values.</li> <li>▪ <b>Employee:</b> Creates an Employee lookup list field.  When you create an employee data type, you add two new fields, one for the employee name and one for the employee number.  The employee number search field is compatible with the "is me" operator, so that you can use that operator for user-defined employee type fields.</li> <li>▪ <b>Equipment:</b> Creates a lookup list field that displays equipment from the Equipment lookup list.</li> <li>▪ <b>Firm:</b> Creates a lookup list field that displays all client and vendor type firms from the Firms hub.</li> <li>▪ <b>Lookup:</b> Creates a lookup list field. Use the <b>List of Values</b> field to specify its values.</li> <li>▪ <b>Memo:</b> Creates an RTF (rich text format) field for formatted text.</li> <li>▪ <b>Numeric:</b> Creates a numeric field. If you select this option, you can enter the number of decimals used in the number in the <b>Decimals</b> field.</li> <li>▪ <b>Opportunity:</b> Creates an Opportunity lookup list field.</li> <li>▪ <b>Organization:</b> Creates an Organization lookup list field.</li> <li>▪ <b>Project:</b> Creates a Project lookup list field.</li> <li>▪ <b>URL:</b> If you select this data type, you can enter and save a Web site address in the field, which you can then click to launch the site in a new browser window.</li> </ul>



Field	Description
Display Width	This setting determines the number of characters for the column. DPS calculates how wide the column should be on the screen based on the fonts that you use. DPS multiplies the number in this field by 6 to arrive at the number of pixels in the field.
Sorted	This setting determines whether the rows will be sorted by the column in question when first retrieved. Sorted may only be selected for one column in each grid.
List of Values	If you set the <b>Data Type</b> option to <b>Dropdown</b> or <b>Lookup</b> , click the ellipsis in this field to display the Values lookup, on which you specify the selections that will be available to users when they click the drop-down list or display the lookup for the field.
Total	Select this option if you want a column total to appear at the bottom of the grid. This total field also displays for a list of numbers in reports. This option applies to Numeric and Currency data types only.
Decimals	If you set the <b>Data Type</b> option to <b>Numeric</b> , specify the number of spaces to the right of the decimal point. in the number.
Minimum Value	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the minimum number that the user can enter in the field. If you leave this field blank, no minimum value is set and users will be able to enter a negative number in the field. To prevent users from entering negative numbers, without specifying a minimum value, enter zero here.
Maximum Value	If you set the <b>Data Type</b> option to <b>Numeric</b> or <b>Currency</b> , use this column to specify the maximum number that the user can enter in the field. If you leave this field blank, no maximum value is set.
Required	<p>The options for this field are:</p> <ul style="list-style-type: none"> <li>▪ <b>CRM:</b> Select this option if the field is required for CRM users. This option is only available if the CRM application is installed.</li> <li>▪ <b>Accounting:</b> Select this option if the field is required for Accounting users. This option is only available if the Accounting application is installed.</li> <li>▪ <b>CRM &amp; Accounting:</b> Select this option to require the field for both CRM and Accounting users.</li> </ul>
Default Value	<p>Enter the default value that prefills for the user-defined field. This field is available only if you select one of the following settings for the <b>Data Type</b> option:</p> <ul style="list-style-type: none"> <li>▪ <b>Checkbox:</b> The default value is <b>Unchecked</b>. You can change the value to <b>Checked</b> but you cannot leave the value blank.</li> <li>▪ <b>Date:</b> You can specify the words <b>Current Date</b> or enter a date.</li> <li>▪ <b>Lookup:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Dropdown:</b> Use the Values lookup to specify the value.</li> <li>▪ <b>Currency:</b> Enter a number.</li> <li>▪ <b>Numeric:</b> Enter a number.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Character:</b> Enter alphanumeric characters.</li> <li>▪ <b>URL:</b> Enter alphanumeric characters.</li> </ul>
Required Level	<p>This option is only applicable if the field is required. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels:</b> Select this option if you want the field to be required at all levels (for example, project, phase, and task).</li> <li>▪ <b>Project:</b> Select this option if you want the field to be required at the top level, only.</li> <li>▪ <b>Lowest:</b> Select this option if you want the field to be required at the lowest level (the charging level) of any given node. For example, when a new phase is created for a project, the field is required even if the project has other phases that have tasks. If a specific phase already has a task, the field is not required at the phase level.</li> </ul>

### Find User Defined Field Label Dialog Box

Use this dialog box to search for specific text in the **Label** column on the Custom Fields grid.


#### *Display the Find User Defined Field Label Dialog Box*

You display the Find User Defined Field Label dialog box from the User-Defined Tabs form in General Settings.

1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. Click the Custom Fields tab.
3. In the Custom Fields grid, click  **Find**.

#### *Contents of the Find User Defined Field Label Dialog Box*

Use these fields and options to search the **Label** column for a specific label or text entered for a custom field.

Field	Description
Find Label Containing Text	<p>Enter the text that you want to search for in the <b>Label</b> column in the Custom Fields grid. DPS searches the grid and stops on the first row that contains the text. To locate the next instance of the text, click  <b>Find Next</b>.</p>
Find button	<p>Use this button to find the text that you entered in the <b>Find Label Containing Text</b> field.</p>



## Reorder User Defined Tab Fields Dialog Box

Use this dialog box to specify the order of fields for Individual Fields tabs and Grid Style tabs. The contents of this dialog box depend on the tab type.

### *Display the Reorder User Defined Tab Fields Dialog Box*

You display the dialog box from the User Defined Tabs form in General Settings in the desktop application.

1. On the Navigation menu in the desktop application, click **Settings » General » User Defined Components**.
2. In the Fields grid, select the **Reorder** option.

### *Contents of the Reorder User Defined Tab Fields Dialog Box*

Use this dialog box to set the order of fields for Individual Fields tabs and Grid Style tabs.

Field	Description
Fields	<p>For Individual Fields tabs, the dialog box has both a <b>Field - Left Column</b> and <b>Fields - Right Column</b> fields.</p> <ul style="list-style-type: none"> <li>▪ To move fields between the left and right columns, use the left and right arrow buttons.</li> <li>▪ To change the sequence in which fields display, select the appropriate field name and use the <b>Up</b> and <b>Down</b> buttons.</li> </ul> <p>For Grid Style tabs, this dialog box contains only one <b>Fields</b> field. To change the order in which fields appear on the tab, select the appropriate field name and use the <b>Up</b> and <b>Down</b> buttons.</p>

### **Learn More About...**

You may find it helpful to review guidelines for creating and working with user-defined components.

## User-Defined Components Tabs

You can add or modify tabs for the Projects or Equipment hubs in the desktop application.

You can also:

- Determine the sequence in which tabs display.
- Change the names of both standard and user-defined tabs.
- Delete user-defined tabs.



## User-Defined Components Fields

You can add fields to both standard and user-defined components for the Equipment hub in the desktop application.

You can also:

- Modify the names of user-defined fields. To modify the names of standard fields, use the Screen Designer in the desktop application.
- Modify the order in which fields display on a tab.
- Delete user-defined fields. You cannot delete standard fields, but you can hide them using the Screen Designer in the desktop application.

## User-Defined Components Grids

You can add grids to both standard and user-defined components for the Equipment hub in the desktop application.

You can also:

- Add columns to user-defined grids.
- Determine the sequence in which grids appear on a tab.
- Determine the sequence in which columns appear in a user-defined grid.
- Delete user-defined grids. You cannot delete standard grids, but you can hide them using the Screen Designer in the desktop application.

## Lookup and Report Labels

You can create custom labels for lookups and reporting.

You can create custom labels for the following:

- **Lookup Search Types:** These labels consist of all the search types that appear in drop-down menus for standard and advanced view lookups.
- **Generic Lookup Search Types:** These labels are commonly used for standard labels, such as Code, Description, or Name (especially for advanced sublist search labels).
- **Report Columns:** You can change the default report column headings and alternate headings (which are mostly used on reports that allow cost and billing labels for the same column). Report column labels only apply to column selection reports. Users can override these settings in Reporting.
- **Report Groups:** You can change labels for items that can be grouped on reports. Users can override these settings in Reporting.

Because all labels are available in a single grid, you can easily change multiple labels across multiple lookup and report types. You can also filter this grid by label types (such as specific report or specific lookup). If you change a label and that label exists for other types, a prompt asks if you want to change all labels that match the label you changed.




## How to...

You can change lookup and report labels, or restore defaults, at any time.

### Create Custom Lookup and Report Labels

You can create custom labels for lookups and reports.

#### To create custom labels:

1. On the Navigation menu, click **Settings » General » Lookup/Report Labels**.
2. Complete or modify the fields on the Lookup/Report Labels form.  
If you modify a default label and that label displays on other lookups or reports, a prompt asks if you want to change all existing default labels to match that label.
3. In response to the confirmation prompt, click **Yes** to accept.  
All matching labels change, regardless of what Application Type/Label Type currently displays on the form.
4. To restore system default labels, click **Restore All Default Labels**.
5. Click  **Save**.
6. Log off and then log back in for your changes to take effect.

### Fields and Options

Use the form to change labels or restore defaults.

#### *Lookup Report Labels Form*

Use the Lookup/Report Labels form to create custom lookup and report labels.

Display the Lookup Report Labels Form

You display the form in General Settings.

On the Navigation menu, click **Settings » General » Lookup/Report Labels**.

Contents of the Lookup Report Labels Form

Use these fields and options to create custom labels for lookups and reporting.

Field	Description
Application Type	Select the type of application for which you want to create custom labels. You can select <b>All Application Types</b> or, if you want to limit your list, select one of the other settings.
Label Type	For each application type, you can select <b>[All Types]</b> or, if you want to limit your list, select a corresponding label type.



Field	Description
	For example, if you selected <b>Report Columns</b> in the <b>Application Type</b> field, corresponding fields in the <b>Label Type</b> field would be items such as AR Comments, AR Ledger, Account Analysis.
System Labels Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Application Type	This column lists all labels for the application type that you selected in the <b>Application Type</b> field in the header.
Type	This column lists the labels for the label type that you selected in the <b>Label Type</b> field in the header.
Default Label	This column lists the default labels for the application and label type that you selected.
New Label	Enter the new label. If the label displays on other lookups or reports, a prompts asks if want to change all existing default labels to match that label. All matching labels change, regardless of what Application Type/Label Type currently displays on the form.
Default Report Heading 1, Default Report Heading 2	This field displays the default report heading. (Default Report Heading 1 is the first or top heading on the report; Default Report Heading 2 is the second or bottom heading on the report.) This field only applies to the Report Columns and Report Groups application types.
New Report Heading 1, New Report Heading 2	Enter the new report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.
Default Alternate Report Heading 1, Default Alternate Report Heading 2	This field displays the default alternate report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.
New Alternate Report Heading 1,	Enter the new alternate report heading. Default Report Heading 1 is the first or top heading on the report. Default Report Heading 2 is the second or bottom heading on the report. This field only applies to the Report Columns and Report Groups application types.



Field	Description
New Alternate Report Heading 2	

## Calculated Fields

You can create or modify calculated fields for use on reports.

A system administrator (a user whose security role has menu access to **Settings » General » Calculated Fields**) can create calculated fields available to all users. Individual users can create calculated fields which are not visible or available to other users.

For reports that offer column selection, you can use the Add/Modify Calculated Field dialog box in Reporting to create or modify your own calculated fields. Calculated fields that you create or modify on this dialog box are specific to the current report.

Calculations can contain simple expressions, such as **[X] - [Y]** or conditional statements, such as **if org = "CO" then [ytdAmount]**. Conditional statements are useful in creating reports using data on different tabs, for example, to compare data for different organizations on a report.

When you save a calculated field, it displays on the list of columns available for that report.

Your security role must have menu access to **Settings » General » Calculated Fields** in order for you to be able to create system-wide calculated fields. You can use Security Roles to restrict access to any globally available calculated fields.

### How to...

You can create local and system-wide calculated fields.

### Create System-Wide Calculated Fields

Use the Calculated Fields form to create a global calculated field for a specific report. You can then use Role Security to specify the roles that have access to the calculated field.

Your security role must have the appropriate menu access for you to be able to create system-wide calculated fields.


### To create system-wide calculated fields:

1. From the desktop application Navigation menu, click **Settings » General » Calculated Fields**.
2. On the Calculated Fields form, select one of the following actions:

Option	Description
To create a new field	Click <b>New » New Calculated Field</b> .
To create a new field from a field already open on the form	Select the field and click <b>New » Copy Current Calculated Field</b> . On the refreshed form, modify the



Option	Description
	fields and save the record as a new calculated field record.
To create a new field from a field currently in the list	Click <b>New » Select Calculated Field to Copy</b> . Select the field, modify it, and save it as a new field.

3. Complete the fields on the form.
4. Click **Check Calculation** to verify that the formula syntax is valid.
5. Click  **Save**.



The field that you add displays in the list of fields on the Column tab of the report. To have the field display on the report, you need to select it on the Columns tab.

### Create Local Calculated Fields

Individual users can create calculated fields which are not visible or available to other users. Users do this through the Reporting application, not through configuration settings.

If the report already has calculated fields created for global use (through configuration settings), you cannot modify those calculated fields. See your system administrator if you need assistance. See the discussion of Role Security in the Security Settings help for information on how to grant or deny access to columns on a report. A user has access to the new calculated field only if they have access to all other columns for that report.

#### To create calculated fields for your own reporting purposes:

1. Select the report to which you want to add a calculated field.
2. In the **Options** column of the report, click .
3. On the Options dialog box, click the Columns tab.
4. Click **New Calculated Field**.
5. Complete the fields on the Add Calculated Fields dialog box.
6. Click **Check » Calculation** to verify that the formula syntax is valid.
7. Click  **Save**.

### Fields and Options

You create global calculated fields in General Settings.

### Calculated Fields Form

Use the Calculated Fields form to create a global calculated field for a specific report. You can then use Role Security to specify the roles that will be allowed access to the calculated field. Your



security role must have the appropriate menu access for you to be able to create system-wide calculated fields.

### *Display the Calculated Fields Form*




You display the Calculated Fields Form from Settings.

From the desktop application Navigation menu, click **Settings » General » Calculated Fields**.

### *Contents of the Calculated Fields Form*

Use these fields and options to create a global calculated field for a specific report.

### Toolbar Options

Field	Description
 Save	<p>Click this option to check your calculation for errors. If any of the formula's elements contains an error, such as an invalid field name, mismatched parentheses, or text fields in a field other than the <b>If</b> field, DPS displays a message explaining the error and displaying the erroneous contents in a bold red font.</p> <p>This same check is also performed by the <b>Check Calculation</b> grid option on the Calculated Fields form.</p> <p>If no errors are present, DPS saves the record.</p>
 New	<p>After you click this option, select from the following options:</p> <ul style="list-style-type: none"> <li>To create a new field, click <b>New Calculated Field</b>.</li> <li>To create a new field from a field currently displayed on the form, click <b>Copy Current Calculated Field</b>. In the refreshed form, modify the fields and save the record as a new calculated field record.</li> <li>To create a new field from a field currently in the list, click <b>Select Calculated Field to Copy</b>. Select the field, modify it, and save it as a new field.</li> </ul>
 Delete	Click this option to delete the calculated field record currently open.

### Fields

Field	Description
Folder	Select the reporting area from which you want to select a report. DPS lists all the reports associated with that area in the <b>Report Type</b> field.
Report Type	Select the report to which you want to add a calculated field. DPS displays all the fields associated with that report in the <b>Fields</b> field.
Description	Enter a name for the calculated field. Delttek recommends that you enter a description that indicates what the calculated field represents, so that other users understand its purpose.



Field	Description
Data Type	From the drop-down list, select the data type for the calculated field. When you select this setting, DPS changes the format that displays in the <b>Format</b> field; you can alter the format if you wish.
Currency	This option becomes available if you select <b>Currency (Specific)</b> as the Data Type. From the drop-down list of currencies enabled for use by your company, select the currency to use for the calculated field.
Heading 1 and Heading 2	Use these options to specify new heading text for the calculated field. The heading you specify can have one line or two. If your new heading only requires one line, enter it in <b>Line Heading 2</b> .  If you enter a new heading that is longer than the default, you may need to use the <b>Width</b> option to change the column width.
Format	Select a format for the calculated field. For example, the format #,###.00 [-#,###.00] would appear as 5,400.00 or -5,400.00.
Width	Select the width of the field in inches. The default is 1.0.
Fields	Select the field(s) to use in a calculation. To select a field, either double-click on it, or select it and click <b>Add Field</b> . The field name displays in the Calculation grid. Calculations can be simple or complex, and can be created using the Calculator and/or the Use a Condition tool.  The result for a calculated field must be a number. Text fields can be used only in the <b>If this is true</b> field, which is available when <b>Use a Condition</b> is selected.
Calculator	Use the Calculator tool to create simple calculations using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also type the number or symbol directly in the Calculation grid.
Use a Condition	Use this tool to create or modify more complex calculations. To activate the tool, click the <b>Use a Condition</b> check box.  <b>Example</b>  This calculation will show the year-to-date amount for the Boston Office: If this is true: [Office] = "BO" Then [Year-to-Date Amount] Else 0  <b>Available Conditions</b>  The conditions available are: = (Equals) <> (Does not equal) < (Less than) > (Greater than) >= (Greater than or equal to)



Field	Description
	<p>&lt;= (less than or equal to)</p> <p><b>LIKE.</b> You can use an asterisk * as a wildcard with this function to find text contained within a field. For example, [EmployeeName] LIKE "Apple*" .</p> <p><b>Add Period</b> Click the drop-down arrow and select an accounting period from the list.</p>
Calculation	The calculation that you are creating or modifying displays in this field.
Perform calculation on	<p>Use this drop-down list to specify whether the calculated field's calculation will be performed on detail and/or subtotal/total lines, as well as how subtotal values are calculated.</p> <p>Some options are unavailable on some reports, and not all options are appropriate for all reports. For example, a Summary report without subtotal/total lines will not display such values for a calculated field, even if an option is selected which would normally calculate on subtotal/total lines.</p> <p>Click the drop-down arrow and select one of the following settings:</p> <ul style="list-style-type: none"> <li>▪ <b>Detail lines:</b> The calculation is performed on detail lines. If the <b>Sum up calculated amounts on total lines</b> option is selected, the calculated detail values are added to generate the subtotal values, and subtotals are added to calculate higher levels of subtotal or total.</li> <li>▪ <b>Last group line:</b> DPS performs the calculation on the lowest subtotal level only. The <b>Sum up calculated amounts on total lines</b> check box is not available if you select this option.</li> <li>▪ <b>All detail and total lines:</b> The calculation is performed on each detail, subtotal, and total line individually, rather than adding the detail lines to arrive at subtotal values.</li> <li>▪ <b>Each row from the query:</b> The calculation is performed on each detail line, and the resulting values are added to generate each successively higher level of subtotal or total (functionally equivalent to "r;detail lines" with "r;Sum..." selected).</li> </ul> <p>Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the <b>Perform Calculations On</b> field and the <b>Sum Up Calculated Amounts on Total Lines</b> check box. When you save a calculated field that may not be supported by your current reporting services, DPS displays a warning message. If you decide to use that calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.</p>
Sum up calculated amounts on total lines	<p>If you select <b>Detail lines</b> in <b>Perform calculation on</b>, you can also select this check box. If you do, DPS sums up the calculated detail values to generate the subtotal values, and sums up subtotals to calculate higher level subtotals or totals.</p> <p>Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the <b>Perform Calculations On</b> field</p>



Field	Description
	and the <b>Sum Up Calculated Amounts on Total Lines</b> check box. When you save a calculated field that may not be supported by your current reporting services, DPS displays a warning message. If you decide to use that calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.
Calculated Fields Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Undo	Click this button to undo only the last change you made to the calculation.
Clear	Click this button to delete the entire calculation currently displayed in the <b>Calculation</b> box.
Check Calculation	Click this button to check your calculation for errors. If any of the formula's elements contains an error, such as an invalid field name, mismatched parentheses, or text fields in a field other than the If field, DPS displays a message to explain the error and displays the erroneous contents in a bold red font.

### Learn More About...

If you're new to calculated fields, you may find it helpful to review sample scenarios.

### Calculated Field Scenarios

The Calculated Fields form includes two options, **Perform Calculation On** and **Sum Up Calculated Amounts on Total Lines**, which you can combine to generate any of several scenarios.

Microsoft SQL Server Reporting Services 2008 and earlier versions do not support certain types of calculations involving the **Perform Calculations On** field and the **Sum Up Calculated Amounts on Total Lines** check box. When you save a calculated field that may not be supported by your current reporting services, DPS displays a warning message. If you decide to use that calculated field, Deltek strongly recommends that you test it carefully to verify that it provides the correct results.

This table uses these symbols to show the effect of **Perform Calculation On** in each of these scenarios for a report which is grouped, has totals showing or not, or both:



- **c**: calculates value using the calculated field formula
- **s**: sums up records from the next highest level

Scenario	Detail	Subtotal	Total
<b>Report grouped, totals showing</b>			
all detail and total lines	c	c	c
detail lines, Sum on total unselected	c		
detail lines, Sum on total selected	c	s	s
each row from the query	c	s	s
last group line		c	
<b>Report grouped, no totals showing</b>			
all detail and total lines	c	c	
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c	s	
each row from the query	c	s	
last group line		c	
<b>Report not grouped, totals showing</b>			
all detail and total lines	c		c
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c		s
each row from the query	c		s
last group line			
<b>Report neither grouped nor showing totals</b>			
all detail and total lines	c		
detail lines, Sum on total unselected	c		
detail lines, sum on total selected	c		
each row from the query	c		
last group line			

## Custom Report Options

Reporting options determine which information is displayed in the current report, how the data is formatted, and the sequence in which the data displays. You select options for each standard report on the Options dialog box in the Reporting application. Each report has options specific to that report, which are described in the Reporting section of the help.



For any option page that you select, you can add additional options from the Report Custom Options form. These additional options display on the Custom Options tab of the report's Options dialog box.



### How to...

You can add options for a custom report.

### Add Custom Options to a Report

If you need a reporting option that is not available in the standard options for a report, you can add a custom option for the report. Custom options that you add display on the Custom Options tab of the Options dialog box in the Reporting application.

#### To add custom options to a report:




1. From the Navigation menu, click **Settings » General » Custom Report Options**.
2. In the **Report Name** field on the Report Custom Options form, select the report for which you want to add custom options.
3. Click  **Insert** to add an option to the Options grid.
4. Complete the fields on the Report Custom Options form to define the option.
5. Repeat steps 3 and 4 for each option that you want to add.
6. Click  **Save**.

**Postrequisite:** If you create a custom lookup list, you must specify values for the list.

### Modify the Order of Options

After you add custom options, you can change the sequence in which the options display on the Custom Options tab of the Options dialog box in the Reporting application.

#### To modify the order of options:





1. From the Navigation menu, click **Settings » General » Custom Report Options**.
2. In the **Report Name** field, select the custom report that has the options that you want to rearrange.
3. Select an option and click  **Move Up** or  **Move Down** to reorder the options.
4. Click  **Save**.

### Specify Values for a Custom Lookup Option

If you add custom options with a data type of **Lookup**, you must specify possible values for the lookup.

#### To specify values for a Lookup type option:



1. From the Navigation menu, click **Settings » General » Custom Report Options**.
2. From the **Report Name** field, select the custom report.
3. Click **Lookup Lists** on the toolbar.  
All options from the Options grid for the selected report with a Data Type of Lookup or Search display in the **Column** area.
4. From the **Column** area, select the option for which you want to specify values.
5. Click  **Insert** on the Options grid.
6. In the **Value** field, enter the name of a value that you want to make available for selection.  
For example, you create a custom Lookup option called **Report at**. You can then select **Report at** in the **Column** area and define the values of **Cost** and **Burden** by inserting one row for each value in the Value grid.
7. To move a value up or down in the list of selections, select the value and click  **Move Up** or  **Move Down**.
8. Click  **Save**.

## Fields and Options

The forms for adding options to custom reports are in General Settings.

### Custom Report Options Form

Use the Custom Report Options form to create custom options that display on the Custom Options tab of the Options dialog box in Reporting.

#### *Display the Report Custom Options Form*

You display the Report Custom Options form from General Settings.

From the desktop application Navigation menu, click **Settings » General » Custom Report Options**.

#### *Contents of the Report Custom Options Form*

Use this form to create custom options that display on the Custom Options tab of the Options dialog box in Reporting.

### Toolbar Options





Field	Description
Lookup Lists	Click to open the Lookup Lists dialog box, from which you specify the selection values for options with a <b>Data Type</b> of <b>Lookup</b> or <b>Search</b> .



## Fields

Field	Description
Report Name	Select the custom report for which you want to create custom options.


## Grid Toolbar Options

Field	Description
Options Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a blank row to the grid, in which you define a new option.
 Delete	Select a row and click this option to remove the field from the Custom Options tab.
 Move Up and  Move Down	Click <b>Move Up</b> or <b>Move Down</b> to modify the order of the options.


## Grid Fields

Field	Description
Option Label	Enter a name for the field.
Parameter Name	Enter a parameter that you will use to reference the field in a custom report. Acceptable characters include all alphanumeric values and the underscore ( _ ) symbol.
Data Type	Select the data type for the custom field. Some of these options are lookup list fields. Lookup lists are fields in which you can search for and select a particular account, contact, employee, and so on. You have the following options.



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Account:</b> This data type creates an account lookup field.</li> <li>▪ <b>Boilerplate:</b> This data type creates a boilerplate lookup field.</li> <li>▪ <b>Character:</b> This data type consists of alphanumeric values, up to 70 characters.</li> <li>▪ <b>Check Box:</b> This data type determines if the field is a Yes/No check box field. When the field is checked, a value of Y is entered into the database. When the field is unchecked, a value of N is entered into the database.</li> <li>▪ <b>Client:</b> Creates a Client lookup list field.</li> <li>▪ <b>Contact:</b> This data type creates a Contact lookup list field.</li> <li>▪ <b>Date:</b> This data type determines if the field contains a date value. The field includes a popup calendar that can be accessed from the arrow to the right of the field value.</li> <li>▪ <b>Employee:</b> This data type creates an Employee lookup list field.</li> <li>▪ <b>Lookup:</b> This data type consists of alphanumeric values, up to 20 characters. The field includes a drop-down list and lookup table of values that can be modified by double clicking on the lookup field.</li> <li>▪ <b>Memo:</b> This data type creates an RTF (rich text format) field with unlimited formatted text.</li> <li>▪ <b>Numeric:</b> This data type creates a numeric field.</li> <li>▪ <b>Opportunity:</b> This data type creates an Opportunity lookup list field.</li> <li>▪ <b>Project:</b> Creates a Project lookup list field.</li> <li>▪ <b>Search:</b> This data type functions exactly the same as the Lookup data type, except a DPS search field (with  <b>Search</b> to open a search dialog box) is used instead of a drop down list. With these types of fields, the records in the user-defined lookup list are <b>not</b> retrieved until the user opens the dialog box and clicks <b>Search</b>. In addition, since this is a dialog box search, you have the added ability of being able to use Quick Find to enter the first few characters of the value. If your company has a large database, you may want to use this data type instead of Lookup, since using Lookup may cause performance problems.</li> <li>▪ <b>URL:</b> If you select this data type, you can enter and save a Web site address in the field, which you can then click to automatically launch the site in a new browser window.</li> <li>▪ <b>Vendor:</b> Creates a Vendor lookup list field.</li> </ul>
Default Value	Enter the default value for the field. This field is available with the standard data types String, Numeric, Date, Search, Lookup, and Check Box.



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Check Box</b> —These data types have a default value of <b>N</b>, meaning not selected. Enter <b>Y</b> to specify that the field be selected, by default.</li> <li>▪ <b>Date</b>: Either type the text <b>Current Date</b> or enter any date in m/d/yy format. If you enter <b>Current Date</b>, new records always default to the current date. You can also click  <b>Calendar</b> in this field.</li> <li>▪ <b>Lookup or Search</b>: If the data type is either Lookup or Search, the <b>Default Value</b> field will contain a Lookup icon.</li> </ul>
Display Width	This field determines the number of characters you want to display for the field. DPS calculates how wide the field should be on the screen based on the fonts used in DPS.
Memo Height	If you select <b>Memo</b> in the <b>Data Type</b> field, this field allows you to determine the number of lines you want to appear for the memo. For example, if you enter 5, DPS calculates the proper height of the memo field, to accommodate five lines of text.
Limit to List	This option applies only to fields with a <b>Data Type</b> of Lookup. If you select this option, users will only be allowed to select one of these pre-defined values. If you do not select this option, users can either select one of the pre-defined values or enter other values not included in the list.
Total	Select this option if you want a column total to appear at the bottom of the grid. This option applies to <b>Numeric</b> data types only.
Currency	If you selected <b>Numeric</b> in the <b>Data Type</b> field, this field allows you to use your currency format.
Decimals	If you selected <b>Numeric</b> in the <b>Data Type</b> field, this field allows you to determine the number of decimal points in the number. For currency, this defaults to your currency format (2 for U.S.)
Minimum Value	If you selected <b>Numeric</b> in the <b>Data Type</b> field, this field allows you to determine the minimum number that the user can enter in the field.
Maximum Value	If you selected <b>Numeric</b> in the <b>Data Type</b> field, this field allows you to determine the maximum number that the user can enter in the field.
Required for Accounting	Select this option if the field is required for Accounting. In other words, DPS will not save the record if this field is not filled in. This option is only available if the Accounting application is installed.
Required for CRM	Select this option if the field is required for CRM. In other words, DPS will not save the record if this field is not filled in. This option is only available if the CRM application is installed.



## Lookup Lists Dialog Box

Use the Lookup Lists dialog box to define the values available for selection from fields with a data type of **Lookup**.

For example, if you create a custom option called **Custom Percent Complete**, you can define the values available for selection, such as 10%, 50%, and 100%.

### *Display the Lookup Lists Dialog Box*





You display the Lookup Lists dialog box from the Custom Reports Options configuration form in General Settings.

1. From the Navigation menu, click **Settings » General » Custom Report Options**.
2. In the **Report Name** field, select the custom report for which you want to specify Lookup option values.
3. Click **Lookup Lists** on the toolbar.

### *Contents of the Lookup Lists Dialog Box*

Use these fields and options to define the values available for selection from fields with a data type of **Lookup**.

## Grid Toolbar Options

Field	Description
 Insert	Click this option to add a blank row to the Value grid, in which you enter a new value.
 Delete	Select a value in the <b>Value</b> grid and click this option to remove the value from the list of selections.
 Up	Select a value in the Value grid and click this option to change the order in which values display in the list of selections.
 Down	Select a value in the Value grid and click this option to change the order in which values display in the list of selections.

## Grid Fields

Field	Description
Tab	This field defaults to <b>CustomOptions</b> , to indicate the <b>Custom Options</b> tab. This is the Options dialog box tab on which the custom options that you specify display.
Column	All options specified in the Options grid with a <b>Data Type</b> of <b>Lookup</b> display in the <b>Column</b> area.



Field	Description
Value	<p>Enter the name of a value that you want to make available for selection for the option selected in the Column area.</p> <p>For example, if you created a custom Lookup option called <b>Report at</b>, this option displays in the Column grid. You can select <b>Report at</b> in the Column area and define the values of <b>Cost</b> and <b>Burden</b>; insert one row for each value in the Value grid.</p>

## Project Templates Setup

Use project templates to create new projects with pre-defined work breakdown structure (WBS) and field values.

After your firm decides how to structure the WBS, project templates are an efficient way to ensure that projects created by users at your firm conform to this structure. Templates provide a baseline for new projects, which you can then modify to meet the needs of individual projects.

In addition to creating new project templates from scratch, you can also create templates in the following ways:

- Copy an existing project template. You can then edit the copied template to create a new project record.
- Copy an active project template. You can then edit the copied template to create a new template.
- Copy an existing project record. You can then edit the copied record to create a new template.

### How to...

You can create, modify, and delete project templates.

### Create a Project Template

Use the Project Templates area of General Settings to create a project template.


#### To create a project template:

1. On the Navigation menu, click **Settings » General » Project Templates**.
2. On the Project Templates form, complete one of the following actions:

Option	Description
To create a new template from scratch	Click <b>New » New Project Template</b> .
To create a template that is similar to an exiting template	Select the template and click <b>New » Copy Current Project Template</b> . You can then edit the copied template to create a new project template.





Option	Description
To create a template that is similar to an existing project record or another project template (not currently open)	Click <b>New » Create Project Template from Project</b> and select the project. You can then edit the copied project or template to create a new project template.

3. Complete or modify the fields on the tabs.  
The tabs and fields found in the Projects hub, with the exception of the Contract Management tab, are the same tabs and fields found in Project Template Configuration.
4. If this project has phases, click **New » New Phase** or **New » Create Phase from** and complete the appropriate fields.
5. If this phase has tasks, click **New » New Task** or **New » Create Task from** and complete the appropriate fields.
6. Click  **Save**.

### Modify Project Templates

Use the Project Templates area of General Settings to modify a project template.



#### To modify project templates:

1. From the Navigation menu, click **Settings » General » Project Templates**.
2. On the Project Templates form, click  to search for and select the project template that you want to modify.
3. Complete or modify the fields on the tabs.
4. If this project has phases, complete or modify the appropriate fields.
5. If this phase has tasks, complete or modify the appropriate fields.
6. Click  **Save**.

### Delete Project Templates

You can delete a project template.

#### To delete a project template:

1. From the Navigation menu, click **Settings » General » Project Templates**.
2. On the Project Templates form, click  to search for and select the project template that you want to delete.
3. Click  **Delete Record**.  
DPS displays a message that asks you to confirm the deletion.
4. Click **Yes**.



## Project Defaults

The Project Defaults feature lets you create default values that automatically display in fields when you create a new project. These default values make it easier to create projects with values that you use on a regular basis. You can override project defaults at any time.

For example, if all of your projects are federal projects, you could select this option in Project Defaults. Then, when you create a new project, this selection automatically displays in the Project hub. Project Defaults only apply to WBS1 level projects.

DPS also uses project default values when you create new project templates. DPS applies default values to new project templates in the same way that it applies default values to new project records.

Only those tabs that are logical for defaults display in Project Defaults: General, Accounting, Time and Expense, Dates and Costs, and Location. Certain standard fields and user-defined fields do not display on these tabs.

When you create a new project in the Project hub, DPS applies project defaults in the following ways:

- If you create a project using the **New » New Project** option from the Project Hubs toolbar, DPS applies all the project defaults to the project.
- If you create a project from an opportunity, certain values (such as project type) are determined by values in the opportunity record. For fields not pulled from the opportunity record, DPS uses project defaults.
- If you make a copy of a project and use it as the basis for a new project, DPS uses the field information of the existing project. In this case, DPS does not use project defaults.
- If you create a project with a project template, DPS uses the field information of the template. In this case, DPS does not use project defaults.


### How to...

You create and modify project defaults in Settings to speed record creation in the Projects hub.

### Create Project Defaults

You can create default values that automatically display in fields when you create a new project in the Projects hub. These default values make it easier to create projects with values that you use on a regular basis. You can override project defaults at any time.

#### To create project defaults:

1. From the Navigation menu, click **Settings » General » Project Defaults**.
2. Complete the Project Defaults form.
3. Click  **Save**.



## Currency Configuration

Use Currency Configuration to maintain data for the currency or currencies that your company uses, including code, description, symbol, and units.

If your firm does not use multiple currencies, you only need to set up a single functional currency.

If your firm does use multiple currencies, you must set up each of the currencies that your firm uses.


### How to...

You specify currency settings in Settings.

### Configure Currency

When you format the currency that your company uses, you specify its decimal point placement, symbol, and units.

#### To configure currencies:

1. From the Navigation menu, click **Settings » General » Currency**.
2. On the Currency Configuration form, specify the currency's decimal point, symbol, and units (major and minor).
3. Click  **Save**.

### Fields and Options

You specify currency settings on the Currency Configuration form.

### Currency Configuration Form

Use the Currency Configuration form to configure decimal place, symbol, and units for currencies.

#### *Display the Currency Configuration Form*

You display the Currency Configuration form from General Settings.

From the desktop application Navigation menu, click **Settings » General » Currency**.

#### *Contents of the Currency Configuration Form*

Use these fields and options to configure decimal place, symbol, and units for the currencies that your company uses.

Field	Description
Decimal Places	Enter the decimal places for the currency. For example, for dollars, enter 2; for yen, enter 0.



Field	Description
Symbol	Select the symbol for the currency.
Major Unit Label Plural	Enter the plural version of the major unit label, such as Dollars.
Major Unit Label Singular	Enter the singular version of the major unit label, such as Dollar.
Minor Unit Label Plural	Enter the plural version of the minor unit label, such as Cents.
Minor Unit Label Singular	Enter the singular version of the minor unit label, such as Cent.

## Currency Configuration for Multiple Currencies

If your firm uses multiple currencies, use Currency Configuration to maintain data for all of the currencies that your firm uses.

First, you need to enable the multiple currency feature to display currencies on the form.

If your firm uses multiple companies, you must configure all currencies used by all companies. For example, your firm may have companies in Canada, France, England, and the US. At a minimum, you should enable Canadian dollars, euros, British pounds, and US dollars. After you enable all appropriate currencies for use throughout your enterprise, you use **Settings » General » Company** to select currencies on a company-by-company basis.

The International Organization for Standardization (ISO) maintains a list of standard codes and descriptions for international currencies. If you add a new currency, beyond those that come with DPS, it is strongly recommended that you use ISO standard codes and descriptions. See <http://www.iso.org> for more information.

To learn more about using multiple currencies or multiple companies, see the Concepts section of the online help.

### How to...

If Delttek is set up to use multiple currencies, enable the Multicurrency feature and establish valid currencies in Settings.

### Enable Multicurrency


You must enable the Multicurrency feature before you configure individual currencies.

#### To enable multiple currencies:

1. From the Navigation menu, click **Settings » General » Currency**.
2. On the Currency Configuration form, click **Enable Multicurrency**.
3. On the Password dialog box, enter your password and click **OK**.
4. On the Enable Multicurrency dialog box, select your functional currency.



If your firm uses multiple companies, this is the functional currency for the active company.

5. Click **Enable**.  
A confirmation prompt displays..
6. Click **Yes** if you are prepared to continue the process.  
DPS then:
  - Makes the selected currency the functional currency.
  - Displays all available currencies on the Currency Configuration form.
  - Adds the Currency tab to General Company Settings. You can now select a functional currency for each company in your enterprise.
7. Click  **Save**.

### Configure Currency for Multicurrency




After you enable the Multicurrency feature, you configure currency codes, descriptions, decimal places, symbols, and units. If you add currencies, Deltek strongly recommends that you adhere to the currency standards developed by the International Organization for Standardization (ISO 4217).

See <http://www.iso.org> for more information about currency standards.

**Prerequisite:** You must enable the Multicurrency feature before you configure currencies.

#### To configure currencies:

1. From the Navigation menu, click **Settings » General » Currency**.
2. Complete the fields on the Currency Configuration form.

Option	Description
To insert a new currency	Click  <b>Insert</b> .
To insert a new currency that is similar to an existing currency	Select the existing currency and click  <b>Copy</b> . DPS inserts a new currency with all the fields of the existing currency except the code.
To delete an existing currency	Select the currency and click  <b>Delete</b> . You cannot delete a currency if the currency is currently in use.

3. Click  **Save**.

### Fields and Options

After Deltek is enabled to use multiple currencies, use the Currency Configuration form to establish valid currencies.



## Currency Configuration Form for Multicurrency

Use the Currency Configuration form to configure codes, descriptions, decimal places, symbols, and units for currencies. If you add currencies, Deltek strongly recommends that you adhere to the currency standards developed by the International Organization for Standardization (ISO 4217).

See <http://www.iso.org> for more information.

You must enable the Multicurrency feature before you use this form.

### *Display the Currency Configuration Form*

You display the Currency Configuration form from General Settings.

From the desktop application Navigation menu, click **Settings » General » Currency**.

### *Contents of the Currency Configuration Form for Multicurrency*

Use these fields and options to configure codes, descriptions, decimal places, symbols, and units for the currencies that your company uses.

Field	Description
Currency Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Code	Enter the three-character ISO 4217 code for the currency, such as CAD for Canadian dollars or EUR for euros.
Description	Enter the description for the currency.
Decimal Places	Enter the decimal places for the currency. For example, for dollars, enter 2; for yen, enter 0.
Symbol	Select the symbol for the currency.
Major Unit Label Plural	Enter the plural version of the major unit label, such as Dollars.



Field	Description
Major Unit Label Singular	Enter the singular version of the major unit label, such as Dollar.
Minor Unit Label Plural	Enter the plural version of the minor unit label, such as Cents.
Minor Unit Label Singular	Enter the singular version of the minor unit label, such as Cent.

### Enable Multicurrency Dialog Box

Use the Enable Multicurrency dialog box if you use multiple currencies and select the functional currency for your company.

#### *Display the Enable Multicurrency Dialog Box*

You display the Enable Multicurrency dialog box from the Currency Configuration form in General Settings.

1. From the Navigation menu, click **Settings » General » Currency**.
2. On the Currency Configuration form, click **Enable Multicurrency**.

#### *Contents of the Enable Multicurrency Dialog Box*

Use these fields and options if you use multiple currencies and select the functional currency for your company.

Field	Description
Code	This field displays the three-character ISO 4217 code for the currency. For example, CAD for Canadian dollars, EUR for euros.  See <a href="http://www.iso.org">http://www.iso.org</a> for more information on ISO (the International Organization for Standardization) and the standard currency codes.
Description	This field displays the text that describes the currency.
Enable	Click <b>Enable</b> to enable if you use multiple currencies. DPS displays a message that asks you to confirm that you want to continue.

### Daily Exchange Rates

The Daily Exchange Rates feature allows you to set up exchange rates from one currency to another currency for a specific date.

You specify:



- The "from" currency and "to" currency
- The date to which the exchange rate applies
- The exchange rate, to 10 decimal places

If you have not set up an exchange rate for a specific date, DPS looks at the period exchange rate table for the date within the specified range of dates.

Because these rates are retained indefinitely, the Daily Exchange Rates feature provides filters that you can use to limit the number of rates that appear. You can filter by currency or by period. For example, you can limit the list to display only currency exchange rates between Canadian dollars and American dollars. DPS retains these individual user settings until you change them.

### Translation Methods

In consolidations groups setup, you specify a "translation method" for an account range or an account, and this method applies to all translations for that account. The choices for translation method are:

- Period end rate
- Period avg rate
- Historical rate

The first two settings use rates from the period exchange rates table and use rates for the "period" of the transaction. The last setting, historical rates, uses rates from the daily exchange rates table and uses the transaction date to get the rate. These translations are done when consolidating data from a company whose functional currency is different than the reporting currency for the group.

To set up the translations, use the options on the Translations tab of Consolidated Reporting Setup. For information about how DPS handles gains and losses that result from translations between a company's functional currency and its consolidation group's report currency, see the Concepts help.

### Exchange Hierarchy

Usually, a transaction is recorded at the exchange rate that was in effect on the date the transaction took place. DPS employs different methods for performing currency conversion:

1. An exchange rate or exchange date override, if one has been specified.
2. A direct exchange, based on the exchange rate table set up for your company.
3. An inverse exchange.
4. An exchange calculated using triangulation.

### XE.com Exchange Rate Online Service

The XE.com Currency Exchange Rate Service is an online exchange rate service, which you can incorporate into DPS's Daily Exchange Rates feature.

### How to...





You set up exchange rates and dates in Settings.



## Configure Daily Exchange Rates

The Daily Exchange Rates feature allows you to set up exchange rates from one currency to another currency for a specific date.

### To configure daily exchange rates:

1. From the desktop application Navigation menu, click **Settings » General » Daily Exchange Rates**.
2. Complete the fields on the Daily Exchange Rates form.
  - To add a new rate, position the row selector on the row above where you want to add the new rate, and click  **Insert**.
  - To add a new rate that is similar to an existing rate, copy the existing rate and then modify it. To do this, position the row selector on the row you want to copy, and click  **Copy**.
  - To delete a rate, position the row selector on the row you want to delete, and click  **Delete**.
3. Click  **Save**.

## Fields and Options

You specify rates and dates for currency exchanges on the Daily Exchange Rates form.

### Daily Exchange Rates Form

Use the Daily Exchange Rates form of General System Setup to configure exchange rates from one currency to another currency for a specific date.

If your firm uses multiple companies, the available currencies are limited to those enabled for the active company.

#### *Display the Daily Exchange Rates Form*

You display the Daily Exchange Rates form from General Settings.

From the desktop application Navigation menu, click **Settings » General » Daily Exchange Rates**.




### Contents of the Daily Exchange Rates Form

Use these fields and options to configure exchange rates from one currency to another currency for a specific date.

#### Currency Filtering Section

Field	Description
From Currency and To Currency	<p>Use the <b>From Currency</b> and <b>To Currency</b> fields to filter the exchange rates that display in the <b>Exchange Rates</b> grid on this form.</p> <p>To display the exchange rates from one currency to all the other currencies, select a currency only in the <b>From Currency</b> field, and leave the <b>To Currency</b> field blank.</p> <p>To display the exchange rates to one currency from all the other currencies, select a currency only in the <b>To Currency</b> field, and leave the <b>From Currency</b> field blank.</p> <p>When you leave both fields blank, all exchange rates display in the grid.</p> <p>DPS remembers the filter settings from one login session to the next. These settings are individual user settings that you can change at any time.</p>

#### Data Filtering Section




Field	Description
Start Date and End Date	<p>Use the <b>Start Date</b> and <b>End Date</b> fields to filter exchange rate records that display in the <b>Exchange Rates</b> grid on this form by the date that is entered for them in the grid. For example, if you enter 2/15/14 in the <b>Start Date</b> field and 2/20/14 in the <b>End Date</b> field, DPS displays only the exchange rate records that fall within those dates.</p> <p>You can also filter exchange rate records by entering a date in the <b>Start Date</b> field and leaving the <b>End Date</b> field blank. DPS displays all records from the <b>Start Date</b> to the present. Likewise, if you enter a date in the <b>End Date</b> field and leave the <b>Start Date</b> field blank, all exchange rate records from the earliest start date entered in the <b>Exchange Rates</b> grid up through the date that you entered in the <b>End Date</b> display in the grid.</p> <p>You can type the date directly in these date fields, or use the  calendar icon in the fields to select a date from the calendar.</p>

#### Rate Download Exchange Data Section

Field	Description
Today's Date	Select this option if you want to the current day as the default for the download rate.
Specific Date	Select this option and then select a date from the calendar to specify an exact date for the download rate.



## Exchange Rates Grid Toolbar

Field	Description
Exchange Rates Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this icon to insert a row in the <b>Exchange Rates</b> grid and enter an exchange rate.
 Copy	In the <b>Exchange Rates</b> grid, select a row to copy, and click this icon to create a new exchange rate from the selected row. A new row is added to the grid with the copied contents. Enter and change the information in the new row as needed.
 Delete	In the <b>Exchange Rates</b> grid, select a row to delete. Then click this icon to delete it from the grid.

## Exchange Rates Grid

Field	Description
From Currency	Select the From currency. The drop-down list contains the list of currencies that you specified in <b>Settings » General » Company</b> .
To Currency	Select the To currency. The drop-down list contains the list of currencies that you specified in <b>Settings » General » Company</b> .
Date	Enter the date of the exchange rate, or select a date from the calendar icon. If you want to filter the contents of the <b>Exchange Rates</b> grid by date, you need to enter a date in this field.
Exchange Rate	Enter the exchange rate for the two currencies, up to 10 decimal places.
Download Rates	If your firm uses the XE.com Currency Exchange Rate Service, click this button to download currency rates from XE.com.
Schedule Rate Download	If your firm uses the XE.com Currency Exchange Rate Service, you can schedule, via your process server, when you want the rates downloaded from XE.com. Click this button to display the Schedule dialog box for the process server, and complete the information as needed. The Options tab is blank because it does not apply to rate downloads.



Field	Description
Rate Download Exchange Date	<p>If your firm uses the XE.com Currency Exchange Rate Service, use this feature to download historical exchange rates.</p> <p>Use <b>Today's Date</b> to schedule a daily download of current rates or to download current rates now. Use the <b>Specific Date</b> option, which allows you to select a date from the calendar icon and download historical rates.</p>

## Period Exchange Rates

You can set up exchange rates from one currency to another currency for a specific period.

For example, your firm may use period exchange rates for re-evaluations and consolidated financial reporting.

You specify:

- The "from" currency and "to" currency
- The date to which the exchange rate applies
- The exchange rate, to 10 decimal places

Because these rates are retained indefinitely, the Period Exchange Rates feature provides filters that you can use to limit the number of rates that appear. You can filter either by currency or period. For example, you can limit the list to show only currency exchange rates between Canadian dollars and American dollars. DPS retains these individual user settings until you change them.

## Exchange Hierarchy

Usually, a transaction is recorded at the exchange rate that was in effect on the date the transaction took place. DPS employs different methods for performing currency conversion:

1. An exchange rate or exchange date override, if one has been specified.
2. A direct exchange, based on the exchange rate table set up for your company.
3. An inverse exchange.
4. An exchange calculated using triangulation.

## How to...

You set up period exchange rates and dates in Settings.




## Configure Period Exchange Rates

You can set up exchange rates from one currency to another currency, for a specific period.

### To configure period exchange rates:

1. From the desktop application Navigation menu, click **Settings » General » Period Exchange Rates**.
2. Complete the fields on the Period Exchange Rates form.



Option	Description
To add a new rate	Position the row selector on the row above where you want to add the new rate, and click  <b>Insert</b> .
To add a new rate that is similar to an existing rate, copy the existing rate and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .
To delete a rate	Position the row selector on the row that you want to delete, and click  <b>Delete</b> .

3. Click  **Save**.

### Fields and Options

You specify rates and dates for currency exchanges on the Period Exchange Rates form.

### Period Exchange Rates Form

Use the Period Exchange Rates form of General System Setup to configure exchange rates from one currency to another currency for a specific period.

If your firm uses multiple companies, the available currencies are limited to those enabled for the active company.

#### *Display the Period Exchange Rates Form*

You display the Period Exchange Rates form from General Settings.

From the desktop application Navigation menu, click **Settings » General » Period Exchange Rates**.

#### *Contents of the Period Exchange Rates Form*

Use these fields and options to configure exchange rates from one currency to another currency for a specific period.

### Currency Filtering Section

Field	Description
From Currency and To Currency	<p>Use these fields to filter the exchange rates that display in the <b>Exchange Rates</b> grid on this form.</p> <ul style="list-style-type: none"> <li>To display the exchange rates from one currency to all the other currencies, select a currency only in the <b>From Currency</b> field, and leave the <b>To Currency</b> field blank.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>To display the exchange rates to one currency from all the other currencies, select a currency only in the <b>To Currency</b> field, and leave the <b>From Currency</b> field blank.</li> <li>To display all exchange rates, leave both fields blank.</li> </ul> <p>Filter settings remain in place from one login session to the next. You can change these settings at any time.</p>



### Period Filtering Section

Field	Description
Start Period and End Period	<p>Use these fields to filter exchange rate records that display in the <b>Exchange Rates</b> grid on this form by the period that is entered for them in the grid. For example, if you enter 3/2018 in this field and 8/2018 in the <b>End Period</b> field, only the exchange rate records that fall within those periods display.</p> <p>You can also filter exchange rate records by entering a period in the <b>Start Period</b> field and leaving the <b>End Period</b> field blank. All records from the <b>Start Period</b> to the present period then display. Likewise, if you enter a period in the <b>End Period</b> field and leave the <b>Start Period</b> field blank, all exchange rate records from the earliest period entered in the <b>Exchange Rates</b> grid up through the period that you entered in the <b>End Period</b> display in the grid.</p> <p>You can type the period directly in these period fields, or use the drop-down list to select a period.</p>

### Exchange Rates Grid Toolbar

Field	Description
Exchange Rates Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this icon to insert a row and then enter an exchange rate.



Field	Description
 Copy	Select a row to copy and click this icon to create a new exchange rate from the selected row, then modify the new row.
 Delete	Select a row and click this icon to delete it from the grid.

### Exchange Rates Grid

Field	Description
From Currency	Select the From currency. The drop-down list contains the list of currencies that you specified in <b>Settings » General » Company Settings</b> .
To Currency	Select the To currency. The drop-down list contains the list of currencies that you specified in <b>Settings » General » Company Settings</b> .
Period	Select the period for which you want to create an exchange rate. Periods are for months.
Average Rate	Enter the average rate for that period (month) end, using up to 10 decimals.
End Rate	Enter the exchange rate for the period (month) end, using up to 10 decimals.

### XE.com Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate service, which you can incorporate into DPS's Daily Exchange Rates feature. If you wish to use this service, your company must contact XE.com directly.

The XE.com service allows you to:

- Choose as few or as many currencies as you want.
- Select the time of day and time zone at which your rates are updated.
- Download currencies up to nine times a week (once a day, plus two "grace" downloads in the event a daily download gets corrupted).

To use the XE.com Exchange Rate Service:

Step	Refer to this help topic:
Communicate with XE.com directly to set up licensing information in DPS.	<a href="#">Set Up Licensing Information for XE.Com</a>
Configure the XE.com Rates Tab in DPS.	<a href="#">XE.Com Rates Tab</a>
Use the Daily Exchange Rates Form to download rates, schedule rate download, and specify an exchange date.	<a href="#">Daily Exchange Rates Form</a>



## Disclaimer

When you click the [www.XE.com](http://www.XE.com) link, you leave the DPS software and enter a third party Web site. You enter the third party Web site at your own risk. Deltek is not responsible for your entrance into the third party Web site or use of the services offered therein.

## How to...

You download the XE.com Currency Exchange Rate service from their web site and then specify related settings in System Settings.

## Set Up Licensing Information for the XE.com Currency Exchange Rate Service

The XE.com Currency Exchange Rate Service is an online exchange rate data feed service that you can incorporate into DPS's Daily Exchange Rates feature.

### To enter licensing information for XE.com:

1. Determine how to set up your license:
  - **New XE.com license:** You must contract with XE.com before you set up licensing information in DPS. Click [here](#) to register with XE.com. Reference **Deltek for Professional Services** as the permitted application and **Deltek** as the vendor referral in the registration and then complete the following procedure/steps.
  - **Existing XE.com license:** If you have an existing XE.com license, you must renew your license agreement with XE.com. The new agreement will provide access to the XE.com APIs that are required. Click [here](#) to access the Migration Form. After you complete and submit this form, XE will contact you with an agreement. When all terms are complete, XE.com will email you the Account ID and associated API Key for your license, as detailed in the following procedure/steps.

## Disclaimer

When you click the [www.XE.com](http://www.XE.com) link, you leave the DPS software and enter a third-party Web site. You enter the third-party Web site at your own risk. Deltek is not responsible for your entrance into the third-party Web site or use of the services offered therein.

2. From the desktop application Navigation menu, click **Settings » General » General System**.
3. On the General System Settings form, click the XE.com Rates tab.

If you have a prior version of an XE.com license, the XE Licenses grid displays with the previous XE license information in the **Account ID** and **Description** columns. Select each row that contains a previous license and click **Delete**.
4. Enter the **Account ID** and associated **API Key** for your license that was provided by XE.com.

You can only enter one license on the XE.com Rates tab.
5. Enter a **Description** for the license.
6. Use the **Currencies** grid to specify the rate combinations for the license entered in the XE Licenses grid.

You can **Insert** and **Delete** currencies on this grid.



Because the API can support multiple currency combinations, you can insert as many currency combinations as needed, but you cannot enter the same combination more than once.

The currency options that are available are based on the currencies that are enabled for all companies.

7. Click  **Save**.

### Learn More About...

After you download the XE.com Exchange Rate service, you complete other steps in DPS.

### After You Set Up the XE.com Currency Exchange Rate Service

After you set up the licensing for the XE.Com Currency Exchange Rate Service in System Settings, you can begin using the service.

Several new buttons display on the Daily Exchange Rates form:

- **Download Rates:** Click this button to download currency rates from XE.com.
- **Schedule Rate Download:** You can schedule, via your process server, when you want the rates downloaded from XE.com. Click this button to display the Schedule dialog box for the process server, and complete the information as needed. The Options tab is blank because it does not apply to rate downloads.
- **Rate Download Exchange Date:** This feature allows you to download historical exchange rates. You can use **Today's Date** to schedule a daily download of current rates or to download current rates now. Or you can use the **Specific Date** option, which allows you to select a date from the calendar icon and download historical rates.

## Alerts Configuration

You use alerts to move information along and to monitor your data for potential problems that may require corrective action.

Use alerts to remind you when:

- You must submit timesheets and expense reports
- Transactions are submitted, approved, or rejected.

If you have not yet implemented DPS and plan to import a lot of data as part of the implementation process, you may want to wait until that process is completed before enabling alerts. If you enable the alerts before importing data, the import process may generate a lot of meaningless alert notifications as it creates batches of new records.

### Alerts and Workflows

Alerts and workflows are similar in the way they move information along. However, you can configure workflows to a greater degree to meet your company's business rules. For example, you can configure workflows to notify you when an event occurs, and also to perform a specified action such as updating information in a field.



## Alert Options

Use Alerts Configuration to specify:

- When alerts are sent
- How the alerts are sent (email message or via the notification center)
- Under what conditions the alerts are sent
- The contents of the email message (subject and message body) when alerts are sent via email messages

The options available vary and depend upon the alert type.

## Polling Interval

To activate activity alerts, you must set the alert polling interval to a level other than zero. Deltek recommends a value of 60.

## Alerts and Emails

Before you specify that you want to send alerts via email messages, verify that the DPS URL is set up correctly on the Email tab in **Settings » General » General System**. All alert email messages contain information that you can use to track down alert problems. This information includes the database name, database server, application server, and company code (if you use multiple companies).

## Types of Alerts

There are two types of alerts.

Alert type	Description
Alerts triggered by a reaction to information defined on your process server. (Most alerts are triggered by the process server.)	The process server: <ol style="list-style-type: none"><li>1. "Wakes up" based on a polling interval configuration setting.</li><li>2. Evaluates specific job tables in the database.</li><li>3. Reviews the alert configuration to determine whether action is needed.</li><li>4. Creates the alert, if action is required.</li></ol>
Alerts triggered by a change in information in your database.	Database alerts: <ul style="list-style-type: none"><li>▪ Do not depend on schedules defined on the process server.</li><li>▪ Are triggered dynamically, based on a change in data.</li><li>▪ Activate a special code when changed data is saved.</li></ul>



Alert type	Description
	DPS compares changed data with the alert configuration criteria to determine whether or not it requires action, and creates an alert when it does.

### Alerts and Process Servers

For each alert, process server information displays, including: status (such as running, waiting, or complete), the time the run started and ended, the time of the next run, and the frequency of the run. For most alerts, run frequency is connected to their functionality.

Alert history is retained. After each run of an alert, the job is retained and the new job is re-inserted back into the queue. This allows you to view error messages or to confirm that the jobs run correctly. The alerts' queue clears on an hourly basis and retains only the most recent 20 jobs (for successful runs) and 40 jobs (for errors).

### System vs. Company Alerts

You set Accounting and Resource Planning alerts on a system-wide basis.

You set Time, Expense, Purchasing, and Transaction Center alerts at the company level.

### Alerts and Multiple Languages

If your firm uses multiple languages, a Languages lookup displays on the Alerts Rules grid. This lookup displays the languages that the system administrator enabled in Module Activation. Use this lookup to select the language for this alert. Only employees with the same selected language receive the message. However, if the field is blank, all employees receive the message, no matter what language is used.

For example, if an email alert is set up for English US and English UK, then only employees that have English US or English UK specified in the **Language** field in Employees receive that message. The administrator must set up a separate alert rule for Spanish employees if they require messages in Spanish.

The **Language** field displays **<languages selected>** if any languages are selected.

### Alerts and Multiple Companies

If your firm uses multiple companies, you must set up alerts for each company. Because an employee may be associated with more than one company, the alerts only consider the employees that are active in the company for which the alert is configured.

For example, employee John James may be associated and active in Company A and Company B, and associated but inactive with Company C. Company A will send an email alert if a timesheet is late by 2 days, and Company B and Company C will send an email alert when a timesheet is late by 4 days. Because John James is only active in Company A and Company B, he will receive an alert from Company A after 2 days and from Company B after 4 days. He is inactive in Company C, so even though an alert is configured, it will not be sent.

When an alert is configured to be sent to the employee's supervisor, the email message goes to the employee's home company supervisor. For more information, see the discussion of employees and the Multicompany application in the Concepts section.



## How to...


You set up certain alerts on a system-wide basis and others by company.

### Set Up Alert Polling Interval

Activity alerts remind you of things such as calendar events or tasks to be assigned or approved. The polling interval that you specify determines how often, in seconds, alert activity is checked.

The polling interval that you set up in General System Settings applies only to CRM activity alerts. For all other alerts, the polling interval is system-set.

#### To set up the alert polling interval:



1. On the Navigation menu, click **Settings » General » General System**.
2. On the General System Settings form, click the Miscellaneous tab.
3. In the **Activity Settings** group box, use the **Polling interval for alerts (seconds)** to specify the polling interval, in seconds.  
The value that you enter must be greater than 0. Deltek recommends a value of at least 60.
4. Click  **Save**.

### Set Up Alerts for AR Aging

AR Aging alerts notify specified employees when a project reaches certain accounts receivable criteria. For example, you can create an alert that notifies employees about invoices between 20 and 60 days old and over \$2,000. This alert is triggered by the process server.

If the AR Aging alert returns a list of client records, clicking a client name displays the Invoice Review for that client. If the AR Aging alert returns a list of project records, the Project Review for that project displays when you click on the project name.

#### To set up AR Aging alerts:




1. On the Navigation menu, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Accounting**.
3. In the Alerts grid, select the row that displays **AR Aging** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.



### Set Up Alerts for Baseline Change

Baseline Change alerts notify specified employees when someone replaces the baseline version of a project plan with a new baseline version. (Opportunity plans do not have baselines.) The alert is triggered immediately when the plan is published with an updated baseline.

#### To set up Baseline Change alerts:




1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Baseline Change**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the Baseline Change dialog box, and then select the **Active** check box for the alert.
5. Click  **Save**.

### Set Up Alerts for Budget Milestones

Budget Milestone alerts notify specified employees when amounts spent or percentages of budget spent for selected project plans reach or exceed milestone amounts or percentages. (Opportunity plans do not have actual amounts charged to them and do not have baselines, so Budget Milestone alerts do not apply to them.) The alert is triggered by the process server.

You can restrict the alerts to specific accounts and/or vendors you want to monitor. You can also notify users when a plan's baseline changes.

#### To set up Budget Milestone alerts:

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Baseline Change**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the Budget Milestone Alert Configuration dialog box, and then select the **Active** check box for the alert.
5. Click  **Save**.






### Set Up Alerts for EAC Exceeds Baseline

An EAC Exceeds Baseline alert notifies employees when the estimate-at-completion (EAC) hours or amounts exceed the established baseline for the plan.

To send the alert to a subset of employees, select employees on the employee lookup in the alert configuration. When you select specific employees, the individual employees receive an alert with all resources assigned or updated when the changes are saved.

#### To set up EAC Exceeds Baseline alerts:


1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **EAC Exceeds Baseline**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the EAC Exceeds Baseline dialog box, and then select the **Active** check box for the alert.
5. Click  **Save**.

### Set Up Alerts for Plan Creation, Modification, or Deletion


Plan Creation, Modification, or Deletion alerts notify specified employees when a new project or opportunity plan is created, changed, or deleted.

Because a plan is created automatically when a project or opportunity is created and is deleted when a project or opportunity is deleted, the alert for a created and or deleted plan is triggered when its project or opportunity is created or deleted. The alert for a plan modification is triggered when the modified plan is published.

#### To set up Plan Creation, Modification, or Deletion alerts:

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Plan Creation, Modification or Deletion**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.






- If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the Plan Creation, Modification or Deletion dialog box, and then select the **Active** check box for the alert.

5. Click  **Save**.

### Set Up Alerts for Resource Assignment

Resource Assignment alerts notify selected employees when an employee resource assignment is added to a plan, changed in some way, or deleted from a plan. The alert is triggered when the updated plan is published.



#### To set up Resource Assignment alerts:

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Resource Assignment**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the Resource Assignment Alert Configuration dialog box, and then select the **Active** check box for the alert.
5. Click  **Save**.

### Set Up Alerts for Resource Utilization

Resource Utilization alerts notify specified employees when employee utilization percentages based on planned hours exceed, or fall short of, percentage thresholds that you specify for the alert. This alert is triggered by the process server.

#### To set up Resource Utilization alerts:

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **Resource Utilization**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the Resource Utilization Alert Configuration dialog box, and then select the **Active** check box for the alert.






5. Click  **Save**.

### Set Up Alerts for WBS Level Added or Deleted from Plan

WBS Level Added or Deleted from Plan alerts notify specified employees when a work breakdown structure (WBS) element (a phase or task, for example) is added to, or deleted from, a plan. The alert is triggered when the updated plan is checked in.

#### To set up WBS Level Added or Deleted from Plan alerts:

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the **Alert** field, select **WBS Level Added or Deleted from Plan**.
4. To activate an alert, do one of the following:
  - If the **Options** column contains **<options selected>**, select the **Active** check box, click in **Options**, and click  to enable an existing alert rule or to create a new rule.
  - If the **Options** column is blank, click in **Options** and click  to create a new alert rule in the WBS Level Added or Deleted from Plan dialog box, and then select the **Active** check box for the alert.
5. Click  **Save**.

### Set Up Alerts for Labor Billing Transfer Audit

Labor Billing Transfer Audit alerts are generated when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another through Interactive Billing or Interactive Approvals. You specify who receives the alert, when, and under what conditions.

**Prerequisites:** Before you create Labor Billing Transfer Audit alert rules, you must:

- Select the **Enable Billing Transfer Audit** option on the Timesheet Audit tab of Time Settings.
- Create employee groups to which you apply the rule.

#### To set up Labor Billing Transfer Audit alerts:

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Time**.
3. In the Alerts grid, select the row that displays **Labor Billing Transfer Audit** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.



7. Click  **Save**.

### Set Up Alerts for Timesheet Due



The Timesheet Due alert is triggered by the process server. You specify who receives the alert, when, and under what conditions.

**Prerequisite:** Before you create Expense Report Line Item Charge alert rules, you need to complete or be aware of the following:

- Create employee groups to which you apply the rule. See the Timesheet Configuration help for information on how to create groups.
- If a URL is entered in the **Application URL** field on the Email tab of the General System Settings form (**Settings » General » General System**), the email alert will include a link to the DPS application.

If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.

#### To set up Timesheet Due alerts:

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Time**.
3. In the Alerts grid, select the row that displays **Timesheet Due** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.

### Set Up Alerts for New Credit Card Transactions Available

The New Credit Card Transactions Available alert notifies employees when a charge that they made with a company-issued credit card has been imported from a credit card statement into DPS and is ready to add to an expense report.



This alert applies if you use the Credit Card feature and you import charges from credit card statements into DPS.

If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.

#### To set up the New Credit Card Transactions Available alert:

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Expense**.



3. In the Alerts grid, select the row that displays **New Credit Card Transactions Available** in the **Alert** field.
4. Click in the **Options** field for the alert, and then click the  icon that displays in the field.
5. On the Credit Card Charge Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** option for the alert.
7. Click  **Save** on the toolbar.



### Set Up Alerts for Past Due Credit Card Transactions

The Past Due Credit Card Transactions alert notifies employees and their supervisors after a New Credit Card Transaction Available alert has been sent to an employee and a certain number of days have passed without the charge being added to an expense report.

This alert applies if you use the Credit Card feature and you import charges from credit card statements into DPS for a credit card.

**If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.**

**To set up the Past Due Credit Card Transactions alert:**

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field, on the Company Alerts Configuration form, select **Expense**.
3. In the Alerts grid, select the row that displays **Past Due Credit Card Transactions** in the **Alert** field.
4. Click in the **Options** field for the alert, and then click the  icon that displays in the field.
5. On the Credit Card Past Due Alert dialog box, set up the rules to apply to the alert for the appropriate employee groups, and click **OK**.
6. In the grid on the Company Alerts Configuration form, click the **Active** option for the Past Due Credit Card Transactions alert to enable the alert.
7. Click  **Save** on the toolbar.

### Set Up Alerts for Final PO

Final PO alerts are generated when a purchase order is final printed.



To final print a purchase order, you select **Final (Mark as Printed)** option on the General tab of the Purchase Order Form dialog box that displays when you click the **Print** option on the toolbar of the Purchase Orders entry form.

This alert applies whether or not you use approval workflows to approve purchase orders.

This alert notifies the requester. You can set it up to notify the requester's supervisor as well.

**To set up Final PO alerts:**





1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, select the row that displays **Final PO** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click in the **Options** field for the row, and then click  to select an existing alert rule or create a new rule on the Final PO Alert Configuration dialog box.  
If a rule was already assigned to this alert, **<options selected>** displays in this **Options** field in the grid.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.

### Set Up Alerts for Receiving

Use the Receiving alert to specify who gets Receiving alerts, when, and under what conditions. Receiving alerts are generated when goods are received.

#### To set up Receiving alerts:

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the Alerts grid, select the row that displays **Receiving** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.

### Set Up Alerts for Transaction Entry File Approved



Transaction Entry File Approved alerts notify requesters that their transaction requests have been approved. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected on the Transaction Center Approvals tab of the Accounting Company Settings form (**Settings » Accounting » Company Settings**).

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights on the Accounting Tab of the Roles form (**Settings » Security » Roles**). On this tab, you must select the **Full Access to All Transaction Types** option or use the Transaction Type grid to select the **Post** option for the company and type of transaction.

#### To set up Transaction Entry File Approved alerts:



1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the Alerts grid, select the row that displays **Transaction Entry File Approved** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.



### Set Up Alerts for Transaction Entry File Submitted

Transaction Entry file Submitted alerts notify approvers that requests have been submitted. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected on the Transaction Center Approvals tab of the Accounting Company Settings form (**Settings » Accounting » Company Settings**).

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights on the Accounting Tab of the Roles form (**Settings » Security » Roles**). On this tab, you must select the **Full Access to All Transaction Types** option or use the Transaction Type grid to select the **Post** option for the company and type of transaction.

### To set up Transaction Entry File Submitted alerts:

1. On the Navigation menu, click **Settings » General » Company » Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the Alerts grid, select the row that displays **Transaction Entry File Submitted** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.





## Set Up Alerts for Transaction Entry Form Rejected

Transaction Entry Form Rejected alerts notify requesters that their requests have been rejected. You specify who receives the alert, when, and under what conditions.

You can edit this alert only if the **Enable transaction center approvals** option is selected on the Transaction Center Approvals tab of the Accounting Company Settings form (**Settings » Accounting » Company Settings**).

The alert's recipient must have security access rights to the specified type of transaction for the hyperlink to open the Transaction Posting application. You define transaction security rights on the Accounting Tab of the Roles form (**Settings » Security » Roles**). On this tab, you must select the **Full Access to All Transaction Types** option or use the Transaction Type grid to select the **Post** option for the company and type of transaction.

### To set up Transaction Entry Form Rejected alerts:

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the Alerts grid, select the row that displays **Transaction Entry Form Rejected** in the **Alert** field.
4. Select the **Active** option to enable the alert.  
If no rules exist for this alert, the **Active** option is disabled.
5. Click  **Options** to select an existing alert rule or to create a new rule.  
If a rule was already assigned to this alert, **<options selected>** displays in this field.
6. To remove the option for this alert, delete **<options selected>**.
7. Click  **Save**.

### Fields and Options

The contents of the Alerts Configuration form depend on the type of alert that you create and whether it is a system alert or a company alert. For example, the AR Aging alerts options are quite different from the options for the Timesheet Approval alerts.

If DPS Time and Expense is not installed, the options related to Time and Expense do not display on the form.

### AR Aging Alert Configuration Dialog Box


AR Aging alerts notify specified employees when a project reaches certain accounts receivable criteria.

For example, you can create an alert that notifies employees when DPS finds invoices between 20 and 60 days old and are over \$2,000. This alert is triggered by the process server.



### Display the AR Aging Alert Configuration Dialog Box




You display the dialog box from the System Alerts Configuration form.

1. On the Navigation menu, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Accounting**.
3. In the grid, click **AR Aging** and then click .

### Contents of the AR Aging Alert Configuration Dialog Box

Use these fields and options to set up an AR aging alert.

#### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.



Field	Description
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Send To

Select the employees or employee groups to receive the alert.

Field	Description
Project Team Role	Select this option to send the alert to the project team role that you select from the drop-down list.
Principal	Select this option to send the alert to the project principal (specified on the General tab of the Projects hub).
Project Manager	Select this option to send the alert to the project manager (specified on the General tab in Projects hub).
Supervisor	Select this option to send the alert to the project supervisor (specified on the General tab of the Projects hub).
Selected Employees	Select the employees to receive the alert.

### Alert Criteria

Field	Description
Selected Projects	Select the projects for which you want to send the alert.
Send every x days	Enter the number of days that you want the alert repeated. You must enter a number greater than zero (0).
Minimum Amount	Any invoices over this amount, or any sum of invoices over this amount (when grouped by project or client), are included in the alert. The value that you enter here is used with the <b>Send when x is between x and x days old</b> field to determine if an invoice or grouped set of invoices is "late."
Send when x is between x and x days old	Use <b>Send when x ...</b> to create rules that examine invoices grouped by invoice, client, or project. In this way, you can be alerted when invoices grouped and summed by client, for example, fall between 20 and 60 days old and exceed a specific amount of money.



Field	Description
	Use ... <b>is between x and x days old</b> to specify the age range of invoices, either ungrouped, or grouped and summed by client or project. Any invoice aged between these two values is included in the alert.
Report in	If you use multiple currencies, select <b>Billing Currency</b> or <b>Project Currency</b> to specify the currency in which amounts display.



### Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>

### Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.




## Baseline Change Dialog Box

Use this dialog box to set up an alert to notify specified employees when someone replaces the baseline version of a project plan with a new baseline version.

If the alert is active, it is triggered immediately when a project plan that is selected in the alert criteria for an enabled alert rule is published with an updated baseline version.

### *Display the Baseline Change Dialog Box*




You display the dialog box from the System Alerts Configuration form.

1. On the Navigation menu, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the grid, click **Baseline Change** and then click .

### *Contents of the Baseline Change Dialog Box*

Use these fields and options to set up alerts to notify specified employees when someone replaces the baseline version of a project plan with a new baseline version.

## Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.



Field	Description
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Alert Criteria

Field	Description
Selected Plans	On the Plan lookup, select the plans for which you want to be alerted.

### Send To

Select the employees or employee groups to receive the alert.

Field	Description
Principal	Select this option to send the alert to the project principal (specified on the General tab of the Projects hub).
Project Manager	Select this option to send the alert to the project manager (specified on the General tab in Projects hub).
Supervisor	Select this option to send the alert to the project supervisor (specified on the General tab of the Projects hub).
Selected Employees	Select the employees to receive the alert.

### Delivery Options



You can select one or both of these options.



Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>

### Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.

### Budget Milestone Alert Configuration Dialog Box


Budget Milestone alerts notify specified employees when amounts spent or percentages of budget spent for selected project plans reach or exceed milestone amounts or percentages. (Opportunity plans do not have actual amounts charged to them and do not have baselines, so Budget Milestone alerts do not apply to them.) The alert is triggered by the process server.

You can restrict the alerts to specific accounts and/or vendors you want to monitor. You can also notify recipients when a plan's baseline changes.



### *Display the Budget Milestone Alert Configuration Dialog Box*




You display the dialog box from the System Alerts Configuration form.

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In **Folders**, select **Resource Planning**.
3. In the grid, click in **Options** on the **Budget Milestone** row, and click .

### *Contents of the Budget Milestone Alert Configuration Dialog Box*

Use these fields and options to set up a Budget Milestone alert.

#### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.



Field	Description
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Send To

Select the employees or employee groups to receive the alert.

Field	Description
Principal	Select this option to send the alert to the project principal (specified on the General tab of the Projects hub).
Project Manager	Select this option to send the alert to the project manager (specified on the General tab in Projects hub).
Supervisor	Select this option to send the alert to the project supervisor (specified on the General tab of the Projects hub).
Selected Employees	Select the employees to receive the alert.

### Alert Criteria

Field	Description
Selected Plans	Select the plans for which you want to send the alert.
Selected Vendors	Select the vendors for which you want to send the alert.
Selected Accounts	Select the accounts for which you want to send the alert.
Notify if baseline changes	Select this option if you want to be alerted when the baseline of the plan changes.
Report in	If you use multiple currencies, specify the currency in which amounts display.

### Delivery Options



You can select one or both of these options.



Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>



If you insert the **:RecordLink** field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.

### Milestones Grid

You can enter information for the budget amount or the budget percentage, not both.

Field	Description
Milestones Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>





Field	Description
 New	Click this option to insert a row beneath the current row.
 Delete	Click a row and then click this option to delete it.
Budget Amount	Enter the spent amount at which you want the alert to be triggered. When actual amounts spent against a plan equals or exceeds this amount, notifications are sent. (These notifications are only sent once per plan, the first time the triggering condition is detected.)
Budget Percent	Enter the spent percentage of the budget at which you want to be notified. When the percentage of a plan that has actually been spent equals or exceeds this percentage, notifications are sent. (These notifications are only sent once per plan, the first time the triggering condition is detected.)

### EAC Exceeds Baseline Dialog Box

EAC Exceeds Baseline alerts notify team members when the estimate-at-completion hours or amounts exceed the established baseline for the plan.

#### *Display the EAC Exceeds Baseline Dialog Box*

You display the dialog box from the System Alerts configuration form.

1. On the Navigation menu, click **Settings » General » System Alerts**.
2. In the **Folders** field on the System Alerts Configuration form, select **Resource Planning**.
3. In the grid, click **EAC Exceeds Baseline** and then click .
4. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
5. In **Folders**, select **Resource Planning**.
6. In the grid, click in **Options** on the **EAC Exceeds Baseline** row, and click .




#### *Contents of the EAC Exceeds Baseline Dialog Box*

Use these fields and options to set up an alert to notify team members when the estimate-at-completion (EAC) hours or amounts exceed the established baseline for the plan.

### Alerts Grid

Field	Description
Grid Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Alert Criteria

Field	Description
Selected Plans	Select the plans for which you want to be alerted.



Field	Description
Schedule	Select how often you want the selected plans checked to see if EAC has exceeded baseline: Daily, Weekly, Monthly, or Yearly.
Notify if the following exceeds baseline	<p>These options determine whether the alert is triggered when the EAC <b>Cost</b>, <b>Billing</b>, or <b>Hours</b> exceed the baseline. You need to select at least one of these options. This field is used in conjunction with the <b>For the following areas</b> field.</p> <p>For example, if you select <b>Cost</b> and <b>Billing</b> in this section, and select <b>Labor</b> in the <b>For the following areas</b> section, then an alert is sent if the labor cost or billing exceeds the baseline.</p>
EAC & JTD Date Basis	<p>Select the date on which you want to base the calculation of EAC amounts. Planned amounts after the selected date are included in estimate-to-complete (ETC) amounts, and JTD actual amounts dated after that date are excluded.</p> <ul style="list-style-type: none"> <li>▪ <b>Current Date:</b> EAC is calculated as of today's date.</li> <li>▪ <b>Period End Date:</b> EAC is calculated as of the current period end date.</li> <li>▪ <b>JTD Through Date:</b> EAC is calculated as of the date in <b>Job-to-Date (JTD) Date Through</b> on the Plan Settings form (<b>Settings » Resource Planning » Plan Settings</b> in the browser application). If <b>Job-to-Date (JTD) Date Through</b> contains no date, the current date is used. (This date basis option is only available if the Resource Planning module is activated but the Accounting module is not.)</li> </ul>
For the following areas	<p>These options determine whether the alert is triggered when the <b>Total for All</b>, <b>Labor</b>, <b>Expenses</b>, or <b>Consultant</b> EAC exceeds the baseline. You need to select at least one of these options. This field is used in conjunction with the <b>Notify if the following exceeds baseline</b> option.</p> <p>If you select <b>Total for All</b>, then the alert is sent if the EAC total exceeds the total baseline for those items selected in the <b>Notify if the following exceeds baseline</b> field.</p>

## Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

## Send To



Select the employees or employee groups to receive the alert.



Field	Description
Principal	Select this option to send the alert to the project principal (specified on the General tab of the Projects hub).
Project Manager	Select this option to send the alert to the project manager (specified on the General tab in Projects hub).
Supervisor	Select this option to send the alert to the project supervisor (specified on the General tab of the Projects hub).
Selected Employees	Select the employees to receive the alert.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	Select one or more of the following actions: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>


If you insert the **:RecordLink** field in either the subject or message text, the alert notifications will include a link that recipients can use to display the project plan in the Projects hub.

### Plan Creation Modification or Deletion Alert Configuration Dialog Box

Plan Creation, Modification, or Deletion alerts notify specified employees when a new plan is created or changed.

#### *Display the Plan Creation, Modification or Deletion Dialog Box*

You display the dialog box from the System Alerts configuration form.




1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In **Folders**, select **Resource Planning**.
3. In the grid, click in **Options** on the **Plan Creation, Modification or Deletion** row, and click .



### Contents of the Plan Creation, Modification or Deletion Dialog Box

Use these fields and options to set up alerts to notify employees when project and opportunity plans are created, changed, or deleted.

#### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish.</p>



Field	Description
	The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.

### Send To

Select the employees or employee groups to receive the alert.

Field	Description
Project Team Role	Select this option to send the alert to the project team role that you select from the drop-down list.
Principal	Select this option to send the alert to the project principal (specified on the General tab of the Projects hub).
Project Manager	Select this option to send the alert to the project manager (specified on the General tab in Projects hub).
Supervisor	Select this option to send the alert to the project supervisor (specified on the General tab of the Projects hub).
Selected Employees	Select the employees to receive the alert.

### Alert Criteria

Field	Description
Selected Plans	Select the plans for which you want to send alerts.
Notify if plan is created	Select this option if you want an alert to be sent when a plan is created. The alerts are triggered when a new project or opportunity is created because a new plan is created at that point as well.
Notify if plan is modified	Select this option if you want an alert to be sent when a plan is changed. The alerts are triggered when a modified plan is published.
Notify if plan is deleted	Select this option if you want an alert to be sent when a plan is deleted. The alerts are triggered when a project or opportunity is deleted because the associated plan is also deleted.

### Suppress Alerts if Modified by

Field	Description
Principal	Select this option if you want to suppress the alert when the plan is modified by the principal associated with the plan.
Supervisor	Select this option if you want to suppress the alert when the plan is modified by the supervisor associated with the plan.
Project Manager	Select this option if you want to suppress the alert when the plan is modified by the project manager.



Field	Description
Current User	Select this option if you want to suppress the alert when the plan is modified by the current user.



### Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	Select one or more of the following actions: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>

If you insert the **:RecordLink** field in either the subject or message text, the alert notifications will include a link that recipients can use to display the plan in the Projects hub or, if the plan is for an opportunity, in Project View.


### Resource Assignment Alert Configuration Dialog Box

Use this dialog box to set up alerts to notify specified employees when an employee resource assignment is added to a plan, changed in some way, or deleted from a plan. The alert is triggered when the updated plan is published.



### *Display the Resource Assignment Alert Configuration Dialog Box*




You display the dialog box from the System Alerts configuration form.

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In **Folders**, select **Resource Planning**.
3. In the grid, click in **Options** on the **Resource Assignment** row, and click .

### *Contents of the Resource Assignment Alert Configuration Dialog Box*

Use these fields and options to set up an alert to notify selected employees when an employee resource assignment is added to a plan, changed in some way, or deleted from a plan. The alert is triggered when the updated plan is published.

#### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.



Field	Description
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

Field	Description
The Plan: Include Utilization	If this check box is selected, only opportunity plans for which the <b>Include in Utilization and Project Reports</b> option is selected will be included along with project plans in the alert. If the <b>Include Utilization</b> option is not selected, then changes made to any opportunity or project plan will be included in the alert.
Send To: Supervisor	Select this option to send the alert to the supervisors of the employees whose assignments were affected.
Send To: Assignee	Select this option to send the alert to the employees whose assignments were affected.
Selected Employees	Select one or more employees to whom you want to send the alert.

### Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.


### Resource Utilization Alert Configuration Dialog Box

When you set up Resource Utilization alerts, DPS notifies the selected employees when employee utilization percentages based on planned hours exceed, or fall short of, percentage thresholds that you specify for the alert. This alert is triggered by the process server.



### Display the Resource Utilization Alert Configuration Dialog Box




You display the dialog box from the System Alerts configuration form.

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In **Folders**, select **Resource Planning**.
3. In the grid, click in **Options** on the **Baseline Change** row, and click .

### Contents of the Resource Utilization Alert Configuration Dialog Box

Use these fields and options to set up an alert that notifies selected employees when employee utilization percentages based on planned hours exceed, or fall short of, percentage thresholds that you specify for the alert.

#### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.



Field	Description
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

Field	Description
Send To	
Principal	Select this option to send the alert to the principal associated with the plan.
Project Manager	Select this option if you want to send the alert to the project manager associated with the plan.
Supervisor	Select this option if you want to send the alert to the supervisor associated with the plan.
Employee Supervisor	Select this option if you want to send the alert to the supervisors of the employees who are under or over utilized.
Selected Employees	Select employees to receive the alert.
Alert Criteria	
Selected Plans	Select the plans for which you want to send the alert.
Selected Employees	Select the employees for which you want to send the alert.
Under Utilization Percentage	If an employee's utilization for a utilization period within the alert period is below this percentage, an alert will be sent. An employee's utilization percentage is calculated as follows: Planned hours in published plans for the utilization period / Available hours for the utilization period.
Over Utilization Percentage	If an employee's utilization for a utilization period within the alert period is over this percentage, an alert will be sent. An employee's utilization percentage is calculated as follows: Planned hours in published plans for the utilization period / Available hours for the utilization period.
Utilization Period	Specify the time period in which to calculate an employee's utilization percentage. For example, if this is set to 1 week and an employee has 30



Field	Description
	planned hours in a week but has 40 available hours, then that employee's utilization is 75% for that week.
Alert Period	Determines how far into the future that the alerts should check utilization. This must be greater or equal to the period specified in <b>Utilization Period</b> .
Only Include Project Plans	Select this option if you want to exclude opportunity plans and only include project plans.
Delivery Options	<p>You can select one or both of these options.</p> <ul style="list-style-type: none"> <li>▪ <b>Email:</b> Select this option to send the alert via email.</li> <li>▪ <b>Notification Center:</b> Select this option to send the alert via the Notification Center.</li> </ul>

### WBS Level Added or Deleted from Plan Dialog Box

Use this dialog box to set up alerts to notify specified employees when a work breakdown structure (WBS) element (a phase or task, for example) is added to, or deleted from, a plan. The alert is triggered when the updated plan is checked in.

*Display the WBS Level Added or Deleted from Plan Dialog Box*

You display the dialog box from the System Alerts Configuration form.

1. On the Navigation menu in the desktop application, click **Settings » General » System Alerts**.
2. In **Folders**, select **Resource Planning**.
3. In the grid, click in **Options** on the **WBS Level Added or Deleted from Plan** row, and click






*Contents of the WBS Level Added or Deleted from Plan Alert Configuration Form*

Use these fields and options to notify specified employees when a work breakdown structure (WBS) element (a phase or task, for example) is added to, or deleted from, a plan. The alert is triggered when the updated plan is checked in.

### Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

Field	Description
Send To	
Principal	Select this option to send the alert to the principal associated with the plan.
Project Manager	Select this option if you want to send the alert to the project manager associated with the plan.



Field	Description
Supervisor	Select this option if you want to send the alert to the supervisor associated with the plan.
Selected Employees	Select employees to receive the alert.
Alert Criteria	
Selected Plans	Select the plans for which you want to send the alert.
Notify if WBS level is x from plan	Select the event or events for which you want to be notified: <ul style="list-style-type: none"> <li>▪ Added</li> <li>▪ Deleted</li> <li>▪ Added or Deleted</li> </ul>



### Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	Select one or more of the following actions: <ul style="list-style-type: none"> <li>▪ Enter text directly in the text box.</li> <li>▪ Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>▪ Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>



### Labor Billing Transfer Alert Configuration Dialog Box

Labor billing transfer audit alerts notify specified employees when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another.


To enable this alert, you must first select the **Enable Billing Transfer Audit** option on the Timesheet Audit tab of Time Settings.

If you use multiple companies and the employee is associated with more than one company, the Labor Billing Transfer Alert applies to the company where the employee made the original labor entry.

For example, employee Caruso is an employee in Company A. This company has **Timesheet Audit** enabled and **Labor Billing Transfer Audit Alert** configured to alert Caruso via email. Company B does not have the alert configured. Caruso charged 2.0 hours against Company B and a biller in Company B uses Interactive Billing to transfer the 2.0 hours to another project. Caruso will receive the alert because he was in Company A when he made the original charge.

#### *Display the Labor Billing Transfer Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts Configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Time**.
3. In the grid, click **Labor Billing Transfer Audit** and then click .

#### *Contents of the Labor Billing Transfer Alert Configuration Dialog Box*

Use these fields and options to set up labor billing transfer audit alerts to notify employees when a line item on a timesheet has hours that are transferred from one project, phase, task, or labor code to another.




### Employee Group Rules

Field	Description
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select <b>[All Groups]</b> , which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.

### Alerts Grid

Field	Description
Grid Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Delivery Options

You can select one or both of these options.



Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .



Field	Description
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	Select one or more of the following actions: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>

To specify the name of the employee in the text, you can enter [EMPL]; for example **Alert for [EMPL]**. DPS will replace [EMPL] with the name of the employee.

### Alert Frequency

You can select one or more of these options to determine the frequency of the alerts.

Field	Description
Send Alert per Billing Transfer	Select this option to send the alert immediately after each billing transfer occurs.
<b>Send Alert per Billing Session</b>	Select this option to send the alert after each billing session. This option is selected by default.
Send Alert once per day	Select this option to send the alert once per day. This activates the <b>Time of day to send alert</b> field, which you can use to specify the time of day that you want to send the alert.
Send Alert once per week	Select this option to send the alert once per week. This activates the <b>Day of the week</b> field and the <b>Time of day to send alert</b> field, which you can use to specify the day of the week and the time of day that you want to send the alert.
Time of day to send alert	This field is activated when you select the <b>Send Alert once per day</b> or <b>Send Alert once per week</b> options. Use this field to specify the time of day that you want to send the alert.




## Timesheet Due Alert Configuration Form

Use the Timesheet Due Alert Configuration form of Alerts to apply or remove an existing timesheet due alert rule or to create a new rule. Before you create Timesheet Due alert rules, you need to create employee groups to which you want to apply the rule.

If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.

### *Display the Timesheet Due Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts configuration form.


1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Time**.
3. In the grid, click **Timesheet Due** and then click .

### *Contents of the Timesheet Due Alert Configuration Form*

Use these fields and options to set up timesheet due alerts based on a new or existing rule.

Field	Description
Employee Group Rules	
Employee Groups	Select the employee group to which you want to apply the new rule, such as Administration or Engineering. Or, select [All Groups], which allows you to create global alert rules for all employee groups without having to create redundant rule settings for each group. Groups are created in Time and Expense Configuration.
Alert Rule Name	This field displays the names of existing alert rule(s); or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Languages	This column displays if you use the DPS Multilingual application. Use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language. For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employee Info Center receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.
Due Date Options	You can select one or more of these options.



Field	Description
Send alert on due date	Select this option if you want an alert to be sent on the day that the timesheet is due.
Send alerts x days before due date	Select this option if you want an alert to be sent the specified number of days before the timesheet is due.
Send alerts x days after due date	Select this option if you want an alert to be sent on the specified number of days after the timesheet is due.
Time of day to send alert	Select the time of day you want an alert to be sent. The time you enter is for the time zone in which the DPS server is located.
Status Options	You can select one or more of these options.
Missing	Select this option if you want DPS to send an alert only for those timesheets that have a status of Missing.
In progress	Select this option if you want DPS to send an alert only for those timesheets that have a status of In Progress.
Submitted	Select this option if you want DPS to send an alert only for those timesheets that have a status of Submitted.
Approved	Select this option if you want DPS to send an alert only for those timesheets that have a status of Approved.
Delivery Options	<p>Select one or both of these check boxes.</p> <p><b>Email</b></p> <p>Select this check box if you want DPS to send the alert via email. In the email message, DPS provides a link to the timesheet. If you select this option, complete the <b>Email Options</b> fields.</p> <p><b>Notification Center</b></p> <p>Select this check box if you want DPS to send the alert to the Notification Center. Users open the Notification Center by clicking  in the DPS menu bar. The count on this button is dynamic and indicates how many active action items and notifications you have.</p>
Email Options	If you selected <b>Email</b> for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.




### Credit Card Charge Alert Dialog Box

Use this dialog box to create rules for the New Credit Card Transaction Available alert for the appropriate employee groups.

If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.

#### *Display the Credit Card Charge Alert Dialog Box*

You display the dialog box from the Company Alerts Configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, click **Expense**.
3. In the grid, click **New Credit Card Transactions Available** and then click .


#### *Contents of the Credit Card Charge Alert Dialog Box*

Use these fields and options to set up a Credit Card Charge alert.

### Employee Group Rules Section

Field	Description
Employee Groups	<p>From the drop-down list, select the employee group for which you want to create a rule for the Credit Card Charge alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid on the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
Alert Rule Grid Toolbar options	<p>The following options display on the toolbar:</p> <ul style="list-style-type: none"> <li>▪ <b>Alert Rule Grid Drop-Down</b> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> </li> <li>▪ <b>Groups</b>: Click this option to change the employee group or groups for the selected alert rule. On the Add Groups dialog box that opens, move</li> </ul>



Field	Description
	<p>employee groups to and from the Current Groups box and the Available Groups box.</p> <ul style="list-style-type: none"> <li>▪ <b>Remove From Group:</b> Select a rule in the grid to delete from the alert, and click this option to remove it.</li> <li>▪ <b>New :</b> Click this option to add a blank row to the grid and add a new alert rule for the selected employee group.</li> <li>▪ <b>Copy:</b> Select an alert rule in the grid whose settings you want to copy into a new alert rule. Then click <b>Copy</b>. A blank row is added to the grid. The alert settings (alert type, delivery options, and message content) from the copied alert rule prefill on the Credit Card Charge Alert dialog box for the new alert rule. Enter a name in the <b>Alert Rule Name</b> field for the new alert rule.</li> </ul>
Alert Rule Grid Fields	This grid contains the alert rules that have been created for the employee group that you selected in the <b>Employee Groups</b> field.
Alert Rule Name	<p>This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click  <b>New</b> on the grid toolbar, and in the blank row in the grid enter the name of the rule. All alert rule names must be unique.</p> <p>After you enter or select an alert rule in the grid, the remaining fields on the dialog box apply for the selected alert rule.</p>

### Alert Type

Field	Description
Send alert when new charges are imported	Select this check box if you want an alert sent to an employee when any charge made by the employee with a company-issued credit card is imported from a credit card statement into DPS.
Send alert once a week	Select this check box if you want an alert sent to an employee once a week to notify them of any charges they made with a company-issued credit card that have been imported from a credit card statement into DPS. In the field beside this check box, select the day of the week for the alert to be sent. If no charges have been imported, no alert is sent.
Time of day to send alert	From the drop-down list, select the hour of the day for the alert to be sent to employees.

### Delivery Options



You can select one or both of these options.



Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Message Content

Select the **Email** option in the **Delivery Options** section to enable the fields in this section.

Field	Description
Subject	Enter the subject for the email message.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related field to add to the email message text.</li> </ul> <p>For credit card alerts, the options are: <b>[SecondaryDescription]</b>, <b>[SecondaryCode]</b>, <b>[PrimaryDescription]</b>, and <b>[PrimaryCode]</b>. These are the descriptions and codes for the primary credit card and secondary credit card for a charge. When the alert email message is sent to an employee, the description or code for the primary and secondary credit cards that applies for the charge is specified in the message.</p> <ul style="list-style-type: none"> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text .</li> </ul>

### Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.




## Credit Card Past Due Alert Dialog Box

Use this dialog box to create rules for the Past Due Credit Card Transactions alert for the appropriate employee groups.

If your firm uses multiple companies, this alert only applies to the employees that are active in the company for which the alert is configured.

### *Display the Credit Card Past Due Alert Dialog Box*

You display the dialog box from the Company Alerts Configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, click **Expense**.
3. In the grid, click **Past Due Credit Card Transactions** and then click .


### *Contents of the Credit Card Past Due Alert Dialog Box*

Use these fields and options to set up a Credit Card Past Due alert.

## Employee Group Rules Section

Field	Description
Employee Groups	<p>From the drop-down list, select the employee group for which you want to apply a new rule for the Credit Card Past Due alert. If you have already created rules, select the employee group for which you want to view or modify existing rules. After you enter an employee group in this field, the grid in the dialog box displays all the alert rules that are set up for the selected employee group.</p> <p>When you select <b>[All Groups]</b>, the rules that you create for the alert will apply globally for all employee groups, and you do not have to create the same rules individually for each group.</p>
Alert Rule Grid Toolbar Options	<p>The following options display on the toolbar:</p> <ul style="list-style-type: none"> <li>▪ <b>Alert Rule Drop-Down:</b> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> </li> <li>▪ <b>Groups:</b> Click this option if you want to change the employee group or groups for the selected alert rule. On the Add Groups dialog box that</li> </ul>



Field	Description
	<p>opens, move employee groups to and from the Current Groups box and the Available Groups box.</p> <ul style="list-style-type: none"> <li>▪ <b>Remove From Group:</b> Select a rule in the grid to delete from the alert, and click this option to remove it.</li> <li>▪ <b>New :</b> Click this option to add a blank row to the grid and add a new alert rule for the selected employee group.</li> <li>▪ <b>Copy:</b> Select an alert rule in the grid whose settings you want to copy into a new alert rule. Then click <b>Copy</b>. A blank row is added to the grid. The alert settings (alert type, delivery options, and message content) from the copied alert rule prefill on the Credit Card Charge Alert dialog box for the new alert rule. Enter a name in the <b>Alert Rule Name</b> field for the new alert rule.</li> </ul>
Alert Rule Grid Fields	This grid contains the alert rules that have been created for the employee group that you selected in the <b>Employee Groups</b> field.
Alert Rule name	<p>This field displays the name of an alert rule that was previously created. If you are creating a new alert rule, click  <b>New</b> on the grid toolbar, and in the blank row in the grid enter the name of the rule. All alert rule names must be unique.</p> <p>After you enter or select an alert rule in the grid, the remaining fields on the dialog box apply for the selected alert rule.</p>

### Alert Criteria Section

Field	Description
Send alert for charges over x days	Enter the number of days after which you want the past due alert sent to an employee. This is the number of days after the transaction date on the credit card charge. For example, if employees have a two-week grace period to enter their expense reports, enter <b>14</b> in this field. An alert will be sent for any imported credit card charges with a transaction date over 14 days old.
Do not send alert if missing charge is associated with:	<p>A past due alert is sent for any imported credit card charge that is not associated with a posted expense report or cleared through the Credit Card Reconciliation application. If you do not want employees to receive an alert if the expense report is in progress, select one or more of the following check boxes to specify the charges associated with an expense report with statuses that will not trigger a past due alert to be sent:</p> <ul style="list-style-type: none"> <li>▪ <b>Approved Expense Report</b></li> <li>▪ <b>Submitted Expense Report</b></li> <li>▪ <b>In Progress Expense Report</b></li> </ul>
Send every x days	Enter the frequency (number of days) for which you want the past due alert sent to employees if they have not added an imported charge to an




Field	Description
	expense report. For example, to check for past due expense report charges and alert employees once a week, enter <b>7</b> .
Time of day to send alert	From the drop-down list, select the hour of the day for the alert to be sent to employees.

### Delivery Options Section


Field	Description
Email	Select this check box to send the alert by email to employees.
Notification Center	Select this check box to send the alert via the DPS Notification Center to employees.
Alert Employee Supervisor	Select this check box to also send the alert to an employee's supervisor.
Alert Expense Report System Admins	Select this check box to also send the alert to the expense report system administrators. These are the employees who are assigned system-level administration of expenses (on the Time & Expense tab in the Employees hub).
Alert Expense Report Company Admins	Select this check box to also send the alert to the expense report company administrators. These are the employees who are assigned company-level administration of expenses (on the Time & Expense tab in the Employees hub) that matches the company of the employee who submits an expense report.

### Message Content

If you select the **Email** check box in the Delivery Options section, the fields in this section are enabled.

Field	Description
Subject	Enter the subject for the email message.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related field to add to the email message text.</li> </ul> <p>For credit card alerts, the options are: <b>[SecondaryDescription]</b>, <b>[SecondaryCode]</b>, <b>[PrimaryDescription]</b>, and <b>[PrimaryCode]</b>. These are the</p>



Field	Description
	<p>descriptions and codes for the primary credit card and secondary credit card for a charge. When the alert email message is sent to an employee, the description or code for the primary and secondary credit cards that applies for the charge is specified in the message.</p> <ul style="list-style-type: none"> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text .</li> </ul>

### Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.

### Final PO Alert Configuration Dialog Box


Use the Final PO dialog box to specify who receives Final PO alerts.

This alert applies when you use an approval workflow to approve purchase orders or not.

Final PO alerts are generated when you final print a purchase order. The alert is always sent to the requester. You can also have it sent to the requester's supervisor.

#### *Display the Final PO Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Purchasing**.
3. In the grid, click **Final PO** and then click .




#### *Contents of the Final PO Alert Configuration Dialog Box*

Use these fields and options to specify who receives final PO alerts.

### Alerts Grid

Field	Description
Grid Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Send To

Field	Description
Requestor's Supervisor	Select this option if you want to send the alert to the requestor's supervisor. Alerts are automatically sent to the requester.



### Alert Criteria

Field	Description
Selected Buyers	Use the Employee lookup to select an employee. The Employee lookup includes only the employees who are designated as buyers on the Buyer tab of the Purchasing & Inventory Company Settings form ( <b>Settings » Purchasing &amp; Inventory » Company Settings</b> ).
Buyer's Timesheet Group	If the buyers listed on the Buyer tab of the Purchasing & Inventory Company Settings form belong to the specified timesheet group, then generate an alert. Timesheet groups, such as Administration or Architectural, are created in Time Settings.
Buyer's Expense Group	If the buyers listed on the Buyer tab of the Purchasing & Inventory Company Settings form belong to the specified expense group, then generate an alert. Expense groups, such as Administration or Architectural, are created in Expense Settings.



### Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

### Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	<p>Select one or more of the following actions:</p> <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>



## Buttons


Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.

## PO Receiving Alert Configuration Dialog Box

Receiving alerts are generated when goods are received. This alert applies when you use an approval workflow to approve purchase orders or not.

### *Display the PO Receiving Alert Configuration Dialog Box*


You display the dialog box from the Company Alerts configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Alerts Configuration form, select **Purchasing**.
3. In the grid, click **Receiving** and then click .



### *Contents of the PO Receiving Alert Configuration Dialog Box*

Use these fields and options to set up alerts to notify employees when goods are received.

## Alerts Grid

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 New	Click this option to insert a row beneath the current row.



Field	Description
 Copy	Click a row and then click this option to add a copy of the selected row to the grid.
 Delete	Click a row and then click this option to delete it.
Alert Rule Name	Select an existing alert rule name or enter a new one. You can change the name of an existing rule. Each rule name must be unique.
Enabled	Select this option to enable the rule. When the alert is active, you can enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is active, then any of its enabled rules can run. If the alert is not active, then none of its rules can run.
Languages	<p>If you use multiple languages, use this column to select the language for this alert. Only employees with the selected language receive the alert. However, if you leave this column blank, all employees receive this alert regardless of their designated language.</p> <p>For example, if you create an email alert for English US and English UK, then only the users that have English US or English UK in the <b>Language</b> field in the Employees hub receive that message. The system administrator must set up a separate alert rule for Spanish employees to receive a message in Spanish. The <b>Language</b> field displays <b>&lt;languages selected&gt;</b> if any languages are selected.</p>

### Send To

Field	Description
Selected Employees	Use the Employee lookup to select the employees to whom to send the alert.
Requester	Select this option to send the alert to the requester.
Requester's Supervisor	Select this option to send the alert to the requester's supervisor.
Buyer	Select this option to send the alert to the buyer.
Principal-In-Charge	Select this option to send the alert to the principal-in-charge.
Project Manager	Select this option to send the alert to the project manager.
Supervisor	Select this option to send the alert to the supervisor.





## Delivery Options

You can select one or both of these options.

Field	Description
Email	Select this option to send the alert via an email message. Links in the email message provide easy access to the appropriate application area. If you select this option, complete the corresponding <b>Email Options</b> .
Notification Center	Select this option to send the alert via the notification center.

## Email Options

These options are available when you select **Email** for the delivery option.

Field	Description
Subject	Enter the subject for the email message. Click <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the subject text.
Message Text Box	Select one or more of the following actions: <ul style="list-style-type: none"> <li>Enter text directly in the text box.</li> <li>Position the cursor in the text box and click  <b>Insert Field</b> to open the Column Selection dialog box and select related fields to add to the email message text.</li> <li>Click  <b>Edit</b> to use formatting options on the Text Editor dialog box as you enter text.</li> </ul>

## Buttons

Field	Description
OK	Click this button to save entries and changes on the dialog box and dismiss it.
Cancel	Click this button to dismiss the dialog box without saving entries and changes.
Help	Click this button to open the help topic for the dialog box.


## Transaction Entry File Approved Alert Configuration Form

The Transaction Entry File Approved alert allows you to determine who, when, and under what conditions DPS sends Transaction Entry File Approved alerts. These alerts inform requesters that their requests have been approved.




### *Display the Transaction Entry File Approved Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts configuration form.

1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the grid, click **Transaction Entry File Approved** and then click .

### *Contents of the Transaction Entry File Approved Alert Configuration Form*

Use these fields and options to set up a translation entry file approved alert based on a new or existing rule.

Field	Description
Alert Rule Name	This field displays the names of existing alert rules or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then DPS will run any one of its Enabled rules. If the alert is not Active, then DPS will not run any of its rules, even if rules are Enabled.
Send To	
Selected Employees	Click  <b>Search</b> to search for and select the employees to which you want to send the alert.
Creator	Select this option if you want to send the alert to the creator.
Creator's Supervisor	Select this option if you want to send the alert to the creator's supervisor(s).
Submitter	Select this option if you want to send the alert to the submitter.
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	You can select one or both of these options. <b>Email</b>




Field	Description
	<p>Select this option if you want DPS to send the alert via email. If you select this option, complete the <b>Email Options</b> fields.</p> <p><b>Dashboard</b></p> <p>Select this option if you want DPS to send the alert via the dashboard.</p>
Email Options	If you selected <b>Email</b> for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly in this field or you can use the text editor, which provides formatting tools.

### Transaction Entry Form Rejected Alert Configuration Form

The Transaction Entry Form Rejected alert allows you to determine who, when, and under what conditions DPS sends Transaction Entry Form Rejected alerts. These alerts inform requesters that their requests have been rejected.

*Display the Transaction Entry Form Rejected Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts Configuration form.


1. On the Navigation menu, click **Settings » General » Company Alerts**.
2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the grid, click **Transaction Entry Form Rejected** and then click .

*Contents of the Transaction Entry Form Rejected Alert Configuration Form*

Use these fields and options to set up a translation entry file rejected alert based on a new or existing rule.

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then DPS will run any one of its Enabled rules. If the alert is not Active, then DPS will not run any of its rules, even if rules are Enabled.
Send To	



Field	Description
Selected Employees	Click  <b>Search</b> to search for and select the employees to which you want to send the alert.
Creator	Select this option if you want to send the alert to the creator.
Creator's Supervisor	Select this option if you want to send the alert to the creator's supervisor(s).
Submitter	Select this option if you want to send the alert to the submitter.
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	<p>You can select one or both of these options.</p> <p><b>Email</b></p> <p>Select this option if you want DPS to send the alert via email. If you select this option, complete the <b>Email Options</b> fields.</p> <p><b>Dashboard</b></p> <p>Select this option if you want DPS to send the alert via the dashboard.</p>
Email Options	If you selected <b>Email</b> for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.

### Transaction Entry File Submitted Alert Configuration Form


The Transaction Entry File Submitted alert allows you to determine who, when, and under what conditions DPS sends Transaction Entry File Submitted alerts. These alerts inform request approvers that requests have been submitted.

*Display the Transaction Entry File Submitted Alert Configuration Dialog Box*

You display the dialog box from the Company Alerts configuration form.


1. On the Navigation menu, click **Settings » General » Company Alerts**.



2. In the **Folders** field on the Company Alerts Configuration form, select **Transaction Center**.
3. In the grid, click **Transaction Entry File Submitted** and then click .

*Contents of the Transaction Entry File Submitted Alert Configuration Form*

Use these fields and options to set up a translation entry file submitted alert based on a new or existing rule.

Field	Description
Alert Rule Name	This field displays the names of existing alert rules; or, if you are creating a new alert rule, enter the name of the rule. You can change the name of an existing rule; however, all alert rule names must be unique.
Enabled	Select this option to enable the rule. When the alert is Active, this feature allows you to enable only selected rules, without having to delete any unwanted rules. In other words, if the alert is Active, then DPS will run any one of its Enabled rules. If the alert is not Active, then DPS will not run any of its rules, even if rules are Enabled.
Send To	
Selected Employees	Click  <b>Search</b> to search for and select the employees to which you want to send the alert.
Submitter's Supervisor	Select this option if you want to send the alert to the submitter's supervisor(s).
Alert Criteria	
Transaction Type	Select the transaction type that will generate this alert, such as Employee Expenses, Invoices, or <All Transactions>.
Delivery Options	<p>You can select one or both of these options.</p> <p><b>Email</b></p> <p>Select this option if you want DPS to send the alert via email. If you select this option, complete the <b>Email Options</b>.</p> <p><b>Dashboard</b></p> <p>Select this option if you want DPS to send the alert via the dashboard.</p>
Email Options	If you selected <b>Email</b> for the delivery option, these fields are activated.
Subject	Enter the subject text for the email.
Message	Enter the message text for the email. You can either enter text directly into this field or you can use the text editor, which provides formatting tools.



## Labels and Lists Settings

Use the Labels and Lists Settings form to replace the default DPS labels with those that are used in your firm (for example, replace the default "Client" with "Customer") and to specify the valid values that appear in drop-down selection lists for some DPS fields (for example, a list of the valid opportunity stages for your firm).

### How to...

On the Labels and Lists Settings form, you can replace default system labels with those that are used in your firm, and you can specify the valid values appear in drop-down selection lists for some DPS fields.

#### Change System Labels

To replace the default system labels with those that are used in your firm (for example, replace the default "Client" with "Customer"), go to the Labels form under Labels and Lists Settings.

##### To change one or more system labels:

1. In the Navigation pane, select **Settings » Labels and Lists » Labels**.
2. In the **Custom Label** field for the first label you want to change, click and enter the new label.
3. If the label you changed has a plural form listed, repeat step 2 for the plural form.
4. Repeat steps 2 and 3 for each label you want to change.
5. Click **Save**.

#### Add Values for Drop-Down Lists

To add values to the drop-down selection lists for fields, use the Lists form (**Settings » Labels and Lists » Lists**).

##### To enter one or more values for a list:

1. In the Navigation pane, select **Settings » Labels and Lists » Lists**.
2. To locate the field for which you want to enter values, either scroll the list, or use the field above the list to search for the field.
3. Hover over the row for a field for which you want to add a value, and click \* at the end of the row to display the Settings dialog box for that list.

The settings that you specify for each value in the Settings dialog box vary depending on the field for which you are defining values.

4. Click **+ Add Entry** below the grid to create a blank row.
5. Enter the new value for the list in the first grid column.
6. If the Settings dialog box includes a **Code** field, do one of the following:
  - Enter a unique code for the list value.
  - Leave **Code** blank to have a code generated for you.



7. If the Settings dialog box includes other fields or options for the values, make those additional entries.
8. Repeat steps 4 - 6 for each value you want to add to the list.
9. Click **Save**.

## Fields and Options

Use the Labels and Lists Settings forms to replace the default system labels with those that are used in your firm and to specify the valid values that appear in drop-down selection lists for some DPS fields.

### Summary Form

Use the Summary form in Labels and Lists Settings to review your current labels and the number of values specified for each of the drop-down lists for fields.

#### Display the Summary Form

You display the Summary form in Label and Lists under Settings.

#### To open the Summary Form of Labels and Lists Settings:

In the Navigation pane, select **Settings » Labels and Lists » Summary**.

#### Contents of the Summary Form

Use the Summary form in Labels and Lists Settings to review your current labels and the number of values specified for each of the drop-down lists for fields.

#### Contents

Field	Description
Labels	<p>This grid lists your current system labels. If you have changed any of the default labels, those changes are reflected in this list.</p> <p>To change a label, either click <b>Labels</b> above the list, or click the Labels tab.</p>
Lists	<p>This grid displays the fields for which you can specify drop-down list values. Next to each field name is the number of values specified for that field's drop-down list.</p> <p>To change the values for a list, either click <b>Lists</b> above the list, or click the Lists tab.</p>



## Labels Form of Labels & Lists Settings

Use the Labels form in Labels & Lists Settings to replace the default system labels with those that your firm uses. For example, if you specify "Customer" as the label to replace the default "Client" system label, "Customer" automatically replaces "Client" everywhere that label appears in DPS.

### Display the Labels Form

You display the Labels form in Label and Lists under Settings.


### To open the Labels Form of Labels and Lists Settings:

In the Navigation pane, select **Settings » Labels and Lists » Labels**.

### Contents of the Labels Form

Use the Labels form in Labels and Lists Settings to replace the default system labels with those that your firm uses. For example, if you specify "Customer" as the label to replace the default "Client" system label, "Customer" automatically replaces "Client" everywhere that label appears in DPS.

### Contents

Field	Description
System Label	This column displays the system labels for which you can specify alternate labels. Many terms have both a singular and a plural label. The labels in this column are the default labels and display for reference only. The labels in <b>Custom Label</b> are the labels that DPS actually uses.
Custom Label	Initially, this column displays the default labels that DPS uses on its tabs, forms, and dialog boxes. To replace a default label with your own label, enter your label and its plural form in this column.
	To search for a label based on the system label or your custom label, click this icon and enter search text in the fields that display above the grid columns.

## Lists Form of Labels & Lists Settings

Use the Lists form in Labels & Lists Settings to specify the valid values that appear in drop-down selection lists for some DPS fields (for example, a list of the valid opportunity stages for your firm).

### Display the Lists Form

You display the Lists form in Label and Lists under Settings.

In the Navigation pane, select **Settings » Labels and Lists » Lists**.




## Contents of the Lists Form

Use the Lists form to specify the valid values that appear in drop-down selection lists for some DPS fields (for example, a list of the valid opportunity stages for your firm).

DPS provides default lists for most of these fields, but you can add other values, delete default values that you do not want to use, and edit existing default values.

The field lists that are available on the Lists form vary depending on the modules you have activated and on other DPS settings.


Field	Description
Lists	<p>To search the form for a particular field list rather than scrolling, type one or more characters from the field list name in the field next to <b>Lists</b>.</p> <p>To limit the field names in the grid to those that relate to a particular part of DPS, select the part you want in the second field to the right of <b>Lists</b>.</p>
Field List	This column displays the fields for which you can specify a list of values.
	<p>To add, delete, or edit values for a field list, hover over the grid row for the list and click this icon to display the Settings dialog box for the list.</p> <p>The settings that you specify for each value in the Settings dialog box vary depending on the field for which you are defining values.</p>

## Settings Dialog Box for Lists

Use the Settings dialog box that you display from the Lists form (**Settings » Labels and Lists » Lists**) to add, delete, or reorder valid values that appear in drop-down selection lists for some DPS fields.

## Display the Settings Dialog Box for Lists

You display the dialog box from the Lists form in Settings.

1. In the Navigation pane, select **Settings » Labels and Lists » Lists**.
2. Hover over the row for a field for which you want to add values, and click  at the end of the row.

## Contents of the Settings Dialog Box for Lists

Use the fields and options on the Settings dialog box to add, delete, or reorder valid values that appear in drop-down selection lists for some DPS fields.

## Contents

Field	Description
+ Add Entry	To add a new value for the system field, click <b>+ Add Entry</b> below the grid to create a blank grid row.



Field	Description
Value	<p>This column displays the current list of valid values for the field. In most cases, you can edit an existing value, and you can click <b>+ Add Entry</b> to enter a new value. The exception is the Employee Role list. That list includes a set of standard values, such as <b>Project Manager</b>, that are also system labels. As a result, you cannot change them on the Lists form. You must change them on the Labels form instead.</p> <p>For some field lists, this column label is something other than <b>Value</b>.</p>
Code	<p>Some lists associate a code with each value. If a <b>Code</b> field is available, do either of the following:</p> <ul style="list-style-type: none"> <li>Enter a unique code for the value.</li> <li>Leave <b>Code</b> blank to have DPS generate a code for you when you move off of the grid row.</li> </ul> <p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li><b>Country list:</b> DPS will not generate a code when you add a country for the Country list or a new NAICS code for the NAICS list. You must enter a code for those.</li> <li><b>Labor Category:</b> Use the <b>Code</b> field instead of the <b>Category</b> field if you use Costpoint integration with DPS. Enter a unique code for a labor category that contains numbers, letters, or a combination of both. Leave the <b>Category</b> field blank. After you save and close the Labor Category Setting dialog box, DPS automatically assigns the next numeric category number as the category number for a labor category, based on the previous numbers entered in the <b>Category</b> field in the grid. For more information, see <a href="#">Set Up Labor Categories</a>.</li> </ul> <p>Before you save a new list value, you can change the code, including a generated code. After you save a list value with a code, you cannot change the code. If you want the value to have a different code, delete the value and add it again with the correct code.</p>
Other fields	<p>The Settings dialog boxes for the following lists contain one or more fields in addition to <b>Value</b> and <b>Code</b>:</p> <ul style="list-style-type: none"> <li><b>Activity Type:</b> Enter an activity type description in <b>Description</b> and select a display option in <b>Display: Calendar, Task, or Activity Hub Only</b>.</li> <li><b>Employee Citizenship:</b> Use the <b>Status</b> check box to control whether individual values appear in the list. If <b>Status</b> is selected, the value is included on the list for users to select. If <b>Status</b> is not selected, the value does not display on the list.</li> <li><b>Labor Category:</b> Use the <b>Category</b> field if you do <b>not</b> use Costpoint integration with DPS. In this field, enter a unique number by which to identify the labor category. You must enter numbers, not letters. Leave the <b>Code</b> field blank. After you save and close the Labor Category Setting dialog box, DPS automatically assigns the category number as the code for a labor category.</li> <li><b>Project Probability:</b> Enter a probability percentage in <b>Value</b> (for example, <b>60</b>) and a description or explanation in <b>Description</b> (for example, <b>Proposal Stage</b>).</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Project Stage:</b> Enter the possible stages in <b>Description</b>, and select the <b>Closed Stage</b> check box for any stages to which you assign projects that are no longer actively pursued (a Lost stage or Awarded stage, for example). When a project is closed, only stages for which <b>Closed Stage</b> is selected can be assigned to that project.</li> <li>▪ <b>NAICS:</b> If the NAICS field list is available, the default list of NAICS values is very long. Often the quickest way to find a specific NAICS code is to use the <b>Search NAICS</b> field above the grid. You can search for either a partial code or partial description.</li> <li>▪ <b>Phone Format:</b> Enter a description of the format (for example, <b>Standard Format</b>) in <b>Value</b>, the country for which you use the format in <b>Country</b>, and the format itself (for example, <b>(###) ###-####</b>) in <b>Phone Format</b>.</li> <li>▪ <b>State/Province:</b> First select the country in <b>Country</b>, and then enter an abbreviation for the state or province in <b>Abbreviation</b> and the full name in <b>Value</b>.</li> </ul>
X	<p>To remove one of the values for the system field, hover over the row for that value, and click <b>X</b> at the end of the row.</p> <p>Some system fields have one or more special values that you cannot remove because DPS requires them for internal processing. You can, however, change the text that displays in drop-down lists for those values.</p>
+ Add Entry	To add a new value to the list, click <b>+ Add Entry</b> below the grid to create a blank grid row.

## Learn More About..

Learn more about system labels and drop-down selection lists and how to modify them.

### System Labels and Custom Labels

You can use the Labels form of the Labels and Lists Settings to replace the default DPS labels with those that are used in your firm (for example, replace the default "Client" with "Customer"). If you enter a custom label, it is used throughout the DPS user interface and online help in place of the default label.

This option enables you to easily modify DPS to use key terms that are in use in your firm and familiar to your employees. Many firms substitute at least a few of their own labels for the default labels.

### System Labels

On the Labels form of the Labels and Lists Settings, the **System Label** column displays a set of standard labels as a baseline. That column is for reference only.



## Custom Labels

The labels in the **Custom Label** column are the labels that DPS actually uses. The default labels in this column when you install DPS are based on your industry.

To replace a default label with your own label, enter your label in **Custom Label**. Many terms also have a label for the plural form so make sure that you change that label as well.

## System Label Descriptions

This table lists the system labels, along with a brief definition of each to help you map these labels to the terms that you use, if these are not familiar to you.

The labels available to you depend on the applications you have activated and, in some cases, on how you set up DPS. As a result, some labels described here may not display in your instance of DPS.

In addition to the labels listed here, the Labels form displays singular and plural labels for any user-defined hubs that you set up.

Label	Description/Notes
Account	A general ledger account.
Boilerplate	Blocks of text that can be reused repeatedly in proposals and other documents.
Business Development Lead	An employee of your company who manages business development efforts.
Client	A business or government agency with which you have, or hope to have, a contract to provide goods or services.
Compensation	The sum of the expected direct labor costs and direct non-labor expenses for a project or for a specified part of a project (one phase of a multi-phase project, for example).
Consultant	An individual or firm that participates with your company in pursuing an opportunity and/or provides a subset of the goods or services to the client if you win the contract. A subcontractor.
Contact	An employee or other representative of a client, vendor, subcontractor, government agency, or competitor through whom your company can communicate with the contact's firm.
Cost Group	
EAC	Estimate-at-Completion. This label cannot exceed five characters.
Employee	An employee of your company.
Equipment	Equipment items for regular projects, which are not depreciable, but may be billable to the client, or asset items, which are capitalized and depreciated over time.
Estimate-at-Completion	Forecast of the final cost of work performed: Actual cost of work performed to date + Estimate of the cost to complete the remaining work (ETC).



Label	Description/Notes
Estimate-to-Complete	Best estimate of the cost required to complete the remaining authorized work.
ETC	Estimate-to-Complete. This label cannot exceed five characters.
Firm	A client, vendor, subcontractor, government agency, or competitor that is in some way associated with your company.
Functional Group	
Job to Date	Equivalent term: inception to date (ITD). Refers to aggregate values that represent some aspect of total performance from the beginning of a project through a specified date, such as today's date. For example, job-to-date revenue as of today is the total revenue earned for the project through today.
JTD	Job to Date. This label cannot exceed five characters.
Labor Code	<p>A classification of a type of work that your staff performs. All labor costing and budgeting are based on labor codes.</p> <p>Individual labor codes often consist of components from each level of a multiple-level structure. For example, you might set up a level code structure with these levels: Department, Service, and Staff Level.</p>
Labor Code Level 1, 2, 3...	The list of system labels includes a Labor Code Level label for each level of your labor code structure. The level labels you specified on the Key Convert Labor Code Format form in the desktop application ( <b>Utilities » Key Formats » Labor Codes</b> ) display in <b>Custom Label</b> . If you decide to change those labels, you can do it on the Labels form of the Labels and Lists Settings or on the on the Key Convert Labor Code Format form.
Marketing Campaign	An event or activity designed to reach new and existing clients to generate new business.
Marketing Coordinator	An employee of your company who is responsible for pursuing one or more opportunities.
Opportunity	A potential contract to provide goods or services to a client.
Organization	A specific component of your company's operational structure.
Organization Level 1, 2,3...	If you define a fixed organization structure on the General Settings form, the list of system labels includes an Organization Level label for each level of the organization structure. The level labels you specified on the General Settings form display in <b>Custom Label</b> . If you decide to change those labels, you can do it on the Labels form of the Labels and Lists Settings or on the Organization tab of the General Settings form.
Owner	An employee of your company who has primary responsibility for establishing and maintaining your relationship with a firm that you do business with.
Principal	An employee of your company who oversees the company's services in connection with one or more projects and who may have ownership interest in your firm.



Label	Description/Notes
Project Manager	An employee of your company who is directly responsible for managing one or more projects.
Proposal	Information about your company, your employees, your services, and your previous work that you present to a prospective client when you compete for a contract.
Proposal Manager	An employee of your company who manages the proposal process.
Service Profile	
Supervisor	An employee of your company who has supervisory responsibility for a group of employees.
Unit	A non-labor expense for goods or services, such as lab tests or survey crews, that you bill at a flat rate per item.
Vendor	A firm from which your company purchases goods or services.
WBS1 - 3	Work breakdown structure (WBS) levels. Your WBS divides each of your projects into distinct, manageable work elements to meet management needs and to collect an appropriate and effective level of project data. The WBS can have up to three levels, each with its own label (for example, Project, Phase, and Task).

### Field Lists

You can use the Lists form **Settings » Labels and Lists » Lists** to specify the valid values for selected fields. Those values are then displayed in drop-down selection lists for entering data in those fields.

### Example: Values for the Project Type Field

When you implement DPS, you can use the Lists form to specify the valid values for the **Project Type** field. (The same list is also used in the Opportunities hub to assign a type to opportunities.) To do that, you click ✱ at the end of the grid row for **Project Type** to display the default values that Delttek provides. You then delete any of those values that do not apply to your firm, and you click + **Add Entry** to add any types of projects that were not included in the default list of values.

The values that you define for **Project Type** then become the only values that can be selected in the **Project Type** field in the Projects hub when someone adds a new project.

### Import List Values

In addition to entering list values on the Lists form, you can also import values for many of the lists using the **Lists** import option on the Imports form (**Utilities » Imports & Exports » Imports**) or using an API.

### Value Codes

Some field lists require a unique code for each value. In most cases, you can either enter a code yourself, or you can leave **Code** blank to have DPS generate a code for you. For some lists, however, either because they are defined by the government or otherwise need to be meaningful, you must enter the codes. The Country list and the NAICS list are two examples of this.



If you import records, such as employee records, into DPS from a .CSV file or using an API, those imported records use the codes to identify related list values. For example, when you import employee skills, the import file contains the code for each employee skill, not the skill description itself.

### Labor Categories: Code and Category Fields

When you add a new value to the list of labor categories, you must enter a code, a category number, or both, along with the value. A code can contain letters or numbers, while a category number must be numeric. The code must be unique among labor category codes, and the category number must be unique among category numbers.

If you enter a code but do not enter a category number, DPS automatically assigns a valid category number when you save. If you enter a category number but do not enter a code, DPS automatically assigns the category number as the code.

If you import labor categories, you must map a value to the **Code** field, and you do not have the option to map a value to the **Category** field. DPS automatically assigns the next available category number.

### Values Order in Drop-Down Lists

Regardless of the order in which you define the values for a field list, when a user displays the drop-down list to select a value, the list always displays in one of the following orders:

- If the values in the list have associated codes, the values display in code order, even if the code itself does not display in the drop-down list.
- If the values in the list do not have associated codes, the values display in alphanumeric order. If you have a list, such as the list of opportunity stages, for which you want the values in an order other than alphanumeric, you can begin each value with a number (for example, **1 Lead**) so that sorting alphanumerically results in the sequence you want.

### Fields Not Restricted to the List

The following fields provide drop-down lists of values, but they also allow users to enter a value that is not on the drop-down list for the field:

- **Activity Subject**
- **Contact Title**
- **Employee Title**
- **Opportunity Milestone**

Fields that are not restricted to the options on the drop-down list behave differently from other fields in a couple of other ways also:

- If you delete one of the values from the list of standard values for the field on the Lists form, those deleted values remain in any records for which they were previously selected. For fields that restrict entries to values on the drop-down lists, deleting a value removes that value from all records for which it was previously selected.
- If you change a value in the list of standard values on the Labels and Lists settings (correct a typing error, for example), that change does not affect any records for which that value was previously selected. For fields that restrict entries to values on the drop-



down lists, changing a value on the Lists form also changes that value in all records for which it was previously selected.

When a user enters a value that is not in the drop-down list, that entry only applies to that one instance. It is not added to the standard list of values for that field. The only ways to add a new value to a field list is to add it in the grid on the Lists form or to import new values from a .CSV file or using the API.

### Deleting Values

To delete a value from field list, display the list in the Settings dialog box, hover over the value in the grid, and click **X**.

In most cases, if the value you want to delete was previously selected as part of a one or more records (a stage to which opportunities are currently assigned, for example), a warning message displays. If you continue and delete the value, it is removed from all records for which it was selected. The exceptions are values for fields that allow users to type in values that are not included in the drop-down list. For those fields, the value selected for records remains in those records after you delete the value from the list.

Some lists have one or more default values that cannot be deleted because DPS requires them for internal processing.

## Workflow Settings

Use workflows to specify conditions in applications for which you want to be alerted.

There are different kinds of workflows:

- **User initiated workflows** are triggered when a user adds, changes, or deletes a record or a portion of a record.
- **Scheduled workflows** are database queries that run at regular intervals via the process server. They are triggered when user-defined conditions are met.
- **Approval workflows** identify the steps, approvers, and alerts for approving certain items, such as timesheets and expense reports.
- **Web services** are created by your organization and triggered when a user saves, approves, or routes a record.

You can create workflows for both standard and user-defined fields and grids.

### Workflows and Hubs

When you create a workflow, you determine whether you want it to apply to an entire record or to only a part of the record. For example, you can create a workflow alert that is generated when a project's association is added to a record in the Projects hub.

### Workflow and Multiple Languages

If your firm uses multiple languages, a Languages lookup displays on the Actions grid. This lookup displays the languages that the system administrator has enabled. Use this lookup to select the language for this workflow; only employees with the same language receive the message. If the field is blank, all employees receive the message.



For example, if an email alert is set up for English US and English UK, then only employees who have English US or English UK specified in the **Language** field in the Employees hub receive that message. The administrator must set up a separate alert rule for Spanish-speaking employees if they should receive a message in Spanish.

The **Language** field displays **<languages selected>** if any languages are selected.

### Workflows and Multiple Companies

If you use multiple companies, the scheduled and user-initiated workflows include field options and operators that provide access to all companies, including the home company. See the Concepts section of the online help for more information.

### User Initiated Workflow

When you set up user initiated workflows, you specify conditions so that certain DPS events automatically trigger related actions, such as sending an alert or running a process. The events that you specify may occur in the hubs or in other applications.

You set up user initiated workflows in **Settings » Workflow » User-Initiated Workflows** in the desktop application.

An "event" is when someone adds, changes, or deletes a record or a portion of a record in DPS. For example, someone adds a new employee in the Employees hub.

When an event takes place, if it meets the conditions of a user initiated workflow, DPS automatically performs the actions that are specified for it in the user initiated workflow, such as sending an email alert, changing the value of a column, creating an activity, or invoking a Web service. For example, when a new employee record is added to the Employees hub, the new employee's supervisor will receive an email alert notifying them that the new employee is now entered in the system.

In a user initiated workflow, you can specify one or more actions for an event. For example, you can create a workflow that states that when you add a new employee (event), DPS sends an email message to the manager (action) and sets up a lunch meeting (action).

The events that you specify in a user initiated workflow are based on DPS database tables, records, and fields. You can create workflows for both standard and user-defined fields and grids.

In Workflows the word column is synonymous with field.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

Delte recommends that you review all conceptual and procedural information about workflows before you begin.

### How to...

After you create user-initiated workflows, you can review their details on the related report.






## Create User Initiated Workflows

You can create user-initiated workflows for events that occur in various applications.





If you plan to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate workflow. Test it, then copy it to create the Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance.

### To create a user-initiated workflow:

1. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** in the desktop application.
2. On the User Initiated Workflow form, select the application for which you want to create a workflow.
3. In the User Initiated Workflows grid, create an event for the workflow.
4. If necessary, click  **Move Up** or  **Move Down** to move the event to where you want it in the event sequence. Events are executed based on the order in the grid.
5. In the Actions grid, click , select an action, and complete the fields on the dialog box that displays.

The dialog box that you see depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.

6. Arrange actions on the Actions grid:

Option	Description
To move actions	Click  <b>Move Up</b> or  <b>Move Down</b> . Actions take place in the order that you specify.
To copy an existing action	Select the action and click  <b>Copy</b> . You can then modify the action.
To delete an existing action	Select the action and click  <b>Delete</b> .
To remove an action without deleting it permanently	Clear the <b>Active</b> option for that action.

7. Click  **Save**.

### Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

### To print a Workflow report:



1. On the Workflow Configuration form, select the type of workflow for which you want to generate a report.
2. Click **Print** on the toolbar or select one of the following:
  - If you want to print out the information for all workflows for that hub, select **Print Entire Application**. DPS prints out the information for each workflow event for that area, followed by the information for all the actions for that event.
  - If you want to print out the information for all workflows for one workflow event only, select that workflow event and select **Print Current Event** on the Print menu. DPS prints out the information for only the selected workflow event, followed by the information for all the actions for that event.

## Fields and Options

Use the form and related dialog boxes to create and modify user-initiated workflows.

### User Initiated Workflow Form

Use this form to create user-initiated workflows that automatically trigger actions, such as sending alerts or creating activities, as a result of an event, such as a change that someone makes to an existing DPS record.

#### *Display the User Initiated Workflow Form*

You display the form in Workflow Settings.

On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** in the desktop application.

#### *Contents of the User Initiated Workflow Form*

Use these fields and options to create user initiated workflows that automatically trigger actions.

Field	Description
Application	<p>Select the application for which you want to create a workflow.</p> <p><b>Important:</b> Workflows fire only if the event that creates the action takes place from within the application that you select here. There can be more than one "point of entry" from within the hubs. When this is the case, you must set up the workflow row for the event from each potential hub.</p> <p>For example, on the Associations tab of the Contacts form, you add a new opportunity. DPS displays the New Opportunity form, which is actually a part of the Opportunities hub. Therefore, if you want to create a workflow that alerts you each time that an opportunity is added to a contact, you need to create two workflow rows: one for the Contacts hub and one for the Opportunities hub.</p>



Field	Description
	<p>Equipment hub workflows fire when you save a new equipment item in that hub or when an equipment item is created automatically when you final print a purchase order.</p> <p><b>Approval Workflows</b></p> <p><b>Approval Workflow</b> is a choice in the <b>Application</b> field only if you have the Purchasing or Accounting application activated. Select this option to view each step of an approval workflow that was entered in <b>Settings » Workflow » Approval Workflows</b>. You can see the details on how the workflow progresses from step to step. This can be helpful for administrators who are troubleshooting any issues with an approval workflow. Although you can view approval workflows from User Initiated Workflow Settings, you must create the approval workflows in Approval Workflows Settings.</p> <p>In User Initiated Workflow Settings, you can also add advanced actions, such as stored procedures, functions, custom methods, and web services to the steps of approval workflows, which you cannot do in Approval Settings. However, when you do this, if you ever need to edit the workflow steps again in Approval Workflows Settings, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways.</p>
Approval Name	This field displays only when you select <b>Approval Workflow</b> in the <b>Application</b> field. Select the name of an approval workflow that you want to view or add advanced steps to. The approval workflows are created in Approval Workflows Settings.

### Workflows Grid

In this grid, enter one or more workflows that apply for the application that you specified in the **Application** field. Each row in the grid represents a separate workflow. The order in which multiple workflows display in the grid determines the order in which they are executed.

For each workflow that you enter in the grid, you choose a record (field) from the application, a workflow type, and conditions that together identify the workflow event and conditions that will trigger the workflow actions.




To enter or view the actions for a workflow, click a workflow row in the Workflows grid to select it, and then enter or view actions for it in the Actions grid.

When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field, the rows in this grid prefill with steps from the approval workflow that you entered in Approval Workflows Settings. You can view the information for the approval workflow steps, but you cannot edit them.



### Workflows Grid Toolbar

Field	Description
Workflows Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to create a new workflow.
 Copy	<p>To copy an existing workflow to create a new one, select the workflow in the grid that you want to copy and click this option. The new workflow displays below the existing one in the grid. Edit the new workflow and save it. For Change and Delete/Remove type workflows, the new workflow will have the same workflow type as the one you copied. You cannot change the workflow type.</p> <p>If you are planning to create an Insert/Associate type workflow and a Change type workflow that are similar, you should first create the Insert/Associate workflow. Then test it before you copy it to create a Change type workflow. If you create them the other way around, you will not be able to copy the Change type workflow. You would then need to manually re-create the conditions and actions for the Insert/Associate type workflow or contact Deltek Consulting Services for assistance.</p> <p>When you copy an Insert/Associate type workflow, you have the following additional options to choose from in the <b>Copy</b> drop-down menu:</p> <ul style="list-style-type: none"> <li><b>Create Change Workflow:</b> This copies the selected workflow and creates a new one that is a Change workflow type.</li> <li><b>Create Insert/Associate Change Workflow:</b> This copies the selected workflow and creates a new one that is an Insert/Associate workflow type.</li> <li><b>Create Delete/Remove Change Workflow:</b> This copies the selected workflow and creates a new one that is a Delete/Remove workflow type.</li> </ul> <p>To create a new Insert/Associate type workflow from a Change type workflow, contact the Deltek Consulting group. They can provide you with assistance on a time and materials basis.</p>
 Delete	Select the workflow that you want to delete and click this option. To disable a workflow temporarily but not delete it, click <b>Unschedule</b> .






Field	Description
 Move Up	Select a workflow in the grid, and click this option to move the workflow up in the grid. The order in which the workflows display in the grid determines the order in which they are executed. If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.
 Move Down	Select a workflow in the grid, and click this option to move the workflow down in the grid. The order in which the workflows display in the grid determines the order in which they are executed. If a workflow fails to finish because of an error, subsequent workflows with the same conditions are not executed.

### Workflows Grid Fields

Field	Description
Workflow Table	<p>From the drop-down list in this field, select the entire record or select a specific table/grid for which to create a workflow. Entire records appear in brackets, such as [Employee Record] and consist of both standard and user-defined fields. The tables in this field are from the application that you selected in the <b>Application</b> field. If your company uses user-defined grids, these grids display in this field with underscores, for example, Employee_Profile.</p> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field and select an approval workflow in the <b>Approval Name</b> field: The <b>Workflow Table</b> field displays <b>ApprovalItem</b>.</p>
Workflow Type	<p>Select the type of workflow for which you want to generate an action:</p> <ul style="list-style-type: none"> <li>▪ <b>Change:</b> DPS generates an action when a change (other than an Insert or Delete) occurs in an existing record. For example, if a client address changes or the status of a client changes from Active to Inactive, an action occurs.</li> <li>▪ <b>Insert/Associate:</b> DPS generates an action when new information is added to the specified workflow table entered above. For example, if a team member is associated with a project or a new project record is added, an action occurs.</li> <li>▪ <b>Delete/Remove:</b> DPS generates an action when information is deleted from the specified workflow table. For example, if an employee address is deleted or a project record is deleted, an action occurs.</li> </ul> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field and select an approval workflow in the <b>Approval Name</b> field: The <b>Workflow Type</b> field displays <b>Approval</b>.</p>
Level	<p>This field only applies to the Projects hub. This field allows you to specify at what WBS level the workflow event should execute. Your options are <b>All</b>, <b>Project (Level 1)</b>, <b>Phase (Level 2)</b>, and <b>Task (Level 3)</b>.</p> <p>For example, assume that an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project (Level 1)</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p>




Field	Description
	<p>When an option other than <b>All</b> is selected, the workflow executes only at that level. If you select <b>All</b>, the workflow executes for any record that is being edited in the Projects hub.</p> <p>The WBS level can be set for both the workflow event and the action. Therefore, DPS looks at the workflow event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.</p>
Active	Select this option to enable the workflow; clear this option to disable it. This feature allows you to disable the workflow temporarily without deleting it.
Description	<p>Enter a description for the workflow, such as <b>Send Email to Director</b>.</p> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field and select an approval workflow in the <b>Approval Name</b> field: The <b>Description</b> field displays the description for the approval workflow step entered in Approval Workflows Settings.</p>
Conditions	<p>Enter one or more conditions for which you want actions to take place when the workflow event conditions are met. To do this, click  <b>Ellipsis</b> in the <b>Conditions</b> field, and enter field information on the Conditions dialog box, as described below. DPS looks at the conditions in the order in which you specify them on this form. Use the  <b>Move Up</b> and  <b>Move Down</b> arrows to arrange them in the correct order.</p> <ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> <li>▪ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>▪ The popup that this field displays depends on the column that you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. If you select <b>EM.Vendor</b>, this field contains the Vendor lookup. In some cases, you enter the information directly in this field.</li> <li>▪ If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li>▪ <b>AND/OR:</b> This field allows you to define the conditions further. Deltek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>






## Actions Grid

Use the Actions grid to create the actions that apply for the workflow that you currently have selected in the Workflows grid. The actions will occur when the conditions that are specified for the workflow in the Workflow grid are met.



When you select **Approval Workflow** in the **Application** field and select an approval workflow in the **Approval Name** field:

- The rows in this grid prefill with all the alerts for the approval workflow steps that you select in the Workflows grid, excluding the past due alerts, the supervisor escalation alerts, and the reminder alerts. You can view those alerts in Scheduled Workflows Settings.
- Although you can make some changes to the alert information that was originally entered in Approval Workflows Settings, Deltek recommends that you do not do this. Make any changes to approval workflow alerts directly in Approval Workflows Settings. When you make edits in User Initiated Workflows Settings to rows that were originally entered in Approval Workflows Settings, although these changes are implemented, the edits are not updated and displayed in Approval Workflows Settings.
- You can use  **Insert** on the Actions grid toolbar to add advanced actions, such as stored procedures, functions, custom methods, and web services to the approval workflow that you cannot add in Approval Workflows Settings.

## Actions Grid Toolbar

Field	Description
Actions Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an action.
 Copy	Highlight an action on the grid and click this option to copy and create a new action.
 Delete	Highlight an action on the grid and click this option to remove the action from the grid.







Field	Description
 Move Up	Select an action on the grid, and click this option to move an action up in the grid. In general, the order in which the actions display in the grid determines the order in which they occur. The exception is that email and notification alert actions are always sent last so that users do not receive notifications before the workflow event finishes or if the workflow event does not finish because of an error.
 Move Down	Select an action on the grid, and click this option to move an action down in the grid. In general, the order in which the actions display in the grid determines the order in which they occur. The exception is that email and notification alert actions are always sent last so that users do not receive notifications before the workflow event finishes or if the workflow event does not finish because of an error.

### Actions Grid Fields

Field	Description
Action	<p>This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that DPS first make the change, then send an email message to the manager.</p> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field, and select an approval workflow in the <b>Approval Name</b> field: The <b>Action</b> field prefills based on the actions that you entered for an approval workflow in Approval Workflows Settings.</p>
Level	<p>This field only applies to the Projects hub. Use it to specify the WBS level at which the action executes.</p> <ul style="list-style-type: none"> <li>▪ <b>All</b></li> <li>▪ <b>Project</b></li> <li>▪ <b>Phase</b></li> <li>▪ <b>Task</b></li> </ul> <p>For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow action executes only at that level. If you select <b>All</b>, the workflow action executes for any record that is edited in the Projects hub. The WBS level can be set for both the event and the action. Therefore, DPS looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.</p>
Active	Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily but not delete it.
Description	You must enter a description for the action, such as <b>Send Email to Supervisors</b> . If you selected <b>Validate Error</b> or <b>Validate Warning</b> for the action, information entered in this field displays to the user on a dialog box.



Field	Description
Conditions	<p>Enter one or more conditions for which you want actions to take place when the conditions are met. To do this, click  <b>Ellipses</b> in the <b>Conditions</b> field and enter field information on the Conditions dialog box as described below. DPS looks at the conditions in the order in which you specify them on this form. Use the  <b>Move Up</b> and  <b>Move Down</b> arrows to arrange them in the correct order.</p> <ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> <li>▪ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter 10 in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>▪ The popup that this field displays depends on the column you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field.</li> <li>▪ If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li>▪ <b>AND/OR:</b> This field allows you to define the conditions further. Delttek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>
Language	<p>Click  <b>Ellipses</b> to use the Languages dialog box to select the language to use with this action. Employees within the specified role or group with the selected language receive the action in their language. If an email address is entered for an alert action, the employee receives the alert whether or not the language matches.</p>

### Conditions Dialog Box (User Initiated Workflows)



When you set up a workflow, you specify the conditions under which the action will take place. You do this on the Conditions dialog box. DPS looks at the conditions in the order in which you specify them on this dialog box.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

### *Display the Conditions Dialog Box (User Initiated Workflows)*

Display the dialog box in Workflow Settings.



1. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** in the desktop application.
2. Select an application from the **Application** drop-down list.
3. In the **Workflows** grid, click .
4. In the **Conditions** field, click .

#### *Contents of the Conditions Dialog Box (User Initiated Workflows)*

Use these fields and options to specify the conditions under which an action will take place.

Field	Description
Column	This field lists all the columns (fields) in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.
Operator	<p>Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when fields that were empty now contain information, select <b>not empty</b> in this field.</p> <p>If you selected a date column in the <b>Column</b> field, additional date operators such as <b>Month is</b>, <b>This Week</b>, and <b>Last Days</b> are available.</p> <ul style="list-style-type: none"> <li>▪ The date operators that begin with "in" (such as <b>In Months</b>) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> <li>▪ The date operators that end with "ago" (such as <b>Weeks Ago</b>) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed.</li> <li>▪ The date operators that begin with "Next" and "Last" (such as <b>Next Days</b>, <b>Last Month</b>) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.</li> </ul>
Value	<p>Use this field in conjunction with the <b>Operator</b> field to set the condition. Choices available here depend on the column that you selected. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field contains a pop-up calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list.</p> <p>In some cases, you enter the value directly.</p> <p>If you selected <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</p>
AND/OR	Use this field to define the conditions more completely. Deltek recommends that you select either all ANDs or all ORs in these fields.





## SQL Expression Builder Dialog Box

Use the SQL Expression Builder to build simple or complex SQL expressions using DPS database fields. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column**, **Operator**, **Value**, **AND/OR**), but not both.

*Display the Scheduled Workflow SQL Expression Builder Dialog Box*

Display the dialog box in Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Scheduled Workflows** in the desktop application.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows grid.
4. In the **Conditions** field, click .
5. Insert a row in the grid.
6. In the **Expression** field on the Conditions dialog box, click .

*Contents of the SQL Expression Builder Dialog Box*

Use these fields and options to create SQL expressions.

The expression can be as simple as the column name from a table in the database, or it can be a complex SQL statement with various operators and conditions. The SQL expressions are not validated or evaluated when they are being built. Deltek recommends that you check expressions for accuracy before you save them.

Field	Description
Columns	<p>Select the column for which you want to create an expression. To select a field, double click on it, or select it and click <b>Add Field</b>. The field name displays in the Expression grid.</p> <p>The list of columns available for use is based on the workflow table selected. When the main record/table for the hub is selected as the workflow table, the list of columns includes columns from the main hub table and also any form-type or grid-type user-defined fields created for the hub.</p> <p>Calculations can be simple or complex, and can be created using either the <b>Calculator</b> or the <b>Use a Condition</b> tool.</p> <p>All character/string type fields are added to the expression with qualifiers (single quotes) around them when the <b>Add Column</b> button is used. All numeric type fields are added with no qualifiers.</p>
Calculator	<p>The Calculator tool allows you to create simple expressions using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also enter the number or symbol directly in the Expression grid.</p>



Field	Description
Expression	<p>This field displays the expression that you created. In addition to creating expressions using the Calculator and Use a Condition, you can also enter conditions in this grid.</p> <p>To insert a column, click <b>Insert</b>. If you are using the Use a Condition feature, first select the <b>Expression</b> field for which you want to enter a column, then click <b>Insert</b>. DPS displays a list of columns available for that hub.</p> <p>To undo the last change you made, click <b>Undo Last Change</b>.</p> <p>To clear the expression, click <b>Clear Expression</b>.</p>

### Learn More About...

You may find it helpful to review examples of user-initiated workflows.

### User Initiated Workflow Examples

If you are new to user initiated workflows, you may find it helpful to review examples before you begin.

Workflow	Event	Action
<b>The conversion of pending opportunities to awarded contracts</b>	The status of an opportunity changes from Pending to Awarded.	<p>Update the <b>Close Date</b> field to today's date.</p> <p>Distribute an email message to key personnel that includes details of the award.</p> <p>Create an activity linked to the opportunity with a reminder to forward the contract to accounting.</p>
<b>Employee status change</b>	The status of an employee changes from Active to Terminated.	Populate the <b>Termination Date</b> field with the current date.
<b>New Employees hub Record procedures</b>	A new employee record is added.	<p>Notify interested managers via an email message.</p> <p>Create an initial meeting for the new employee.</p>
<b>Effects of a project's status on its phases and tasks</b>	The status of a project changes to Dormant.	Change the status of the phases and tasks related to that project to Dormant.
<b>Address change warning</b>	The name of the city and state for an address changes, but no change is made in the <b>Zip code</b> field.	Send the user a warning message to state that unless the ZIP code is changed the record cannot be saved.



Workflow	Event	Action
<b>Create new project from opportunity</b>	The closed date of an opportunity has changed and the closed date is not empty (it was blank but now it is filled in).	Create a new project for the current opportunity.
<b>Synchronizing third party Human Resources system</b>  The third-party system is located behind a firewall and has the following Web service methods: AddEmployee, UpdateEmployee, and DeleteEmployee. Configure a workflow to call AddEmployee when a new employee record is added. The arguments to AddEmployee are configured (via Expression Builder) to pass in the appropriate values.	A new employee record is added in DPS.	Update the third-party Human Resources system.

## Scheduled Workflow

Scheduled workflows allow you to create queries that run at regular intervals via the process server. If an event occurs that meets the conditions you specify, DPS performs an action such as sending an email alert, changing the value of a column, or initiating an activity.

You set up scheduled workflows in **Settings » Workflow » Scheduled Workflows** in the desktop application.

Scheduled workflows are added as jobs to the process server and run according to the schedule that you set. Schedules can be set to run on a specific date and time or at regular intervals.

The event must have at least one condition defined. If the conditions of the event are not met, none of the actions for the event take place. If the conditions of the event are met, DPS evaluates the conditions of each action to determine whether or not that action should take place.

An event can have multiple actions associated with it. For example, you can create a workflow that states that if profit percent for the current period for any organization is below 10%, then send an email message to the supervisor and set up a meeting.

Scheduled workflows, unlike user initiated workflows, allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

You can create workflows for both standard and user-defined fields and grids.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

In Workflows the word column is synonymous with field.



## Project Summary Report Fields

If you use fields from the Project Summary report in the SQL expression, you must also take one of the following actions to prevent unexpected results:

- Refresh the Project Summary tables just before the scheduled workflow is to run.
- Include in the SQL expression a case statement that accounts for projects added since the Project Summary tables were last refreshed. The case statement must specify that if a row is not in the Project Summary table for a project (because the table has not been refreshed since that project was added to the database), then use a value that you specify, such as zero.


## How to...

After you create scheduled workflows, you can review their details on the related report.

## Create Scheduled Workflows





Create scheduled workflows when you want the workflows to run at a specific time or on a recurring basis.

### To create a scheduled workflow:

1. On the Navigation menu, click **Settings » Workflow » Scheduled Workflows** in the desktop application.
2. On the Scheduled Workflow form, select the application for which you want to create a workflow.
3. In the Scheduled Workflows grid, create the event for the workflow.
4. In the Actions grid, click , select an action, and complete the fields on the dialog box that displays.

The dialog box that displays depends on the action that you select. For example, if you select **Email Alert**, you then complete the fields on the Email Configuration dialog box.

5. Arrange actions on the Actions grid:

Option	Description
To move actions	Click  <b>Move Up</b> or  <b>Move Down</b> . Actions take place in the order that you specify.
To copy an existing action	Select the action and click  <b>Copy</b> . You can then modify the action.
To delete an existing action	Select the action and click  <b>Delete</b> .
To remove an action without deleting it permanently	Clear the <b>Active</b> option for that action.

6. Click  **Save**.



## Print the Workflow Report

Use the Workflow report to review the information that you entered for a Workflow event and action, including the type of workflow, whether it is active, the conditions in the workflow, and the workflow's description.

### To print a Workflow report:

1. On the Workflow Configuration form, select the type of workflow for which you want to generate a report.
2. Click **Print** on the toolbar or select one of the following:
  - If you want to print out the information for all workflows for that hub, select **Print Entire Application**. DPS prints out the information for each workflow event for that area, followed by the information for all the actions for that event.
  - If you want to print out the information for all workflows for one workflow event only, select that workflow event and select **Print Current Event** on the Print menu. DPS prints out the information for only the selected workflow event, followed by the information for all the actions for that event.

## Fields and Options

Use the form and related dialog boxes to create and modify scheduled workflows.

### Scheduled Workflow Form

Use the Scheduled Workflow form to create scheduled workflows.

#### *Display the Scheduled Workflow Form*

Display the form in Workflow Settings.

On the Navigation menu, click **Settings » Workflow » Scheduled Workflows** in the desktop application.

#### *Contents of the Scheduled Workflow Form*

Use these fields and options to create scheduled workflows.

Field	Description
Application	<p>Select the application for which you want to create a workflow.</p> <p><b>Approval Workflow</b> is a choice in the <b>Application</b> field only if you have the Purchasing or Accounting application activated. Select <b>Approval Workflow</b> to view the scheduled alerts for approval workflows that are entered on the Approvals Configuration form (<b>Settings » Workflow » Approval Workflows</b> in the desktop application). The scheduled alerts are supervisor escalation alerts, reminder alerts, and past due alerts. Viewing the alerts here can be helpful for</p>



Field	Description
	<p>administrators who are troubleshooting any alert issues. Although you can view approval workflow alerts from this form, you must create the approval workflow alerts on the Approvals Configuration form.</p> <p>In Scheduled Workflow Settings, you can also add advanced actions, such as stored procedures, functions, custom methods, and web services to the steps of approval workflows, which you cannot do on the Approvals Configuration form. However, when you do this, if you ever need to edit the workflow steps again in Approval Workflows Settings, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways.</p>
Approval Name	<p>This field displays only when you select <b>Approval Workflow</b> in the <b>Application</b> field. From the drop-down list in this field select the name of a specific approval workflow that you want to view, or select <b>Assignment</b>.</p> <p>When you select a specific approval workflow, the past due alert for the approval workflow display in the Actions grid. This is the alert for the completion of the whole workflow, not the completion of individual steps within the workflow.</p> <p>When you select <b>Assignment</b>, the supervisor escalation alerts, reminder alerts, and past due alerts for an approval workflow step (assignment) for all the approval workflows that are entered in Approval Workflows Settings display in the Actions grid.</p>




### Scheduled Workflows Grid

Use the Scheduled Workflows grid to create the events for scheduled workflows. To view the actions associated with an existing event, select the event; the associated actions display in the Actions grid.




When you select **Approval Workflow** in the **Application** field and select an individual approval workflow or **Assignment** in the **Approval Name** field, the rows in this grid prefill with the alerts for the approval workflows that you entered in Approval Workflows Settings. You can view the information for the approval workflows alerts, but you cannot edit them.

Field	Description
Scheduled Workflows Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
 Insert	Click this option to create a new event.
 Copy	To copy an existing event, select the event you want to copy and click <b>Copy</b> . The new event displays below the existing one. You can then edit the event.
 Delete	Select the event that you want to delete and then click this option. Click <b>Unschedule</b> to disable the workflow temporarily without deleting it.
Schedule	Click this option to display the Schedule dialog box and schedule the selected workflow event. When you do this, you add the workflow to the process server.  To change a schedule, you must <b>Unschedule</b> it and then <b>Schedule</b> it again.
Unschedule	Click this option to disable the selected event. When you unschedule the workflow event, you remove the workflow from the process server.
Status	Use this field to display the Process Server dialog box, which lists the status of the scheduled process server run: Recurring, Canceled, or Complete. On this dialog box you can hold, release, cancel, resubmit, or delete runs.
Workflow Table	Select the entire record (entire records display in brackets, such as [Employee Record] and consist of both standard and user-defined fields), or select a specific table/grid for which to create a workflow. The tables in this field depend on the application that you selected. If your company uses user-defined grids, these grids display in this field with underscores, for example, Employee_Profile.  When you select <b>Approval Workflow</b> in the <b>Application</b> field and select a specific approval workflow or <b>Assignment</b> in the <b>Approval Name</b> field: The <b>Workflow Table</b> field displays <b>ApprovalItem</b> .
Level	This field only applies to the Projects hub.  This field allows you to specify at what WBS level the event should execute. Your options are <b>All</b> , <b>Project (Level 1)</b> , <b>Phase (Level 2)</b> , and <b>Task (Level 3)</b> .  Your options are: <ul style="list-style-type: none"> <li>▪ <b>All</b></li> <li>▪ <b>Project</b></li> <li>▪ <b>Phase</b></li> <li>▪ <b>Task</b></li> </ul> For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). If you select <b>Project</b> in the <b>Level</b> field, the administrator is only notified if the record inserted is a project.  When an option other than <b>All</b> is selected, the workflow event executes only at that level. If you select <b>All</b> , the workflow event executes for any record that is being edited in the Projects hub.



Field	Description
	The WBS level can be set for both the event and the action. Therefore, DPS looks at the event level first. If the record does not pass the requirement set for the level at the event level, none of the actions for that event are considered.
Scheduled	If this field is selected, the event is scheduled.
Description	<p>Enter a description for the workflow, such as <b>Employee Anniversary</b>.</p> <p>When you select <b>Approval Workflow</b> in the <b>Application</b> field and select an approval workflow or <b>Assignment</b> in the <b>Approval Name</b> field: The description is for the approval workflow step entered in Approval Workflows Settings. The name of the approval workflow is identified first, and then the step number and description.</p>
Conditions	<p>Enter the conditions for when the action takes place. To do this, click  <b>Ellipsis</b> in the <b>Conditions</b> field, and enter field information on the Conditions dialog box. DPS looks at the conditions in the order in which you specify them on this form. Use the  <b>Move Up</b> and  <b>Move Down</b> arrows to arrange them in the correct order.</p> <p>When you create conditions, you can use the <b>Expression</b> field or all the other condition fields (Column, Operator, Value, AND/OR), but not both.</p> <p>If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.</p> <ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the columns/fields in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.</li> <li>▪ <b>Operator:</b> This field allows you to set the conditions of the workflow by selecting the appropriate operator. For example, if you are creating a workflow for employees' tenth anniversary, you would select equals in this field, and then enter 10 in the Value field. Or, if you wanted to be alerted when fields that were empty now contain information, you would select not empty. <ul style="list-style-type: none"> <li>▪ If you select a date column in the <b>Column</b> field, additional date operators are available, such as Month is, This Week, and Last Days.</li> <li>▪ The date operators that begin with <b>In</b> (such as In Months) trigger the workflow once x days (or weeks, months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>The date operators that end with <b>Ago</b> (such as Weeks Ago) trigger the workflow once x weeks (or days, months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has past.</li> <li>If you select a date operator that begins with <b>Next</b> and <b>Last</b> (such as Next Days, Last Month), an alert is sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Estimated Completion date is within the next 30 days. The email message is sent every day until the Estimated Completion date is changed to a date outside of the range or on the day of the Estimated Completion date.</li> <li><b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. <ul style="list-style-type: none"> <li>The popup that this field displays depends on the column that you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field.</li> <li>If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> </ul> </li> <li><b>Expression:</b> When you select this option, DPS displays the Scheduled Workflow SQL Expression Builder dialog box, which allows you to build an SQL expression for the event. Expressions can be used to create events when the basic Conditions fields are not enough.</li> <li><b>AND/OR:</b> This field allows you to define the conditions further. Deltek recommends that you select either all ANDs or all ORs in these fields.</li> </ul>
Schedule	If you created a schedule for an event, this field displays a brief description of the schedule, such as <b>Every week on Tuesday at 12:00 PM</b> .
Last Run	This field displays the status of the last process run for this event. It does not display processes scheduled in the future. For example, it might display <b>Last run on 5/20/17</b> or <b>Could not run</b> .

## Actions Grid


Use the Actions grid to create the actions for workflows.






When you select **Approval Workflow** in the **Application** field on this form:

- When you select a specific approval workflow in the **Approval Name** field on this form, the rows in this grid prefill with the past due alert for the approval workflow that was entered on the Approvals Configuration form. This is the alert for the completion of the whole workflow, not the completion of individual steps within the workflow.
- When you select **Assignment** in the **Approval Name** field on this form, the rows in this grid prefill with the supervisor escalation alerts, reminder alerts, and past due alerts for the steps in an approval workflow that were entered on the Approvals Configuration form. All






the scheduled alerts will be grouped. For example, if a project manager has ten records that require a reminder alert, then one email will be sent with the ten records listed.


- Although you can make some changes to the alerts in this grid, Deltek recommends that you do not do this. Make any changes to approval workflows in Approval Workflow Settings. When you make edits in Scheduled Workflows Settings to rows that were originally entered in Approval Workflows Settings, although these changes are implemented, the edits are not updated and displayed in Approval Workflows Settings.
- You can use  **Insert** on the Actions grid toolbar to add new actions, such as stored procedures, functions, custom methods, and web services to the approval workflow, which you cannot add in Approval Workflows Settings.

Field	Description
Actions Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an action.
 Copy	Highlight an action on the grid and click this option to copy and create a new action.
 Delete	Highlight an action on the grid and click this option to remove the action from the grid.
 Move Up	Highlight an action on the grid and click this option to move an action up in the list. The order in which the actions display on the grid determines the order of the actions.
 Move Down	Highlight an action on the grid and click this option to move an action down in the list. The order in which the actions display on the grid determines the order of the actions.
Action	This field displays the name of the selected action. For example, when a workflow that requires a change is triggered, you can specify that DPS first make the change, then send an email message to the supervisor.
Level	This field only applies to the Projects hub. Use this field to specify the WBS level at which the action executes. Your options are <b>All</b> , <b>Project</b> , <b>Phase</b> , and



Field	Description
	<p><b>Task.</b> For example, an administrator wants to be notified only when a new project is inserted (not a phase or task). By selecting <b>Project</b> from the <b>Level</b> field, the administrator is only notified if the record inserted is a project.</p> <p>When an option other than <b>All</b> is selected, the workflow action executes only at that level. If you select <b>All</b>, the workflow action executes for any record that is edited in the Projects hub. The WBS level can be set for both the event and the action. Therefore, DPS looks at the event level first. If the record does not pass the requirement set for this level, no actions are considered.</p>
Active	Select this option to enable the action or clear the option to disable it. This feature allows you to disable the action temporarily without deleting it.
Description	You must enter a description for the action, such as Send Email to Managers. If you selected <b>Validate Error</b> or <b>Validate Warning</b> for the action, information entered in this field displays to the user on a dialog box.
Conditions	<p>Enter the conditions for when the action takes place.</p> <p>To do this, click  <b>Ellipses</b> in the <b>Conditions</b> field and enter field information on the Conditions dialog box as described below. DPS looks at the conditions in the order in which you specify them on this form. Use the  <b>Move Up</b> and  <b>Move Down</b> arrows to arrange them in the correct order.</p> <p>If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.</p> <ul style="list-style-type: none"> <li>▪ <b>Column:</b> This field lists all the fields on the form in the hub that you selected. Select the column to which you want to apply the workflow.</li> <li>▪ <b>Operator:</b> Select the appropriate operator to set the conditions of the workflow. For example, to create a workflow for employees' tenth anniversary events, select <b>equals</b> in this field and then enter 10 in the <b>Value</b> field. Or, if you want to be alerted when empty fields now contain information, select <b>not empty</b>.</li> <li>▪ <b>Value:</b> Use this field in conjunction with the <b>Operator</b> field to set the condition. The popup that this field displays depends on the column you select. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field displays a calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list. In some cases, you enter the information directly in this field. If you select <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</li> <li>▪ <b>Expression:</b> This field allows you to access the SQL Expression Builder. When you create conditions, you can use the Expression Builder or all the other condition fields, but not both.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>AND/OR:</b> This field allows you to define the conditions further. Deltek recommends that you select either all <b>ANDs</b> or all <b>ORs</b> in these fields.</li> </ul>
Language	Click  <b>Ellipses</b> to use the Languages dialog box to select the language to use with this action. Employees in the specified role or group with the selected language receive the action in their language. If a specific email address is entered for an alert action, the employee receives the alert whether or not the language matches.

### Conditions Dialog Box (Scheduled Workflows)

When you set up a workflow, you specify the conditions under which the action will take place. You do this on the Conditions dialog box. DPS looks at the conditions in the order in which you specify them on this dialog box.


Use the **Move Up** and **Move Down** arrows to arrange them in the correct order.

Scheduled workflows allow you to build SQL expressions for events and actions, and can include calculations. You can use expressions to create events and actions when the basic Conditions fields are not enough. In addition, more elaborate date operators are available for scheduled workflows.

If you use multiple companies, additional column options and operators are available when you create the workflow. These options and operators may provide access to all companies or to the home company. See the Employees and Multicompany online help topics for more information.

#### *Display the Conditions Dialog Box (Scheduled Workflows)*

Display the dialog box in Workflow Settings .

1. On the Navigation menu, click **Settings » Workflow » Scheduled Workflows** in the desktop application.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows grid.
4. In the **Conditions** field, click .

#### *Contents of the Conditions Dialog Box (Scheduled Workflows)*

Use these fields and options to specify the conditions under which an action will take place.

Field	Description
Column	This field lists all the columns (fields) in the hub that you selected. Select the field to which you want to apply the workflow condition. Project Summary columns are also included in this list.



Field	Description
Operator	<p>Select the appropriate operator for the workflow condition. For example, if you are creating a workflow for your employees' tenth anniversary, select <b>equals</b> in this field and then enter <b>10</b> in the <b>Value</b> field. Or, if you want to be alerted when fields that were empty now contain information, select <b>not empty</b> in this field.</p> <p>If you selected a date column in the <b>Column</b> field, additional date operators such as <b>Month is</b>, <b>This Week</b>, and <b>Last Days</b> are available.</p> <ul style="list-style-type: none"> <li>▪ The date operators that begin with "in" (such as <b>In Months</b>) trigger the workflow one time, x days (or weeks, or months) before that date. For example, an alert is sent once when the Project Estimated Completion is in exactly 30 days.</li> <li>▪ The date operators that end with "ago" (such as <b>Weeks Ago</b>) trigger the workflow one time, x weeks (or days, or months) after the date. For example, an alert is sent once exactly two weeks after the Project Estimate Completion has passed.</li> <li>▪ The date operators that begin with "Next" and "Last" (such as <b>Next Days</b>, <b>Last Month</b>) cause an alert to be sent every time that the workflow process fires. For example, an alert is sent to the user daily when the Project Estimated Completion date is within the next 30 days. The email would continue to be sent every day until the Project Estimated Completion date is reached or you change it to a date outside of the range specified.</li> </ul>
Value	<p>Use this field in conjunction with the <b>Operator</b> field to set the condition. Choices available here depend on the column that you selected. For example, if you select <b>HireDate</b> in the <b>Column</b> field, this field contains a pop-up calendar from which you can select a date. Or, if you select <b>EM.Vendor</b>, this field contains the Vendor lookup list.</p> <p>In some cases, you enter the value directly.</p> <p>If you selected <b>empty</b>, <b>not empty</b>, <b>has changed</b>, or <b>has not changed</b> in the <b>Operator</b> field, this field is not applicable.</p>
Expression	<p>Build expressions when the basic conditions fields are not sufficient. When you select this option, DPS displays the SQL Expression Builder dialog box, which you use to build your own SQL expression for the event.</p>
AND/OR	<p>Use this field to define the conditions more completely. Delttek recommends that you select either all ANDs or all ORs in these fields.</p>



### SQL Expression Builder Dialog Box

Use the SQL Expression Builder to build simple or complex SQL expressions using DPS database fields. When you create conditions, you can use the Expression Builder or all the other condition fields (**Column**, **Operator**, **Value**, **AND/OR**), but not both.



### *Display the Scheduled Workflow SQL Expression Builder Dialog Box*

Display the dialog box in Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Scheduled Workflows** in the desktop application.
2. Select an application from the **Application** menu.
3. Insert a row in the Scheduled Workflows grid.
4. In the **Conditions** field, click .
5. Insert a row in the grid.
6. In the **Expression** field on the Conditions dialog box, click .

### *Contents of the SQL Expression Builder Dialog Box*

Use these fields and options to create SQL expressions.

The expression can be as simple as the column name from a table in the database, or it can be a complex SQL statement with various operators and conditions. The SQL expressions are not validated or evaluated when they are being built. Deltek recommends that you check expressions for accuracy before you save them.

Field	Description
Columns	<p>Select the column for which you want to create an expression. To select a field, double click on it, or select it and click <b>Add Field</b>. The field name displays in the Expression grid.</p> <p>The list of columns available for use is based on the workflow table selected. When the main record/table for the hub is selected as the workflow table, the list of columns includes columns from the main hub table and also any form-type or grid-type user-defined fields created for the hub.</p> <p>Calculations can be simple or complex, and can be created using either the <b>Calculator</b> or the <b>Use a Condition</b> tool.</p> <p>All character/string type fields are added to the expression with qualifiers (single quotes) around them when the <b>Add Column</b> button is used. All numeric type fields are added with no qualifiers.</p>
Calculator	<p>The Calculator tool allows you to create simple expressions using numbers and math calculations. In addition to clicking on the Calculator to select a number or symbol, you can also enter the number or symbol directly in the Expression grid.</p>
Expression	<p>This field displays the expression that you created. In addition to creating expressions using the Calculator and Use a Condition, you can also enter conditions in this grid.</p> <p>To insert a column, click <b>Insert</b>. If you are using the Use a Condition feature, first select the <b>Expression</b> field for which you want to enter a column, then click <b>Insert</b>. DPS displays a list of columns available for that hub.</p>



Field	Description
	To undo the last change you made, click <b>Undo Last Change</b> . To clear the expression, click <b>Clear Expression</b> .

### Learn More About...

You may find it helpful to review examples of scheduled workflows.

### Scheduled Workflow Examples

Before you set up scheduled workflows, you may find it helpful to review examples.

Workflow	Description
<b>Profit percent change</b>	<p>Send a notification alert to the project manager at the end of the month if the profit percentage for the current period for any project that the project manager manages is below 10%.</p> <ul style="list-style-type: none"> <li>On the Conditions dialog box, select <b>PRSummary.ProfitPercent</b> as the column, <b>&lt;</b> as the operator, and <b>10</b> as the value.</li> <li>Set up the notification alert as the action.</li> </ul>
<b>Start date of a project has passed and the Compensation field = 0</b>	<p>Send an email message to the supervisor of a project when the <b>Start Date</b> passes and the <b>Compensation</b> field equals <b>0</b>.</p> <ul style="list-style-type: none"> <li>On the Conditions dialog, select <b>PR.StartDate</b> as the column, <b>Last Days</b> as the operator, <b>1</b> as the value, and <b>AND</b> as the condition. Then, add a second row and select <b>PR.Compensation</b> as the column, <b>=</b> as the operator, and <b>0</b> as the value.</li> <li>Set up the email alert as the action.</li> <li>In this case, if you use the value <b>1</b> with the <b>Last Days</b> operator, then you need to schedule this workflow to run daily. Otherwise, the value could be increased to <b>7</b> if you were to schedule it to run weekly.</li> </ul>
<b>Registration expiration</b>	<p>Create an activity when an employee's registration is due to expire in 30 days.</p> <ul style="list-style-type: none"> <li>In the <b>Workflow Table</b> field, select <b>EMRegistration</b>.</li> <li>On the Conditions dialog box, select <b>EMRegistration.DateExpires</b> as the column, <b>In Days</b> as the operator, and <b>30</b> as the value.</li> <li>Schedule this workflow to run daily, since the event is only created if the registration expires exactly 30 days from the day it is run.</li> </ul>



Workflow	Description
<b>JTD Revenue is less than Budgeted Revenue</b>	<p>Send a weekly alert if <b>JTD Revenue</b> is less than <b>Budgeted Revenue</b>, where Budgeted Revenue equals JTD Direct Labor Cost multiplied by a target multiplier of 3.2.</p> <p>On the Expression Builder dialog box, enter the following expression: [Labor Direct Cost - JTD] * 3.2 &lt; [Revenue - JTD]</p>

## Web Services Workflow

DPS's open architecture supports the ability to create interfaces between applications. These interfaces, also called "Web Services," offer the flexibility to automate processes, either as standard DPS-supported extensions or through the creation of custom applications that plug into DPS. You can also create workflows based on Web services.

**IMPORTANT:** This feature requires knowledge about Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, contact Deltek Customer Care for assistance.

### How to...

You create workflows for web services in Configuration.

### Create Web Services Workflows

You create Web Services workflows to create interfaces between applications.

#### To create a Web Services workflow:

1. On the Navigation menu, click **Settings » Workflow » Web Services** in the desktop application.
2. Complete the fields on the Web Services Workflow form.
3. Click **Save**.

### Fields and Options

Use the Web Services Workflow form to specify the application, sequence, and other details for web services workflows.

### Web Services Workflow Form

Use the Web Services Workflow form to create Web Services workflows.

If you want to add a button to call the Web Service, see [Workflows and the Screen Designer](#).



*Display the Web Services Workflow Form*

Display the form in Workflow Settings.

On the Navigation menu, click **Settings » Workflow » Web Services** in the desktop application.

*Contents of the Web Services Form*

Use these fields and options to create web services workflows.

**Web Services Grid****Grid Options**

Field	Description
+ Add Web Service	Click this option to insert a Web Service on the grid.
X Delete	Highlight a grid row and click this option to remove the Web Service from the grid.
Export	After creating a web service, you can export it in an Excel Spreadsheet or other file type and save it for reuse (printing, emailing, and so on).

**Grid Fields**

Field	Description
Application	From the drop-down list, select the application for which you want to create a workflow.
Order	Enter a numeric value to reflect the order in which the Web service is called per application area.
Description	Enter a description of the Web service.
Web Service Location	Select the location of the Web Service. This is the URL (WSDL file location) for the Web Service you want to invoke.
Web Service Method	Select the method for the web service to be called. The methods that you can select depend on what you entered in the <b>Web Service Location</b> field.

**Learn More About...**

There are special considerations for automatic numbering and web services workflows.



## Web Services Workflows and Auto Numbering

The Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.

The Web Service action should be used when using a third party Web service, or when using Custom Method is not possible. (For example, the code needs to update a database that is not accessible from the DPS application server.)

When you write a Web service to be invoked via Auto Numbering, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the auto number. Doing so will cause the Web service's database call to be blocked and will result in a database lock. The database call will then time out, and the Web service call will fail.

When you select this action, DPS displays the Web Service Configuration for Auto Numbering dialog box.

## Numbering

Use up to 35 words to describe this conceptual topic. Write complete sentences.

This is the start of your concept.

### How to...

Use up to 35 words to describe this conceptual topic. Write complete sentences.

This is the start of your concept.

### Fields and Options

Use up to 35 words to describe this conceptual topic. Write complete sentences.

This is the start of your concept.

## Workflow Actions

Workflow actions occur when all the conditions of an event take place. The actions that are available for user initiated and scheduled workflows are identical with this exception: scheduled workflows cannot use the Validate Error or Validate Warning actions.

### How to...

You create custom DLLs for workflow actions.

### Create a Validate Error Action

Use the Validate Error action to prevent inconsistent data from being saved. If the validation fails, an error displays and prevents the user from continuing. Use this alert when you want users to



conform to the business rules of your enterprise. This action is only available for user initiated workflows.

For example, assume that you have two user-defined fields, **Status** and **End Date**. If a user changes the **Status** to **Completed**, you want to require that the user fill in the **End Date** field before saving the record. To accomplish this, you set up a Validate Error action with these conditions:

- **Status** = Completed
- **End Date** = is Null (empty)

You then use the **Description** field to enter a message that is sent to the user, such as "You need to enter a date in the **End Date** field before you can save the record."

#### To create a validate error action:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Validate Error** to open a validate error row.
5. To indicate that the validate error action is currently active, select the **Active** check box.
6. In the **Description** field, specify the text that displays for the user when the error condition is encountered, such as "Contact Name is required."
7. Click "..." to display the Conditions dialog box and use it to specify at least one condition for the validate error action.
8. Click **Save**.

#### Create a Validate Warning Action

Use the Validate Warning action to warn a user when inconsistent data is being entered or when additional information might be required. This action is only available for user initiated workflows.

For example, if a user changes the address of a contact, you can have a warning displayed to say that the phone number may also need to be changed.

#### To create a validate warning action:

1. In the Navigation pane, select **Settings » Workflow » User Initiated Workflows**.
2. On the User Initiated Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Validate Warning** to open a validate warning row.
5. To indicate that the validate warning action is currently active, select the **Active** check box.



6. In the **Description** field, specify the text that displays for the user when the warning condition is encountered, such as "Make sure that the telephone number is correct."
7. Click ... to display the Conditions dialog box and use it to specify at least one condition for the validate error action.
8. Click **Save**.

### Create an Email Alert Action

Use the Email Alert action to create a workflow that sends an email message to a selected person or group when the conditions that you specify for the workflow are met. You can create these actions for user initiated workflows or scheduled workflows.

For example, you can create a workflow that specifies that when a new employee is added, DPS sends an email message to the new employee's manager. DPS only sends the email message after all specified actions have successfully taken place; if the workflow fails at any point, DPS does not send the email message.

#### To create an email alert action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Email Alert**.
5. In the **Recipient Options** section on the Email Configuration dialog box, use the **Select Attendees From** field to refine the list of email recipients.
  - **Users:** Select this setting to display a list of users so that you can select one or more of them to receive the email message when the event is triggered.
  - **Roles:** Select this setting to display a list of security roles so that you can select one or more of them to receive the email message when the event is triggered. All members of the role receive the email message.
  - **Employee Fields:** Select this setting to display a list of employee fields that are associated with the workflow type so that you can then select one or more of them.
 

For example, for the Projects hub, there are **Project Manager**, **Supervisor**, **Principal**, and other key employee fields. DPS duplicates each field with one of the versions being denoted as (Old). This designation allows you to choose either the original (old) project manager or the new project manager for situations when the workflow is being triggered due to a change in project manager assignment. When the event is triggered, the email message is sent to the employees that are associated with the selected fields.
6. To add employees to the email distribution, click the **+TO**, **+CC**, and/or **+BC** options. You can enter individual email addresses or send email messages to all users, to all members of a security role, to members of multiple security roles, and so on.



7. In the **Message Options** section, enter text directly in the **Subject** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as the subject placeholder, or both.

If you insert a field code, it is replaced with the appropriate information from the corresponding record when DPS sends the email message.

8. To enter the text for the message, enter text directly in the **Message** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as a placeholder for the body of the email message, or both.

If you insert a field code, it is replaced with the appropriate information from the corresponding record when DPS sends the email message.

To add formatting to any text that you enter, click ▼ to open the Text Editor.

9. Click **Apply** on the Email Configuration dialog box to save the action.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Notification Center Alert Action

Use the Notification Center Alert action to create a workflow that sends a notification to a selected person or group when the conditions that you specify for the workflow are met. You can create these actions for user initiated workflows or scheduled workflows.

#### To create a notification center alert action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Notification Center Alert**.
5. In the **Recipient Options** section of the Notification Configuration dialog box, use the **Select Attendees From** field to refine the list of notification recipients.
  - **Users:** Select this setting to display a list of users so that you can select one or more of them to receive the notification when the event is triggered.
  - **Roles:** Select this setting to display a list of security roles so that you can select one or more of them to receive the notification when the event is triggered. All members of the role receive the notification.
  - **Employee Fields:** Select this setting to display a list of employee fields that are associated with the workflow type so that you can then select one or more of them.

For example, for the Projects hub, there are **Project Manager**, **Supervisor**, **Principal**, and other key employee fields. DPS duplicates each field with one of the versions being denoted as (Old). This designation allows you to choose either the original (old) project manager or the new project manager for situations when the workflow is being triggered due to a change in project manager assignment. When the event is triggered, the notification is sent to the employees that are associated with the selected fields.



6. To add employees to the notification distribution, click the **+TO** option.  
You can enter individual email addresses or send notifications to all users, to all members of a security role, to members of multiple security roles, and so on.
7. In the **Message Options** section, enter text directly in the **Subject** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as the subject placeholder, or both.  
If you insert a field code, it is replaced with the appropriate information from the corresponding record when DPS sends the notification.
8. To enter the text for the notification, enter text directly in the **Message** field, click **Insert Field** and use the Insert Field dialog box to select a field code that serves as a placeholder for the body of the notification, or both.  
If you insert a field code, it is replaced with the appropriate information from the corresponding record when DPS sends the notification.  
To add formatting to any text that you enter, click ▼ to open the Text Editor.
9. Optional: To include a link to the associated hub record in the notification, select the **Display Subject as Application Link** check box.
10. Click **Apply** on the Notification Configuration dialog box to save the action.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Column (Field) Change Action

Use the Column (Field) Change action to specify which column, or field, you want DPS to change when a workflow action is triggered. You can create these actions for user initiated workflows or scheduled workflows.

For example, you can establish a workflow that will run every time that an opportunity changes from Pending to Awarded status. When the change to the opportunity status occurs, you can have the information in the **Close Date** field updated to today's date.

#### To create a column (field) change action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Notification Center Alert**.
5. From the **Column** field drop-down list on the Column Change Configuration dialog box, select the column that you are changing.
6. Select one of the following actions:
  - In the **New Value** field, enter the new name for the column (field).
  - Select the **Empty Field** option to indicate that the new value in the column be changed to Null (or to zero if it is a numeric column).



7. Optional: To specify an expression for the column, click "" in the **New Value SQL Expression** field and complete the Expression Builder fields.
8. Optional: For Projects hub workflows, for columns in the PR and ProjectCustomTabFields tables, you can use the **Apply change to lower WBS levels** option to have all lower level WBS records receive the same value for the column being updated.
  - For projects, all phases and tasks get this value.
  - For phases, all tasks for the phases get this value.
  - For tasks, this has no effect.
9. Click **Save**.

The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Create Activity Action

Use the Create Activity action to create an activity, such as schedule a meeting or arrange a phone call, when a workflow event occurs. You can create these actions for user initiated workflows or scheduled workflows.

This action is available only if the DPS CRM application is installed.

#### To create a create activity action:

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Create Activity**.
5. On the Overview tab of the Activities dialog box, select the type of activity, such as **CRM Call** or **Weekly Project Meeting**, from the first drop-down list.
6. To set the date and time, reminder, recurrence interval, location, and priority of the activity, or to enter notes about it, complete the other fields on the Overview tab.
7. To upload, view, or store files that are related to the activity, or to add URLs, email addresses, and links to files and graphics for the activity, complete the fields on the Files & Links tab.
8. Click **Save**.

The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create a Stored Procedure Action

Use this action to execute a stored procedure on the DPS database. You can execute custom SQLs against the DPS database without having to write code to deploy via the Invoke Custom Method. You can create these actions for user initiated workflows or scheduled workflows.

This action requires that users know SQL and know how to write stored procedures.



**To create a stored procedure action:**

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.
3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Stored Procedure**.
5. In the **Stored Procedure** field on the Stored Procedure Configuration dialog box, enter a descriptive name for the procedure.
6. Under **Arguments**, set name-value pairs for each argument in the stored procedure.
7. If the stored procedure will alter the record that the user is currently working on, select the **Reload Info Center Record** option to have that record redisplay when the procedure completes.
8. If the stored procedure should be called only after all the user's changes are saved, select the **Invoke after all changes are saved** option.  
If you do not select this option, the action runs after the main workflow table has been saved, but before any of the grid tables have been processed.
9. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

**Create a Function Action**

Use the Function action to "call" DPS methods to do specific tasks, such as **Create Project from Promotional Project**. You can then use the Function Configuration dialog box to specify parameters. You can create these actions for user initiated workflows or scheduled workflows.

Each parameter may be a string value, in which case it will be passed in as is. The parameter may be a column placeholder selected from the drop-down menu, such as [EM.FirstName]. The placeholder may also be a combination of the two, with all placeholders replaced with values. If you enter "[EM.Last.Name], [EM.FirstName]" at run time, the value would be something like Apple, William.

The methods currently available are:

- Create Project from Existing Project
- Create Project from Promotional Project
- Create Project from Template

**To create a function action:**

1. In the Navigation pane, select **Settings » Workflow**, and then select either **User Initiated Workflows** or **Scheduled Workflows**.
2. On the User Initiated Workflows form or Scheduled Workflows form, use the drop-down list in the header field to select the hub or other area, such as employees or billing terms.



3. In the Workflows grid (or Scheduled Workflows grid), select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action » Function**.
5. Use the **Method** field on the Function Configuration dialog box to select the function, such as **Create Project from Template**.
6. Under **Arguments**, set name-value pairs for each argument in the function.
7. If the stored procedure should be called only after all the user's changes are saved, select the **Invoke after all changes are saved** option.  
If you do not select this option, the action runs after the main workflow table has been saved, but before any of the grid tables have been processed.
8. Click **Save**.  
The action that you created is now listed in the Actions grid of the User Initiated Workflows form or Scheduled Workflows form.

### Create an Invoke Web Service Action

Use the Invoke Web Service action to call a third party Web service. For example, use this action when the code needs to update a database that is not accessible from the DPS application server. You can create these actions for user initiated workflows or scheduled workflows.



This workflow action requires knowledge of Web servers and/or the development of a Microsoft .NET assembly. If you do not have development experience, please contact the Delttek Customer Care group for assistance.

When writing a Web service to be invoked via Workflow, it is crucial that there is no attempt to either read or update the data being updated in the Save operation that triggered the workflow. Doing so will cause the Web service's database call to be blocked and will result in a database lock. The database call will then time out, and the Web service call will fail.

### To [insert task]:

- Enter your first step here.
- Enter the result of your step here (optional).

### Fields and Options

Use the Create Activities dialog box and related dialog boxes for workflow actions.

### Email Configuration Dialog Box

Use the Email Configuration dialog box to set up a workflow action that will send an email message to a selected person when certain conditions occur.



For Email Alert actions to work, you must first set up your DPS URL.



### Display the Email Configuration Dialog Box




Display the dialog box in Workflow Settings.

1. In the Navigation pane, click **Settings » Workflow** and then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Email Alert**.

### Contents of the Email Configuration Dialog Box

Use these fields and options to set up a workflow action that will send an email message to a selected person.

These field descriptions apply to all three tabs on this dialog box: To, CC, and BCC.

Field	Description
Emails	Enter the email address of the person who will receive the alert. If you want to send an alert to more than one person, enter all addresses here, separated by semicolons.
Users	Click  and use the lookup to select the usernames of the people who will receive the alert.
Roles	Click  and use the lookup to select the roles to which you want to send the alert. All users with this role will receive this alert.
Employee Fields	<p>When you click  in this field, DPS displays the Fields Selection dialog box. This dialog box lists the labor type fields associated with the hub that you selected in the <b>Info Center</b> field. When you select one of these fields, DPS sends the alert to the employee whose name is in that field. For example, if you select <b>Supervisor</b>, and Mary Smith is listed in that field, DPS sends the alert to Mary Smith. If Mary Smith leaves and is replaced by Bob Davis, DPS sends the alert to Bob Davis.</p> <p>To select more than one field, hold down the CTRL key and click on the field. Click <b>OK</b> when you are done.</p> <p>For each labor type field in this list, there is a corresponding "old" field. If, for example, the name of the <b>Principal</b> was changed from Ed Lewis to Dave Jones, you could select <b>Principal</b> and <b>Principal (old)</b> from the list. DPS will send an email message to Dave Jones and a message to Ed Lewis.</p> <p>You cannot enter information in this field. If you want to add or change the information, you need to select it (or deselect it) from the field selection lookup list. You can however, clear the information in this field without using the lookup list. To do this, select the information and backspace.</p>
Subject	Enter the subject for the email, or click <b>Insert Field</b> to include a link to the field that has been changed.



Field	Description
Body	Enter a message for the email, or click <b>Insert Field</b> to include a link to the field that has been changed. You can enter text in this field or use the Text Editor, which allows you to format the text.

### Dashboard Configuration Dialog Box

Use the Dashboard Configuration dialog box to set up a workflow action that will send a notification message to a selected person when the conditions you specify for this workflow are met.




#### *Display the Notification Configuration Dialog Box*

Display the Notification Configuration Dialog Box from **Settings » Workflow**.

1. From the desktop application Navigation menu, click **Settings » Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Notification Center Alert**.

#### *Contents of the Notification Configuration Dialog Box*

Use these fields and options to set up a workflow action that sends a notification message to a selected person.

Field	Description
Users	Click  and use the lookup to select the usernames of the employees who will receive the alert.
Roles	Click  and use the lookup to select the roles to which you want to send the alert. All users with this role will receive this alert.
Employee Fields	<p>When you click  in this field, DPS displays the Fields Selection dialog box. This dialog box lists the labor type fields associated with the hub that you selected in the <b>Info Center</b> field. When you select an employee field, DPS sends the alert to the employee whose name is in that field.</p> <p>For example, if you select <b>Supervisor</b>, and Mary Smith is listed in that field, DPS sends the alert to Mary Smith. If Mary Smith leaves and is replaced by Bob Davis, DPS sends the alert to Bob Davis.</p> <p>To select more than one field, hold down the CTRL key and click on the field. Press <b>OK</b> when done.</p> <p>For each labor type field in this list, there is a corresponding "old" field. If, for example, the name of the <b>Principal</b> was changed from Ed Lewis to Dave</p>



Field	Description
	<p>Jones, you could select <b>Principal</b> and <b>Principal (old)</b> from the list. DPS will send an email message to Dave Jones and a message to Ed Lewis.</p> <p>You cannot enter information in this field. If you want to add or change the information, you need to select it (or deselect it) from the field selection lookup list. You can however, clear the information in this field without using the lookup list. To do this, select the information and backspace.</p>
Display summary as application link	If you select this option, DPS includes a link in the Notification alert to the hub record.
Summary	Enter the summary for the notification message, or click <b>Insert Field</b> to include a link to the hub record.
Alert Content	Enter the content of the notification message, or click <b>Insert Field</b> to include a link to the field that has been changed. You can enter text in this field or use the Text Editor, which allows you to format the text.

### Column (Field) Change Configuration Dialog Box

Use the Column (Field) Change Configuration dialog box to indicate which field you want DPS to change when a workflow action is triggered, and the value in that field.

This dialog box is read-only for approval workflows (originally created in **Settings » Workflow » Approval Workflows** in the desktop application and viewable in User Initiated Workflows and Scheduled Workflows Configuration).

#### *Display the Column (Field) Change Configuration Dialog Box*

You display this dialog box in **Settings » Workflow**.



1. In the Navigation pane, click **Settings » Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Column (Field) Change**.

#### *Contents of the Column (Field) Change Configuration Dialog Box*

Use these fields and options to select the field that you want to change when a workflow action is triggered and the value in that field.

Field	Description
Column	Select the column (field) whose value you would like to change when a workflow is triggered. The columns in this list change according to the selected hub.



Field	Description
New Value	<p>The data type of the field selected in the <b>Column</b> field determines the information that displays here.</p> <p>For example, if you selected Opportunity.ClientID in the <b>Column</b> field, this field displays the Client lookup, on which you can select clients.</p> <p>If you selected EM.HireDate in the <b>Column</b> field, this field displays <b>Current Date</b> as the default, indicating that you want DPS to change the date in the field to today's date (the date when the action takes place). Alternatively, you can click  and select the date.</p>
New Value SQL Expression	<p>Click  in this field to display the SQL Expression Builder and create the expressions.</p>
Apply change to lower WBS Levels	<p>This option is only available for projects hub workflows, and enabled only for columns in the PR and ProjectCustomTabFields tables.</p> <p>When this option is selected, all lower WBS records will receive the same value for the column being updated. Therefore for tasks, this has no effect. For phases, all tasks for the phases get this value. For projects, all phases and tasks get this value.</p>
Empty Field	<p>To indicate that the new value in the column be changed to Null (or to zero if it is a numeric column), select this option rather than entering a value in the <b>New Value</b> field.</p>

### Create Activities Dialog Box (Workflows)

Use the Create Activities dialog box in Workflow Configuration to create an activity, such as schedule a meeting or arrange a phone call, that will be triggered when a workflow event occurs.

#### *Display the Create Activities Dialog Box (Workflows)*

Display the Create Activities dialog box from **Configuration » Workflow** .

1. On the Navigation menu, click **Settings » Workflow**.
2. Select the type of workflow that you want to create.
3. In the Workflows grid, select the workflow row (event) to which you want to add the action.
4. In the Actions grid, click **Add Action** and select **Create Activity**.



### *Activities Overview Tab (Workflows)*



Use the Overview tab to enter details for the workflow activity, including the activity name, description, related dates, stakeholders, and a variety of other characteristics of the activity.

#### **When**

This set of field information contains information about an activity's start and end dates, reminders, recurrence patterns, whether or not the activity is an all day event and if it is private, and how the activity should be shown (Busy, Tentative, or Free) in Calendar.

Field	Description
Start Date	Select the start date and start time for the activity.
End Date	Select the end date and end time for the activity.
Reminder	<p>Select this option and the timeframe if you want to receive a reminder at a specified time prior to the start of the activity.</p> <p>You can choose to receive email activity reminders, pop-up activity reminders, or both. You can change the way you receive activity reminders at any time. To change the way you receive activity reminders, click <b>✱ My Preferences</b> on the DPS toolbar and select the General tab. In <b>Remind Me About Activities</b>, specify the type of reminders you wish to receive.</p>
All Day Event	Select this option if the activity will last for an entire day. When you select this option, the activity start time displays as 8:00 AM and the activity end time displays as 5:00 PM. However, you can change these times, if necessary.
Private	Select this option if you want the activity to be classified as private. Details for a private activity can be viewed only by the attendees of the activity. If you are an attendee of a private meeting, the actual subject line displays on the Activity dialog box and you can open the activity and edit it based on your calendar access rights.
Repeats	<p>If the activity is recurring, specify the type of recurrence as well as the end date for the recurrence:</p> <ul style="list-style-type: none"> <li>▪ <b>None.</b> There is no recurrence. DPS defaults to <b>None</b> for activity recurrence.</li> <li>▪ <b>Daily.</b> Select this option to repeat the activity on a daily basis. The Daily options allow you to specify the number of days as well as every day or only weekdays.</li> <li>▪ <b>Weekly.</b> Select this option to repeat the activity on a weekly basis. The Weekly options allow you to specify the actual week and days of the week for the activity.</li> <li>▪ <b>Monthly.</b> Select this option to repeat the activity on a monthly basis. You can specify the actual date, week, and month for the activity to repeat.</li> <li>▪ <b>Yearly.</b> Select this option to repeat the activity on a yearly basis. You can specify the actual year, date, week, and month for the activity to repeat.</li> </ul>



Field	Description
Show Time As	Select an option that indicates how participants' time is classified, such as <b>Busy</b> or <b>Tentative</b> , on their DPS Calendar for the duration of the activity.
Location	Enter the location where the activity will occur.
Type	<p>Select a descriptive type for the activity, such as <b>Meeting</b> or <b>Teleconference</b>. The type of the activity determines whether it displays in the calendar.</p> <p>To define activity type options, use the Activity Type List in <b>Settings » Labels and Lists</b>. See your system administrator for information about adding values to this list.</p>
Priority	Select a priority ranking that indicates the relative importance of individual activities: High, Medium, or Low.
Notes	Enter any notes related to the activity. You can use the text editor to enter text directly in this field. After a note is entered and saved, a  displays in the grid row to indicate a note for the activity. If no notes are entered, a  displays instead. Click the icon in the grid row to open the Notes dialog and enter details.

## Stakeholders

Use the Stakeholders fields to assign the attendees and firms that are related to the activity. Stakeholder refers to any person or business entity that is involved in an activity. Stakeholders can include your company's employees as well as external contacts, clients, vendors, and their associated firms.

Field	Description
Attendees	The Attendees grid lists all the attendees and their associated firms who are scheduled to participate in the activity. Attendees include both contacts and employees. Click <b>+ Add Attendees</b> to specify the attendees to assign to this activity. As a rule, the first contact you add to the attendees list is the primary contact; however, you can change the primary designation at any time. By default, the person who creates the activity is the Owner. You can also change the owner to a different employee if you wish. Click the ▼ arrow and select <b>Make Primary</b> or <b>Make Owner</b> to change the status as needed.
Firms	A firm is any type of business or entity external to your company, including clients, vendors, government agencies, trade associations, and competitors. Click <b>+ Add Firms</b> to specify the firms to assign to this activity. If this is the primary firm associated with the activity, click the ▼ arrow and select <b>Primary</b> . If the status changes and the firm is no longer primary, you can click the arrow and remove the primary status or select another firm as the primary. Only one firm can be designated as primary.

## Associations

Use the Associations fields to select opportunity, project, and marketing campaign hub records that you want to associate with the activity. If your administrator has created user-defined hubs with activities, then lookups to those hubs also appear in this section as well.



Field	Description
Opportunity	Click the ▼ arrow and select the opportunity that is associated with the activity. You can type part of the opportunity name or number to quickly find it in the list. Click the blue, underlined name to display the info bubble that contains information about the opportunity.
Project	Click the ▼ arrow and select the project that is associated with the activity. You can type part of the project name or number to quickly find it in the list. Click the blue, underlined name to display the info bubble that contains information about the project.
Marketing Campaign	Click the ▼ arrow and select the marketing campaign that is associated with the activity. You can type part of the name or number to quickly find it in the list. Click the blue, underlined name to display the info bubble that contains information about the marketing campaign.

#### *Activities Files and Links Tab (Workflows)*

Use the Files and Links tab to upload, view, and store files that are related to the current activity record. You can also add URLs, email addresses, and links to files and graphics.

This tab name changes from Files & Links to the Links tab when FILESTREAM (a Microsoft SQL Server feature) is not in use.

#### **Files Grid**

The Files grid displays when FILESTREAM is enabled. Use this grid to upload, view, and store files that are related to the current record. DPS attaches these files to the record for which they were uploaded. This grid supports various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets, and so on. When you upload a file, a copy of the file is stored in the FILESTREAM database. You cannot upload the following file types:

File Types		
.APPLICATION	.JSE	.REG
.BAT	.MSI	.SCR
.CMD	.MSP	.VB
.COM	.MSC	.VBE
.CPL	.PIF	.VBS
.EXE	.PS1	.WS
.GADGET	.PS1XML	.WSC
.HTA	.PS2	.WSF
.INF	.PS2XML	.WSH
.JAR	.PSC1	
.JS	.PSC2	



Field	Description
Category	Select a category for the attached file. This allows you to classify the types of files you attach to each hub record and provides a way to sort the files (by classification). Your system administrator defines the categories to meet your organization's specific requirements.
File Name	This field displays the file name of the attached file. This file name is defined by the attached file's native program and cannot be changed.
Description	When the attached file uploads, this field automatically copies and displays the name of the file that is listed in the <b>File Name</b> field. You can change the description of the file to something more meaningful if you like.
+ Upload File	<p>Click this option to add a file to the Files grid. When you do so, DPS opens the Browse dialog box, which you can use to browse to and select the file you want to upload and attach to the current record. Or, you can use standard Windows functionality when in the browser to drag and drop a file from your desktop onto the grid.</p> <p>When you upload a file, the file is stored in the FILESTREAM database. If your system administrator specifies a maximum allowable file size on the Miscellaneous tab of <b>Settings » General</b> (desktop), an error message will display if the uploaded file exceeds the size limit.</p> <p>If the specified file is an image, this image is available for reuse in DPS Proposals.</p>

### Stored Procedure Configuration Dialog Box

Use the Stored Procedure Configuration dialog box to set up DPS to execute a stored procedure on the DPS database.

#### *Display the Stored Procedure Configuration Dialog Box*


Display the Stored Procedure Configuration dialog box from **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Stored Procedure**.



### Contents of the Stored Procedure Configuration Dialog Box

Use these fields and options to set up DPS to execute a stored procedure on the DPS database.

Field	Description
Stored Procedure	Enter the name of the stored procedure. The arguments for the stored procedure appear in the Arguments grid.
Arguments	<p>The list of arguments will be automatically populated based on the stored procedure selected.</p> <ul style="list-style-type: none"> <li>▪ <b>Name:</b> The name of the argument.</li> <li>▪ <b>Value:</b> The SQL expression, which DPS uses to determine the value of the argument at run time. Click  in this field to display the SQL Expression Builder dialog box to define the values.</li> </ul>
Reload Info Center Record	Select this option if you want the record that the user was working on when the workflow fired to be reloaded. You should select this field if the stored procedure being invoked alters the current record. This allows you to see the record with whatever changes the stored procedure made.
Invoke after all changes are saved	<p>If you select this option, the action will run after the entire hub record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The latter is the current and default behavior.)</p> <p>This option is only available when the workflow is on the main workflow table, for example, [Employee Record].</p>

### Function Configuration Dialog Box

Use the Function Configuration dialog box to set up DPS to "call" DPS methods to do specific tasks, such as **Create Project from Opportunity**.

### Display the Function Configuration Dialog Box


Display the Function Configuration dialog box Workflow Settings.

1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Function**.



### Contents of the Function Configuration Dialog Box

Use these fields and options to set up how methods are called.

Field	Description
Method	Select the action that you want DPS to take, such as <b>Create Project from Opportunity</b> .
Arguments Name	This field displays the name of the argument.
Value	Click  in this field to display the SQL Expression Builder dialog box, on which you can define SQL expressions.
Invoke after all changes are saved	<p>If you select this option, the action will run after the entire hub record (including all grids) has been saved. Otherwise, the action will run after the main workflow table has been saved, but before any of the grid tables have been processed. (The later is the current and default behavior.)</p> <p>This option is only available when the workflow is on the main workflow table, for example, [Employee Record].</p>

### Web Service Configuration Dialog Box

The Invoke Web Service action allows you to invoke a specified Web service. A Web service is a way to call code located on a different machine via HTTP.

### Display the Web Service Configuration Dialog Box

Display the dialog box in Workflow Settings.


1. In the Navigation pane, click **Settings » Workflow**, and select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Invoke Web Service**.

### Contents of the Web Service Configuration Dialog Box

Use these fields and options to set up a web service.

Field	Description
Web Service Location	Enter the location of the Web service, using the Web Services Description Language (WSDL) location of the service. WSDL is an XML language for describing Web services. For example, <a href="http://www.webservices.net/stockquote.asmx?WSDL">http://www.webservices.net/stockquote.asmx?WSDL</a> .



Field	Description
Web Methods	After you enter the Web Service Location, this field lists the Web methods defined by that Web service (based on the information contained in the WSDL file).
Arguments	<p>The list of arguments is automatically populated based on the Method selected.</p> <ul style="list-style-type: none"> <li>▪ <b>Name:</b> The name of the parameter to the method.</li> <li>▪ <b>Value:</b> The SQL expression, which will be used to determine the value of the argument at run time. Click  in this field to display the SQL Expression Builder dialog box to define the values.</li> </ul>
Refresh Methods	<p>Click this button to refresh the list of available methods and arguments. Clicking this button forces DPS to read from the latest WSDL file generated for the web service:</p> <ul style="list-style-type: none"> <li>▪ If the web service has been modified to include new web methods, or if existing web methods have been altered with respect to the list of arguments, DPS refreshes the Web Methods drop-down list with the latest values.</li> <li>▪ If the list of arguments has changed for the web method that is currently selected, DPS refreshes the <b>Arguments</b> grid.</li> </ul>

### Insert Field Dialog Box

Use the Insert Fields dialog box to insert placeholders for the text fields that you want to include in the notification.

These placeholders will be replaced with the actual information in the selected records.

#### *Display the Insert Field Dialog Box*

You display this dialog box in **Settings » Workflow**.

1. In the Navigation pane, click **Settings » Workflow**, then select the type of workflow you want to create.
2. In the Workflows grid, select the workflow row (event) to which you want to add the action.
3. In the Actions grid, click **Add Action** and select **Notification Center Alert**.
4. In the Message Options fields, click **Insert Field**.

#### *Contents of the Insert Field Dialog Box*

Field	Description
Column Selection	Select one or more columns to include in the notification. Click <b>OK</b> to accept your entries, close the dialog box and return to the Notification dialog.



## Workflow Process Examples

Refer to the Workflow Process Examples for overviews for key workflow functions.

### Required Field Validation Workflow Process Example

You may find it helpful to review an example that illustrates the workflow process for required fields.

**Scenario:** Create a workflow that generates a warning message and an error message when required fields are not entered when saving a new record in the Contacts hub.

#### Step 1: Create a user initiated workflow:

1. In the Navigation pane, select **Settings » Workflows » User Initiated**.
2. From the Application list, select Contacts.
3. Click **+Add Workflow** and set the columns:

Column	Select
Workflow Table	Contact Record
Workflow Type	Insert
Description	Required Field Validation

4. On the Workflows grid, click **⋮** to open the Conditions dialog box and set the conditions:

Column	Select
Column	Contacts.LastName
Operator	Empty
And/Or	Contacts.FirstName
Operator	Empty

5. Save your changes.

Setting these columns and conditions specifies that the workflow event will fire whenever a contact record is inserted and either contact name field is blank.

#### Step 2: Create a warning message that the required field (Contact Last Name or Contact First Name) is blank.

1. Select **Validate Warning** from the **Add Action** list.
2. On the Action grid, enter the text for the warning message. For example, "Contact Last Name and Contact First Name are required fields. Enter and save a Contact Name."
3. Click **⋮** to open the Conditions dialog box and set the additional conditions:

Column	Select
Column	Contacts.LastName
Operator	Empty
And/Or	Contacts.FirstName



Column	Select
Operator	Empty

4. Save your entries.

**Step 3: Create an error message that will stop the save process when a required field (Contact Last Name or Contact First Name) is blank.**

1. Select **Validate Error** from the **Add Action** list.
2. On the Action grid, enter the text for the error message. For example, "Contact Name is required."
3. Click "" to open the Conditions dialog box and set the additional conditions:

Column	Select
Column	Contacts.LastName
Operator	Empty
And/Or	Contacts.FirstName
Operator	Empty

4. Save your entries.

DPS will execute this workflow event when the Contact Last Name or First Name are blank in the Contacts hub when:

- A new record is entered
- An existing record is updated

The warning or error message will display in the Contacts hub and the conditions must be satisfied before the record can be saved.

### Employee Termination Workflow Process Example

You may find it helpful to review an example that illustrates the workflow process.

**Scenario:** Create a workflow that generates an email alert to all team members when an employee is terminated. The email must also include the name of the person who performed the exit interview for the terminated employee.

**Step 1: Create a user initiated workflow:**

1. In the Navigation pane, select **Settings » Workflows » User Initiated**.
2. From the Application list, select **Employees**.
3. Click **+Add Workflow** and set the columns:

Column	Select
Workflow Table	Employee Record
Workflow Type	Change
Description	Termination

4. On the Workflows grid, click "" to open the Conditions dialog box and set the conditions:



Column	Select
Column	EMAILCompany.Status
Operator	Equals
Value	Terminated

Setting these columns and conditions specifies that the workflow event will fire whenever a change is made to an employee record where the employee status is saved as **Terminated**.

**Step 2: Create the email alert action that will notify all team members when an employee is terminated.**

1. Select **Email Alert** from the **Add Action** list.
2. On the Email Configuration dialog box, specify the users that will receive the email alert. You can select individual users, specify a particular role or even the field level for the team members who will receive the email alert.
3. On the Actions grid, enter a description for the defined action.
4. If necessary, include additional information in the email. In this example, the email will include the name of the team member who performed the exit interview. Click "" to open the Conditions dialog box and set the additional conditions:

Column	Select
Column	EMAILCompany.ExitInterviewer
Operator	Equals
Value	[Select the interviewer's employee record]

5. Save your entries.

DPS will execute this workflow event and send an email alert to the specified employees whenever the **Status** field for a record in the Employees hub is changed to **Terminated** and saved.

## Desktop Application - Approvals Workflow Settings

Access Approvals Workflow settings in the desktop application. Use workflows to specify conditions in applications for which you want to be alerted.

### Approval Workflow Settings

Use Approval Workflows Configuration to set up and configure approval workflows. Approval workflows allow you to use an approval process for DPS records, such as purchase orders and expense reports.

An approval workflow identifies the steps in an approval process, the employees who are assigned to approve a record for each step, and the notification alerts to send for each step to keep the approval process on schedule.

You can create simple approval steps or more complex, multi-tiered conditional steps for an approval workflow. For example, you could set up an approval workflow so that purchase orders over a certain monetary amount are routed to different approvers than a purchase order that is under a certain monetary amount.



You can set up notification alerts to be delivered by email or Notification Center for each approval step. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved, and so on.

You set up and configure an approval workflow for an application (record) in **Settings » Workflow » Approval Workflows** in the desktop application. This configuration is at the DPS system level, so if you have multiple companies in DPS, you create the workflows for all your companies here. Or, you can create an approval workflow to be used by all companies. You must have the Purchasing application or the Accounting application activated for **Approval Workflows** to display in the **Workflow** menu.

## Other Configuration for Approval Workflows

### Enable Approvals and Assign the Approval Workflows to Use

After you create and configure an approval workflow, you turn on the use of the approval workflow for an application and specify the approval workflow it will use in the following locations in DPS:

Application	Configuration Location
Purchasing applications: Purchase Requisitions, Request for Price Quotes, Purchase Orders, Purchase Order Change Orders, and Purchase Order Releases	General tab in <b>Settings » Purchasing &amp; Inventory » Company Settings</b> in the desktop application
Inventory Item Requests	Inventory tab in <b>Settings » Purchasing &amp; Inventory » Company Settings</b> in the desktop application
Accounts Payable Vendor Invoices	General tab in <b>Settings » Accounting » Company AP</b> in the desktop application
Employee Absence Requests	Absence Accrual Setup tab in <b>Settings » Advanced Accounting » Time Analysis</b> in the desktop application
Expense Reports	Expense Approvals tab in <b>Settings » Expense</b> in the browser application
General Ledger Budgets	General tab in <b>Settings » Accounting » Company</b> in the desktop application

### Set Up Approval Roles at the Organization Level

If you use organizations, you can set up approval roles at the organization level and assign an employee to the roles. For example, you may want purchasing records to be approved by an administrator at the organization level in addition to, or instead of, a project manager. In **Settings » Organization » General** in the desktop application, you create approval roles for all your organizations.

In **Settings » Organization » General** or **Settings » Organization » Individual** in the desktop application, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.



## User-Initiated Workflows and Scheduled Workflows Configuration

All of the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can view the steps in more detail for troubleshooting purposes.

You can also add advanced actions, such as stored procedures, functions, custom methods, and web services, to the approval workflow steps. However, when you do this, if you ever need to edit the workflow steps again in Approval Workflows Configuration, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways. For additional information, see the procedure for editing an approval workflow that has advanced actions added to it.

### Basics

Review checklists for setting up approval workflows.

#### Checklist: Configure and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests from their timesheet in **My Stuff » Timesheet**. Approvers approve absence requests in **My Stuff » Approval Center**.

#### Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location
1	The Accounting and Time applications must be activated.	Modules tab in <b>Settings » General System</b>
2	Benefit accrual codes must be set up and configured for the type of absences--such as vacation, sick, or personal leave--that you want to go through the approval process.	<b>Settings » Accounting » Time Analysis</b> in the desktop application
3	If you use organizations in DPS and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General</b>: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows</li> </ul> </li> </ol>



Step	Description	Location
		<p>you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</p> <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
4	Create an approval workflow for absence requests.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <ul style="list-style-type: none"> <li>▪ When you create an approval workflow, select <b>Absence Requests</b> in the <b>Application</b> field on the General tab.</li> <li>▪ On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.</li> <li>▪ You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.</li> </ul>
5	<p>For the appropriate benefit accrual codes:</p> <ul style="list-style-type: none"> <li>▪ Enable approvals for absence requests.</li> <li>▪ Assign an approval workflow for absence requests.</li> </ul>	<p><b>Settings » Accounting » Time Analysis</b> in the desktop application</p> <p>In the grid on the Benefit Accrual Setup tab:</p> <ul style="list-style-type: none"> <li>▪ Select the <b>Use Approval Workflow for Absence Requests</b> check box for a company/benefit accrual code.</li> <li>▪ In the <b>Absence Requests Approval Workflow</b> field, select the approval workflow to use.</li> </ul> <p>When you save these settings:</p> <ul style="list-style-type: none"> <li>▪ The next time a user clicks <b>Submit</b> on the Request Absence dialog box in <b>Time &amp; Expense » Timesheets</b>, the approval process starts for the absence request.</li> <li>▪ A Progress tab displays on the Absence Requests form.</li> </ul>

### Checklist: Configure and Enable Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

Upload and approve AP invoices that you receive from vendors in **Accounting » AP Invoice Approvals** in the desktop application.



### Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location
1	The Accounting application must be activated.	Modules tab in <b>Settings » General Systems</b>
2	You must have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature. FILESTREAM is required for uploading accounts payable vendor invoices into DPS. FILESTREAM also affects access to setup settings for AP invoice approvals.	
3	If you use organizations in DPS and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. This allows you to set up approval roles for all of your organizations in one place without having to look at each organization individually.</li> <li>▪ <b>Settings » Organization » Individual:</b> Assign one or more approval roles to each individual organization, then assign one employee to each approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for accounts payable invoices.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>When you create an approval workflow, select <b>AP Invoice Approvals</b> in the <b>Application</b> field on the General tab.</p> <p>Microsoft SQL Server FILESTREAM must be enabled before you can create an approval workflow for the AP Invoice Approvals application.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step.</p>



Step	Description	Location
		You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.
5	Enable approvals for accounts payable invoices, and assign an approval workflow	<p><b>Settings » Accounting » Company AP</b> in the desktop application</p> <p>In the AP Invoice Approvals section of the Accounts Payable tab, select the <b>Use Approval Workflow for AP Invoice Approvals</b> check box. In the <b>Approval Workflow</b> field, select the approval workflow to use.</p> <p>This section displays only if you have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>, the approval process starts for an AP invoice. A Progress tab displays on the AP Invoice Approvals form.</p>

#### Checklist: Configure and Enable Approvals for Employee Expenses

Use an approval process based on an approval workflow for employee expenses (expense report or expense line item approvals).

Follow these steps to set up and enable approval workflows for **Time & Expense » Expense Report** and **Time & Expense » Expense Line Approval**.

Step	Description	Location
1	You must activate the Time & Expense application, if it is not already activated.	Modules tab in <b>Settings » General » General System</b>
2	If you use organizations in DPS and you want employee expenses to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one</li> </ul> </li> </ol>



Step	Description	Location
		<p>employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</p> <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
3	<p>Create approval workflows for expense reports and expense lines.</p> <p>Sample employee expense approval workflows are also available, but you need to identify the approval administrator first before using these sample workflows:</p> <ul style="list-style-type: none"> <li>▪ Expense Report Default</li> <li>▪ Expense Line Default</li> <li>▪ Expense Reports &amp; Lines Default</li> </ul>	<p><b>Settings » Workflows » Approval Workflows</b> in the desktop application</p> <p>When you create an approval workflow, select <b>Employee Expenses</b> in the <b>Application</b> field on the General tab.</p> <p>Create new workflows or modify sample workflows on the Approval Workflows form. Configure the steps, approvers for the steps, and notification alerts in the Approval Workflow form.</p> <p>Use the Approval Workflow form to identify the approval administrator for the sample employee expense approval workflows.</p>
4	<p>Enable approvals workflow for employee expense applications and assign an approval workflow.</p>	<p><b>Settings » Expense</b></p> <p>Select the <b>Use Expense Approvals</b> option on the Expense Approvals tab of the Expense Settings form. Then select the employee expense approval workflow from the <b>Approval Workflow</b> drop-down list. Configure the other settings in the form as needed. Click <b>Save</b> to enable the approval workflow for employee expenses.</p> <p>These sample workflows do not display in the <b>Approval Workflow</b> drop-down list if the approval administrator is not yet identified:</p> <ul style="list-style-type: none"> <li>▪ Expense Report Default</li> <li>▪ Expense Line Default</li> </ul>



Step	Description	Location
		<ul style="list-style-type: none"> <li>Expense Reports &amp; Lines Default</li> </ul>

### Checklist: Configure and Enable Approvals for the General Ledger Budget Groups

You can use an approval process that is based on an approval workflow for purchase requisitions, request for price quotes, purchase orders (including change orders and release orders), and inventory item requests.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	If you use organizations in DPS and you want Purchasing or Inventory items to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li><b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li><b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
2	Create approval workflows for each Purchasing application--Purchase Requisitions, Request for Price Quotes, and Purchase Orders (includes change orders and release orders for blanket purchase orders)--and for Inventory Item Requests.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <p>You create an approval workflow, assign the specific application for which it applies, set up the steps for it, and add approvers and notification alerts for each step.</p>
3	Enable approvals for each Purchasing application, and assign an approval workflow for them.	<b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application



Step	Description	Location
		<p>In the Approvals section of the General tab, select the <b>Use Approval Workflow for Requisitions</b>, <b>Use Approval Workflow for RFQs</b>, and <b>Use Approval Workflow for Purchase Orders</b> check boxes. Then select the approval workflow to use in the field beside the check boxes.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a Purchasing application entry form, the approval process starts.</p>
4	Assign an approval workflow for Inventory item requests. Inventory item requests are required to go through an approval process.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Global Options section of the Inventory tab, select the approval workflow to use for inventory item requests in the <b>Approval Workflow for Item Requests</b> field.</p> <p>When you save this setting, the next time a user clicks <b>Submit</b> on the toolbar of the Items Request entry form, the approval process starts.</p>

#### Checklist: Configure and Enable Approvals for the General Ledger Budgets

You can use an approval process that is based on an approval workflow for General Ledger budgets.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	You must activate the Accounting application, if it is not already activated.	Modules tab in <b>Settings » General Systems</b>
2	If you use organizations in DPS and you want General Ledger budgets to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General</b>: Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to</li> </ul> </li> </ol>



Step	Description	Location
		<p>open each individual organization in a separate configuration screen in Individual Organization Setup.</p> <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
3	Create an approval workflow for General Ledger Budgets.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <p>When you create an approval workflow, select <b>General Ledger Budgets</b> in the <b>Application</b> field on the General tab.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.</p>
4	Enable approvals for General Ledger Budgets, assign an approval workflow, and define when you want to start using approval for budgets.	<p><b>Settings » Accounting » Company</b> in the desktop application</p> <p>In the General Ledger Budget Approvals section of the General tab, select the <b>Use Approvals</b> check box. In the <b>Approval Workflow</b> field, select the approval workflow to use.</p> <p>In the <b>Approval Start Year</b> field, enter the year of the budgets that you want to enable approvals on. Budgets that fall within the specified year or later will have approvals enabled. If you leave the field blank, approvals are enabled on all existing General Ledger budgets.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a General Ledger Budget application entry form, the approval process starts. A Progress tab displays on the General Ledger Budget application form.</p>

### Checklist: Configure and Enable Approvals for the Purchasing and Inventory Applications

You can set up a process for approving purchase requisitions, request for price quotes, purchase orders (including change orders and release orders), and inventory item requests that is based on an approval workflow.

You set up and enable approval workflows individually for an application.

Step	Description	Location
1	If you use organizations in DPS and you want Purchasing or Inventory items to be approved by someone at the organization	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> </ol>



Step	Description	Location
	level, add approval roles at the organization level. Assign an employee to the approval role.	<p>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations:</p> <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul>
2	Create approval workflows for each Purchasing application--Purchase Requisitions, Request for Price Quotes, and Purchase Orders (includes change orders and release orders for blanket purchase orders)--and for Inventory Item Requests.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application</p> <p>You create an approval workflow, assign the specific Purchasing application for which it applies, set up the steps for it, and add approvers and notification alerts for each step.</p>
3	Enable approvals for each Purchasing application, and assign an approval workflow for them.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Approvals section of the General tab, select the <b>Use Approval Workflow for Requisitions</b>, <b>Use Approval Workflow for RFQs</b>, and <b>Use Approval Workflow for Purchase Orders</b> check boxes. Then select the approval workflow to use in the field beside the check boxes.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of a Purchasing application entry form, the approval process starts for the Purchasing record. A Progress tab displays on the Purchase Orders form.</p>
4	Assign an approval workflow for Inventory item requests. Inventory item requests are required to go through an approval process.	<p><b>Settings » Purchasing &amp; Inventory » Company</b> in the desktop application</p> <p>In the Global Options section of the Inventory tab, select the approval workflow to use for inventory item requests in the <b>Approval Workflow for Item Requests</b> field.</p>



Step	Description	Location
		When you save this setting, the next time a user clicks <b>Submit</b> on the toolbar of the Items Request entry form, the approval process starts for an inventory item request.

### Checklist: Configure and Enable Approvals for Timesheets

Use an approval process based on an approval workflow for timesheets.

Follow these steps to set up and enable approval workflows for timesheets that you enter in **My Stuff » Timesheet**.

Step	Description	Location
1	You must activate the Time & Expense application, if it is not already activated.	Modules tab in <b>Settings » General » General System</b>
2	If you use organizations in DPS and you want timesheets to be approved by someone at the organization level, add approval role at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
3	Create an approval workflow for timesheets.	In <b>Settings » Workflows » Approval Workflows</b> in the desktop application, create a new workflow or select a sample workflow and modify it to suit your needs. When you set up a



Step	Description	Location
		<p>new workflow, you enter an approval administrator for it, approval steps and the employees who are assigned to those steps, and notification alerts to be sent to approvers.</p> <p>The sample approval workflows are:</p> <ul style="list-style-type: none"> <li>▪ Timesheet Default</li> <li>▪ Timesheet Line Default</li> <li>▪ Timesheet &amp; Lines Default</li> </ul>
4	Enable and assign an approval workflow for timesheets.	<p>In <b>Settings » Time » Time Approvals</b>:</p> <ol style="list-style-type: none"> <li>1. Select <b>Yes</b> for the <b>Use Time Approvals</b> setting.</li> <li>2. Select an approval workflow to use.</li> <li>3. Assign an approval administrator.</li> </ol>

### How to...

In addition to creating and editing approval workflows, you can assign another employee to complete approvals in your absence.


### Create an Approval Workflow for an Application

You create approval workflows that will generate a review and approval process for submitted records.

You can create approval workflows for purchase requisitions, request for price quotes, purchase orders, change orders, release orders, inventory item requests, accounts payable vendor invoices, and employee absence requests.





**Prerequisites:** If you use organizations and you want to assign organization-level approvers to a workflow, set up approval roles at the organization level in either **Settings » Organization » General** or **Settings » Organization » Individual** in the desktop application.

### To create an approval workflow for an application:


1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the toolbar of the Approvals Configuration form, click **New » New Approval Workflow**.
3. On the General tab, complete the fields to select the application for which the workflow applies, give the workflow a name, assign an administrator, and so on.
4. Click the Workflow tab and on the Approval Steps grid toolbar, click  **Insert** to add a blank row to the grid to add an approval step.



You can add one or more approval steps to an approval workflow. The approval steps define the employees who can approve the record for that particular approval step, the days allotted for the approval step, and, optionally, any conditions for the step.

5. In the blank row in the Approval Steps grid, enter the information to define an approval step, including the step description, conditions (optional), employees to approve the step, review action, and so on.
6. Optional. Enter one or more conditions for an approval step.  
For example, you may want to enter a condition to route the approval step to different approvers if the total monetary amount of a purchase order, for example, is over a certain amount.
  - a) Click in the **Conditions** field, click  to open the Conditions dialog box, and define and save the conditions under which the step will occur.
  - b) In the **Action if Conditions Not Met** field in the Approval Steps grid, select the action to take if the condition is not met.
7. In the Approval Steps grid, select the step that you entered, and on the toolbar of the Step Actions grid, click  **Insert** to add an action (such as a notification alert or error message) to the approval step.  
For example, select **Reminder** to set up an alert to notify the employees who are assigned to the step that the step has not yet been approved and it is due in a certain number of days.
8. On the dialog box that opens for the type of action you selected, enter the following information:
  - **For notification alerts:**
    1. On the alert dialog box, select the method of notification (email or dashboard) and any other settings for the alert and click **OK**.  
Each email and dashboard notification alert displays in a separate row in the Step Actions grid.
    2. In the **Edit Content** field of the Step Actions grid, click the **Email** or **Dashboard** hyperlink.
    3. On the Email Configuration dialog box or the Dashboard Configuration dialog box, enter the settings to specify the employees to send the alert to, the alert's subject line, and its message.
    4. Click **OK** to save the email or dashboard configuration settings.
  - **For validation error messages:**
    1. On the Validate Error Conditions dialog box, add the conditions under which you want the error message to display and click **OK**.
    2. In the Step Actions grid, enter an error message for the action in the **Description** field. For example, enter a description such as "You must enter a PO amount greater than \$50 before the approval process can start." Or, enter "You must enter an invoice number."
9. Repeat steps 4–8 to add additional approval steps and their actions to the workflow.
10. Use the  **Move Up** and  **Move Down** options on the toolbar of the Approval Steps grid to place the approval steps in the order that you want them performed.



11. Click  **Save** on the toolbar of the Approvals Configuration form.

### Copy an Existing Approval Workflow to Create a New One

You can create a new approval workflow by starting with a copy of an existing approval workflow.

**To create a new approval workflow by starting with a copy of an existing approval workflow:**

1. On Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow that you want to use to create the new approval workflow.
3. On the toolbar of the Approvals Configuration form, click **New » Copy Current Approval Workflow**.  
The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the new approval workflow.
5. Make changes to the approval workflow on the General and Workflow tabs.
6. Click **Save**.  
The new approval workflow is added to the lookup list in the **Search** field on the Approval Workflows Configuration form.

### Create a Backup Copy of an Approval Workflow

You can create a backup copy of an existing approval workflow.

**To make a backup copy of an approval workflow:**


1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow for which you want to make a backup copy.
3. On the toolbar of the Approvals Configuration form, click **New » Copy Current Approval Workflow**.  
The Approval Configuration form now contains the contents from the approval workflow that you selected in the **Search** field, but the **Approval Name** field is blank.
4. In the **Approval Name** field, enter the name for the backup copy of the approval workflow.
5. Click **Save**.  
You can access the backup copy using the **Search** field on the Approval Workflows Configuration form.

### Edit an Approval Workflow

You can make changes to an approval workflow in Approval Workflows Configuration.

**To edit an approval workflow for an application:**



1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to edit.
3. On the General tab, make changes as needed.
4. On the Workflow tab, complete any of the following actions, as needed:
  - If no approvals that use the workflow are currently in progress, make any necessary changes in the Approval Steps and Step Actions grids. If there are in-progress records, only the administrator for the approval workflow (as specified on the General tab of Approval Workflows Configuration) can edit the workflow.
  - If there are in-progress approvals for an approval workflow (noted at the top of the Workflow tab), you can make the following changes regardless of whether or not you are the approval administrator for the approval workflow (as specified in the **Approval Administrator** field on the General tab of the Approvals Configuration form):
    - In the Approval Steps grid, edit the **Assigned To**, **Specific Employees**, or **Who Must Complete** fields.
    - In the Step Actions grid, edit existing alerts or error messages.
  - If there are in-progress approvals for an approval workflow and you want full access to the Approval Steps grid to edit or delete existing steps or add new ones, you must be the approval administrator for an approval workflow. If you are, an **Edit Workflow** button displays in the upper left corner of the Workflow tab.  
  
Click the **Edit Workflow** button to have full access to the Approval Steps grid. On the Edit Workflow dialog box, you are informed of the number of in-progress approvals will be restarted (set back to step 1) when you save the edits to the workflow. Restarting the workflow may take time to process (depending on the number of workflows to process), so it is advisable to do this outside of normal business hours.
5. Click  **Save** on the toolbar of the Approvals Configuration form.
6. In response to the confirmation prompt, click **Yes**.

### Edit an Approval Workflow that has Advanced Actions

Use caution when you edit an approval workflow that has advanced actions added to it via User Initiated Workflows or Scheduled Workflows.

In User Initiated and Scheduled Workflows, you can add advanced actions to an approval workflow that you cannot add via Approval Workflows Settings. Advanced actions are stored procedures, functions, custom methods, and web services. The advanced actions for an approval workflow do not display in Approval Workflows Settings.

After you add an advanced action to an approval workflow, if you want to edit the approval workflow in Approval Workflows Settings, you must follow additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways:

### To edit an approval workflow that has advanced actions added to it:

1. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** or **Scheduled Workflows** in the desktop application.



2. In the **Application** field, select **Approval Workflow**.
3. In the **Approval Name** field, select the approval workflow that you want to edit.
4. In the Actions grid, clear the **Active** check box for any advanced actions to deactivate them.
5. Click **Save**.
6. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
7. In the **Search** field, select the approval workflow that you edited in User Initiated or Scheduled Workflows.
8. On the Workflow tab, edit the workflow.  
If there are in-progress approvals for the workflow, you must be an administrator for the workflow, and an **Edit Workflow** button displays in the upper left corner of the tab. Click it to edit the approval steps and actions.
9. Click **Save** to save and restart the workflow.
10. On the Navigation menu, click **Settings » Workflow » User Initiated Workflows** or **Scheduled Workflows**.
11. Open the approval workflow that you have been editing.
12. Make corrections to the advanced actions that you previously deactivated and then click the **Active** check box to reactivate them.
13. Click **Save**.


### Make an Approval Workflow Inactive

An alternative to deleting an approval workflow is to make it inactive.

When it is inactive, it cannot be used for processing approvals. However, you can make it active again, if needed.

You can make an approval workflow inactive only if it is not currently specified as the approval workflow being used for an application. To see if an approval workflow is currently being used by an application, check the General and Inventory tabs in **Settings » Purchasing & Inventory » Company**.

#### To make an approval workflow inactive:

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to make inactive.
3. In the **Status** field on the General tab, select **Inactive**.
4. Click  **Save**.




## Delete an Approval Workflow

When you delete an approval workflow, it is permanently removed.

You can delete an approval workflow only if no approvals have been processed with it and only if it is not currently specified as the approval workflow for an application (on the General and Inventory tabs in **Settings » Purchasing & Inventory » Company**).

An alternative to deleting a workflow is to make it inactive (select **Inactive** in the **Status** field on the General tab of the Approvals Configuration form). This prevents it from being used; however, you can change it back to **Active** at any time.

### To delete an approval workflow:

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. In the **Search** field on the Approvals Configuration form, select the approval workflow to delete.
3. On the toolbar of the Approvals Configuration form, click  **Delete**.
4. In response to the confirmation prompt, click **Yes** to delete the approval workflow.

## Assign Another Person to Perform Approvals in Your Absence


You can temporarily assign another person, called a delegate, to perform approvals in your absence.

The delegate can approve various types of records in DPS on your behalf, but only if their role security allows access to menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

### To assign another person to perform approvals in your absence:

1. On the toolbar, click  and click **My Preferences**.
2. Select the General tab.
3. Select the **Delegate Approvals to** check box.
4. In the field to the right of the check box, select the employee who will perform approvals in your absence.
5. Click **Save**.
6. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the My Preferences dialog box.



The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

**Alternative procedure for Billing invoice approvals:** An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Settings » Billing » Invoice Approval Process** in the desktop application, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.

### Set Up an AP Invoice Approval Workflow to Create AP Vouchers When AP Invoices Are Final Approved

AP vouchers can be automatically created in Accounting, for final approved AP invoices.

Follow the steps outlined in [Create an Approval Workflow for an Application](#) to create an approval workflow for AP Invoice Approvals.

**To configure an AP Invoice approval workflow to create AP vouchers when AP invoices are final approved:**

1. In the **Application** field on the General tab of the Approvals Configuration form, select **AP Invoice Approvals**.
2. On the Workflow tab, select the final step (last row) in the Approval Steps grid, and click **Insert** on the toolbar of the Step Actions grid.  
AP vouchers can be created only for the final step of an AP invoice approval workflow.
3. On the **Insert** menu, click **Create Voucher**.
4. On the Add Create Voucher Action dialog box, click **OK**.  
The Create Voucher step action is added to the Step Actions grid. The description that prefills in the grid for it is **Create Voucher When Approval Workflow is Complete**.
5. Click **Save** on the toolbar of the Approvals Configuration form.  
If you added the Create Voucher action to a step other than the final step of the approval workflow, you receive a message that says you can add the Create Voucher action only for the final step of the workflow. You must remove the Create Voucher action from the approval step, and enter the Create Voucher action for the final approval step in the Approval Steps grid before you can save the workflow.

### Fields and Options

Use the form and related dialog boxes to set up and edit approval workflows.

### Approvals Configuration Form

Use the Approvals Configuration form to create approval workflows, which allow you to implement a review and approval process for certain records that you enter in DPS.

You can set up approval workflows and an approval system for the following:

- Absence requests
- Accounts Payable invoices



- Employee expenses
- General ledger budgets
- Item requests
- Purchase order change orders
- Purchase order releases
- Purchase orders
- Purchase requisitions
- Requests for price quotes
- Timesheets

On the Approvals Configuration form, you set up:

- The steps for an approval workflow and assign the approvers and any conditions that must be met for each approval step.
- Alerts and actions for each step, such as alerts sent when records are ready for approval, when approvals are overdue, when records are approved, and so on.

If you use multiple companies, you set up approval workflows at the system level for use by all companies in your enterprise (on the Approvals Configuration form).

After you create approval workflows, you assign them to an application in the application's settings. For example, for Purchasing or Inventory records, you specify the approval workflow to use on the General and Inventory tabs in Purchasing & Inventory Company Settings.

### Sample Approval Workflows for Employee Expense

You can create approval workflows from scratch for employee expenses, or you can use one of the following sample approval workflows for employee expenses:

- Expense Report Default
- Expense Line Default
- Expense Reports & Lines Default

To access these sample approval workflows, use the Approval Name Search lookup in the **Search** field on the Approvals Configuration form.

Before you can specify a sample approval workflow to use for employee expenses Expense Settings, you must enter an approval administrator for the sample approval workflow in the **Approval Administrator** field on the General tab of the Approvals Configuration form.

You can modify other settings for these sample approval workflows on the Approvals Configuration form.

To retain a copy of the original sample approval workflow for employee expenses before you modify it for your needs, make a backup copy of it.

#### *Display the Approvals Configuration Form*

You display the Approvals Configuration form in Workflow Settings.

To access this form, you must activate the Purchasing application or the Accounting application.






On the Navigation menu, click **Settings » Workflow » Approval Workflows**.

#### *Toolbar of the Approvals Configuration Form*

Use the toolbar options to complete actions on the Approvals Configuration form that are required to create and maintain approval workflows.

#### Contents

Field	Description
Search	In this field in the upper right corner, click  to select an existing approval workflow to display in the Approvals Configuration form.
 New	<p>To set up a new approval workflow, click this option, and then select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>New Approval Workflow:</b> Click this option to create a new approval workflow in a blank form.</li> <li>▪ <b>Copy Current Approval Workflow:</b> Click this option to copy the data from an existing approval workflow that you have open on the Approvals Configuration form to create a new approval workflow.</li> <li>▪ <b>Select Approval Workflow to Copy:</b> Click this option to select an existing approval workflow (type) whose information you want to copy into the Approvals Configuration form to create a new approval workflow.</li> </ul>
 Delete	<p>Click this option to delete the current approval workflow that you have open on the Approvals Configuration form. You can delete an approval workflow only if approval records have not been generated with it and only if it is not currently specified as the approval workflow for an application on the General or Inventory tabs in <b>Settings » Purchasing &amp; Inventory » Company</b>.</p> <p>Deleting an approval workflow removes all traces of it in Scheduled Workflows and User Initiated Workflows Settings. Any additional actions that were added manually to an approval workflow in Scheduled Workflows or User Initiated Workflows are also removed.</p> <p>An alternative to deleting an approval workflow is to change its status from <b>Active</b> to <b>Inactive</b> in the <b>Status</b> field on the General tab on the Approvals Configuration form. This prevents the approval workflow from being selected in Purchase &amp; Inventory Company Settings as the workflow to use for an application and no new approvals can be generated with it.</p>



### General Tab of Approvals Configuration Form

Use this tab to enter basic configuration information for an approval workflow.

#### Contents

#### Identify Approvals Section

Field	Description																
Application	Select the application for which the approval workflow applies.																
	<table><tr><th>Option</th><th>Application</th></tr><tr><td><ul style="list-style-type: none"><li>Absence Requests</li></ul></td><td>My Stuff » Timesheet</td></tr><tr><td><ul style="list-style-type: none"><li>AP Invoice Approvals</li></ul></td><td>Accounting » AP Invoice Approvals</td></tr><tr><td><ul style="list-style-type: none"><li>Employee Expenses</li></ul></td><td>My Stuff » Expense Report</td></tr><tr><td><ul style="list-style-type: none"><li>General Ledger Budgets</li></ul></td><td>Accounting » Budgeting » General Ledger</td></tr><tr><td><ul style="list-style-type: none"><li>Item Requests</li></ul></td><td>Inventory » Item Requests</td></tr><tr><td><ul style="list-style-type: none"><li>Purchase Order Change Order</li><li>Purchase Order Releases</li><li>Purchase Orders</li><li>Purchase Requisitions</li><li>Request for Price Quote</li></ul></td><td>Purchasing</td></tr><tr><td><ul style="list-style-type: none"><li>Timesheets</li></ul></td><td>My Stuff » Timesheet</td></tr></table>	Option	Application	<ul style="list-style-type: none"><li>Absence Requests</li></ul>	My Stuff » Timesheet	<ul style="list-style-type: none"><li>AP Invoice Approvals</li></ul>	Accounting » AP Invoice Approvals	<ul style="list-style-type: none"><li>Employee Expenses</li></ul>	My Stuff » Expense Report	<ul style="list-style-type: none"><li>General Ledger Budgets</li></ul>	Accounting » Budgeting » General Ledger	<ul style="list-style-type: none"><li>Item Requests</li></ul>	Inventory » Item Requests	<ul style="list-style-type: none"><li>Purchase Order Change Order</li><li>Purchase Order Releases</li><li>Purchase Orders</li><li>Purchase Requisitions</li><li>Request for Price Quote</li></ul>	Purchasing	<ul style="list-style-type: none"><li>Timesheets</li></ul>	My Stuff » Timesheet
	Option	Application															
	<ul style="list-style-type: none"><li>Absence Requests</li></ul>	My Stuff » Timesheet															
	<ul style="list-style-type: none"><li>AP Invoice Approvals</li></ul>	Accounting » AP Invoice Approvals															
	<ul style="list-style-type: none"><li>Employee Expenses</li></ul>	My Stuff » Expense Report															
	<ul style="list-style-type: none"><li>General Ledger Budgets</li></ul>	Accounting » Budgeting » General Ledger															
	<ul style="list-style-type: none"><li>Item Requests</li></ul>	Inventory » Item Requests															
	<ul style="list-style-type: none"><li>Purchase Order Change Order</li><li>Purchase Order Releases</li><li>Purchase Orders</li><li>Purchase Requisitions</li><li>Request for Price Quote</li></ul>	Purchasing															
	<ul style="list-style-type: none"><li>Timesheets</li></ul>	My Stuff » Timesheet															
	After you save a workflow, you cannot change its application. If you need to change the application, you must create a new approval workflow.																
Approval Name	Enter a name for the approval workflow. Approval workflow names must be unique.																



## Options Section

Field	Description
Status	<p>Use the drop-down list to select the status of an approval workflow.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> You can use the approval workflow for an application.</li> <li>▪ <b>Inactive:</b> You cannot use the approval workflow for an application. It remains in DPS, and you can make it active again if needed. You can make an approval workflow inactive only if it is not specified as the approval workflow currently being used for an application. Approval workflows are specified to be used for an application: <ul style="list-style-type: none"> <li>▪ On the General and Inventory tabs in <b>Configuration » Purchasing &amp; Inventory » Company Settings</b>.</li> <li>▪ On the Accounts Payable tab in <b>Configuration » Accounting » Company AP</b>.</li> <li>▪ On the Benefit Accrual Setup tab in <b>Configuration » Accounting » Time Analysis</b>.</li> <li>▪ On the General tab in <b>Configuration » Accounting » Company Settings</b>.</li> </ul> </li> </ul>
Default Due Date (Number of Days After Creation Date)	<p>Enter the default number of days to use for calculating the due date for an approval workflow. The due date is the date by which everyone who is involved in the approval process must complete their step and the record is approved. Enter the number of days after which a purchasing or inventory record is submitted for approval (the start of the approval process) that the whole approval process must be completed or else it is considered past due. When it is past due and not approved, any scheduled alerts that are configured for it will be sent.</p>
Project Routing Basis	<p>This displays on the form only if you use more than one WBS (work breakdown structure) level. It is not enabled and does not apply when you select <b>Absence Requests</b> or <b>General Ledger Budget</b> in the <b>Application</b> field.</p> <p>Expense Report Lines and Purchasing items can have a cost distribution project assigned to them. You may want to assign the project manager who is associated with a specific WBS level of the cost distribution project as the approver in an approval workflow step. This setting helps DPS determine who the project manager is at a specific WBS level of the cost distribution project. Select the level of the cost distribution project that is assigned to a Purchasing record that you want DPS to look at to determine who the project manager is for approval workflow purposes.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Top Level:</b> This is the WBS1 (project) level of the cost distribution project.</li> <li>▪ <b>Chargeable Level:</b> This is the WBS1 (project), WBS2 (phase), or WBS3 (task) level of the cost distribution project, depending on which WBS level is the lowest level being charged.</li> </ul>



Field	Description
Automatically Approve When Most Recent Approver is Same as Current Assignee	Select this option to enable the approval workflow to automatically approve employee expenses when the approver that is currently assigned to approve the expense for an employee is the same approver that previously approved the employee's expense. This option displays if you select <b>Employee Expenses</b> in the <b>Application</b> field.
Approval Administrator	<p>Use the Employee lookup in this field to select one employee to have administrator responsibilities for the approval workflow.</p> <p>The administrator can:</p> <ul style="list-style-type: none"> <li>Edit workflow steps when there are in-progress approvals.</li> <li>Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> <li>Reopen a general ledger budget that has been approved if the <b>Allow Employees to Reopen Closed Approval Records</b> check box in <b>Configuration » Workflow » Approval Workflows</b> is selected.</li> </ul> <p>The approval administrator must:</p> <ul style="list-style-type: none"> <li>Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> <li>Have security access to the application that they are administering and have access to the Approval Workflows Configuration.</li> </ul> <p>If you have multiple companies in DPS: You can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>
Allow Approvers to Reassign	<p>Select this check box to give approvers the ability to assign an additional employee to the current approval step for a specific record or move the approval assignment from one approver to another employee.</p> <p>You access the <b>Reassign</b> option by clicking the <b>Approvals</b> option on the toolbar of the application's entry form (for example, on the Purchase Requisition form toolbar). On the Change Assignment dialog box that opens when you click <b>Reassign</b>, you can take one of the following actions:</p> <ul style="list-style-type: none"> <li>Add an additional employee to the approval step assignment.</li> <li>Move the assignment from any employee who is currently assigned to the approval step (including yourself) to another employee.</li> </ul> <p>The newly assigned employee has the same abilities as the other approvers for the approval step.</p>



Field	Description
Allow Employees to Reopen Closed Approval Records	<p>Select this check box to give an employee the ability to reopen closed budget approval records. This is usually done when approved budgets need to be revised to reflect new revenue projections. Use the Employee lookup in this field to select one employee, for example, the Chief Financial Officer, to have this ability.</p> <p>When a budget is reopened and modified, it overwrites the previously approved budget. If you want to keep copies of the original approved budget, you can create a copy of the budget, assign it a new name, and have it go through the approval process.</p>
Use Process Server when Number of Approval Records Exceeds	Select this check box when you want to set a limit for the number of records that are run without the process server. If the number of records exceeds the number that is entered in the text box, the process server is used to approve or reject the records.

### Expense Options Section

This section displays if you select the **Employee Expenses** option in the **Application** field.

Field	Description
Allow Employees to Unsubmit Their Own Expense Report	Select this option to enable expense report owners to select the <b>Unsubmit</b> option for their expense report. Unsubmitted expense reports will have the Rejected status in the approval workflow. Any applicable notifications will be sent based on the Rejected approval workflow settings. Employees can unsubmit an expense report that is still in the first step of the approval workflow.
Approval Level	<p>From the drop-down list, you select the level at which the expense report is approved in the Expense Report approval workflow process. You can set up the approval process to approve just the expense report (that includes all the line items), approve each line item on a given report, or approve both the report and line items. The possible settings are:</p> <ul style="list-style-type: none"> <li>▪ <b>Expense Report</b></li> <li>▪ <b>Expense Line</b></li> <li>▪ <b>Both Expense Report and Expense Line</b></li> </ul> <p>If you want to change the approval level for an existing workflow, you must first remove the selected assignment type steps from the Approval Steps grid on the Workflow tab.</p> <p>For example: The <b>Approval Level</b> option is currently set to <b>Both Expense Report and Expense Line</b> and the Approval steps grid on the Workflow tab has both assignment types.</p> <p>If you want to change <b>Approval Level</b> to <b>Expense Report</b>, then you must first remove the Expense Line steps from the Approval Steps grid.</p>



Field	Description
Allow Expense Reports and Expense Lines to be on Different Steps of the Workflow at the Same Time	This option is enabled when you set <b>Approval Level</b> to <b>Both Expense Report and Expense Line</b> . Select this option to allow Expense Line approvals to proceed with the approval workflow steps independently from Expense Report approvals.
Automatically Approve Unfinished Expense Lines when Expense Report is Final Approved	This option is enabled when you select the <b>Allow Expense Reports and Expense Lines to be on different steps of the workflow at the same time</b> option. Select this option to allow Expense Report approval to approve Expense Line approvals after the Expense Reports are approved. This will allow the approval process to proceed so that the report can be posted even if the assignee is not able to approve an expense line.

### Time Options Section

This section displays if you select the **Timesheets** option in the **Application** field.

Field	Description
Allow Employees to Unsubmit Their Own Timesheet	Select this option to enable employees to select the <b>Unsubmit</b> option for their timesheet. Unsubmitted timesheets will have the Rejected status in the approval workflow. Any applicable notifications will be sent based on the Rejected approval workflow settings. Employees can unsubmit a timesheet that is still in the first step of the approval workflow.
Approval Level	<p>From the drop-down list, you select the level at which the timesheet is approved in the Timesheet approval workflow process. You can set up the approval process to approve just the timesheet (that includes all the line items), approve each line item on a given report, or approve both the report and line items. The possible settings are:</p> <ul style="list-style-type: none"> <li>▪ <b>Timesheet</b></li> <li>▪ <b>Timesheet Line</b></li> <li>▪ <b>Both Timesheet and Timesheet Line</b></li> </ul> <p>If you want to change the approval level for an existing workflow, you must first remove the selected assignment type steps from the Approval Steps grid on the Workflow tab.</p> <p>For example: The <b>Approval Level</b> option is currently set to <b>Both Timesheet and Timesheet Line</b> and the Approval steps grid on the Workflow tab has both assignment types.</p> <p>If you want to change <b>Approval Level</b> to <b>Timesheet</b>, then you must first remove the Timesheet Line steps from the Approval Steps grid.</p>
Allow Timesheets and Timesheet Lines to be on Different Steps	This option is enabled when you set <b>Approval Level</b> to <b>Both Timesheet and Timesheet Line</b> . Select this option to allow Timesheet Line approvals to proceed with the approval workflow steps independently from Timesheet approvals.



Field	Description
of the Workflow at the Same Time	
Automatically Approve Unfinished Timesheet Lines when Timesheet is Final Approved	This option is enabled when you select the <b>Allow Timesheets and Timesheet Lines to be on Different Steps of the Workflow at the Same Time</b> option. Select this option to allow Timesheet approval to approve Timesheet Line approvals after the Timesheets are approved. This will allow the approval process to proceed so that the report can be posted even if the assignee is not able to approve a timesheet line.

### *Workflow Tab of Approvals Configuration Form*

Use this tab to enter approval steps and alerts for an approval workflow.

### Contents

Enter a step in the Approval Steps grid. Then enter the action for that step in the Step Actions grid. The Step Actions grid displays the step actions for the approval step that you selected in the upper Approval Steps grid.

Field	Description
Edit Workflow	<p>This button displays only if you are the approval administrator for a workflow (as specified on the General tab in Approval Workflows Configuration) and you open a previously created approval workflow that now has in-progress approvals. Text to the right of the button identifies the number of approvals that are currently in progress.</p> <p>Click this button to get full access to the Approval Steps grid to edit existing steps or add or delete steps. When you save edits to a workflow, all in-progress approvals will be restarted (set back to step 1).</p> <p>You should consider performing edits to workflows with a large number of in-progress approvals after normal business hours because restarting the in-progress approvals could take more time to process.</p>

### Approval Steps Grid

Use this grid to enter one or more steps for an approval workflow. For each step, you assign the employees who can review and approve a record going through the approval process.

The steps in the grid display automatically in step order.






When there are in-progress approvals for a workflow, only the approval administrator (as specified on the General tab in Approval Workflows Configuration) can get full access to this grid by clicking the **Edit Workflow** button at the top of the tab.

### Approval Steps Grid Toolbar



The options on the toolbar are not enabled when there are in-progress approvals for a workflow. To enable them, you must be the approval administrator for the workflow (as specified on the




General tab in Approval Workflows Configuration), and you must click the **Edit Workflow** button at the top of the tab.

Field	Description
Approval Steps Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	<p>Click this option to insert a new row in the grid, and enter a new approval step for the approval workflow.</p> <p>After you insert one row, the next time that you click <b>Insert</b>, you can click either <b>Insert New Row Above</b> or <b>Insert New Row Below</b> on the shortcut menu to place the new row above or below the row that you selected before you clicked <b>Insert</b>.</p>
 Copy	<p>Select a row in the grid that you want to copy to create a new approval step. Then click <b>Copy</b>. The information from the selected row is copied to a new row below it. Edit the new row as needed. When you copy an approval step, all the step actions for the step are also copied in the Step Actions grid.</p>
 Move Up	<p>To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step up one row.</p>
 Move Down	<p>To change the order of an approval step in the workflow process, select a step in the grid, and click this button to move the step down one row.</p>
 Delete	<p>Select an approval step to remove from the workflow and then click this option. This deletes the approval action from the grid and deletes the step actions that are entered for it in the Step Actions grid.</p>

### Approval Steps Grid Fields

Field	Description
Step	<p>When you insert a step into this grid, this field prefills with the next sequential number. It specifies the order in which the step is performed in the workflow.</p> <p>The steps in the grid display automatically in step order. Use the  <b>Move Up</b> and  <b>Move Down</b> options to change the order of steps.</p>




Field	Description
Description	Enter a short name or description for the approval step that helps identify the step.
Conditions	<p>Conditions are optional for an approval step. Click in this field, and then click  to open the Conditions dialog box and define conditions under which a step occurs.</p> <p>For example, you might want to create a condition that says if the total amount of a purchase requisition is greater than \$10,000, then the requisition will be routed to the organization administrator for approval.</p> <p>You can create a condition based on fields that are related to the record being approved. For example, for Purchasing records, this would include fields from a purchase requisition record, purchase order record, and so on, fields from the cost distribution project that is associated with a Purchasing record being approved, and the purchasing item categories of the purchasing item.</p> <p>During the approval process, conditions are evaluated at the beginning of the step. If the condition is not met, the next action that occurs is based on the action that you select in the <b>Action if Conditions Not Met</b> field in this grid.</p> <p>The <b>Conditions</b> field displays <b>&lt;Conditions Defined&gt;</b> when a condition is created for an approval step.</p>
Action if Conditions Not Met	<p>If you entered a condition for the approval step, select one of the actions from the drop-down list in this field to determine what to do when the condition is not met. Conditions are evaluated at the beginning of the step.</p> <p>The possible actions are:</p> <ul style="list-style-type: none"> <li>▪ <b>Skip to Next Step:</b> This moves the approval to the next step in the workflow. When the step is skipped, none of the associated actions for the step (the alerts) will take place. You cannot use <b>Skip to Next Step</b> for the last step of an approval workflow.</li> <li>▪ <b>Approve Step:</b> This marks the step with the unmet condition approved by the approval administrator who is specified on the General tab of Approval Workflows Configuration. Any associated actions (alerts), including applicable, end-of-step actions for the step will be taken. An assignment is made to the approval administrator. If an approval notification is sent to "currently assigned" (employee or employees who are currently assigned to the approval workflow step), it is sent to the approval administrator.</li> <li>▪ <b>Assign to Administrator:</b> This assign the approval step to the employee who is entered in the <b>Approval Administrator</b> field on the General tab of Approval Workflows Configuration.</li> <li>▪ <b>Mark as Final Approved:</b> This skips any remaining approval steps in the workflow and marks the approval as final approved. The approval administrator will be added in the <b>Responsibility</b> column of the approval history grid. Any completed notifications that are sent to the employee who is currently assigned would be sent to the approval administrator. No approval alerts would be sent. The record is marked final approved.</li> </ul>



Field	Description
Workflow State	<p>Select one of the options from the drop-down list to determine the actions that an approver can take for this step.</p> <p>For approval workflows for absence requests and AP invoices, this field prefills with <b>In Approval</b>, which you cannot change.</p> <ul style="list-style-type: none"> <li>▪ <b>In Approval:</b> This option allows approvers to approve or reject a record during the approval step. When you select this option, approvers: <ul style="list-style-type: none"> <li>▪ Can also reassign a record if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> <li>▪ Cannot edit the record during the approval step.</li> </ul> </li> <li>▪ <b>In Review:</b> This option allows approvers to edit a record during the approval step. When you select this option: <ul style="list-style-type: none"> <li>▪ You must also select <b>Approve</b> or <b>Restart Approval</b> in the <b>Review Action</b> field in this grid to determine what happens after an approver edits a record. An approver can approve or reject the record, and then the record either continues to the next approval step, or the approval process is restarted, beginning with the first approval step.</li> <li>▪ After an approver edits a record for the approval step, the <b>Approvals</b> option on the toolbar of the application form no longer displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu. Instead, only a <b>Review</b> option displays. When an approver clicks <b>Review</b>, DPS follows the review action that was specified for the approval workflow step.</li> <li>▪ Approvers can reassign the approval step if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> </ul> <p>This option is not available for General Ledger budget approvals.</p> <li>▪ <b>In Progress:</b> This option allows approvers to edit records during the approval step. You cannot specify that the approval process for the record begin again with the first approval step after a record is edited. When you select this option: <ul style="list-style-type: none"> <li>▪ After an approver edits a record for the approval step, the <b>Approvals</b> option on the toolbar of the application form displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu.</li> <li>▪ Approvers can reassign the approval step if the <b>Allow Approvers to Reassign</b> check box is selected on the General tab of Approval Workflows Configuration.</li> </ul> </li> </li></ul>
Assigned To (for applications other than AP)	<p>The grid contains an <b>Assigned To</b> column that functions differently based on the approval workflow's application (entered on the General tab). The following <b>Assigned To</b> description applies if an approval workflow's application is <b>not</b> AP Invoice Approvals. See also the <b>Assigned To (for AP Invoice Approvals)</b> field description below.</p>



Field	Description
Invoice Approvals)	<p>Click in this field and then click  to select the role of the employees who can take action (approve, reject, and so on) for this approval step. This opens the Field Selection dialog box, on which you can select one or more roles. The list of roles may differ based on the application that you selected for the approval workflow in the <b>Application</b> field on the General tab of the form.</p> <p>You can select employee roles in addition to, or instead of, selecting employees by name in the <b>Specific Employees</b> field in this grid. You must select at least one role or one specific employee to take action for a step.</p> <p>You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Assigned To</b> and/or <b>Specific Employees</b> field.</p> <p>You specify who <b>must</b> complete the step in the <b>Who Must Complete</b> field in the Approval Step grid.</p> <p>Possible roles that you can select in the <b>Assigned To</b> field on the Field Selection dialog box are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is entered in the <b>Approval Administrator</b> field on the General tab.</li> <li>▪ <b>Buyer:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the employee who is entered in the <b>Buyer</b> field for the purchase order, change order, or release order to be approved.</li> <li>▪ <b>Buyer's Supervisor:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. This is the supervisor (entered in the Employee hub) for the employee who is the buyer specified for the purchase order, change order, or release order to be approved.</li> <li>▪ <b>Expense Group Administrator:</b> This role applies to approval workflows for Employee Expenses. This is the employee who can access expense reports for all employees in a particular expense group. The administrator is configured by selecting the <b>Expense Group</b> option in the <b>Level</b> field in the Time &amp; Expense tab of the Employee hub.</li> <li>▪ <b>Expense Group Company Administrator:</b> This role applies to approval workflows for Employee Expenses and if you use multiple companies. This is the employee who can access expense reports for employees in all expense groups in a particular company. The company administrator is configured by selecting the <b>Company</b> option in the <b>Expense Administration Level</b> field in the Time &amp; Expense tab of the Employee hub.</li> <li>▪ <b>Expense Group System Administrator:</b> This role applies to approval workflows for Employee Expenses. This is the employee who can access expense reports for all groups and employees. The administrator is configured by selecting the <b>System</b> option in the <b>Expense</b></li> </ul>





Field	Description
	<p><b>Administration Level</b> field in the Time &amp; Expense tab of the Employee hub.</p> <ul style="list-style-type: none"> <li>▪ <b>Company Buyer:</b> This role applies to approval workflows for purchase orders, purchase order change orders, and purchase order releases. These are the employees who are listed on the Buyers tab of in <b>Settings » Purchasing &amp; Inventory » Company</b> for the active company. All the employees on the Buyer tab must take action for the approval step when the approval process occurs in the DPS company for which they are designated as the company buyers.</li> <li>▪ <b>Create User:</b> This is the employee who created the record to be approved.</li> <li>▪ <b>GL Budget Submitter:</b> This role applies to approval workflows for GL budget approvals. This is the employee who submitted the GL Budget record to be approved.</li> <li>▪ <b>Inventory Manager:</b> This role applies to approval workflows for inventory item requests. You specify these employees in the Manager grid on the Inventory tab in <b>Settings » Purchasing &amp; Inventory » Company</b>. All of the employees in the Manager grid must take action for the approval step when the approval process occurs in the DPS company for which they are designated as inventory managers.</li> <li>▪ <b>Principal-in-Charge:</b> This role applies to Purchasing and Inventory applications. This is the principal-in-charge who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Biller:</b> This role applies to Purchasing and Inventory applications. This is the biller who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Manager:</b> This role applies to Purchasing and Inventory applications. This is the project manager who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Project Supervisor:</b> This role applies to Purchasing and Inventory applications. This is the project supervisor who is assigned to the project (in the Projects hub) that is associated with the record to be approved.</li> <li>▪ <b>Requestor:</b> This role applies to approval workflows for purchase requisitions, requests for price quotes, inventory item requests, and absence requests. For Purchasing and Inventory records, the requestor is the employee who is entered in the <b>Requested By</b> field for the record. For absence requests, the requestor is employee for whom the absence request applies.</li> <li>▪ <b>Requestor's Supervisor:</b> This role applies to approval workflows for purchase requisitions, requests for price quotes, inventory item requests, and absence requests. This is the supervisor (entered in the Employee hub) for the employee who is the requestor of the record to be approved.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Submitter:</b> This is the employee who submitted the record to be approved; they clicked the <b>Submit</b> button on the entry form to submit the record. Do not assign step 1 to the submitter. The submitter is not logged until a record is submitted.</li> <li>▪ <b>Timesheet Group Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the administrator for the timesheet group for the employee who is requesting the absence. The employee's timesheet group is entered on the Time &amp; Expense tab in the Employee hub. Administrators for timesheet groups are specified in the Group section of the Time &amp; Expense tab in the Employee hub. Set up timesheet groups in the browser application (Time Groups tab in <b>Settings » Time</b>).</li> <li>▪ <b>Timesheet Group Company Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the company-level administrator for all timesheet groups for the company of the employee who is requesting the absence. An employee is specified as a company-level timesheet group administrator in the Group section of the Time &amp; Expense tab in the Employee hub.</li> <li>▪ <b>Timesheet Group System Administrator:</b> This role applies to approval workflows for absence requests. This is the employee who is the system-level administrator for all timesheet groups in all companies in DPS. An employee is specified as a system-level timesheet group administrator in the Group section of the Time &amp; Expense tab in the Employee hub.</li> <li>▪ <b>Organization-level approval roles:</b> This includes any approval role that you set up at the organization level in Organization Configuration (if you use organizations in DPS).  For Purchasing records, DPS uses the cost distribution project to identify the organization for a Purchasing record. If no cost distribution project is entered, DPS uses the organization of the requester. This allows organization-level approvers to be used even if cost distribution projects are not used.  For absence request approvals, DPS uses the organization-level approval role from the organization of the employee who is requesting an absence approval.</li> <li>▪ <b>User-defined fields:</b> For approval workflows for the Purchasing applications, Inventory item requests, and AP Invoice Approvals, this includes any user-defined fields that you create for the Project hub that contains employees.  For approval workflows for absence requests, this includes any user-defined employee fields that you create for the Employee hub.</li> </ul> <p><b>Approval Workflows for Purchasing Applications and Project-Related Roles</b></p>



Field	Description
	<p>To determine the employee to assign for roles that are related to a project, such as the project manager or project supervisor, DPS looks for the project in the following places in the order listed:</p> <ol style="list-style-type: none"> <li>1. The cost distribution override project that is entered for the purchasing or inventory line item to be approved. This is entered on the Cost Distribution tab for purchase requisitions and request for price quotes. It is entered on the Default Distribution tab for purchase orders. To see the override project, click the <b>View Details</b> button on the Items grid for a line item in the Purchasing or Inventory entry form.</li> <li>2. If no cost distribution override project is entered on these tabs, DPS looks to the cost distribution project for the record. If multiple projects are found, then multiple approval assignments can be made for the step. For example, nine projects each with a different project manager would produce nine different approval assignments. However if all projects belonged to the same project manager, then DPS would make only one approval assignment.</li> </ol> <p>Approval workflow failures can occur when an employee has not been entered for a role that is assigned to an approval step. For example, if you select <b>Project Manager</b> in the <b>Assigned To</b> field, and a record going through the approval process has no employee entered in the <b>Project Manager</b> field in the Project hub, a workflow failure occurs. In this situation, the approval would be sent to the employee who is specified as the approval administrator entered in the <b>Approval Administrator</b> field on the General tab on the Approvals Configuration form.</p>
Specific Employees	<p>This column does not display when you are creating an approval workflow for AP Invoice Approvals.</p> <p>Click in this field, and then click  to select one or more specific employees by name who can take action for this step in the approval process. You can select specific employees in addition to, or instead of, selecting employee roles in the <b>Assigned To</b> field in this grid. You must select at least one role or one specific employee to take action for a step.</p> <p>You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Specific Employees</b> and/or <b>Assigned To</b> fields. You also choose who <b>must</b> complete the step in the <b>Who Must Complete</b> field in this grid.</p>
Assigned To (for AP Invoice Approvals)	<p>The grid contains an <b>Assigned To</b> column that functions differently based on the approval workflow's application (entered on the General tab). The following <b>Assigned To</b> description applies if an approval workflow's application is AP Invoice Approvals. See also the <b>Assigned To (for applications other than AP Invoice Approvals)</b> description above.</p> <p>Click the  ellipsis icon in this field to open the Assigned To dialog box. Then select the roles and/or specific employees who <b>can</b> take action (approve, reject, and so on) for this approval step or the approval hierarchy that will determine the employees who can take action for the approval step.</p>



Field	Description
Who Must Complete	<p>Use the drop-down list in this field to select which roles and/or employees that you selected in the <b>Assigned To</b> and/or <b>Specific Employees</b> fields are required to complete the action for this approval step. You select roles and/or specific employees who <b>can</b> take action for this step in the approval process in the <b>Assigned To</b> and/or <b>Specific Employees</b> fields. You choose who <b>must</b> complete the step in the <b>Who Must Complete</b> field in this grid.</p> <p>Options in the <b>Who Must Complete</b> drop-down list are:</p> <ul style="list-style-type: none"> <li>▪ <b>Any:</b> Any of the one or more roles or specific employees who are assigned to this approval step (in the <b>Assigned To</b> field in this grid) can complete the step by marking the record as approved. After one employee approves the record, it moves to the next step in the approval process.</li> <li>▪ <b>All:</b> All of the one or more roles or specific employees who are assigned to this approval step (in the <b>Assigned To</b> field in this grid) must mark the record as approved for the step before it is complete and can move to the next step. If there are multiple approvers and any one of them rejects the record, then the record is rejected.</li> </ul>
Days Allotted	<p>Enter the number of days in which an assigned approver must complete and approve this step. The day count begins when a purchasing or inventory item is submitted. If the approver does not take action on the step within the allotted number of days, any applicable reminder or escalation alerts that you add for a step will be sent.</p>
Review Action	<p>This field does <b>not</b> apply for approval workflows for absence requests. This field applies only if you selected <b>In Review</b> in the <b>Workflow State</b> field. <b>In Review</b> allows approvers to edit the record for approval, as well as approve, reject, or reassign it as applicable.</p> <p>The option that you select in the <b>Review Action</b> field determines what happens after an approver edits a record that is undergoing approval.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approve:</b> Select this option to have DPS approve the record after an approver edits the record. The workflow continues on to the next step in the approval process. You may want to avoid this option if all steps in a workflow use conditions. It would be possible for the approver to edit the record so that none of the subsequent step conditions are met.</li> <li>▪ <b>Restart Approval:</b> Select this option to send the record back to step 1 of the approval process after an approver edits the record for the approval step. This allows approvers from earlier steps to review and approve the record.</li> </ul> <p>After an approver edits a record for this approval step, the <b>Approvals</b> option on the toolbar of the application form no longer displays the <b>Approve</b>, <b>Reject</b>, and <b>Reassign</b> options on the submenu. Instead, only a <b>Review</b> option displays. When an approver clicks the <b>Review</b> option, DPS follows the review action that was specified for the approval workflow step (either approve the step or restart the approval process).</p>



Field	Description
Reject Action	<p>This setting determines what happens when a reviewer rejects a record that is going through the approval process.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign to Submitter:</b> The approval record is assigned to the employee who originally submitted it, so they can revise and resubmit it.</li> <li>▪ <b>Cancel:</b> This option does not apply for approval workflows for AP invoices and absence requests. This rejects the record (purchase requisition, request for quote, purchase order, or item request) and cancels the approval process (the remaining approval workflow steps are ignored). The status of the record is changed to Rejected. The record is also closed and no more changes can be made to the record. Any applicable reject notifications are sent.</li> <li>▪ <b>None:</b> There will be no reject option for the approval. The record can only be approved.</li> </ul>
Assignment Type	<p>This field is enabled when the <b>Application</b> option is set to <b>Employee Expenses</b> or <b>Timesheets</b> on the General tab. This field displays which application is used for the approval step.</p>


### Step Actions Grid

Use this grid to enter actions to be taken and alerts to be sent to the appropriate employees for the approval step that you currently have selected in the Approval Steps grid. You can create different types of alerts, including alerts to notify approvers that a record is ready for them to approve, alerts to remind approvers when an approval due date is near, alerts to inform appropriate employees that a record has been approved, and so on. You can create actions for an AP invoice approval step, such as sending warning messages when required information is not entered.

### Step Actions Grid Toolbar

Field	Description
Step Actions Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
 Insert	<p>Click this option and on the shortcut menu select the type of action (such as notification alerts or error messages) to add to the approval step.</p> <p>For the notification actions, a dialog box opens, and you select the method of sending the alert :email and/or notification :and any other settings that are specific to the alert. All of the alerts except the supervisor escalation alert are sent to the currently assigned approver role by default. You can change or add roles and other employees to the alerts when you configure email and notification alerts by clicking the <b>Email</b> and <b>Notification</b> links in the <b>Edit Content</b> field in the grid.</p> <p>For error message actions, the Validate Error Conditions dialog box opens, and you enter conditions under which the error message will display.</p> <p>The actions are:</p> <ul style="list-style-type: none"> <li>▪ <b>Notification:</b> Select this option to send a notification alert to the employees who are assigned to this step when the approval step begins. This lets employees know that there is a record that needs their review and/or approval. On the Add Notification Alert dialog box, select options for the alert.</li> <li>▪ <b>Reminder:</b> Select this option to send a reminder alert to the employees who are assigned to this step that the step has not yet been approved and it is due in a certain number of days. On the Add Reminder Alert dialog box that opens, select the options for the alert.</li> <li>▪ <b>Supervisor Escalation:</b> Select this option to send a notification alert to the supervisors of the employees who are assigned to the step: either a certain number of days after the step due date or after the step start date if the step has not yet been approved. These alerts can be sent to inform supervisors that an employee is late in responding to the step. On the Notify Assignee's Supervisor dialog box, select options for the alert. If a supervisor has assigned a delegate to approve records, the delegate's supervisor is not notified.</li> <li>▪ <b>Validate Error at Start:</b> This option displays and applies only when you select the first step in the Approval Steps grid. Select this option to display an error message and restrict an approval workflow from starting unless certain conditions are met when a user enters a record. The error message displays when a user clicks the <b>Submit</b> option to start the approval process for a record. For example, for AP invoice approvals, you might want to require that an invoice number be entered for the AP invoice before the approval process starts. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request.</li> </ul> <p>When you select <b>Validate Error at Start</b>, the Validate Error Conditions dialog box opens, and you enter the conditions under which to launch the error message and prevent the approval workflow from starting. When you close the dialog box, the <b>Step Action</b> field in the Step Actions grid prefills with <b>Validate Error at Start</b>. The <b>Edit Contents</b> field in the grid prefills with a</p>







Field	Description
	<p><b>Conditions</b> hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the <b>Description</b> field in the Step Actions grid.</p> <p>After you enter a Validate Error at Start action for the first step of a workflow, if you insert a new step 1 before the existing step 1, the Validate Error at Start step action is automatically deleted for the old step 1.</p> <ul style="list-style-type: none"> <li>▪ <b>Validate Error:</b> Select this option to display an error message and prevent the approval process from progressing to the next step unless certain conditions are met before an approver clicks the <b>Approve</b> option for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or equal to zero. This ensures that certain information is being entered for the approval record as it navigates through the approval process.</li> </ul> <p>When you select the <b>Validate Error</b> option, the Validate Error Conditions dialog box opens, and you specify the conditions under which to display the error message and prevent the approval step from moving to the next step. When you close the dialog box, the <b>Step Action</b> field in the Step Actions grid prefills with <b>Validate Error at Step End</b>. The <b>Edit Contents</b> field in the grid prefills with a <b>Conditions</b> hyperlink, which allows you to view or edit the conditions. Enter the text for the error message in the <b>Description</b> field in the Step Actions grid.</p> <ul style="list-style-type: none"> <li>▪ <b>Suspend Notification:</b> This option applies to AP invoice approvals. Select this option to send a notification when an approver suspends the approval step for an AP invoice in <b>Accounting » AP Invoice Approvals</b>. For example, you can suspend an AP invoice approval step while you are waiting for a revised copy of the invoice from a vendor. The suspend notification is sent to the employees (users, approval roles, security roles) that you specify for the email and/or notification alert.</li> </ul> <p>When you suspend an approval step for an AP invoice:</p> <ul style="list-style-type: none"> <li>▪ Other approval alerts are <b>not</b> sent to the approvers of the current step.</li> <li>▪ The days allotted for the approval step are ignored. When you resume the approval step, the allotted days for the approval step are restarted.</li> </ul> <p>The currently assigned approver can suspend and resume an AP invoice in <b>Accounting » AP Invoice Approvals</b> using the <b>Suspend</b> and <b>Resume</b> options on the shortcut menu that displays when you click <b>Approvals</b> on the toolbar of the AP Invoice Approvals form.</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step when a step is approved. This alert is helpful so that each member of the group of employees who is assigned to the step knows that a member of the group has approved the step. On the Add Approved Alert dialog box, select options for the alert.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Review Notification:</b> This option applies to Purchasing applications, Inventory item requests, and AP Invoice Approvals. Select this option to send a notification alert to the employees who are assigned to the step when an approver makes a change to the record. On the Add Review Alert dialog box, select options for the alert.</li> <li>▪ <b>Rejection Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step if the step is rejected. On the Add Rejected Alert dialog box, select options for the alert.</li> <li>▪ <b>Past Due Notification:</b> Select this option to send a notification alert to the employees who are assigned to the step when the approval step is not approved by its due date or when the approval workflow is not completed by its due date. On the Add Past Due Alert dialog box, select options for the alert.</li> <li>▪ <b>Requester Notification:</b> This option applies to purchase requisitions, requests for price quote, inventory item requests, and employee absence requests. Select this option to send a notification alert to the record's requester when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. For Purchasing and Inventory records, the requester is the employee who is entered in the <b>Requested By</b> field for record to be approved. For absence requests, the requestor is the employee for whom the absence request applies.</li> <li>▪ <b>Buyer Notification:</b> This option applies to the Purchase Order application. Select this option to send a notification alert to the purchase order's buyer when the approval step starts or ends. On the Add Requester Alert dialog box, select options for the alert. The buyer is the employee who is entered in the <b>Buyer</b> field on the General tab of the Purchase Orders entry form.</li> <li>▪ <b>Submitter Notification:</b> Select this option to send a notification alert to the employee who submitted the purchasing or inventory item when the approval step starts or ends. On the Add Submitter Alert dialog box, select options for the alert.</li> <li>▪ <b>Group Complete Notification :</b> This option applies to the General Ledger application. Select this option to send a notification alert to an employee that would approve all budgets associated with a GL budget group. For example, this alert could go to a regional manager when all the team/ department budgets associated with the GL group that defines the region have been submitted. In this example, the region manager could receive a single email rather than an email when each individual budget is submitted. The notification is sent when all the budget records are ready to be approved. On the GL Budget Group Notification dialog box, select options for the alert.</li> <li>▪ <b>Completed Notification:</b> Select this option to send a completion notification alert when the last step of an approval workflow is approved (at which time it is considered complete). You can use this action only for the last approval step in the workflow. On the Add Completion Alert dialog box,</li> </ul>





Field	Description
	<p>select options for the alert. For Purchasing application approvals, this alert is commonly sent to the company buyer. For absence requests, you will probably want to send the alert to the requester of the absence request, so they know that the request has been final approved.</p> <ul style="list-style-type: none"> <li>▪ <b>Create Voucher:</b> This option applies only to AP invoice approval workflows. Select this option for the <b>final step</b> of a workflow if you want DPS to automatically create an accounts payable voucher in <b>Accounting » AP Invoice Approvals</b> when you final approve an AP invoice. This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in DPS. If you link an AP invoice to an existing purchase order on the AP Invoice Approvals form, an AP voucher will be automatically created from the purchase order when the AP invoice is final approved. When you select the <b>Create Voucher</b> action from the <b>Insert</b> drop-down menu, the Add Create Voucher Action dialog box displays. Click <b>OK</b> on the dialog box to add the Create Voucher action in the Step Actions grid. If you create an AP Invoice Approval workflow without adding a Create Voucher action to the final approval step, you receive an informational message to let you know that AP vouchers will <b>not</b> be automatically created with AP invoices are final approved.</li> </ul>
 Copy	Select a row in the grid that you want to copy to create a new step action. Then click <b>Copy</b> . The information from the selected row is copied to a new row below it. Edit the new row as needed.
 Move Up	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action up one row. The order of the alerts in the grid does not affect their processing.
 Move Down	To change the order of an action for an approval step, select the action in the grid, and click this button to move the action down one row. The order of the alerts in the grid does not affect their processing.
 Delete	To remove an action from an approval step, select the approval step in the grid and then click this option. This deletes the action from the grid.

### Step Actions Grid Fields

Field	Description
Step Action	<p>This field displays the type of action that you selected when you clicked  <b>Insert</b> on the grid toolbar: <b>Notification</b>, <b>Reminder</b>, <b>Supervisor Escalation - After Step Due Date</b>, <b>Supervisor Escalation - After Step Start Date</b>, <b>Validate Error at Start</b>, <b>Validate Error at Step End</b>, <b>Review</b>, <b>Rejection</b>, <b>Past Due Approval</b>, <b>Requester - When Step Starts</b>, <b>Requester When Step Ends</b>, <b>Submitter - When Step Starts</b>, <b>Submitter - When Step Ends</b>, and <b>Complete</b>.</p>



Field	Description
Description	<p>For notification alert actions, this field displays the DPS-assigned description for the alert that is based on the action type that you selected when you clicked  <b>Insert</b> on the grid toolbar.</p> <p>If the step action type that you selected is <b>Validate Error</b> or <b>Validate Error at Start</b>, enter the text for the error message in the <b>Description</b> field. For example, enter a description such as "You must enter a PO amount greater than \$50 before the approval process can start." Or, enter "You must enter an invoice number."</p>
Edit Content	<p>This field prefills after you insert a step action in the grid, and you choose the method of notification for the alert on the alert dialog box.</p> <p>When you enter an alert step action, this field can contain either an <b>Email</b> or <b>Notification</b> hyperlink. Click the hyperlink to open the Email Configuration dialog box or the Notification Configuration dialog box, and enter configuration settings for the notification. You specify who to send the alert to, the subject of the alert, and the specific message to include in the alert.</p> <p>When you enter the <b>Validate Error</b> or the <b>Validate Error at Start</b> step action, this field contains a <b>Conditions</b> hyperlink that opens the Validate Error Conditions dialog box. Enter and modify the conditions in this dialog box.</p>
Active	<p>By default, this check box is selected and the alert will be sent for the approval step. Clear the check box if you no longer want the alert to be sent for the approval step. You can do this as an alternative to deleting the step completely from the grid, if you think you might want to use it again.</p>
Language	<p>Click in this field and then click  to open the Languages dialog box and select the language for the alert. Only the languages that you purchased for DPS display in the list.</p>

### Assigned To Dialog Box

Use this dialog box to assign approvers to an approval step for an AP invoice approval workflow.

The assigned approvers will approve accounts payable vendor invoices that are entered in **Accounting » AP Invoice Approvals** in the desktop application.

You can assign approvers in one of the following ways:


- Assign employees by role and/or specific name.
- Set up a role assignment hierarchy based on roles that are associated with certain fields that are entered for an AP invoice on the AP Invoice Approval form.

#### *Display the Assigned To Dialog Box*

You display the dialog box in Approval Workflow Settings.


1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.



3. In the **Application** field on the General tab, select **AP Invoice Approvals**.
4. Click the Workflow tab.
5. In the Approval Steps grid, click in the **Assigned To** field and then click the  icon.

#### *Contents of the Assigned To Dialog Box*

Use the fields and options on the dialog box to assign approval roles.

Field	Description
Approval Roles and Specific Employee Fields	<p>Select the single option (radio) button to the left of the <b>Approver Roles</b> and <b>Specific Employee</b> fields to enable both of the fields. This allows you to assign approvers for the approval step based on an employee's role or specific name. The Assignment Hierarchy grid is not enabled when you select this option.</p> <p>Click  in each field to select approvers for the approval step. You can select a combination of roles and specific employees.</p> <p><b>Approval Roles Field</b></p> <p>Select one or more of the following roles on the Field Selection dialog box. The employees who have these roles will be assigned as approvers for the approval step.</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is entered in the <b>Approval Administrator</b> field on the General tab of the Approvals Configuration form.</li> <li>▪ <b>Create User:</b> This is the employee who entered and saved an AP invoice to be approved in <b>Accounting » AP Invoice Approvals</b>.</li> </ul> <p>The following roles in the Field Selection list are associated with the project that is entered for an AP invoice in the <b>Project</b> field on the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>:</p> <ul style="list-style-type: none"> <li>▪ <b>Principal:</b> This is the employee who is specified as the principal of a project in the Projects hub.</li> <li>▪ <b>Project Biller:</b> This is the employee who is entered as the biller for a project in the Projects hub.</li> <li>▪ <b>Project Manager:</b> This is the employee who is entered as the project manager for a project in the Projects hub.</li> <li>▪ <b>Project Supervisor:</b> This is the employee who is entered as the project supervisor for a project in the Projects hub.</li> </ul> <p>Other fields that display in the Field Selection list are:</p> <ul style="list-style-type: none"> <li>▪ User-defined fields for the Projects hub, which you set up in <b>Settings » General » User Defined Components</b>.</li> <li>▪ Organization-level approval roles, which you enter in <b>Settings » Organization » General</b>, if you use organizations.</li> </ul> <p><b>Specific Employees Field</b></p>



Field	Description
	On the Employee lookup, select one or more employees to add as approvers.

### Assignment Hierarchy Grid

Select the option (radio) button to the left of the grid to enable the grid. Use the grid to set up a hierarchy to follow, to search for and assign approvers for the approval step. The **Approver Roles** and **Specific Employee** fields are not enabled when you select the assignment hierarchy grid button.

Setting up an assignment hierarchy for an approval step is useful when some fields on the entry form in AP Invoice Approvals, such as **Project** or **Purchase Order**, are left blank. The fields may be left blank when the person entering the AP invoice does not know this information. When fields are left blank, having an assignment hierarchy allows DPS to search multiple AP invoice fields in a specific order to find a field with an entry, so approvers can be assigned.

The assignment hierarchy is based on the fields that are entered for an AP invoice, such as **Project** or **Purchase Order**, on the AP Invoice Approvals form in **Accounting » AP Invoice Approvals**. DPS uses these fields to look for an employee to assign as an approver based on roles that are associated with these fields, such as project manager or project supervisor for the **Project** field and buyer or submitter for the **Purchase Order** field.

DPS searches the fields in an AP invoice in the order that the fields are listed in the assignment hierarchy. For the first field that DPS finds with an entry in it, it looks at the approver role that is specified for the field per the assignment hierarchy. All of the employees who are assigned to the role for the entry in the AP invoice field are assigned as approvers for the approval step.

Each row in the Assignment Hierarchy grid represents a field that is entered for an AP invoice on the AP Invoice Approvals form.

For each row in the grid, you:

- Select whether or not to use it in the hierarchy when searching for an approver.
- Select an approver role that is associated with the field from the AP Invoice Approvals form (unless the role is pre-defined).
- Move the rows up or down in the grid to place them in the order that you want DPS to search for approvers.

### Grid Toolbar

Field	Description
Assignment Hierarchy Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Move Up and Move Down	Select a row in the grid, and then click one of these options to move the row up or down in the grid. The order of the items in the grid determines the order in which DPS searches for and assigns approvers for an approval step.


### Grid Fields

Field	Description				
Do Not Use	Select this check box if you do not want DPS to use the row to search for and assign an approver.				
Route To and Approval Role	<p>These fields determine approvers for the approval step:</p> <ul style="list-style-type: none"> <li>The <b>Route To</b> field identifies a field from the AP Invoice Approvals form for an AP invoice. You cannot change the <b>Route To</b> fields, but you can change their order in the assignment hierarchy using the <b>Move Up</b> and <b>Move Down</b> options on the toolbar. You choose whether or not to include them in the assignment hierarchy by selecting or clearing the <b>Do Not Use</b> check box for each.</li> <li>In the <b>Approval Role</b> field, select an approval role that is associated with the field in the <b>Route To</b> column. The approver for the <b>Employee</b> field is pre-defined and you cannot change it. Ignore the <b>Approval Role</b> field for a row if you have selected <b>not</b> to use the row in the assignment hierarchy.</li> </ul> <table border="1"> <thead> <tr> <th>Route To</th><th>Approver</th></tr> </thead> <tbody> <tr> <td>Employee</td><td> <p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an</p> </td></tr> </tbody> </table>	Route To	Approver	Employee	<p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an</p>
Route To	Approver				
Employee	<p><b>Route to Employee:</b> This is a pre-defined selection that you cannot change. This is the specific employee who is entered in the employee <b>Route To</b> field on the General tab of the AP Invoice Approvals form. The employee <b>Route To</b> field is useful when you enter an AP invoice, you do not know the project, and you do not use purchase orders.</p> <p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for approvers only when an</p>				




Field	Description															
	Route To	Approver														
	<p>assignment hierarchy is used for the approval workflow. The fields are enabled on the form only if a purchase order is <b>not</b> entered for the AP invoice on the form.</p> <p>To determine whether the <b>Route To</b> fields will display on the AP Invoice Approvals form for approvers of an approval step, DPS looks at whether or not the next approval step is using an assignment hierarchy.</p> <p><b>Example</b></p> <table><tr><th>Approval Step</th><th>Uses an Assignment Hierarchy</th><th>Route To Fields for the Approvers of the Step Display on the AP Invoice Approvals Form</th></tr><tr><td>0 (enter the AP invoice)</td><td>Not applicable</td><td>Yes</td></tr><tr><td>1</td><td>Yes</td><td>No</td></tr><tr><td>2</td><td>No</td><td>No</td></tr><tr><td>3</td><td>No</td><td>No</td></tr></table> <p>In this example:</p> <ul style="list-style-type: none"><li>Step 1 uses an approval hierarchy, so the user entering the AP invoice (step 0) will see the <b>Route To</b> fields.</li></ul>		Approval Step	Uses an Assignment Hierarchy	Route To Fields for the Approvers of the Step Display on the AP Invoice Approvals Form	0 (enter the AP invoice)	Not applicable	Yes	1	Yes	No	2	No	No	3	No
Approval Step	Uses an Assignment Hierarchy	Route To Fields for the Approvers of the Step Display on the AP Invoice Approvals Form														
0 (enter the AP invoice)	Not applicable	Yes														
1	Yes	No														
2	No	No														
3	No	No														




Field	Description	
	Route To	Approver
		<ul style="list-style-type: none"> <li>Step 2 does <b>not</b> use an approval hierarchy, so the approvers for step 1 will <b>not</b> see the <b>Route To</b> fields.</li> <li>Step 3 does <b>not</b> use an approval hierarchy, so the approvers for step 2 will <b>not</b> see the <b>Route To</b> fields.</li> </ul> <p><b>Additional Information about the Route To Fields</b></p> <p>In the <b>Route To</b> fields on the AP Invoice Approvals form, you can enter an employee or organization, but not both. In the first <b>Route To</b> field on the AP Invoice Approvals form, you specify whether you want to enter an employee or an organization. In the second <b>Route To</b> field, you enter a specific employee or organization that will be evaluated as part of the assignment hierarchy. For more information, see the description for the <b>Organization Route To</b> field below.</p>
	<b>Project</b>	<p>Click in this field, and then click  to open the Field Selection dialog box. Select roles, such as <b>Project Manager</b> or <b>Project Supervisor</b>, entered in the Projects hub to determine the employees to assign as approvers when the assignment hierarchy process looks at the <b>Project</b> field on the AP Invoice Approvals form.</p>




Field	Description	
	Route To	Approver
		<p>If you use organizations, organization-level approval roles are included on the Field Selection dialog box. This allows DPS to look at the project's organization that is entered on the General tab in the Projects hub. Then it looks for the approval role that is assigned to the organization in <b>Settings » Organization » Individual</b> and the employee who is assigned to that approval role.</p> <p><b>If You Do Not Use Purchase Orders:</b></p> <p>The <b>Project</b> field that DPS looks at on the AP Invoice Approvals form is in the Project grid on the General tab.</p> <p><b>If You Use Purchase Orders:</b></p> <p>The Project grid on the AP Invoice Approvals form is not enabled when you use purchase orders. So when you include the <b>Project</b> row in an assignment hierarchy, DPS looks at the cost distribution projects that are entered for a purchase order on the Default Distribution tab on the Purchase Orders form in <b>Purchasing » Purchase Orders</b>.</p>
	Purchase Order	<p>Click in this field and then click  to open the Field Selection dialog box. Select roles, such as <b>Buyer</b> or <b>Submitter</b> to determine the employees to assign as approvers when the assignment hierarchy process looks in the <b>Purchase Order</b> field on the General tab of the</p>



Field	Description	
	Route To	Approver
		<p>AP Invoice Approvals form. On the Field Selection dialog box, select one or more roles.</p> <p>If you use organizations, organization-level approval roles are included in the Field Selection dialog box. This allows you to select an organization role associated with a purchase order. (You enter organization roles in DPS in <b>Settings » Organization » General.</b>)</p>
	Organization	<p>This applies only if you use organizations.</p> <p>Click in this field and then click  to open the Field Selection dialog box. Select one or more organization-level approval roles to determine the employees to assign as approvers when the assignment hierarchy process looks in the organization <b>Route To</b> field on the General tab of the AP Invoice Approvals form.</p> <p>The organization <b>Route To</b> field is useful when you enter an AP invoice and do not know the project or employee to enter and you do not use purchase orders.</p> <p>The Field Selection dialog box available from the <b>Approver</b> field displays all the organization-level approval roles that are entered in <b>Settings » Organization » General.</b> In Organization General Setup, you assign one employee to each organization-level approval role.</p>



Field	Description	
	Route To	Approver
		<p>Two <b>Route To</b> fields display on the General tab of the AP Invoice Approvals form for an approver only when an assignment hierarchy is used. The fields are enabled on the form only if a purchase order is <b>not</b> entered for the AP invoice on the form.</p> <p>To determine whether the <b>Route To</b> fields will display on the AP Invoice Approvals form for approvers of an approval step, DPS looks at whether or not the next approval step is using an assignment hierarchy. For more information, see the example in the <b>Employee</b> Route To field description above.</p> <p><b>Additional Information about the Route To Fields</b></p> <p>In the <b>Route To</b> fields on the AP Invoice Approvals form, you can enter an employee or organization, but not both. In the first <b>Route To</b> field on the AP Invoice Approvals form, you specify whether you want to enter an employee or an organization. In the second <b>Route To</b> field, you enter a specific employee or organization that will be evaluated as part of the assignment hierarchy. For more information, see the description for the <b>Employee</b> Route To field above.</p>
	Vendor	<p>Click in this field and then click  to open the Field Selection dialog box. Select a user-defined field from the Firms hub (whose data type is</p>



Field	Description	
	Route To	Approver
		<p>Employee) to determine the employees to assign as approvers when the assignment hierarchy process looks at the <b>Vendor</b> field on the General tab of the AP Invoice Approvals form.</p> <p>Only user-defined fields that you create for the Firms hub with an Employee data type display in the Field Selection dialog box. You create these user-defined fields in <b>Settings » General » User Defined Components</b>.</p> <p>If you use organizations, organization-level approval roles are included on the Field Selection dialog box. This allows DPS to look at the vendor's organization, which is specified on the Vendor tab of the Firms hub. Then it looks for the approval role that is assigned to the organization in <b>Settings » Organization » Individual</b> and the employee who is assigned to that approval role.</p>

### Add Notification Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step starts.


This lets approvers know that there is a step that needs their approval.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Notification Alert Dialog Box*

You display the dialog box in Approval Workflow Settings.



1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Notification** on the shortcut menu.

#### *Contents of the Add Notification Alert Dialog Box*

Specify a method for sending the alert.

Field	Description
Notification Method	<p>Select one or both of the following methods for sending the notification alert:</p> <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>


#### **Add Reminder Alert Dialog Box**

Use this dialog box to have a reminder alert sent a certain number of days before the step is due if it has not yet been approved (completed).

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Reminder Alert Dialog Box*

Display the dialog box in Approval Workflows Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Reminder** on the shortcut menu.



*Contents of the Add Reminder Alert Dialog Box*

Specify the notification method and timing.

Field	Description
Days Before Reminder Notification is Sent	Enter the number of days before an approval step is due to send a reminder alert to the appropriate employees if the step has not yet been approved (completed).
Notification Method	Select one or both of the following methods for sending the reminder alert: <ul style="list-style-type: none"><li>▪ <b>Email</b></li><li>▪ <b>Notification</b></li></ul>

**Notify Assignee's Supervisor Dialog Box**


Use this dialog box to have a notification alert sent to the supervisors of the employees who are assigned to an approval step.

You set up the alert to be sent either a certain number of days after the step is due or after the step has been started. These alerts are usually sent to inform supervisors that their employee is late in responding to the step.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

*Display the Notify Assignee's Supervisor Dialog Box*

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Supervisor Escalation** on the shortcut menu.



### *Contents of the Notify Assignee's Supervisor Dialog Box*

Specify the method and timing for notifications.

Field	Description
Days After Step Due Date	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's due date. Enter the number of days after the step's due date to send the alert.
Days After Step Start Date	Select this option to send a notification alert to the supervisors of the employees who are assigned to the approval step after the step's start date. Enter the number of days after the step's start date to send the alert.
Notification Method	Select one or both of the following methods for sending the notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### **Validate Error Conditions Dialog Box**

Use this dialog box to enter conditions under which an error message will display for an approval workflow step.

For example, for AP invoice approvals, you can create a condition to have a validate error message display when an approver leaves the AP invoice number blank or when the invoice amount is less than or equal to zero.

### *Display the Validate Error Conditions Dialog Box*

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows** in the desktop application.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab.
4. Complete one of the following steps:
  - In the Approval Steps grid, select the first step in the grid, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error at Start** from the shortcut menu.
  - In the Approval Steps grid, select a step to which to add a validation error action, click **Insert** on the toolbar of the Step Actions grid, and select **Validate Error** from the shortcut menu.



### Contents of the Validate Error Conditions Dialog Box

Specify the conditions under which errors display.

#### Conditions Grid Toolbar

Field	Description
Conditions Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this option to add a condition that determines whether or not an error message displays at the end of an approval step. Enter the information for the condition in the blank row that is added to the Conditions grid. You can enter multiple conditions.
Copy	Select a condition in the grid to copy it to create another condition. The copied condition is added as a row in the grid, which you can edit as needed.
Delete	Select a condition to delete, and then click this option.
Move Up	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition up.
Move Down	To change the order in which a condition is applied for a validation error message for an approval step, select a condition in the grid and then click this option to move the condition down.

#### Conditions Grid

Use this grid to enter a condition that determines when a validation error displays for the approval step. When the condition is true for a record going through the approval process, an error message will display during the approval process.

#### Conditions Grid Fields

Field	Description
Column	Click in this field, and from the drop-down list, select a field to be evaluated for the condition. The fields in the list correspond to the application for which you are creating the approval workflow. For example, for a purchase order approval workflow, the list



Field	Description
	includes purchase order fields and project and configuration fields that are related to purchase orders. For absence request approval workflows, the list includes absence request and employee fields. For AP invoice approval workflows, the list includes AP invoice and vendor fields.
Operator	<p>Click in this field, and from the drop-down list, select the operator for the condition. Possible operators are: <b>equals</b>, <b>not equals</b>, <b>less than</b>, <b>greater than</b>, <b>less or equal</b>, <b>greater or equal</b>, <b>empty</b>, and <b>not empty</b>. The operator compares the column and the value that you enter in the grid.</p> <p>For example, if you want a validate error message to display at the end of an approval step if the amount of the AP invoice on the AP Invoice Approvals form is less than zero, you would select the AP invoice amount field in the <b>Column</b> field, select <b>less than</b> in the <b>Operator</b> field, and enter <b>0</b> in the <b>Value</b> field. If you want a validate error message to display if the <b>Invoice Number</b> field is blank on the AP Invoice Approvals form, you would select the AP invoice number field in the <b>Column</b> field and select <b>empty</b> in the <b>Operator</b> field. In this example, the <b>Value</b> field has no entry.</p>
Value	<p>Use this field in conjunction with the <b>Column</b> and <b>Operator</b> fields to set the condition. Make an entry in this field that applies for the column that you entered in the <b>Column</b> field.</p> <p>If you selected <b>empty</b> or <b>not empty</b> in the <b>Operator</b> field, this field is not applicable.</p>
AND/OR	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Delttek recommends that you select either all ANDs or all ORs in these fields.

### Add Approved Alert Dialog Box

Use this dialog box to have a notification alert sent when a step is approved.

This alert is helpful so that each member of the group of employees who is assigned to the step or others know that a member of the group has approved the step.


After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Approved Alert Dialog Box*

Display the dialog box in Workflow Approval Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.



- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Approval Notification** on the shortcut menu.

#### *Contents of the Add Approved Alert Dialog Box*

Specify the notification method.

Field	Description
Notification Method	Select one or both of the following methods for sending the approved notification alert: <ul style="list-style-type: none"> <li><b>Email</b></li> <li><b>Notification</b></li> </ul>

#### **Add Review Alert Dialog Box**


Use this dialog box to have a notification alert sent when an approver of a step makes a change to the item to be approved.

This applies if the approval step has been set up to allow editing as well as approving (you selected **In Review** in the **Workflow State** field in the Approval Steps grid).

After you complete the information on this dialog box and add the review alert to the approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to be sent in the alert.

#### *Display the Add Review Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

- On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
- On the Approvals Configuration form, open an existing approval workflow or create a new one.
- Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
- On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Review Notification** on the shortcut menu.

#### *Contents of the Add Review Alert Dialog Box*

Specify the notification method.

Field	Description
Notification Method	Select one or both of the following methods for sending the review notification alert:



Field	Description
	<ul style="list-style-type: none"> <li>Email</li> <li>Notification</li> </ul>


### Add Rejected Alert Dialog Box

Use this dialog box to have a notification alert sent when an approval step is rejected.

After you complete the information on this dialog box and add the rejection alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

*Display the Add Rejected Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Rejection Notification** on the shortcut menu.

*Contents of the Add Rejected Alert Dialog Box*

Specify the notification method.

Field	Description
Notification Method	Select one or both of the following methods for sending the rejected notification alert: <ul style="list-style-type: none"> <li>Email</li> <li>Notification</li> </ul>

### Add Past Due Alert Dialog Box


Use this dialog box to have a notification alert sent when an approval step is not approved by its due date or when the approval workflow is not completed by its due date.

After you complete the information on this dialog box and add the past due alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.



### *Display the Add Past Due Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Past Due Notification** on the shortcut menu.

### *Contents of the Add Past Due Alert Dialog Box*

Specify the notification method and timing.

Field	Description
Notify When	Select one of the following options to determine whether to have the past due alert sent when the approval workflow is past due or when the approval step is past due: <ul style="list-style-type: none"> <li>▪ <b>The Approval Workflow Becomes Past Due</b></li> <li>▪ <b>The Assignment Becomes Past Due</b></li> </ul>
Notification Method	Select one or both of the following methods for sending the past due notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### **Add Requester Alert Dialog Box**

Use this dialog box to have a notification alert sent to the purchasing or inventory item's requester when the approval step starts or ends.

The requester is the employee who is entered in the **Requested By** field for the purchase requisition, requests for price quote, and inventory item request to be approved.


After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

### *Display the Add Requester Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.



2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Requester Notification** on the shortcut menu.

#### *Contents of the Add Requester Alert Dialog Box*

Specify the notification method and timing.

Field	Description
Notify Requester When:	<p>Select one of the following options to determine whether to have the alert sent when the approval step starts or ends:</p> <ul style="list-style-type: none"> <li>▪ <b>Step Starts</b></li> <li>▪ <b>Step Ends</b></li> </ul>
Notification Method	<p>Select one or both of the following methods for sending the requester notification alert:</p> <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>


#### **Add Submitter Alert Dialog Box**

Use this dialog box to have a notification alert sent to the employee who submitted the purchasing or inventory item when the approval step starts or ends.

After you complete the information on this dialog box and add the notification alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

#### *Display the Add Submitter Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Submitter Notification** on the shortcut menu.



*Contents of the Add Submitter Alert Dialog Box*

Specify the notification method and timing.

Field	Description
Notify Submitter When:	Select one of the following options to determine whether to have the alert sent when the approval step starts or ends: <ul style="list-style-type: none"><li>▪ <b>Step Starts</b></li><li>▪ <b>Step Ends</b></li></ul>
Notification Method	Select one or both of the following methods for sending the submitter notification alert: <ul style="list-style-type: none"><li>▪ <b>Email</b></li><li>▪ <b>Notification</b></li></ul>

**Add Completion Alert Dialog Box**


Use this dialog box to have a notification alert sent when an approval workflow is complete (all its steps are approved).

You can use this action only for the last approval step in the workflow. This alert is commonly sent to the company requester (buyer).

After you complete the information on this dialog box and add the completion alert to an approval step, click the **Email** and/or **Notification** hyperlinks in the **Edit Content** field in the Step Actions grid to select the employees to send the alert to and create the specific message to include in the alert.

*Display the Add Completion Alert Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab and add an approval step for the workflow in the Approval Steps grid.
4. On the toolbar of the Steps Actions grid, click  **Insert**, and then click **Completed Notification** on the shortcut menu.



### *Contents of the Add Completion Alert Dialog Box*

Specify the notification method.

Field	Description
Notification Method	Select one or both of the following methods for sending the completion notification alert: <ul style="list-style-type: none"> <li>▪ <b>Email</b></li> <li>▪ <b>Notification</b></li> </ul>

### **Add Create Voucher Action Dialog Box**

Use this dialog box to add a Create Voucher action to the final step of an approval workflow for AP Invoice Approvals.

Add the Create Voucher action to the final step of a workflow if you want DPS to automatically create an AP voucher for an AP invoice when the AP invoice is final approved in **Accounting » AP Invoice Approvals**.

### *Display the Add Create Voucher Action Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing workflow for the AP Invoice Approvals application or create a new workflow for the AP Invoice Approvals application.
3. Click the Workflow tab.
4. In the Approval Steps grid, select the final step of the approval workflow (last row in the grid), and click **Insert** on the toolbar of the Step Actions grid.
5. Select **Create Voucher** from the drop-down menu.

### *Contents of the Add Create Voucher Action Dialog Box*

Create an action for the Step Actions grid.

### **Conditions Dialog Box (Approval Workflows)**


Use this dialog box to create a condition under which an approval step will take place.

### *Display the Conditions Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.








2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Approval Steps grid, click in the **Conditions** field, and then click the  Ellipsis icon.

#### *Contents of the Conditions Dialog Box (Approval Workflows)*


Specify conditions, operators, and values.

#### Conditions Grid Toolbar

Field	Description
Conditions Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a new row in the grid, and enter a condition for the approval step.
 Copy	Select a row in the grid that you want to copy to create a new condition. Then click <b>Copy</b> . The information from the selected row is copied to a new row below it. Edit the new row as needed.
 Delete	Select a condition to remove from the approval step and then click this option.
 Move Up	To change the order of a condition, select the condition in the grid, and click this button to move it up one row.
 Move Down	To change the order of a condition, select a condition in the grid, and click this button to move it down one row.



## Conditions Grid Fields

Field	Description
Column	Select the field to evaluate for the condition. The list is specific to the application that you selected on the General tab for the approval workflow.
Operator	<p>Select the operator for the condition. Possible operators are: <b>equals</b>, <b>not equals</b>, <b>less than</b>, <b>greater than</b>, <b>less or equal</b>, <b>greater or equal</b>, <b>empty</b>, and <b>not empty</b>. The operator compares the column and the value that you enter in the grid.</p> <p>For example, if you want a step to occur only if the total amount for the Purchasing item is more than \$10,000, you would select the <b>Total Amount</b> field in the <b>Column</b> field, <b>greater than</b> in the <b>Operator</b> field, and <b>\$10,000</b> in the <b>Value</b> field. Or, if you want a step to occur when a field that was empty now contains information, you would select <b>not empty</b> as the operator.</p> <p>If you select <b>Purchase Order</b> from the <b>Column</b> drop-down list, choose between the operators <b>equals</b> or <b>not equals</b>.</p>
Value	<p>Use this field in conjunction with the <b>Column</b> and <b>Operator</b> fields to set the condition. Make an entry in this field that applies for the column that you entered in the <b>Column</b> field.</p> <p>For example, if you entered a date field in the <b>Column</b> field, you must enter a date in the <b>Value</b> field. If you entered a hub record field, such as a purchase order buyer, in the <b>Column</b> field, you select an employee from the Employee lookup in the <b>Value</b> field.</p> <p>If you selected <b>empty</b> or <b>not empty</b> in the <b>Operator</b> field, this field is not applicable.</p> <div>  <p>If Purchase Order is selected in the Column drop-down, this field becomes a drop-down list. Select <b>Yes</b> if a purchase order is associated with the AP Invoice being approved, or select <b>No</b> if not.</p> </div>
AND/OR	Use this field to join each condition that makes up the approval step. This field is enabled when you enter more than one condition. It is not enabled for the last condition. Deltek recommends that you select either all ANDs or all ORs in these fields.

## Field Selection Dialog Box

Use this dialog box to select the employees who will receive an alert based on an assigned responsibility, such as project manager, project biller, approval administrator, and so on.



This same dialog box opens in several places on the Workflow tab in Approvals Configuration.

### *Display the Field Selection Dialog Box*

You display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. Open an existing approval workflow or create a new one.



3. Complete either of the following on the Workflow tab to display the dialog box:
  - In the Approval Steps grid, click in the **Assigned To** field, and then click .
  - In the Step Actions grid, click either the **Email** or **Dashboard** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click  in the **Employee Fields** field.

#### *Contents of the Field Selection Dialog Box*

Specify the responsibility for employees who will receive the alert.

Field	Description
Employee Column	<p>Select an assigned responsibility, such as project manager, project biller, approval administrator, and so on for the employees whom you want to receive the alert. The options on the dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form for the approval workflow.</p> <p>When you open this dialog box from the <b>Assign To</b> field in the Approval Steps grid on the Workflow tab: Select one or more assigned responsibilities of the employees that you want to approve the step.</p> <p>When you open this dialog box from the <b>Email</b> or <b>Notification</b> hyperlink in the <b>Edit Content</b> field in the Step Actions grid on the Workflow tab (in the <b>Employees Fields</b> field on the Email Configuration dialog box or the Dashboard Configuration dialog box): Select one or more assigned responsibilities of the employees that you want to receive the alert.</p>

#### **Email Configuration Dialog Box (Approval Workflows)**

Use the Email Configuration dialog box to specify the subject, message, and recipients for an email alert for an approval workflow step.

#### *Display the Email Configuration Dialog Box*

Display the dialog box in Approval Workflow Settings.




1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.
3. Open the Workflow tab, and add an approval step for the workflow in the Approval Steps grid.
4. In the Step Actions grid, add a step action (notification alert) for the approval step, and select **Email** as the notification method.
5. After the notification alert is added to the Step Actions grid, click the **Email** hyperlink in the **Edit Content** field.




### Contents of the Email Configuration Dialog Box

Specify the users or security roles and their approval settings.

These field descriptions apply to all three tabs on this dialog box: To, CC, and BCC.

Field	Description
Emails	Enter the email address of one or more people who will receive the alert. Enter a semicolon between each email address.
Users	Click  and use the lookup to select the people who will receive the alert, based on usernames set up in <b>Security » Users</b> .
Security Roles	Click  and use the lookup to select the employees who will receive the alert based on their security role, which is assigned in <b>Security » Users</b> .
Approval Roles	<p>Enter the employees you want to receive the email alert based on their assigned responsibility, such as project manager, project biller, and approval administrator.</p> <p>To make a different selection than the one that prefills in this field, click  in this field to open the Fields Selection dialog box. The options on the Field Selection the dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form for the approval workflow.</p> <p>Some of the options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form.</li> <li>▪ <b>Create User:</b> This is the employee who created the record that is going through the approval process.</li> <li>▪ <b>Currently Assigned:</b> This is the employee or employees who are currently assigned to the approval workflow step.</li> <li>▪ <b>Principal, Project Manager, and Project Supervisor:</b> These responsibilities are specified for a project in the Projects hub.</li> <li>▪ <b>Company Buyer:</b> This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing &amp; Inventory Company Settings Configuration.</li> </ul>
Attach Uploaded Files to Email Alert	If the approval workflow is for the AP Invoice Approvals application, select this check box to attach the AP vendor invoices that have been uploaded (in <b>Accounting » AP Invoice Approvals</b> ) to the approval email alert.
Subject and Insert Field	Enter the subject for the email alert. Type the text in this field. To insert a field in the subject, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Subject</b> field, and click the <b>Insert Field</b> button. On the Column Selection dialog box, select the field to insert.



Field	Description
	<p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Subject</b> field, enter <b>Purchase Requisitions are awaiting your approval. Due on .</b></li> <li>2. Place your cursor before the period at the end of the text and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[:ApprovalItem.DueDate]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Subject</b> field now displays <b>Purchase Requisitions are awaiting your approval. Due on [:ApprovalItem.DueDate]</b>.</p> <p>When the email alert is sent to recipients (and the due date for the approval step is 11/10/2014), the subject of the email will be displayed as <b>Purchase Requisitions are awaiting your approval. Due on 11/10/2014</b>.</p>
Body	<p>Enter the message for the email alert. Type the text in this field. To insert a field in the body, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Body</b> field, and click the  <b>Insert Field</b> option on the Body toolbar. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Body</b> field, type <b>The following purchase requisitions are awaiting your approval:</b></li> <li>2. Place your cursor after the colon, and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[:POPRMaster.RequisitionNo]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Body</b> field now displays <b>The following purchase requisitions are awaiting your approval: [:POPRMaster.RequisitionNo]</b>.</p> <p>When the email alert is sent to recipients (and the PO requisition number is 115-73), the body of the email displays <b>The following purchase requisitions are awaiting your approval: 115-73</b></p> <p>You can also use the Text Editor to enter and format the text.</p>

### Notification Configuration Dialog Box (Approval Workflows)

Use the Notification Configuration dialog box to specify the subject, message, and recipients for a notification for an approval workflow step.

#### *Display the Notification Configuration Dialog Box (Approval Workflows)*

You display the dialog box in Workflow Settings.


1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, open an existing approval workflow or create a new one.




3. In the Approval Steps grid on the Workflow tab, add an approval step for the workflow.
4. In the Step Actions grid, click **Insert » Notification**.
5. On the Add Notification Alert dialog box, select **Notification** as the notification method and click **OK**.  
The dialog box closes and you are returned to the Workflow tab of the form.
6. In the **Edit Content** field in the Step Actions grid, click the **Notification** hyperlink.

*Contents of the Notification Configuration Dialog Box (Approval Workflows)*

Specify the employees or security roles to receive the notifications.

Field	Description
Users	Use the lookup to select the employees to receive the notification, based on usernames.
Security Roles	Use the lookup to select the employees to receive the notification, based on security roles.
Approval Roles	<p>Specify the employees to receive the notification, based on assigned responsibility such as project manager, project biller, or approval administrator.</p> <p>To change the prefilled selection, click  in this field to open the Fields Selection dialog box. The options available on the dialog box are based on the application that you selected in the <b>Application</b> field on the General tab of the Approvals Configuration form, for the approval workflow. Options include the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Approval Administrator:</b> This is the employee who is specified as the approval administrator for an approval workflow on the General tab of the Approvals Configuration form.</li> <li>▪ <b>Create User:</b> This is the employee who created the record that is going through the approval process.</li> <li>▪ <b>Currently Assigned:</b> This is the employee or employees who are currently assigned to the approval workflow step.</li> <li>▪ <b>Principal, Project Manager, and Project Supervisor:</b> These responsibilities are specified for a project in the Projects hub.</li> <li>▪ <b>Company Buyer:</b> This is the employee or employees who are specified as a company buyer on the Buyer tab in Purchasing &amp; Inventory Company Settings.</li> </ul>
Display summary as application link	Select this check box to have the summary that you enter in the <b>Summary</b> field display as a hyperlink in the Alert dashpart for the notification alert. When you select this check box, you cannot enter text in the <b>Alert Content</b> text box.



Field	Description
Summary Field and Insert Field Button	<p>Enter a summary for the notification alert in the <b>Summary</b> field. To insert a field in the summary, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Summary</b> field, and click the <b>Insert Field</b> button. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Summary</b> field, type <b>Purchase Requisitions are awaiting your approval. Due on .</b></li> <li>2. Place your cursor before the period at the end of the text and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[:ApprovalItem.DueDate]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Summary</b> field now displays <b>Purchase Requisitions are awaiting your approval. Due on [:ApprovalItem.DueDate]</b>.</p> <p>When the notification alert is sent to recipients (and the due date for the approval step is 11/10/2017), the summary of the notification will be displayed as <b>Purchase Requisitions are awaiting your approval. Due on 11/20/2017</b>.</p>
Alert Content	<p>This text box is accessible only when you clear the <b>Display summary as application link</b> check box. Enter the message for the notification alert. To insert a field, such as the approval due date, put your cursor in the appropriate location in the text in the <b>Alert Content</b> field, and click the  <b>Insert Field</b> option on the Alert Content toolbar. On the Column Selection dialog box, select the field to insert.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. In the <b>Alert Content</b> field, type <b>The following purchase requisitions are awaiting your approval:</b></li> <li>2. Place your cursor after the colon, and click <b>Insert Field</b>.</li> <li>3. On the Column Selection dialog box, select <b>[:POPRMaster.RequisitionNo]</b> and click <b>OK</b>.</li> </ol> <p>The <b>Alert Content</b> field now displays <b>The following purchase requisitions are awaiting your approval: [:POPRMaster.RequisitionNo]</b></p> <p>When the notification alert is sent to recipients (and the PO requisition number is 115-73), the content of the notification displays: <b>The following purchase requisitions are awaiting your approval: 115-73</b></p> <p>You can also use the Text Editor to enter and format the text.</p>

### Edit Workflow Dialog Box

Use this dialog box to continue or cancel the process of editing an approval workflow that has in-progress approvals.



### *Display the Edit Workflow Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.
2. On the Approvals Configuration form, use the **Search** field to select and open an existing approval workflow.
3. On the Workflow tab, click the **Edit Workflow** button.  
This button displays only if there are currently in-progress approvals that use the workflow.

### *Contents of the Edit Workflow Dialog Box*

Follow the recommendations provided onscreen as you edit workflows.

The text on this dialog box:

- Identifies how many in-progress approvals exist for the workflow that you want to edit.
- Informs you that the in-progress approvals will be restarted (beginning with step 1) after you make changes and save the workflow.
- Recommends that you consider making edits after normal workflow hours because restarting the workflows may take time to process, depending on the number of workflows to restart.

### **Errors Encountered Dialog Box**

This dialog box identifies any in-progress approval records that need to be reviewed and resubmitted when an approval workflow is restarted after an approval administrator edits an approval workflow (using the **Edit Workflow** button in Approval Workflows Configuration).

This applies if you are an approval administrator for an approval workflow (specified on the General tab for an approval workflow in **Configuration » Workflow » Approval Workflows**).

From this dialog box, an approval administrator sends an automated email message to notify each of the original submitters that they must review and resubmit the specific records.


This applies only if an approval workflow has steps that are set up with a step action whose type is Validate Error or Validate Error at Start. These action types produce an error message when specified conditions for the record data entry are not met. For example, a Validate Error at Start action for the first approval step of an AP invoice approvals workflow could require that the AP invoice amount must be greater than 0 before you can submit the AP invoice for approval.

### *Display the Errors Encountered Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Workflow » Approval Workflows**.



2. Use the **Search** field on the Approvals Configuration form to open an existing approval workflow that has in-progress approval records.  
If an approval workflow has in-progress approval records, the number of in-progress approval records is displayed at the top of the Workflow tab beside the **Edit Workflow** button.
3. On the Workflow tab, click the **Edit Workflow** button and make edits to the approval workflow.
4. On the Approvals Configuration form, click  **Save**.

#### *Contents of the Errors Encountered Dialog Box*

Review the text and notification settings for errors.

Field	Description
Text	The text on this dialog box informs you that validation errors were encountered when the approval workflow was restarted after you saved changes to the approval workflow. A list of the approval records that need to be reviewed and resubmitted is included in the message.
Notify Submitter	<p>Click this button to have DPS send an email message to each employee who originally submitted a record that needs to be reviewed and resubmitted.</p> <p>The subject of the email messages sent to submitters is: <b>When the workflow was restarted for &lt;application name&gt;, records encountered errors. Review these records and submit them again to restart workflow.</b></p> <p>The email recipient sees only a list of records that they originally submitted, which they now need to review and resubmit. The email message lists the record number (for example the purchase order number) and a hyperlink to the record, so the original submitter can easily open a record to review and resubmit it. The error message description (from the <b>Description</b> field for the Validate Error at Start or Validate Error action in the Step Action grid on the Workflow tab in <b>Configuration » Workflow » Approval Workflows</b>) is also listed with the record number.</p> <p>After DPS sends the email messages, the Errors Encountered dialog box closes, and you are returned to the Approvals Configuration form.</p>

#### **GL Budget Group Notification Dialog Box**

This dialog box identifies any in-progress approval records that need to be reviewed and resubmitted when an approval workflow is restarted after an approval administrator edits an approval workflow (using the **Edit Workflow** button in Approval Workflows Configuration).

From this dialog box, an approval administrator sends an automated email message to notify each of the original submitters that they must review and resubmit the specific records.



This applies only if an approval workflow has steps that are set up with a step action whose type is Validate Error or Validate Error at Start. These action types produce an error message when specified conditions for the record data entry are not met. For example, a Validate Error at Start



action for the first approval step of an AP invoice approvals workflow could require that the AP invoice amount must be greater than 0 before you can submit the AP invoice for approval.

#### *Display the GL Budget Group Notification Dialog Box*

Display the dialog box in Approval Workflow Settings.

1. On the Navigation menu, click **Settings » Approvals » Approvals Configuration**.
2. Open an existing approval workflow or create a new one.
3. Complete either of the following steps on the Workflow tab:
  - In the Approval Steps grid, click in the **Assigned To** field, and then click .
  - In the Step Actions grid, click either the **Email** or **Notification** hyperlink in the **Edit Content** field. On the Email Configuration dialog box or the Dashboard Configuration dialog box, click  in the **Employee Fields** field.

#### *Contents of the GL Budget Group Notification Dialog Box*

Review the text and settings of notifications about approval workflows for GL budget groups.

Field	Description
Text	The text on this dialog box informs you that validation errors were encountered when the approval workflow was restarted after you saved changes to the approval workflow. A list of the approval records that need to be reviewed and resubmitted is included in the message.
Notify Submitter	<p>Click this button to have DPS send an email message to each employee who originally submitted a record that needs to be reviewed and resubmitted.</p> <p>The subject of the email messages sent to submitters is: <b>When the workflow was restarted for &lt;application name&gt;, records encountered errors. Review these records and submit them again to restart workflow.</b></p> <p>The email recipient sees only a list of records that they originally submitted, which they now need to review and resubmit. The email message lists the record number (for example the purchase order number) and a hyperlink to the record, so the original submitter can easily open a record to review and resubmit it. The error message description (from the <b>Description</b> field for the Validate Error at Start or Validate Error action in the Step Action grid on the Workflow tab in <b>Configuration » Workflow » Approval Workflows</b>) is also listed with the record number.</p> <p>After DPS sends the email messages, the Errors Encountered dialog box closes, and you are returned to the Approvals Configuration form.</p>

#### **Learn More About...**

You may find it helpful to review conceptual information about approval workflows, including guidelines for editing them.



## Approval Workflows

Approval workflows allow you to set up an approval process for records that you enter in certain DPS applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.

## Configuration

You create and configure approval workflows for each type of record or application in **Settings » Workflow » Approval Workflows** in the desktop application. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in DPS, you can specify approver roles at the organization level. In **Settings » Organization » General**, you create approval roles for all your organizations. In **Settings » Organization » General** or **Settings » Organization » Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Settings » Purchasing & Inventory » Company** on the General tab in the desktop application for Purchasing applications.
- **Settings » Purchasing & Inventory » Company** on the Inventory tab in the desktop application for Inventory item requests.
- **Settings » Accounting » Company AP** on the Accounts Payable tab in the desktop application for accounts payable vendor invoices.
- **Settings » Advanced Accounting » Time Analysis** on the Benefit Accrual Setup tab in the desktop application for absence requests.
- **Settings » Expense** on the Expense Approvals tab in the browser application for expense reports.
- **Settings » Accounting » Company** on the General tab in the desktop application for General Ledger budgets.



## Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

## Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

## Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.

## Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms -- on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

## Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

## If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

## Steps that Make Up Approval Workflows

Approval workflows are made up of one or more steps that define who is assigned to review and approve the record undergoing approval and, optionally, the conditions under which the step occurs.

You add steps to an approval workflow in the Approval Steps grid on the Workflow tab of the Approvals Configuration form in **Settings » Workflow » Approval Workflows** in the desktop application.



You can create simple steps or more complex, multitiered conditional steps.

For each step you define:

- Any conditions to determine if a step will be performed or skipped and, if skipped, what will happen next.
- The specific employees and/or roles (such as project manager, project supervisor, and so on) who can review and/or approve the record for the step.
- Whether or not those who are assigned to the step can edit the record, and if it is edited, whether the step will be approved after editing or the approval workflow will be restarted, beginning with step 1.
- Whether or not all, some, or only one of those assigned to the step must approve the record.
- The number of days that are allotted for those assigned to approve the record to complete the step. Reminder alerts can be sent to employees based on this information.
- What happens when a record is rejected.

You also assign alerts to be sent for each step of an approval workflow. The alerts let employees know when a record is ready for their review, when it is past due, when it is approved, and so on.

### Conditions for Approval Workflow Steps

You can add conditions to a step in an approval workflow to determine if the step will be performed or skipped and, if skipped, what will happen next.

For example, if the total monetary amount of a purchase order is over a certain amount, you can have it routed to different approvers than if it is under a certain amount.

You add conditions to an approval workflow step in the **Conditions** field in the Approval Steps grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application.

Each condition is made up of a DPS column (field), an operator, and a value that you enter on the Conditions dialog box that opens from the **Conditions** field in the Approval Steps grid.

For each condition, you choose what happens if the condition is not met: approve the step, skip to the next step, mark as final approved, or assign to the approval workflow administrator.

### Total Amount and Multicurrency

If you use multiple currencies in DPS, the values of the **Total Amount** and **Total Not to Exceed Amount** fields are displayed in the following ways:

Application	Column (field)	Currency
Purchase Orders	Total Amount	Functional currency of the active company
	Total Not to Exceed Amount	Transactional currency
Purchase Requisitions	Total Amount	Transactional currency
Item Requests	Total Amount	Transactional currency



## Examples of Conditions for Approval Workflow Steps

You may find it helpful to review an example that shows how conditions work for approval workflow steps.

You create approval workflows in **Settings » Workflow » Approval Workflows** in the desktop application. You enter the steps for an approval workflow in the Approval Steps grid on the Workflow tab. On the Conditions dialog box that opens from the **Conditions** field in the grid, you enter the conditions for an approval step. In the **Actions if Conditions Not Met** field in the grid, you specify the actions to take if the conditions are not met.

The following table describes an example in which three steps make up an approval workflow for purchase orders. Steps 2 and 3 each have a condition applied. Additionally, you set up notification alerts for approvers, so they know when a purchase order is waiting for their approval.

**Table 1: Approval Workflow for Purchase Orders Example**

Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
1	You want the project manager of the cost distribution project to approve submitted purchase orders.	<ul style="list-style-type: none"> <li>▪ <b>Description</b> = PM Approval</li> <li>▪ <b>Conditions</b> = blank (none)</li> <li>▪ <b>Actions if Conditions Not Met</b> = blank</li> <li>▪ <b>Workflow State</b> = In Approval</li> <li>▪ <b>Assigned To</b> = Project Manager</li> <li>▪ <b>Specific Employees</b> = blank</li> <li>▪ <b>Who Must Complete</b> = All</li> <li>▪ <b>Days Allotted</b> = 3</li> <li>▪ <b>Review Action</b> = blank</li> <li>▪ <b>Reject Action</b> = Assign to Submitter</li> </ul>



Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
2	<p>You want the division manager (an approver at the organization level) to approve purchase orders after the project manager approves them, if the total amount of the purchase order is greater than \$10,000 and less than \$100,000.</p> <p>You set up the Org 1 Division Manager approval role in Individual Organization Configuration.</p>	<ul style="list-style-type: none"> <li>▪ <b>Description = Division Approval</b></li> <li>▪ <b>Conditions = If Total Amount is greater than 10,000 and If Total Amount is less than 100,000</b></li> <li>▪ <b>Actions if Conditions Not Met = Skip to Next Step</b></li> <li>▪ <b>Workflow State = In Approval</b></li> <li>▪ <b>Assigned To = Org 1 Division Manager</b></li> <li>▪ <b>Specific Employees = blank</b></li> <li>▪ <b>Who Must Complete = All</b></li> <li>▪ <b>Days Allotted = 5</b></li> <li>▪ <b>Review Action = blank</b></li> <li>▪ <b>Reject Action = Assign to Submitter</b></li> </ul>
3	<p>You want Chief Financial Officer (employee David Anderson) to approve purchase orders after the project manager approves them if the total amount of the purchase order is over \$100,000.</p>	<ul style="list-style-type: none"> <li>▪ <b>Description = CFO Approval</b></li> <li>▪ <b>Conditions = If Total Amount is greater than 100,000</b></li> </ul>



Step	Step Description	Entries in the Approval Steps Grid on the Workflow Tab in Approval Workflows Configuration
		<ul style="list-style-type: none"> <li>▪ <b>Actions if Conditions Not Met = Mark as Final Approved</b></li> <li>▪ <b>Workflow State = In Approval</b></li> <li>▪ <b>Assigned To = blank</b></li> <li>▪ <b>Specific Employees = David Anderson</b></li> <li>▪ <b>Who Must Complete = All</b></li> <li>▪ <b>Days Allotted = 5</b></li> <li>▪ <b>Review Action = blank</b></li> <li>▪ <b>Reject Action = Assign to Submitter</b></li> </ul>

### What Happens when Purchase Orders are Submitted

Using the approval workflow above, the following results occur when purchase orders are entered.

**Table 2: After a Purchase Order is Submitted**

Purchase Order Total Amount	Approval Workflow Results
\$500	<ol style="list-style-type: none"> <li>1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order.</li> <li>2. DPS evaluates step 2. Because the purchase order amount is less than \$10,000, the condition is not met. Step 2 says that if the condition is not met, then skip to the next step. DPS moves to step 3.</li> </ol>



Purchase Order Total Amount	Approval Workflow Results
	<p>3. DPS evaluates step 3. Because the purchase order amount is less than \$100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked as final approved.</p> <p>Only the project manager's approval was required because the purchase order's total amount was less than \$10,000.</p>
\$12,000	<p>1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order.</p> <p>2. DPS evaluates step 2. Because the purchase order amount is greater than \$10,000 and less than \$100,000, the condition is met, and a notification alert is sent to the division manager letting him or her know that the purchase order requires approval. The division manager reviews and approves the purchase order.</p> <p>3. DPS evaluates step 3. Because the purchase order amount is not greater than \$100,000, the condition is not met. Step 3 says that if the condition is not met, then final approve the purchase order. The purchase order is marked final approved.</p> <p>Only the project manager's approval and division manager's approval were required because the purchase order total amount was greater than \$10,000 but less than \$100,000.</p>
\$170,000	<p>1. Step 1 begins. The project manager receives an alert letting him or her know that the purchase order requires approval. The project manager reviews and approves the purchase order.</p> <p>2. DPS evaluates step 2. Because the purchase order amount is greater than \$10,000 but not less than \$100,000, the condition is not met. Step 2 says if the conditions are not met, then skip to the next step. DPS moves to step 3 without alerting the division manager that the purchase order needed his or her approval.</p> <p>3. DPS evaluates step 3. Because the purchase order amount is greater than \$100,000, the condition is met. A notification alert is sent to David Anderson (CFO), letting him know that the purchase order requires approval. He approves the purchase order. The purchase order is marked final approved because the approval was the last step in the approval workflow.</p> <p>Only the project manager's approval and David Anderson's approval were required because the purchase order total amount was greater than \$100,000.</p>



### Example of an Assignment Hierarchy for AP Invoice Approvers

This example uses an assignment hierarchy to determine the approvers to assign to an approval step for an accounts payable invoice.

You set up an approval hierarchy for AP invoices in the Assignment Hierarchy grid on the Assigned To dialog box in Approval Workflows Configuration. The dialog box opens when you click in the **Assigned To** field in the Approval Steps grid on the Workflow tab on the Approvals Configuration form (**Settings » Workflow » Approval Workflows** in the desktop application).

#### How DPS Assigns an Approver

DPS uses the information in each row in the Assignment Hierarchy grid, starting with the first row, then the second row, the third, and so on, until it finds an employee to assign as an approver when it looks at an AP invoice.

The **Route To** field identifies a field from the AP Invoice Approvals form for an AP invoice. If DPS finds an entry in that field on the AP Invoice Approvals form, it looks for the employee who is assigned to the role that is related to that field, which you specify in the **Approver** column in the Assignment Hierarchy grid. Then one or more employees who are specified for the role for the field are assigned as approvers for the approval step.

If DPS does not find an employee entered for the specified role, then it looks at the next row in the Assignment Hierarchy grid to find an approver, and so on until it finds an approver to assign. If no employees are found, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) will receive a workflow failure message and be assigned as the approver for the approval step.

#### Example

In Approval Workflows Configuration, you entered the following in the Assignment Hierarchy grid on the Assign To dialog box for an approval step, in the exact order shown:

Do Not Use Check Box	Route To	Approver
Cleared	Purchase Order	Buyer
Cleared	Project	Project Manager
Cleared	Employee	Route to Employee
Selected	Vendor	blank
Selected	Organization	blank

DPS performs the following steps when it looks at AP invoice number 115 that is entered in AP Invoice Approvals:

1. DPS uses row one in the Assignment Hierarchy grid to find an approver for the approval step.  
DPS looks at the **Purchase Order** field on the AP Invoice Approvals form--based on **Purchase Order** that is specified in the **Route To** column in the first row of the Assignment Hierarchy grid.  
No purchase order is entered for AP invoice 115, so no approver is assigned.
2. DPS uses row two in the Assignment Hierarchy grid to find an approver for the approval step.



DPS looks at the **Project** field on the AP Invoice Approvals form--based on **Project** that is specified in the **Route To** column in the second row of the Assignment Hierarchy grid.

DPS finds two projects (A and B) entered for AP invoice 115.

3. DPS looks in the Projects hub for the project managers who are entered for projects A and B--based on **Project Manager** that is entered in the **Approver** column in the second row in the Assignment Hierarchy grid.

It finds a project manager entered for project A and a project manager entered for project B. The two project managers are assigned as approvers for the approval step.

DPS ignores the remaining rows in the Assignment Hierarchy grid because it found employees to assign as approvers per the second row in the grid.

If DPS did not find any projects entered for the AP invoice per the second row of the Assignment Hierarchy grid (and thus no approvers to assign), it will look in the employee **Route To** field for AP invoice 115--based on the **Employee** that is specified in the **Route To** column and the **Route to Employee** specified in the **Approver** column of the third row of the Assignment Hierarchy grid.

If no employee was found in the **Route To** field for AP invoice 115, DPS would not look at the **Vendor** or **Organization** fields for AP invoice 115 (in rows four and five of the Assignment Hierarchy grid) because the **Do Not Use** check box is selected for those rows. When no approver assignment can be made, the approval administrator for an approval workflow (who is entered on the General tab of the Approvals Configuration form) receives a workflow failure message and is assigned as the approver for the approval step. Workflow failures are always sent when approver assignments cannot be made.

### Alerts for Approval Workflows

You add alerts to approval workflow steps to notify employees that records are ready for them to approve, records have been rejected, records have been final approved, and so on.

The alerts keep the approval process moving from one step to the next and keep the employees who are involved in the process informed about an approval's progress.

### Where You Set Up Alerts

You add alerts for approval workflow steps in the Step Actions grid on the Workflow tab in **Settings » Workflow » Approval Workflows**.

### When Alerts Are Sent

You can have alerts sent to the employees who are assigned to an approval step, so that they know when:

- A step has started and a record requires their approval.
- Their approval of a record is due soon.
- Their approval of a record is past due.
- A record has been approved, edited, or rejected by another approver.
- The last step of an approval workflow has been approved (completed).



You can also have alerts sent to:

- The employee who submitted a record, either when the approval step starts or ends.
- The employee who requested a record, either when the approval step starts or ends.
- The approver's supervisors when an approver is late to responding to an approval request.

### How Alerts Are Sent

You can choose to send the notification alerts by email, Notification Center, or both.

### Grouping Email Alerts

When you have multiple records that need the same type of alert sent at the same time, the alerts are grouped into one email.

This applies for the following type of alerts:

- Reminder alerts
- Supervisor escalation alerts
- Past Due Notification alerts for assignment (not the past due notification alerts for the approval workflow itself)

For example, if a project manager has five purchase orders that require a reminder alert, one reminder email alert will be sent that lists the five purchase orders.

### Taking Action When You Receive an Alert

#### Notification Center Alerts

Notification Center alerts display as hyperlinks in the Notification Center. You can access the associated record using the hyperlink.

When you click an alert hyperlink, either of the following occurs:

- The record that is associated with the alert opens directly in its application and the Notification Center closes. This occurs when an alert is configured to display the alert summary as an application link. This setting is a check box on the Notification Alert Configuration dialog box that you access when you add alerts to approval workflow steps in the Step Actions grid on the Workflow tab in Approval Workflows Configuration.

You have access to all the usual toolbar options for the application, including the **Approvals** option, and you can edit the record.

- The Alert Details dialog box displays if an alert is **not** configured to display the alert summary as an application link. On the dialog box, you see the alert summary and contents. The **Open Record** and **Navigate to Record** buttons on the dialog box allow you to either:
  - Open the record on a dialog box with limited access to only the **Approvals** option on the application toolbar. You can approve or reject the record or reassign the approval step.
  - Open the application directly with full access to editing and all the application's toolbar options, including the **Approvals** option.



After you open a record from the Notification Center, the alert hyperlink is removed from the Notification Center. If you open a record and take no action that is required, such as approving the record, a reminder alert will be sent only if reminder alerts are added to the approval step in Approval Workflows Configuration.

If you are one of multiple people who can approve a record (but only one person is required to approve the record, not all), the alert is removed from your Notification Center when any one of the approvers approves the record.

### Email Alerts With Hyperlinks

Email alerts can be configured to include a hyperlink that opens the record that requires an action or for which an action has been taken. When you configure an email alert in Approval Workflows Configuration, you insert `[RecordLink]` into the email body to create the hyperlink for the record.

### Editing Approval Workflows

After you create and save an approval workflow in Approval Workflows Configuration, you can edit it.

### When an Approval Workflow Has No In-Progress Records

When an approval workflow has no in-progress records to be approved, you can make any necessary changes to the approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application. You cannot, however, change an approval workflow's application on the General tab. To change an approval workflow's application if the workflow has never been used, you must delete the approval workflow and recreate it from scratch. Or, you can make the approval workflow inactive and recreate another one.

Approval administrators for an approval workflow (as specified on the General tab in Approval Workflows Configuration) as well as non-approval administrators can make edits to approval workflows that have no in-progress records to be approved.

### When an Approval Workflow Has or Does Not Have In-Progress Records

Regardless of whether or not an approval workflow currently has in-progress records to be approved, approval administrators and non-approval administrators can edit the following for an approval workflow:

- Fields on the General tab, such as the **Approval Name**, **Status**, and **Approval Administrator**.
- The following fields in the Approval Steps grid on the Workflow tab:
  - **Assigned To**
  - **Specific Employees**
  - **Who Must Complete**
- Alerts in the Step Actions grid on the Workflow tab. You can edit the content of the alerts. You cannot add or delete an alert if there are in-progress approvals.

Approval steps are **not** restarted after you save changes to these fields.



### When an Approval Workflow Has In-Progress Records

Only the administrator for an approval workflow (as specified on the General tab of the Approvals Configuration form) has the ability to fully edit approval steps and alerts on the Workflow tab when there are in-progress records waiting to be approved. This includes adding and removing steps and alerts.

You can tell if a workflow has in-progress records by looking at the top of the Workflow tab on the Approvals Configuration form. If in-progress records exist, the Workflow tab displays text that identifies how many approval records are in-progress. If you are the administrator for the approval workflow, an **Edit Workflow** button is also visible in the upper left corner of the tab. The **Edit Workflow** button gives a workflow administrator full access to the Approval Steps grid on the Workflow tab to make edits—including adding and deleting steps as well as editing existing steps.

Each time that you make a change to the approval workflow steps and save the change, the workflow is restarted at step 1 for all in-progress records. Alerts (if they are set up for the approval) are sent to the appropriate approvers for step 1.

To prevent the workflow from being restarted multiple times as you make and save multiple changes to the workflow in Approval Workflows Configuration, best practice is to:

1. Make a copy of the approval workflow that you want to edit.
2. Make the changes in the copy.
3. Replace the approval workflow currently in use with the copy that contains your new edits.

For example, you specify the approval workflow to use for employee expense reports in **Settings » Expense** in the browser application. After you make the switch, the approval workflow is restarted once.

You should consider performing edits to approval workflows with a large number of in-progress records **after** normal business hours because restarting the in-progress approvals could take more time to process.

### When an Approval Workflow Has Advanced Actions Added to It

Use caution when you edit approval workflows in Approval Workflows Configuration that have advanced actions added to them via User Initiated or Scheduled Workflows.

In User Initiated and Scheduled Workflows in **Settings » Workflow**, you can add advanced actions to approval workflows. Advanced actions are stored procedures, functions, custom methods, and web services. The advanced actions that you enter for an approval workflow do not display in Approval Workflows Configuration.

If you want to edit an approval workflow that has advanced actions added to it, you must complete additional steps to prevent the advanced actions from getting out of order and behaving in unexpected ways:

1. In User Initiated or Scheduled Workflows Configuration, for the approval workflow that you want to edit, inactivate all advanced actions (or delete them).
2. In Approval Workflows Configuration, edit, save, and restart the workflow.
3. In User Initiated or Scheduled Workflows Configuration, reactivate the advanced actions that you deactivated (or re-enter any deleted advanced action rows that you previously deleted).



## Error Messages for Approval Workflows

You can configure error messages to display under certain conditions during the approval process for DPS records.

An error message prevents the approval process from proceeding until certain information is added or modified for a record. This ensures that certain information is being entered for the approval record as it navigates through the approval process.

### Configuring an Error Message for an Approval Workflow

In the Step Action grid on the Workflow tab in **Settings » Workflow » Approval Workflows**, you can specify an error message and the conditions under which it displays for an approval step of an approval workflow.

The following types of actions for approval steps allow you to set up error messages:

- **Validate Error at Start:** This action applies only for the first step of an approval workflow. A Validate Error at Start action displays an error message and prevents an approval workflow from starting unless certain conditions are met when a user enters a record and clicks **Submit**. For example, for AP invoice approvals, you might want to require that an invoice number be entered before an AP invoice can be submitted. For absence requests, you might want the approval process to begin only if less than 160 hours are entered for the absence request.
- **Validate Error:** This action applies for any step of an approval workflow. A Validate Error action displays an error message and prevents an approval process from progressing to the next step unless certain conditions are met before an approver clicks **Approve** for a record. For example, you can have an error display when an approver leaves the AP invoice number blank or the invoice amount is less than or equal to zero.

You enter the text for the error messages in the **Description** field in the Step Actions grid on the Workflow tab.

### When You Receive a Validate Error Message during an Approval Process

When you submit or approve a record and you receive a validate error message, you must enter the required missing information or modify existing information to match the required conditions before the approval process can continue.

For the Validate Error action type, the record status must be In Review or In Progress before you can make the necessary changes.

### If an Approval Administrator Edits an Approval Workflow while there are In-Progress Approval Records

When an approval administrator edits an approval workflow in **Settings » Workflow » Approval Workflows** (using the **Edit Workflow** button on the Workflow tab) and there are in-progress records that still must be approved: The approval process is restarted for the in-progress records. If the revised approval workflow has steps with Validate Error at Start or Validate Error actions, validation errors are possible when the approval workflow restarts. In this scenario, the approval administrator receives an Errors Encountered message when he or she saves the changes for the approval workflow. The Errors Encountered dialog box identifies the records that need to be reviewed and resubmitted. The approval administrator can click the **Notify Submitter** button on the Errors Encountered dialog box to send automated email messages to each employee who needs



to review and resubmit records. The email message sent to each employee contains only the records that apply specifically to them, and the message has hyperlinks to open the records that must be reviewed and resubmitted.

### Approval Workflow Failures

Whenever an approval assignment cannot be made to an employee for an approval workflow step, an approval workflow failure email is sent to the approval workflow's approval administrator.

The approval administrator is automatically assigned as the approver, and he or she can reassign the approval step to another employee.

Approval workflow steps require that an employee approves the record before the record can move to the next approval step or be completely approved. Roles and employees are assigned to approval workflow steps in the Approval Steps grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. An approval administrator is assigned to an approval workflow on the General tab in Approval Workflows Configuration.

### Common Approval Workflow Failures

Common approval workflow failures occur when:

- The project manager is assigned to approve a record, and either no project manager or no project is entered for the record.
- An approval assignment is made to inactive or terminated employees.

### Inactive and Terminated Employee Approval Workflow Failures

Approval assignments cannot be made to employees with an inactive or terminated status. If you have multiple companies in DPS, it is possible that an employee is inactive or terminated in one company and active in another. DPS looks at an employee's status in the company that is specified as their home company in the Employees hub to determine whether or not the employee is active. An employee's status in their home company applies for approvals, regardless of the company in which an approval is being processed.

### Approval Workflow Failure Emails

When no employee can be assigned to an approval workflow step, the approval administrator receives an approval workflow failure email that:

- Identifies the approval step that failed, the reason for the failure, and the role or employee who is responsible for completing the step.
- Contains a **Open Record** hyperlink that opens the entry form for the record. On the entry form, you can click the **Approval » Reassign** option on the toolbar to reassign the approval step to an employee. After the approval administrator re-assigns the step to an employee, then the approval step can be approved.

DPS uses the approval administrator's email address that is entered in the Employees hub.

### Correcting an Approval Workflow Failure

The approval administrator who is assigned to an approval workflow can open the record that has an approval workflow failure and use the **Approvals » Reassign** option on the entry form toolbar to



assign the step to an employee. A hyperlink to the record is provided in the approval workflow failure email.

**Example of an Approval Workflow Failure:**

1. Approval step 1 for an approval workflow for purchase orders is assigned to the project manager role of the cost distribution project for purchase orders.  
**Project Manager** is entered in the **Assigned To** field in the Approval Steps grid of the Workflow tab in Approval Workflows Configuration.
2. A purchase order is entered for cost distribution project A, but no project manager is specified for project A in the Projects hub.
3. When the purchase order is submitted, the purchase order is now in step 1 of the approval process. No employee can be assigned to the step because there is no project manager entered for the cost distribution project.
4. An approval workflow failure email is sent to the approval administrator of the approval workflow. The approval administrator is specified on the General tab in Approval Workflows Configuration. DPS uses the approval administrator's email address that is entered in the Employees hub.

This scenario can also occur if no cost distribution project is entered for the purchase order on the Default Distribution tab of the Purchase Orders entry form.

**Expense Report Approvals and Workflows Added With Screen Designer**

If you use an approval workflow for expense reports in Time & Expense and you use the Screen Designer to add workflow buttons to the General tab of the Expense Report form, you should take certain precautions to avoid interfering with other workflows.

You must make sure that the scheduled workflows for the workflow buttons created in Screen Designer do not interfere with what the Expense Report approval workflow is doing, or the approval workflow may fail.

For example, if a scheduled workflow that you added as a workflow button using Screen Designer changes the status of an expense report, this could cause problems because the approval workflow for the expense report is expecting a particular status at certain times during the approval process. If a workflow created in Screen Designer interrupts this, then the approval workflow will fail to work.

You create an approval workflow for Expense Report in **Settings » Workflow » Approval Workflows** in the desktop application and enable the approval workflow in **Settings » Expense** in the browser application.

You create scheduled workflows for a Screen Designer workflow button in **Settings » Workflow » Scheduled Workflows**.



## Generating AP Vouchers When AP Invoices are Final Approved

You can configure DPS to create accounts payable vouchers for AP invoices automatically when you final approve the invoices in the AP Invoice Approvals application.

This allows you to enter an AP invoice, approve it, and generate a voucher for it from one place, instead of multiple places in DPS. You can create the AP voucher from the AP invoice or from a purchase order that you link to the AP invoice.

### Configuration

For AP vouchers to be automatically created for final approved AP invoices, you must add a Create Voucher action to the final approval step for an AP Invoice approval workflow in the Step Action grid on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application.

### Processing

In **Accounting » AP Invoice Approvals**, an AP voucher can be automatically generated from a final approved AP invoice or from a purchase order that you link to a final approved AP invoice on the AP Invoice Approvals form. You must enter information for the AP voucher and its transaction or batch file using the **Voucher Options** toolbar option on the AP Invoice Approvals form--before you click **Approvals » Approve** on the toolbar of the AP Invoice Approvals form to final approve the AP invoice.

When you final approve the AP invoice, the voucher information is added to the voucher transaction file or batch file that you specified, and the file is now ready to be posted.

- If you created an AP voucher from the AP invoice (and not from a purchase order linked to the AP invoice), you post the transaction file in **Transaction Center » Transaction Posting**.
- If you created the AP voucher from a linked purchase order, you post the batch file in **Accounting » Accounts Payable » Create Voucher from PO**.

### Role Security

To have DPS automatically create an AP voucher from a final approved AP invoice, the person final approving the AP invoice must have the following role security:

- Full access to AP voucher transaction types (specified on the Accounting tab in **Settings » Security » Roles**) in order to create an AP voucher from the AP invoice.
- Full access to the **Accounting » Accounts Payable » Create Voucher from PO** menu (specified on the General tab in **Settings » Security » Roles**) to create an AP voucher from a purchase order that is linked to the AP invoice.

Other role security settings on the Accounting tab in Role Security that affect whether or not you can create an AP voucher from a final approved AP invoice are:

- **Allow processing in closed periods**
- **Allow processing in prior periods**



## Security Settings

DPS's Security features make it possible for your system administrator to grant or restrict user access to applications, forms, and records in DPS.

To define each user's rights to DPS, the system administrator first creates user roles that reflect your organization's business rules. For example, a "marketing" role restricts a user's access to the DPS features that relate to marketing. The system administrator then assigns each user to a role.

This "role-based" security approach provides flexibility and ensures that users have access to the specific processes and data that they need. When a user logs on, DPS verifies the person's username and password, and identifies the user's role.

When you save users, passwords, and roles, DPS automatically performs a licensed user check. The number of users that you set up must not exceed the number of licenses that your enterprise holds. For example, if you attempt to set up five CRM users, you must have a minimum of five CRM licenses. When DPS calculates the number of employees set up in DPS, DPS does not count employee records that are marked as "Consultant" or "Terminated" in the Employees hub.

### Windows Integrated Security

Information will be provided in a future release.

DPS supports Windows Integrated Security, which allows users to log in one time for both Windows and the DPS application. Integrated Security logs a user into DPS based on the user's Windows domain network login. If a user is not logged into the company network, the user will be prompted for a network ID and password before he or she can log in to DPS.

### Checklist: Setting Up Security

To set up DPS Security, you complete a series of steps in **Settings » Security**.

Step	Description	Location
1	Open DPS Security and log on.	<b>Settings » Security</b>
2	Create roles.	<b>Settings » Security » Roles</b> in the desktop application
3	Establish role security settings.	<b>Settings » Security » Roles</b> in the desktop application
4	Select existing users or create users.	<b>Settings » Users</b> in the browser application
5	Assign unique usernames and passwords for each user.	<b>Settings » Users</b> in the browser application
6	Assign password policies.	<b>Settings » Password Policies</b> in the browser application
7	Configure Windows Integrated Security.	<b>Settings » Users</b> in the browser application



## Users Settings

Users are individuals who use the DPS application.

When you implement DPS security, you must create a user record for each individual who will use DPS. Each user has a unique username.

There are several methods for creating users:

- **Recommended:** Select **Generate Users** from the **Actions** menu on the Users form to create multiple users and associate usernames with employee numbers or records already entered in the Employees hub. This is the recommended method for creating users because you can create the usernames, assign users to a role, and generate passwords all at one time.
- Click **+ New User** on the Users form to create new users who do or do not have an employee record in the Employees hub.
- Select **Copy** from the **Actions** menu on the Users form to copy an existing user's record, modify the record, and save changes to create a new user. When you copy a user, the new user automatically inherits the first user's access rights and privileges, including record level security.

DPS verifies a user when the user logs in to DPS with a username and password. After the initial log in:

- The user cannot change his or her username.
- The user can change his or her password.

### How to...

Learn how to create user records and enable or disable user logins.

#### Create a New User

Create a new user record at any time.

#### To create a new user:

1. From the Navigation menu, click **Settings » Security » Users**.
2. At the top right of the Users form, click **+ New User**.  
DPS displays a blank user record.
3. In the **Username** field, enter a username that is unique across your enterprise.
4. From the Employee field, select an existing employee to add as a new user or click **+ Add Employee** to open the Employees form on the Employees hub. This form lets you add the employee to the Employees hub as well as add the employee as a user. For the descriptions of the fields in the Employees dialog box, see [Employees Hub Form](#).

DPS automatically creates a relationship between the selected employee record and the username that you specify in the **Username** field. This relationship is important for timesheet entry, expense entry, and other employee functions.

If you want to create a generic user, do **not** enter an employee in this field. A username that is **not** assigned an employee cannot access the applications in DPS that require an



employee number, such as Timesheets and Expense Reports, but can still use other parts of DPS.

For example, you can create a username that is not associated with an employee if you have an outside consultant who does not need to use Time and Expense.

5. In the **Password** field, enter the initial password for the user.  
Note that password policies are not enforced when you set a user's password. However, if the manually-entered password does not adhere to the password policies, the **Force User to Reset Password at Next Login** setting is automatically checked.
6. From the **Role** drop-down list, select the role for the user.
7. Optional. Select the **Windows Authentication** option if you want DPS to honor the user's Windows username and password. If you select this, also enter a domain in the **Domain** field.
8. In the Support Username field, enter the username that you use for Deltek's Customer Care site. The field accepts user names up to fifty characters long.
9. In the Support Password field, enter the password that you use for Deltek's Customer Care site. The field accepts passwords up to fifty characters long. The password entered on this field is encrypted for added security.
10. Complete the fields in the **Default Print Settings** section to determine how the user's reports display and print.
11. Click **Save**.

### Create New Users from Employee Records

If employees have employee records in the Employees hub, you can use those records as the basis for DPS user records, for security purposes.

This process generates DPS usernames for the employees. You cannot exceed the number of users that your company is licensed to set up.

#### To create multiple new users:

1. From the Navigation menu, click **Settings » Security » Users**.
2. On the Users form, click **Other Actions » Generate Users**.  
The Generate Users dialog box displays, which lists all employee records from the Employees hub that do not yet have a corresponding user record.
3. Select employees from the **Generate Users for Employees that Do Not Have a Username** drop-down list.
4. Select a role from the **Role** drop-down list.
5. Select a user name format for the usernames that will be generated from the **Username Format** drop-down list.

Options are:

- **First Name, Last Name**
- **Last Name, First Initial**
- **First Name, Last Initial**



- **Last Name, First Initial, Middle Initial**
- **First Name, Middle Initial, Last Initial**
- **Employee Number**
- **Random**

For example, the format **Last Name, First Initial, Middle Initial** displays the username Richard M. Freeman as **FREEMANRM**. DPS defaults to all capital letters.

6. Select a password format from the **Password** drop-down list to select the format for the user passwords that will be generated.

Options are:

- First Name, Last Name
  - Last Name, First Initial
  - First Name, Last Initial
  - Last Name, First Initial, Middle Initial
  - First Name, Middle Initial, Last Initial
  - Employee Number
  - Windows Authentication
  - Random
7. In the Domain field, select the user's domain server name, which is necessary for Windows Integrated Security. This field is only enabled when you select the **Windows Authentication** option.
  8. Click **Generate Users** to generate the new users and their usernames.  
Emails are sent to newly-generated users with their new user name and password. When a new user logs on the first time, he or she is required to change their password.

### Copy a User

To create a new user record, you can copy and modify an existing user record. The new user record must have a unique username. The newly created user record inherits the first user's access rights and privileges, including record level security.

#### To create a user from an existing user record:

1. From the Navigation menu, click **Settings » Security » Users**.
2. Search for and select the user record that you want to copy.
3. Click **Other Actions » Copy**.  
The current user's record displays.
4. Enter a new, unique username and modify the remaining user information.
5. Click **Save**.



## Delete a User Record

When you delete a user record, the username is removed and that individual can no longer log in to DPS.

You cannot delete or disable your own username.

When you delete a user, the associated employee record still exists. Delete the employee record in the Employees hub.

If you have the Flex Cloud ODBC Connectivity module activated: When you delete a user who has ODBC connectivity enabled, the connectivity is automatically disabled for the user.

### To delete a user record:

1. From the Navigation menu, click **Settings » Security » Users**.
2. Search for and select the user record that you want to delete.
3. Click **Other Actions » Delete User**.
4. Click **Save**.

## Modify User Information

You can modify a user's setup information at any time.

### To modify user information:

1. From the Navigation menu, click **Settings » Security » Users**.
2. Search for and select the user whose information you want to modify.
3. Do either of the following:
  - Make changes to individual settings on the Users form. Those changes are saved automatically.
  - Click **Edit** on the Actions bar to make changes in Edit mode. Click **Save** to save your changes.

## Use List View


While using the Users form, you can view a record in either Detailed or List view.

The Detailed view displays one record and is the default view that displays when you initially open the User form. In List view, fields for user records are displayed in columns in a grid rather than on separate tabs, which allows you to view multiple records at one time and evaluate data quickly.

### To use List view:


1. From the Navigation menu, click **Settings » Security » Users**.  
Detailed view displays the first time you open a Users form and includes fields for the record. Detailed view is the format that is described in help topics in the Help system and is the view in which you can edit a record.




2. Click  to change to List view.

The Users form fields display in columns in a grid, and multiple records display on the grid. The control at the top of the page indicates the number of records displayed in List view.

3. While in List view, you can also:

- Modify a record's information.
- Use  on the grid toolbar to add, remove, or change the order of the columns in the grid.

For information about selecting columns, see [Select Columns for a Grid](#).

- Use  on the grid toolbar to filter any of the columns to show only specified results.
- Drag and drop columns to change their order.
- Use the row tools to copy or delete a list view record.
- Use the **Other Actions** menu to print or export the contents of the grid.



4. Click  to change back to Detailed view for the selected record.

### Enable Users to Use DPS

Enable and activate users' access rights and ability to use DPS.

Enabling a user is required when the user's invalid login attempt total is automatically reset to zero. This is necessary when the user's login is automatically disabled after a certain number of consecutive unsuccessful login attempts, as defined by Password Policies.


#### To enable users:

1. From the Navigation menu, click **Settings » Security » Users**.
2. On the Users form, click  to open the List view.
3. Use the selection check box to the left of the Username column to select the users that you want to enable.
4. Clear the **Disable Login** selection check box for each user that you want to enable.  
If this field is already not visible in the grid, click  and add **Disable Login** to the selected columns.
5. Click **Save**.

### Enable All Users to Use <DPS

You can enable all users at the same time. This is helpful when you need to enable all users quickly after you disable users in order to perform system maintenance.

#### To enable all users:

1. From the Navigation menu, click **Settings » Security » Users**.
2. Click  to open the List view of the Users Form.



3. Click **Other Actions » Enable All**.
4. Click **Save**.

### Disable Users from Using DPS

System administrators can disable DPS users so that they cannot use DPS. You cannot disable your own username.

#### To disable users:

1. From the Navigation menu, click **Settings » Security » Users**.
2. On the Users form, click ≡ to open the List view.
3. Use the selection check box to the left of the Username column to select the users that you want to disable.
4. Select **Disable Login** for each selected user.  
If this field is not already visible in the grid, click \* and add **Disable Login** to the selected columns.
5. Click **Save**.

### Disable All Users from Using DPS

System administrators use this function to disable all users from using DPS.

This is helpful if you need to lock all users out of DPS when you perform system maintenance. You cannot disable your own username.

#### To disable all users:

1. From the Navigation menu, click **Settings » Security » Users**.
2. Click ≡ to open the List view of the Users Form.
3. Click **Other Actions » Disable All**.
4. Click **Save**.

### Fields and Options

You create and modify user records on the Users form.

#### Users Form

On the Users form you set up DPS users and assign initial passwords. You can also set the **Windows Authentication** option on this form.

#### *Display the Users Form*

You display the Users form in Security Settings.

From the DPS desktop application Navigation menu, click **Settings » Security » Users**.



### *Users Actions Bar*

Use the Actions bar to edit and save user information.

### **Commonly Used Actions**

Click the buttons on the Actions bar to quickly access commonly performed actions.

Field	Description
Edit	Click this button to open the Users form to make changes to the currently selected user.



### **Other Actions**



Click the **Other Actions** menu to choose other tasks.

Field	Description
Copy	Click this option to copy the currently displayed record. A new record displays with some of the fields populated with the existing user's information. Specify a unique identifier for the user and edit the remaining fields with the new record's information.
Reset Password	Click this option to force the user to reset their assigned password.
Enable All Logins	Click this option to enable all users at the same time. This is helpful when you need to enable all users quickly after you disable users in order to perform system maintenance.
Disable All Logins	Click this option to disable all users from using DPS. This is helpful if you need to lock all users out of DPS when you perform system maintenance. You cannot disable your own username.
Generate Users	Click this option to open the Generate Users dialog box and create DPS users from employee records in the Employees hub. This is helpful when you need to create many users at one time. You cannot exceed the number of users that you are licensed to set up.
Delete	Click this option to delete the currently displayed user. DPS prompts you to confirm the delete.

### *Contents of the Users Form*

Use this form to create a username and password for an employee, assign the user to a security role, and set up default report settings for the user.

When you click **+ New User** on the form to add a new user, you enter information in the fields on this tab. To edit information on this tab after you save a new record, hover over a field name and click  to open the field in edit mode. Alternatively, you can click **Edit** on the Actions bar to edit any fields on any of the tabs in the hub without having to hover over a field name and click .

Use the Detailed view of this form (the default for the form) to add or modify individual DPS user records. Switch to List view by clicking  in the upper right corner. This can be helpful if you need to enable or disable multiple users. To return to Detailed view, click .



## Contents

### Fields

Field	Description
User search	<p>Use the search field to search for and select an existing user to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Display a list of all users.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the users returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>From the search results list, select the user to display on the Users form.</p> <p>The user's employee number displays below the name in the search results.</p> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	<p>Use these arrow icons to scroll through the users and open a different record on the form. The numbers show you which record you are viewing out of the total number of available records.</p>
+ New User	<p>Click <b>+ New User</b> to add a user. Enter information for the user on the Users form.</p>
☰	<p>Click the Switch to List View icon to switch to the List view of the Users form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. One or more user records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records.</p>
☐	<p>From List view, you can click the Switch to Detailed View icon to switch back to the Detailed view of the form. Detailed view is the default view that displays when you open a Users form for the first time. In Detailed view, all the fields display on the Users form. The Detailed view is the format that is described in help topics in the Online Help system.</p>
Actions	<p>Use these options to edit and manage user information.</p> <ul style="list-style-type: none"> <li>▪ <b>Edit:</b> Edit the current user record.</li> <li>▪ <b>Copy</b> Copy the current user information to a new record that you can modify.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Delete</b> Delete the current user record.</li> <li>▪ <b>Generate Users</b>: Open the Generate Users dialog box, where you can create DPS users from employee records in the Employee hub.</li> <li>▪ <b>Enable All Logins</b>: Enable all users to use DPS.</li> <li>▪ <b>Disable All Logins</b>: Disable all users from using DPS.</li> <li>▪ <b>Export</b>: Select List view and click this option to download a CSV file with the core data of the grid. This option is not available in Detailed view.</li> </ul>
Username	<p>Enter a username in this field. You can use a combination of uppercase characters, blank spaces, and periods. Alternatively, you can use one of the predefined formats from the <b>Username Format</b> field on the Generate Users dialog box.</p> <p>For example, the format <b>Last Name, First Initial, Middle Initial</b> displays the username Richard M. Freeman as <b>FREEMANRM</b>. DPS defaults to all capital letters.</p> <p>If your firm uses Windows Integrated Security:</p> <ul style="list-style-type: none"> <li>▪ The <b>Username</b> field is disabled and your Windows username automatically displays in this field.</li> <li>▪ Embedded spaces (for example, Firstname_Lastname) are helpful in usernames because usernames are required to match the Windows usernames. Windows usernames often include embedded spaces.</li> </ul>
Employee	<p>Use the drop-down list to select an employee's name or click <b>+ Add Employee</b> to open the Employees form on the Employees hub. This form lets you add the employee to the Employees hub as well as add the employee as a user.</p> <p>DPS automatically creates a relationship between the selected employee record and the username that you specify in the <b>Username</b> field. This relationship is important for timesheet entry, expense entry, and other employee functions.</p> <p>If you want to create a generic user, do <b>not</b> enter an employee in this field. A username that is <b>not</b> assigned an employee cannot access the applications in DPS that require an employee number, such as Timesheets and Expense Reports, but can still use other parts of DPS.</p> <p>For example, you can create a username that is not associated with an employee if you have an outside consultant who does not need to use Time and Expense.</p>
Password	<p>Enter the password, and document and save it in another location.</p> <p>For security purposes, after you enter and save a password DPS converts it to an encrypted password that is stored in the database. This means that the password that you enter is not a string of characters that displays in the <b>Password</b> field; the characters represent the encrypted password, which you cannot convert back to the original password.</p>



Field	Description
	<p>If you leave a user's password blank, the user must leave the <b>Password</b> field blank on the DPS Login dialog box. However, you can change the user's record to include a password at any time.</p> <p>Password policies assigned in <b>Settings » Password Policies</b> are not enforced when you set a user's password. However, if the manually-entered password does not adhere to the password policies, the <b>Force User to Reset Password at Next Login</b> setting is automatically checked.</p> <p>DPS disables this field if you select the <b>Windows Authentication</b> option for the user.</p>
Role	Use this drop-down list to select the role for the user. The role defines the user's access rights to DPS. Each user must have one assigned role. You create and maintain roles on the Roles form in <b>Settings » Security » Roles</b> in the desktop application.
Windows Authentication	<p>Select this check box to set up the user for Windows Integrated Security. When you select this option, the user does not have to log in to DPS in order to use it, as long as the user logs into Windows with the proper network credentials.</p> <p>The login page detects the Windows username and domain, and attempts to log in to DPS with that username. If the username exists as a valid DPS user with a valid role, the user can proceed and the login page does not display.</p> <p>If the user is not logged in to the network, DPS prompts the user for a network identification and password.</p> <p>This check box applies if you set up single sign-on using Microsoft Azure Active Directory.</p>
Domain	<p>Enter the user's domain server name, which is required for Windows Integrated Security. This field is enabled when you select the <b>Windows Authentication</b> option.</p> <p>Note: This field is also required if you set up single sign-on using Microsoft Azure Active Directory.</p>
Support Username	Enter the username that you use for Deltek's Customer Care site. The field accepts user names up to fifty characters long.
Support Password	Enter the password that you use for Deltek's Customer Care site. The field accepts passwords up to fifty characters long. The password entered on this field is encrypted for added security.
Disable Login	<p>Select this check box to revoke the user's ability to use DPS. When you clear this check box is cleared, the user is automatically enabled to use DPS.</p> <p>If you turned on ODBC connectivity for a user (you selected the <b>Enable Cloud ODBC Connectivity</b> check box in the Cloud ODBC Setting section on this tab), when you select the <b>Disable Login</b> check box, it does <b>not</b> disable ODBC access for the user. You must also clear the <b>Enable Cloud ODBC</b></p>



Field	Description
	<b>Connectivity</b> check box on this tab or delete the user record completely to disable ODBC access for the user.
Force User to Reset Password at Next Login	<p>Select this check box to force the user to reset his or her password the next time the user logs in. When this check box is selected, the following occurs:</p> <ul style="list-style-type: none"> <li>The Welcome screen displays with an active Change Password dialog box.</li> <li>The <b>Cancel</b> and <b>Exit</b> buttons on the dialog box are disabled.</li> </ul> <p>The user must complete the fields on the Change Password dialog box and click <b>OK</b>. The password is reset and the <b>Force User to Reset Password at Next Login</b> option is cleared.</p>
Multi-Factor Authentication	Select this option to enable multi-factor authentication security. This field is enabled when <b>Enable Multi-Factor Authentication Using TOTP</b> is selected in <b>Settings » Password Policies</b> .
Default Qualified Status	<p>This option displays if you use CRM Plus and the Lead Qualification process is enabled in Settings. Use the <b>Default Qualified Status</b> option to specify the default value for the <b>Qualified Status</b> when a new contact is created in the Contacts hub.</p> <ul style="list-style-type: none"> <li><b>New Lead.</b> Select this option for all new contacts to be created with a qualified status of <b>New Lead</b>. This indicates that the contact is in the "lead" phase without any associated firm or other records. As you work with the contact and your relationship evolves through the lead qualification process, you can change the contact's status in the Contacts hub to <b>Qualified Contact</b>. Business developers are likely to select New Lead as the default.</li> </ul> <p>If the <b>Role</b> field is set to <b>CRM</b>, this field defaults to display <b>New Lead</b>. You can change the default setting as needed.</p> <ul style="list-style-type: none"> <li><b>Qualified Contact.</b> Select this option for all new contacts to be created as qualified contacts. This option is selected by default and allows you to bypass the qualification process if your role does not typically work with prospects.</li> </ul> <p>If the <b>Role</b> field is set to <b>Accounting</b>, this field defaults to display <b>Qualified Contact</b>. You can change the default setting as needed.</p>

### Cloud ODBC Settings Section

This section displays if you have the Flex Cloud ODBC Connectivity module activated on the Modules tab in **Settings » General » General Systems**. This module allows you to turn on ODBC connectivity between an ODBC-compliant tool of your choice and the DPS transaction database. This connection allows you to extract and read data from the DPS database, for example for reporting purposes, or to pull DPS data into third-party software, and so on. With this module activated, you can configure up to five users for ODBC connectivity. For more information about setting up and using ODBC connectivity, see the [Set Up Direct Database Access](#) topic in the DPS Cloud Administrator's help.



Field	Description
Enable Cloud ODBC Connectivity	<p>Select this check box to turn on ODBC connectivity for a user. You can select this check box for only five users at one time. The <b>Email</b> and <b>Password</b> fields are enabled and require an entry when you select this check box.</p> <p>After you select this check box, enter an email and password, and save the settings. You receive a message that the ODBC account has been successfully created. Deltek Cloud Operations will complete the configuration for the account within three business days. Deltek Customer Support will notify you by email when the configuration is complete and the account is ready to use. The email from Deltek Customer Support is sent to the email address specified in the <b>Email</b> field for the ODBC user.</p> <p>After an ODBC account has been configured for a user, you can delete the account as needed. For example, you may want to free up an account for another user. To delete a user's ODBC account, clear the <b>Enable Cloud ODBC Connectivity</b> check box and click <b>Save</b> on the toolbar.</p> <p>If you delete a user record, the ODBC connectivity is automatically disabled for the user.</p>
Email	<p>This field is enabled when you select the <b>Enable Cloud ODBC Connectivity</b> check box. Enter the email address of the user for whom you are setting up ODBC connectivity.</p> <p>After an ODBC account has been created and configured for a user, you cannot change the email address directly in this field. If you need to change the email address, clear the <b>Enable Cloud ODBC Connectivity</b> check box and click <b>Save</b> on the toolbar. This completely deletes the user's ODBC account. Then select the <b>Enable Cloud ODBC Connectivity</b> check box again, and re-enter an email and password to set up a new ODBC account with the correct email address.</p>
Password	<p>This field is enabled when you select the <b>Enable Cloud ODBC Connectivity</b> check box. Enter the password that the ODBC user will use. The password must contain a combination of lower case letters, upper case letters, numbers, and symbols, and be at least eight characters in length. Password policies that are assigned in <b>Settings » Security » Password Policies</b> do not apply to this password.</p> <p>After you select the <b>Enable Cloud ODBC Connectivity</b> check box, enter an email address and password, and click <b>Save</b>, you receive a message that an ODBC account has been successfully created. You will receive an email from Deltek Customer Care within three business days to let you know that the configuration is complete and the account is ready to use. The email is sent to the email address that is specified in the <b>Email</b> field for the ODBC user.</p> <p>You can change the password directly in this field at any time.</p>

### Default Print Settings Section

The options in this section determine how the user's reports display and print.



Field	Description
Page Size	From the drop-down list, select the default page size for reports. The page size that you select in this field determines the <b>Page Width</b> and <b>Page Height</b> values. When you select <b>Custom</b> , you can enter the width and height of your choice. Users can modify the page size in <b>Reporting</b> in the desktop application.
Unit of Measure	From the drop-down list, select <b>Inches</b> or <b>Millimeters</b> as the unit of measure to use with the report measurements fields on this tab. Users can modify the unit of measure in Reporting.
Page Width, Page Height	Your setting for the <b>Page Size</b> option determines the width and height settings. The measurements display in either inches or millimeters, based on your selection in the <b>Unit of Measure</b> field.  If you select <b>Custom</b> in the <b>Page Size</b> field, these fields are enabled so you can enter a width and height of your choice.
Top Margin	Enter the top margin for a report page.
Bottom Margin	Enter the bottom margin for a report page.
Left Margin	Enter the left margin for a report page.
Right Margin	Enter the right margin for a report page.
Font	Select the default font for reports.
Printer	

### Generate Users Dialog Box

Use the Generate Users dialog box to create DPS users from employee records in the Employees hub. This is helpful when you need to create many users at one time. You cannot exceed the number of users that you are licensed to set up.

#### *Display the Generate Users Dialog Box*

You open the Generate Users dialog box from the Users form.

1. In the Navigation pane, select **Settings » Security » Users**.
2. Select **Generate Users** from the **Other Actions** menu.



### *Contents of the Generate Users Dialog Box*

Use this dialog box to generate DPS users from employee records.

#### **Contents**

Field	Description
Generate Users for Employees That Do Not Have a Username	Use this drop-down list to select employees who have records in the Employees hub but who do not yet have DPS usernames.
Role	Use this drop-down list to select the role for the user or group of users. The role defines the user's access rights to DPS. Each user must have one assigned role. You create and maintain roles on the Roles form in <b>Settings » Security » Roles</b> in the desktop application.
Username Format	Use this drop-down list to select the format for the usernames that will be generated. For example, the format <b>Last Name, First Initial, Middle Initial</b> displays the username Richard M. Freeman as <b>FREEMANRM</b> . DPS defaults to all capital letters.
Initial Password	Use this drop-down list to select the format for the user passwords that will be generated.
Domain (Only for Windows Authentication)	Use this field to enter to select the user's domain server name, which is necessary for Windows Integrated Security. This field is enabled when you select the <b>Windows Authentication</b> option.
Generate Users	Click this button to generate the new user and user name.

#### **Employees Dialog Box**

Use the Employees dialog box to enter a new employee.

If you are adding a new user in Users Settings who has not yet been set up as an employee in the Employees hub, use the Employees dialog box in Users Settings to easily add an employee record in the Employees hub for a new user. An Employees hub record must be set up for users before you can add them as users in Users Settings. The Employees dialog box in Users Settings contains all the tabs and fields from the Employees hub and allows you to set up the employee record in the Employees hub without leaving Users Settings.

#### *Display the Employees Dialog Box*

You display the Employees dialog box from the Users form.

1. In the Navigation pane, select **Settings » Security » Users**.
2. Click **+ New User** on the top right corner of the Users form.
3. From the **Employee** drop-down list, select **+ Add Employee**.



### *Contents of the Employees Dialog Box*

Use the Employees dialog box to add a new employee to the Employees hub and also add the employee as a user.

When you click **+ Add Employee** from the **Employee** drop-down list on the Users form, you display this dialog box, which contains all the tabs and fields from the Employees hub. This allows you to set up the required Employees hub record as you set up a user record in Users Settings. For the descriptions of the fields in the Employees dialog box, see [Employees Hub Form](#).

## **Reports**

You can print a report to review user records.

### **User Accounts Report**

The User Accounts report presents the usernames for each employee who is using DPS. You can use this report to verify your entries on the Users form in **Settings » Users**.

For each user, the User Accounts report lists the following:

- Username
- Role to which the username is assigned
- Employee number of the employee associated with the username
- Name of the employee associated with the username
- Login status: disabled or enabled

### *Display the User Accounts Report*

The User Accounts report is an administration report.

1. On the Navigation menu in the desktop application, click **Reporting » Administration**.
2. In the Reports grid, select **User Accounts**.

### *User Accounts Report Columns*

The User Accounts report contains a standard set of columns.

## **Columns**

Column	Description
<b>Username</b>	This column displays the username of the user account.
<b>Windows Authentication</b>	This column displays whether or not the user account has Windows authentication enabled.
<b>Domain</b>	This column displays the user's domain server name that was selected for Windows Integrated Security if Windows authentication is enabled.



Column	Description
Login Status	This column indicates whether or not the user account has the ability to use DPS.
Force User to Reset Password at Next Login	This column displays whether or not the user account is configured to ask the user to change the password. The column title in the report is shortened to <b>Reset Password at Next Login</b> to maximize the space in the report.
Role	This column displays the role of the user's account.
Employee Number	This column displays the user's employee number.
Employee	This column displays the name of the employee that is associated with the user account.

## Password Policies

Before creating users, use Password Policies Security to establish the criteria for acceptable DPS passwords. These policies apply when users change their own passwords, which they can do after the initial log in.

### How to...

Learn how to set up multi-factor authentication in user accounts.

#### Set Up Multi-factor Authentication for User Login

You can enable multi-factor authentication to require specific users to enter six-digit codes from an authentication application, in addition to their user ID and password, when they log in to DPS.

#### To set up multi-factor authentication for user login:

1. In the Navigation menu, select **Settings » Security » Password Policies**.
2. Select the **Enable Multi-Factor Authentication Using TOTP** check box.  
When you select this check box, a **Multi-factor Authentication** checkbox displays on the Users form, which allows you to enable multi-factor authentication for each user.
3. Click **Save**.
4. In the Navigation pane, go to the Settings section and select **Users**.
5. On the Users form, select a specific user for whom you want to enable multi-factor authentication.
6. Select the **Multi-Factor Authentication** check box.

After you save a user's record that has this option selected, he or she must also provide a six-digit code from an authentication application on a mobile device to log in, in addition to their user ID and password. The user gets prompted the next time he or she logs in to DPS.

Repeat steps 5 to 6 for each user for whom you want to require multi-factor authentication.



## Fields and Options

Use the Password Policies form to set up password rules.

### Password Policies Form

Use the Password Policies form to specify the options and restrictions for passwords.

#### *Display the Password Policies Form*

You display the Password Policies form in Settings.

From the Navigation menu, click **Settings » Security » Password Policies**.

**Exception:** If CRM is your only activated DPS module, click **Settings » Security » Roles** to display the form.

#### *Contents of the Password Policies Form*

Use the fields and options to specify the rules for passwords.

### Contents

Field	Description
Password Strength	<p>Choose an option to specify the password requirements:</p> <ul style="list-style-type: none"> <li>▪ <b>Weak:</b> Allow passwords without any character requirement</li> <li>▪ <b>Medium:</b> Require a number to be included</li> <li>▪ <b>Strong:</b> Require a number and a special character, such as &amp; or #, to be included</li> </ul>
Minimum Length	Enter the minimum number of characters that users must enter for a password.
Expiration	<p>Choose the time period when a password expires:</p> <ul style="list-style-type: none"> <li>▪ <b>Never</b></li> <li>▪ <b>30 days</b></li> <li>▪ <b>90 days</b></li> <li>▪ <b>6 months</b></li> <li>▪ <b>1 year</b></li> </ul> <p>After a password expires, the user is locked out of DPS and must change the password to log in again.</p>
Log In Lockout	Enter a numeric value for the number of invalid login attempts allowed before a user is disabled from using DPS. Each time that a login is successful, the counter clears and restarts at zero. After DPS locks out a user, his or her password will not work until the administrator reinstates the user's login rights.



Field	Description
Restrict Password Reuse	Select this check box to restrict the number of days that users cannot reuse a password when they change their password.
Number of Days	This field is enabled when you select the <b>Restrict Password Reuse</b> check box. Enter the number of days during which users cannot reuse the same password when they change their password.
Enable Multi-Factor Authentication Using TOTP	Select this check box to enable multi-factor authentication on DPS, which provides an additional layer of security. A corresponding option becomes available in the Users form to require users to provide a six-digit code from an authentication application on a mobile device, in addition to the user's ID and password.
Username and Password Cannot Be the Same	Select this check box to prevent DPS from accepting passwords that match usernames.
Cannot Reuse Password	Select this check box to restrict the reuse of old passwords when users change their password. This prevents users from using the same password for a certain number of times when they change their password.
Number of Times	This field is enabled when you select the <b>Cannot Reuse Password</b> check box. Enter the number of times that users cannot reuse their current password when they change their password.
Security Roles	<p>If your only activated DPS module is CRM (not CRM Plus), the Password Policies form includes the Security Roles grid. Use that grid to set up roles that provide the necessary access to DPS for your users.</p> <p>For a description of the grid, see <a href="#">Contents of the Security Roles Grid of the Password Policies Form</a>.</p>

### Set Up Multi-factor Authentication Dialog Box

Use this dialog box to scan the QR code to set up a new DPS account on your authentication application on your mobile device.

*Display the Set Up Multi-factor Authentication Dialog Box*

You display this dialog box from the multi-factor authentication screen.

You only need to set up multi-factor authentication once.

#### To display this dialog box:

1. Use your DPS URL to launch DPS and display the DPS login screen.
2. Select one of the following actions:



- If you are logged in to Windows with your network login credentials and you want to log in to DPS using Windows Authentication, select the **Windows Authentication** check box when you log in.
  - If you are not using Windows Authentication, enter your user ID in **User ID** and your password in **Password**.
3. If more than one database is available, click ▼ in **Database** to select a different database.
  4. Click **Log In**. (If you are logging in from the DPS desktop application, click **OK**.)
  5. In the DPS Multi-factor Authentication screen (or in the Multi-factor Authentication dialog box in the desktop application), click **Set Up Multi-factor Authentication**.

#### *Contents of the Set Up Multi-factor Authentication Dialog Box*

Use the fields and options to set up multi-factor authentication on an authentication application on your mobile device.

#### Contents

Field	Description
QR Code	In the DPSbrowser application, the Set Up Multi-factor dialog box appears when you click <b>Set Up Multi-factor Authentication</b> . Scan this QR code with the authentication application on your mobile device. In the DPS desktop application, the dialog box extends to show the QR code.
Done with Setup	Click this button to close the Multi-factor Authentication dialog box and go back to the DPS login screen.

#### Learn More About...

Learn more about the reasons for using multi-factor authentication.

#### Using Multi-factor Authentication for User Login

Multi-factor authentication provides another layer of security. This protects DPS from unauthorized access and safeguards the integrity of information.

In addition to a user ID and password, multi-factor authentication requires users to enter a six-digit code from an authentication application when they log in to DPS. This supplements the login credentials of users by proving their identity on a separate device.

To use multi-factor authentication to log in to DPS, each user must install an authentication application on his or her mobile device. We recommend Google Authenticator or Duo Mobile, which have been tested with DPS. Although these two applications are recommended, you can also use other authentication applications.

Administrators and users with relevant role privileges can enable multi-factor authentication in **Settings » Security » Password Policies**.

Once the feature is enabled, it must also be activated for each user in **Settings » Security » Users**.



## Roles Security Settings (Desktop)

Security roles define each user's access rights and determine what actions the user can perform. DPS identifies a user's security role when the user logs in. Each user must be assigned to one role.

You can assign multiple users to the same role, which is useful when you want to group employees with the same access rights.

You can establish a separate role for each business unit in your organization. For example, a "marketing" role restricts a user's access to only those features that relate to marketing.

### Evaluate Predefined Roles

DPS provides a small set of predefined security roles that are available when you begin using the product.

Before you begin creating new roles or assigning the predefined roles to users, it is recommended that you do the following:

- Display each of the predefined roles on the Roles form in the desktop application (**Settings » Security » Roles**) and, first of all, decide if a role is one that fits into your security plan.
- For those predefined roles that you plan to use, evaluate the default access settings carefully and make the necessary changes.
- Delete predefined roles that you do not plan to use.

### How to Set Up Access Rights

You can restrict access to things such as merge templates, reports, and saved settings for reports. To do this, you specify access rights by security role.

### Set Up Access to Application Tabs

Using the Access Rights tab on the Roles form, you can control a role's access to the tabs in DPS applications. This includes custom tabs added to DPS by your company.


The procedure below does not apply to most browser application tabs. You control access to those using Screen Designer in the browser application. The exceptions are the planning tabs in the Projects hub in the browser application. Screen Designer is not available in the Plan mode of the Projects hub, so you control access to those tabs using the settings for project plans on the Access Rights tab of the Roles form.

#### To select the tabs that a role can access:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Application Tabs**.

The **Full access to all desktop application tabs** option displays.




5. Select the **Full access to all desktop application tabs** option to allow full access to all tabs in the desktop application and to all planning tabs in the Projects hub in the browser application.
6. Select an application and use the **Add** and **Remove** buttons to move tabs between the **Hidden** and **Viewable** columns, or select **Full access to all desktop application tabs** to allow access to all desktop application tabs, lookups, and reports.
7. Click  **Save**.

### Set Up Access to Companies

If your enterprise has multiple companies, you can control a role's access to data by company. Employees in the role can have access to only their home company, or to multiple companies. The list of available companies is based on the companies that are set up in Organization Configuration.



**To select the companies that a role can access:**

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Companies**.
5. Use the **Add** and **Remove** buttons to move companies between the **Available Companies** and **Companies for this Role** lists, or select **Full access to all companies**.
6. Click  **Save**.

### Set Up Access to Effective Dates

Each security role that is involved in effective date configuration and setup must have full security access to the effective dates cost rates feature.

**To assign security access:**


1. From the Navigation menu, click **Settings » Security » Roles** in the desktop application.
2. On the Roles form, click  in the **Search** field, and select the employee's role on the lookup.
3. Click the Accounting tab.
4. In the **Miscellaneous** section of the tab, click  in the **Labor Cost Rate/Amounts** field, and select **Full Access** to grant menu-level access to the cost/pay rate tables.
5. If employees in more than one role are involved in the configuration and setup of effective dates cost rates, repeat steps 2 through 4 for each of those roles.
6. Click **Save**.



## Set Up Access to Favorite Reports

You can control access to favorite reports by individual role or for multiple roles. These settings work in conjunction with DPS Reporting. You must use the Organize Favorite Reports dialog box to configure favorite reports before you can make them available to one or more roles.

To select the favorite reports that a role can access:


1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Favorite Reports**.
5. Select a report type and use the **Add** and **Remove** buttons to move fields between the **Available Favorites** and **Favorites for this Role** columns, or select **Full access to all reports**.
6. Decide whether or not a favorite report will be available to all roles:
  - If you want a favorite report to be available to all roles, select the report from the **Available Favorites** column and click **Make items global to all roles**. This report will be listed in the **Favorites for this Role** column for all DPS roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
  - If you want a global report to no longer be global, select the report that you want to remove, and click **Make global items role specific**. When asked to confirm the change, click **Yes**. This report remains listed in the **Favorites for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
7. Click  **Save**.

## Set Up Access to Lookups

You can control the fields that each role can search by in desktop application lookups.

These access rights do not apply to lookups in the browser application. In the browser application, if you use Screen Designer to hide fields for roles, those fields are automatically unavailable as search fields in lookups.

To select the lookups that a role can access:


1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Lookups**.
5. Select a lookup type and use the **Add** and **Remove** buttons to move fields between the **Available Fields** and **Fields for this Lookup** columns, or select **Full access to all lookups**.
6. Click  **Save**.



### Set Up Access to Printers

You can control access rights to server printers for each DPS role. The list of available printers is based on the printers that are set up on the report server machine.


To select the printers a role can access:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Report Printers**.
5. Use the **Add** and **Remove** buttons to move printers between the **Available Printers** and **Printers for this Role** columns, or select the **Full access to all report printers** option.
6. Click  **Save**.

### Set Up Access to Reports

You can assign the access rights to reports for each DPS role. The list of available reports is based on the reports that are set up in Reporting.

To select the reports that a role can access:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Reports**.
5. Select a report type and use the **Add** and **Remove** buttons to move fields between the **Available Reports** and **Reports for this Role** columns, or select **Full access to all reports**.
6. Click  **Save**.

### Set Up Access to Report Columns and Groups


As part of setting up a role's security access to reports, you can limit the role's access to certain report columns and groups.

**Prerequisites:** [Set up access to reports](#).


To set up report column and group access:


1. Select the reports from the **Reports for this Role** column.
2. Click **Set Column/Group Access**.
3. To set column security, select one of the following actions:



Option	Description
For the role to access to all columns in the report	Select the <b>All Columns</b> option.
For the role to access specific columns	Click  <b>Set Column Security</b> at the top of the grid. The Detail Columns dialog box displays. In the <b>Available Columns</b> box, select the columns that you want to display on the report and click the <b>Add</b> button to move these columns to the <b>Columns for this Report</b> box.
To remove columns from the report	Select the columns in the <b>Columns for this Report</b> box and click the <b>Remove</b> button to move these columns back to the <b>Available Columns</b> box.

4. To set group security, select one of the following actions:

Option	Description
For the role to access all groups in the report	Select the <b>All Groups</b> option.
For the role to access specific groups	Click  <b>Set Group Security</b> at the top of the grid. The Detail Columns dialog box displays. In the <b>Available Groups</b> box, select the groups that you want to display on the report and click the <b>Add</b> button. The groups move to the <b>Groups for this Report</b> box.
To remove groups from the report	Select the groups in the <b>Groups for this Report</b> box and click the <b>Remove</b> button. The groups are moved back to the <b>Available Groups</b> box.

5. Click  **Save**.


### Set Up Access to Saved Report Options

You can limit access to saved sets of report options for use in Reporting.

To select the saved options that the role can access:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Saved Options**.
5. From the **Option Type** drop-down list, select a report.
6. Use the **Add** and **Remove** buttons to move options between the **Available Options** and **Options for this Role** columns.




7. Decide whether or not a set of options will be available to all roles:
  - If you want a set of options to be available to all roles, select the saved options from the **Available Options** column and click **Make items global to all roles**. This set of saved options will be listed in the **Options for this Role** column for all DPS roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
  - If you want a set of options to no longer be global, select the set of saved options that you want to remove, and click **Make global items role specific**. When asked to confirm the change, click **Yes**. The set of saved options remains listed in the **Options for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
8. Click  **Save**.

### Set Up Access to Saved Searches

You can specify a set of saved search criteria that will be available when members of a given security role use a lookup to perform a standard or advanced search. (These access rights only apply to saved searches created and used in the desktop application.)

To select the saved searches the role can access:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Saved Searches**.
5. From the **Lookup Type** drop-down list, select the type of lookup to which the saved searches apply.
6. Use the **Add** and **Remove** buttons to move tabs between the **Available Searches** and **Searches for this Role** columns.
7. Decide whether or not a saved search will be available to all roles:
  - If you want a search to be available to all roles, select the search from the **Available Searches** column and click **Make items global to all roles**. This search will be listed in the **Searches for this Role** column for all DPS roles, with a **Y** in the **Global** column, to indicate that it is a global assignment.
  - If you want a global search to no longer be global, select the search that you want to remove, and click **Make global items role specific**. When asked to confirm the change, click **Yes**. The search remains listed in the **Searches for this Role** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
8. Click  **Save**.


### Set Up Access to System Dashparts

You can control a role's access to the standard portions of the Dashboard in the desktop application. When you establish a role's access to dashparts, you determine the set of dashparts



from which the user can select, to configure his or her own dashboard. (These access rights do not apply to the browser application.)

**To select the dashparts that a role can access:**

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **System Dashparts**.
5. Use the **Add** and **Remove** buttons to move dashparts between the **Available Dashparts** and **Dashparts for this Role** columns, or select **Full access to all system dashparts**.
6. Click  **Save**.


**Set Up Access to Web Dashparts**

You can control a role's ability to add web dashparts to the Dashboard in the desktop application. A web dashpart provides a quick link to a web site, to your web Outlook application, or to other Web-based functionality such as saved reports. (These access rights do not apply to the browser application.)

**To select the Web dashparts that a role can access:**

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Web Dashparts**.
5. Use the **Add** and **Remove** buttons to move dashparts between the **Available Web Dashparts** and **Selected Web Dashparts** columns, or select **Allow users to add webparts** to give the role full access to add Web dashparts.

This means that employees in the role can use the Create Web Part dialog box on the Dashboard to copy existing Web Dashparts to the Dashboard, and add new Web Dashparts to the Dashboard. If you do not select this option, the role can access Web Dashparts but can only copy existing webparts onto their Dashboard; they cannot add new dashparts to their Dashboard.

6. Decide whether or not a dashpart will be available to all roles:
  - If you want a dashpart to be available to all roles, select the dashpart from the **Available Web Dashparts** column and click **Make items global to all roles**. This dashpart will be listed in the **Selected Web Dashparts** column for all DPS roles, with a **Y** in the **Global** column to indicate that it is a global assignment.
  - If you want a global dashpart to no longer be global, select the dashpart that you want to remove, and click **Make global items role specific**. When asked to confirm the change, click **Yes**. This dashpart remains listed in the **Selected Web Dashparts** column for the current role, but has an **N** in the **Global** column, to indicate that it is not a global assignment.
7. Click  **Save**.






## How to Assign Users to Roles

After you create a security role, you can modify it, and assign users to it.

### Create a New Role

Create a separate role for each group of people in your organization with a distinct set of security requirements.


#### To create a new role:

1. From the desktop application Navigation menu, click **Settings » Security » Roles**.
2. Click  **New** and select  **New Role**.
3. Enter information on the tabs of the Roles form.
4. Optional. To use the default role for a new user, select the **Default** role option.  
This standard, pre-defined default role is for the System Administrator. This role has access to all DPS features and functions.
5. Click  **Save**.

### Select an Existing Role

You can select an existing role to review its current settings or to copy the role and use it as the basis for a new one.

#### To find and select a role:

1. From the desktop application Navigation menu, click **Settings » Security » Roles**.
2. On the General tab of the Roles form, click  **Search**.
3. In the **Display Type** field on the Role lookup, select one of the following settings:

Option	Description
<b>Standard</b>	Use the standard search to enter data in the <b>Search Text</b> field, to narrow your search.
<b>Advanced</b>	The advanced search in Role Security has features that are specific to user roles and their access rights. You can set up search criteria based on security-specific fields.

### Copy a Role to Create a New Role




You can copy an existing role and then modify the information to create a new role, with a unique name. The new role automatically inherits the first role's access rights and privileges, including record level security.



#### To copy an existing role to create a new role:

1. From the desktop application Navigation menu, click **Settings » Security » Roles**.



- On the Roles form, select one of the following actions:


Option	Description
To copy the current role	Open a role, click  <b>New</b> and select  <b>Copy Current Role</b> .
To select the role that you want to copy	Click the  <b>Select Role to Copy</b> option, then search for and select the role you want to copy.

- Click  **Copy**.
- Enter a new, unique name for the role.
- Modify the role information.
- Click  **Save**.

### Modify a Role

You can update a role's settings at any time.


#### To modify a role:

- On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
- On the Roles form, select a role.
- Modify the information on the Roles form.
- Click  **Save**.

### Delete a Role

You can delete a security role at any time. After you delete a role, you cannot restore it. If you need the role again in the future, you must recreate it.

#### To delete a role from DPS:

- On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
- On the Roles form, select a role.
- Click  **Delete Role**.  
DPS asks you to confirm the deletion.
- Click **Yes**.


**Postrequisite:** After you delete a role, you **must** reassign any users of that role to another role. If you do not, those users will not be able to log in to DPS.



## Assign Users to Roles

Use the Access Rights tab to assign users to security roles.

### To select the users for a role:


1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. In the **Functional Area** field, select **Users**.
5. In the **Role** field, select the role for which you want to view users.
6. Use the **Add** and **Remove** buttons to move names between the **Available Usernames** and **Usernames for this Role** columns.
7. Click  **Save**.

## Assign Multiple Users to a Role

You can assign multiple users to the same role, so that they share the same security privileges. This is an efficient way to set up and maintain security for groups of employees.

For example, if your Marketing department is divided into teams — Marketing Communication and Product Management — you can create a different role for each of these teams and assign each Marketing user to the appropriate role.

### To assign multiple users to a role:


1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. In the **Functional Area** field, select **Users**.  
The Access Rights tab displays the **Available Usernames/Role** and **Usernames for this Role** columns. By default, **[All Roles]** is selected in the **Role** field and all available usernames/roles display in the **Available Usernames/Role** column. To view only usernames assigned to a specific role, select the role from the drop-down list in the **Role** field.
5. In the **Available Usernames** column, select the names of the users that you want to add to the group.  
These users will be removed from their original role and assigned to the new role and group. To select multiple users, press the CTRL key while you select names.
6. Click **Add**.  
The selected users are moved to the **Usernames for this Role** column. These users are now grouped together and assigned to this role.
7. Click  **Save**.



## Remove a User from a Role

You can remove a user or users from the role if their business functions change.

### To remove a user from a role:

1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. On the Roles form, select a role.
3. Click the Access Rights tab.
4. In the **Functional Area** field, select **Users**.
5. In the **Username for this Role** column, select the names of the users that you want to remove from the group.  
To select multiple names, press the CTRL key while you select names.
6. Click **Remove**.  
The selected users are moved from the **Username for this Role** column to the **Available Usernames** column.
7. Click  **Save**.

## Fields and Options

Use the Roles form and related dialog boxes to create security roles, assign users to those roles, and specify access rights.

## Related Topics

### Roles Form

Use the Roles form to establish security rights for each role. These rights determine a role's access to the applications, tabs, templates, reports, and records in DPS. Security rights are in many cases hierarchical, meaning that you make a basic choice, then further refine that choice.

#### *Display the Roles Form*

You display the Roles form in Security Settings.

From the Navigation menu, select **Settings » Security » Roles** in the desktop application.

#### *Customize the Grid View for the Roles Form*

When you choose the List View to display your role records, you see multiple records, arranged in a grid. You can customize the columns that display in the grid.

### To customize the grid view:

1. Click  **List View** on the Roles toolbar.
2. Click **Select Fields**.













3. From the **Tab** drop-down list, select the tab that you want to customize, or select **All** to see all fields for all tabs.
4. Use the **Add** and **Remove** buttons to move fields back and forth between the **Available Fields** and **Selected Fields** columns.
5. Highlight a field in the **Selected Fields** column, then use the **Up** and **Down** buttons to change its order on the tab.
6. Click **OK** to display the grid with your new settings.

### *Toolbar of Roles Form*

Use the toolbar on the Roles form to create and modify security roles.

### Contents

Field	Description
 <b>New</b>	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click  <b>New Role</b> to open a blank role record. Use the blank record to create a new record.</li> <li>▪ Click  <b>Copy Current Role</b> to copy the current role as the basis for creating a new role.</li> <li>▪ Click  <b>Select Role to Copy</b> to open the Roles Lookup and select a role to copy as the basis for creating a new role.</li> </ul>
 <b>Delete Role</b>	Click this option to delete the current role record from your DPS database.
 <b>Print</b>	<p>Use the print options to display or print a Role Summary report, which provides detailed information about the security roles that you have established.</p> <ul style="list-style-type: none"> <li>▪ Click  <b>Print Current Role</b> to include information about the current role.</li> <li>▪ Click  <b>Print Active Group</b> to include information about all role records currently active.</li> <li>▪ Click  <b>Select Role to Print</b> to open the Role Lookup and select the record you want to report on.</li> </ul>
 <b>List View/Detail View</b>	<p>Use this option to change the amount of detail that you see on the Role Security form.</p> <ul style="list-style-type: none"> <li>▪ <b>Detail View</b> — This view displays all of the tabs for just one role.</li> <li>▪ <b>List View</b> — This view displays several role records at one time in a grid format. You can customize the columns and fields that display in the grid.</li> </ul>



### General Tab of Roles

Use this tab to enter a role's profile information, including the name and type of role, and select the menu items (applications) that this role can access.

#### Contents

Field	Description
Role	When you select a role on the lookup, DPS populates this field with the role name. When you create a new role, you must enter the name of the role in this field.
Full access to menu items	<p>Select this option to assign this role full access rights to all DPS menu items in both the browser application and the desktop application. All menus added in future versions of DPS will be available to this role.</p> <p>If you do not select this option, you must manually select items from the menu tree below. This list of menu items reflects the DPS navigation tree; therefore, if you customized your navigation tree, this list will reflect those changes.</p>
Navigation menu items	<p>If you do not want to assign full access to all menu items, select the menu items for which you will establish rights. Click the plus sign next to a menu item to expand the tree and see sub-menus.</p> <p>The tree includes all menu items in both the browser application and the desktop application. Menu items that exist in both applications only appear once. Your decision to grant or not grant access to one of those items determines access in both applications.</p>
Enable All/ Disable All	<p>Select the <b>Enable All</b> button to enable all menu options shown on the menu grid.</p> <p>Select the <b>Disable All</b> button to disable all menu options shown on the menu grid. This is helpful for when you need to quickly disable all menu options for a role.</p>
Type of Role	<p>Select one or more of the following check boxes to determine the type of role:</p> <p><b>Setup</b></p> <p>If you create a security role for use during the DPS setup process, select this check box. When you do, the other options under <b>Type of Role</b> are selected as well, giving the role all of the properties provided by the other role types. In addition, the menu options list on this tab changes to display the options relevant to the setup process so you can select those that you want the role to have access to. When users are assigned a setup role to log in to DPS, the Navigation menu displays only the setup options to which their role gives them access.</p> <p><b>Administrator</b></p> <p>Select this option to give the role administrative privileges for the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Dashboard:</b> The role can save the dashboard layout for other users.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Process Queues:</b> The role can stop and start process queues and see jobs submitted by other users in the process queue manager.</li> <li>▪ <b>Lookups:</b> The role can access all records in lookups.</li> <li>▪ <b>Hubs:</b> The role can use the Tab Designer to customize hub labels.</li> <li>▪ <b>Login:</b> The role can retain log in privileges even if all users are disabled in the "user activity" application.</li> </ul> <p><b>Accounting</b></p> <p>This option is available when you have the Accounting and CRM modules or only the Accounting module. This option enables the Select Period dialog box. The <b>Type of Role</b> can be set to either <b>Accounting</b> or <b>Administrator</b>, which allows enterprises with non-accounting users to enter new projects and associated information, without the ability to approve them for use in accounting applications.</p> <p>Employees who have the Accounting role can approve projects, firms, and employees for use in Accounting applications.</p> <p>The administrator can designate certain hub fields as <b>Required</b> for an Accounting user. Fields that are marked required must contain data to save the respective hub record.</p> <p><b>CRM</b></p> <p>This option is available when Accounting and CRM are installed. It gives users access to employee, project, and firm records marked as <b>Available to CRM users</b>. If the user is not also marked as an Accounting user, they can enter new records but do not have to complete fields required for Accounting users. They cannot approve records for use in Accounting applications.</p> <p>The administrator can designate certain hub fields as required for a CRM user.</p>
Favorites Organizing	<p>This field controls the role's ability to save or delete searches, favorites, and reports in Reporting and Performance Canvases. It also controls whether a user who creates a custom search for a hub or application in the browser application can make that search available to other users.</p> <p>The options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Save Personal Only:</b> This option saves searches, favorites, and sets of report options for personal use only. You cannot share them with other DPS users. You cannot create, rename, or delete folders within any of the Global folders.</li> <li>▪ <b>Save For My Role:</b> This option saves searches, favorites, and sets of report options for yourself and all others who share your security role.</li> <li>▪ <b>Save For All Roles:</b> This option saves searches, favorites, and sets of report options for yourself, all others who share your security role, and for global access by any co-worker using DPS.</li> </ul>



Field	Description
Process Queues	<p>Use this setting to control the role's ability to schedule report and postings jobs. A setting of <b>0</b> gives the role access to schedule all reports and postings to all queues. A higher setting limits the queues the role can use.</p> <p>For example, <b>Allow priority 2 (or higher)</b> means that a role only has permission to schedule jobs in queues marked as priority 2, 3, 4, and so on. Users cannot submit jobs to priority 1 queues.</p>
Organization Record Access	<p>Select the organizations that the role can access on the Organization lookup. This setting also applies to General Ledger Reporting.</p> <ul style="list-style-type: none"> <li>▪ <b>All Organizations:</b> This option saves gives access to all organizations in the DPS database.</li> <li>▪ <b>Individual Organizations:</b> Use the Advanced or SQL Where Clause search options to look up and select individual organizations.</li> </ul>
Search Options Section	<p>Select the search options that the role can use when searching for records in the desktop application. These options do not apply to searches in the browser application.</p> <ul style="list-style-type: none"> <li>▪ Select <b>Enable Searching Across Info Centers</b> to enable an additional <b>Lookup Search Types and Fields</b> column on the Advanced Search dialog box. Use these fields to dictate the search criteria for searching across multiple hub records.</li> <li>▪ Select <b>Allow Lookup Limit Override</b> to make the <b>Override Lookup Limit</b> button available on the lookup dialog box for the selected role. This option is editable if the <b>Use Lookup Limits</b> option is selected on the Lookups tab of <b>Settings » General » General System</b>.</li> </ul>

### *Accounting Tab of Roles*

Use the Accounting tab to control users' access to accounting-related functions and records.

With the exception of the **Labor Cost Rates/Amounts** setting, the settings on this tab apply only to the desktop application.

### Contents

Field	Description
Full Access to all Transaction Types	Select this option to give the role full access to all transaction types in the Transaction Center. Selecting this option disables the Transaction Type grid.
Transaction Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Transaction Type Grid	<p>This grid is enabled when the <b>Full Access to all Transaction Types</b> option is not selected. Use this grid to select the types of transactions that the role can access and the functions that they can perform in the Transaction Center and related advanced utilities. This includes transaction entry, transaction lists, and the ability to generate posting logs. The selections that you make here do not control access to Posting Log Review reports. They do, however, impact the information that displays on the Role Summary report.</p> <p>To select a transaction type, click <b>Insert</b> and use the <b>Transaction Type</b> option to specify a type of transaction or to select <b>&lt;All Types&gt;</b> (to enable access to all transaction types).</p> <p>Use the additional columns on this grid to further refine the role's access rights for each transaction type. Some transaction types do not have all options available because DPS automatically performs these functions.</p> <p>For those transactions where these options are available, select the check boxes in each column as needed:</p> <ul style="list-style-type: none"> <li><b>Enter:</b> Selecting this column enables the ability to create a new transaction file for the selected transaction type (<b>Transaction Center » Transaction Entry</b>). This also allows you to create the records within transaction files, modify the contents of existing transaction files, set control totals, establish recurring transactions, and use the data import utility for the selected transaction type. You can also delete transaction files, if needed, and unlock locked transaction files (<b>Utilities » Advanced Utilities » Locked Transaction Files</b>).</li> <li><b>Report:</b> Selecting this column enables the ability to create a transaction list report (<b>Transaction Center » Transaction Lists</b>) and see and print posting logs (<b>Transaction Center » Posting Logs</b>) for the selected transaction type. Transaction lists are printouts of the transaction files that you create in transaction entry. To reduce the chances of posting inaccurate data, review transaction lists before you post data to the database.</li> <li><b>Post:</b> Selecting this column enables the ability to post (<b>Transaction Center » Transaction Posting</b>) and print posting logs (<b>Transaction Center » Posting Logs</b>) for the selected transaction type. When you post the transaction files in DPS, you make the data a permanent part</li> </ul>



Field	Description
	<p>of your database. Posting updates your general ledger, subsidiary ledgers, and project files; it also allows you to generate up-to-date reports for the selected transaction type.</p> <ul style="list-style-type: none"> <li>▪ <b>Company:</b> If you use multiple companies, this column also displays. By default, this option is set to <b>&lt;All&gt;</b> to provide access to all companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one company. For example, a role may have the ability to enter, report, and post for AP vouchers in Company 12, but can post AP disbursements for all companies. In this case, <b>AP Voucher</b> would have the <b>Enter</b>, <b>Report</b>, and <b>Post</b> check boxes selected and <b>Company 12</b> specified in the <b>Company</b> column. <b>AP Disbursement</b> would only have the <b>Post</b> check box selected and <b>&lt;All&gt;</b> specified in the <b>Company</b> column. No two rows can have the same <b>Transaction Type</b> and <b>Company</b>.</li> </ul> <p>You can have a row with a <b>Transaction Type</b> that applies to only one company and then have another row with the same <b>Transaction Type</b> that applies to <b>&lt;All&gt;</b> companies. However, the two rows must have different rights. DPS will use the row that matches the <b>Transaction Type</b> and exact company first.</p> <p>For example, a role may have the ability to <b>Enter</b>, <b>Report</b>, and <b>Post</b> for Cash Receipts in <b>&lt;All&gt;</b> companies, and also have a row that only has the <b>Enter</b> and <b>Report</b> check boxes selected for Cash Receipts in Company 12 (a specific company). The role will not be able to post Cash Receipts for Company 12 because the company-specific row is used before the row for <b>&lt;All&gt;</b> companies.</p> <p>To remove this role's access rights to a transaction type, highlight the transaction type and click <b>Delete</b>.</p>

### Payroll Security

Use these options to specify privileges for roles that have access to Payroll.

Field	Description
Include paychecks on check register and bank reconciliation	<p>If this role has access to the <b>Bank Reconciliation</b> and <b>Check Register Accounting</b> options on the General tab, you can select this option to make payroll processing entries available to the role.</p> <p>For the role to access the Check Register report, the <b>Check Register</b> report must be selected in the <b>Accounting reports, Reports for this Role</b> area on the Access Rights tab.</p>
Allow payroll processing in prior W2 quarter	<p>Select this option to allow payroll processing in a prior or closed period, or prior W2 quarter. Delttek recommends that you do not process payroll in a previous period. Doing so could invalidate any data already processed in subsequent periods, such as limits on withholdings, wage base considerations for withholdings, and so on.</p>



## Multicompany Security

Use these options to specify privileges for roles that have access to the DPS Multicompany application.

Field	Description
Allow cash receipts for other companies	If your firm uses multiple companies, select this option to allow this role to enter invoice related receipts in Cash Receipt Transaction Entry. These receipts are entered across companies for all projects in the database. If this option is not selected, users only have access to enter cash receipts for projects that were billed in the same company in which the cash receipt is being recorded.
Allow reprocessing of intercompany billing files	<p>If your firm uses multiple companies, select this option to allow this role to reprocess intercompany billing files in <b>Accounting » Intercompany Billing</b> with a status of <b>Processed</b>. Reprocessing intercompany billing files may result in a duplicate General Ledger posting.</p> <p>When you select this option, the role can access the <b>Show posting logs where intercompany billing has already been run</b> option on the General tab of <b>Accounting » Intercompany Billing</b>.</p>

## Billing Security

Use these options to specify privileges for roles that have access to Billing.

Field	Description
Interactive Billing and Invoice Approvals	<p>Specify the type of access that you want users in this role to have to Interactive Billing. If your enterprise enables invoice approval, some of these settings also control access to options on the Interactive Approvals form.</p> <ul style="list-style-type: none"> <li>▪ <b>Allow hold:</b> Select this check box for access to the <b>Hold</b> button on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form so you can save a transaction for billing at a later date.</li> <li>▪ <b>Allow write-off:</b> Select this check box for access to the <b>Write-off</b> button on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form. Use write-offs to mark hours that have been charged but cannot be billed. Selecting this option prevents the transaction from being billed, but allows the amount to appear on reports. When you write off a transaction, no accounting entries are made.</li> <li>▪ <b>Allow delete:</b> Select this check box for access to the <b>Delete</b> button transaction detail tabs of the Interactive Billing form and Interactive Approvals form. Use delete to remove a transaction from the set of billable transactions. Changing the status to Delete does not actually delete the transaction. The status of Delete allows you to run reports that distinguish between a write-off and a transaction that was entered but removed before invoicing, possibly due to a data entry error.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Allow final processing:</b> Select this check box for access to accept an invoice, void an invoice, assign an invoice number, bill retainage, and enter notes on the General tab of Interactive Billing. This option must be selected before you can select the <b>Allow invoices on file to be deleted</b> check box.</li> <li>▪ <b>Allow invoices on file to be deleted:</b> This check box is enabled only if the <b>Allow final processing</b> check box is selected. Select <b>Allow invoices on file to be deleted</b> if you want users in this role to be allowed to delete invoices from Invoices on File in Interactive Billing. Deleting an invoice prevents you from being able to re-print or void the invoice. Use caution in permitting users to have this access.</li> <li>▪ <b>Allow changes to supporting documents:</b> This check box is enabled if you use the Transaction Document Management (TDM) feature. Select this check box if the role should be able to upload supporting documents to, or delete supporting documents from, Interactive Billing. Selecting this option also enables you to print supporting documents with an invoice.</li> <li>▪ <b>Allow insert:</b> Select this check box for access to the <b>Insert</b> option to review, modify, and add new billing information on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form.</li> <li>▪ <b>Allow modify:</b> Select this check box for access to the <b>Modify</b> button, <b>Status</b> drop-down list, and <b>Insert</b> option to review, modify, and add new billing information on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form.</li> <li>▪ <b>Allow transfer:</b> Select this check box to enable the Transfer option on the transaction detail tabs of the Interactive Billing form and Interactive Approvals form.</li> <li>▪ <b>Allow edit/upload:</b> Select this check box to enable the Upload option in Interactive Billing.</li> </ul> <p>If none of these check boxes are selected, the role will only be able to view the <b>Status</b> column in the detail grid on the Labor tab in Interactive Billing.</p>
Batch Billing: Allow final processing	Select this option to enable the <b>Run Type</b> field on the Batch Billing form, which allows the role to process final bills. By default, this option is not selected.

### Miscellaneous

Field	Description
Allow processing in closed periods	<p>Select this option to allow access to postings and other account related processing menus in closed periods. If you do not select this option, DPS disables access to these menus in a closed period.</p> <p>This setting affects the following applications:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Transaction Center</li> <li>Accounting</li> <li>Billing</li> <li>Human Resources</li> </ul> <p>If a user tries to run one of these applications while in a closed period, or tries to switch to a closed period while running one of these applications, the user receives an error message.</p>
Allow processing in prior periods	<p>Select this option to allow access to postings and other account related processing menus in prior periods. The current period is the most recent period that has been opened.</p> <p>This setting affects the following applications:</p> <ul style="list-style-type: none"> <li>Transaction Center</li> <li>Accounting</li> <li>Billing</li> <li>Time and Expense</li> <li>Human Resources</li> </ul> <p>If a user tries to run one of these applications while in a prior period, or tries to switch to a prior period while running one of these applications, the user receives an error message.</p>
Allow modifications in vendor review	<p>Select this option if users in this role can make modifications in Vendor Review, including modifying the address code, payment date, or bank code for all accounts payable vouchers that have a balance.</p>
Allow asset entries for AP Vouchers and Journal Entries	<p>If you use the Asset Management application, select this option to give users in this role the ability to enter asset items for accounts payable vouchers and journal entries. When you select this option, the <b>Allow Asset Entries</b> option is enabled on the New Files dialog box in the Transaction Center for journal entries and AP vouchers:</p> <ul style="list-style-type: none"> <li>For AP vouchers, DPS enables the <b>Create Asset</b> option on the AP Vouchers Detail grid in the Transaction Center. When you select the <b>Create Asset</b> option for a line item, DPS automatically generates a new equipment record for the asset item in the Equipment hub for the AP voucher line item when you post the AP voucher. In addition, you can add to the acquisition cost of an existing asset record in the Equipment hub.</li> <li>For Journal Entries, DPS adds an <b>Equipment</b> column to the Journal Entries form in the Transaction Center. This creates a relationship between the equipment, or asset item, and is recorded on the History register for the transaction. The equipment number links the depreciation general ledger entry to the asset item.</li> </ul>



Field	Description
Accounts Receivable comment review access	<p>Specify the type of access that you want users in this role to have for reviewing comments on invoices, reports, and in Project Review.</p> <ul style="list-style-type: none"> <li>▪ <b>Full:</b> The user can review all comments.</li> <li>▪ <b>None:</b> The user cannot see any comments.</li> <li>▪ <b>By User:</b> The user can review only those comments that he or she created.</li> </ul>
Accounts Receivable comment update access	<p>Specify the type of access that you want users in this role to have for updating comments on invoices, reports, and in Project Review.</p> <ul style="list-style-type: none"> <li>▪ <b>Full:</b> The user can update all comments.</li> <li>▪ <b>None:</b> The user cannot update any comments.</li> <li>▪ <b>By User:</b> The user can update only those comments that they created.</li> </ul>
Project Budget Worksheet	<p>Use this option to specify the type of access that you want users with this role to have to the Project Budget Worksheet.</p> <ul style="list-style-type: none"> <li>▪ <b>Read Only:</b> The user can view the information on the Project Budget Worksheet, but make no changes.</li> <li>▪ <b>Percents:</b> The user can make modifications to the overall, labor, and expense percent completes in the Budget Setup section of the worksheet, and make modifications to the percent completes specified in the labor or expense budget detail lines.</li> <li>▪ <b>Budgets:</b> The user can modify existing budgets, add or delete budgets, recalculate the worksheet, and/or enter percent completes on the worksheet.</li> <li>▪ <b>Full:</b> The user can make modifications to existing data; add, modify, or delete budgets; enter compensation, consultant fees, and reimbursable amounts; recalculate the worksheet; and/or enter percent completes on the worksheet.</li> </ul>
Labor Cost Rates/Amounts	<p>Select this option to specify the type of access that you want users in this security role to have for reviewing actual and planned labor cost rates and amounts on forms and reports. The default is <b>No Access</b>.</p> <ul style="list-style-type: none"> <li>▪ <b>No Access:</b> The user cannot access cost rates or cost amounts on forms and reports.</li> <li>▪ <b>Subtotals Only:</b> The user can access cost information on subtotal and grand total rows on forms and reports, but not on detail rows.</li> <li>▪ <b>Final Totals Only:</b> The user can access cost information on grand total rows on forms and reports, but not on detail rows or subtotal rows.</li> <li>▪ <b>Full Access:</b> The user can access all cost rates and cost amounts.</li> </ul> <p>Keep these facts in mind when assigning cost rate access:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Because cost rates impact many areas of DPS, it is important to ensure that the correct level of security is assigned. Contact your implementation specialist for further details.</li> <li>This setting applies to actual JTD labor cost amounts and rates, planned costs and rates, and associated calculations (for example, EAC labor cost).</li> <li>To view cost rates or amounts for a plan at the employee level, a role must have this setting set to <b>Full Access</b>.</li> </ul>
Include cost amounts in spent and profit calculations	Select this option if you want users in this role to see spent and profit calculations when viewing labor cost amounts when a report is run at cost rates.
Labor Burden Rates/Amounts	<p>Select this option to specify the type of access that you want users in this role to have for reviewing labor detail, including overhead, on Project reports. The default is <b>No Access</b>.</p> <ul style="list-style-type: none"> <li><b>No Access:</b> The user cannot access burden rates or burden amounts on screens and reports.</li> <li><b>Subtotals Only:</b> The user can access burden amounts on subtotal lines on reports but not on detail lines or screens.</li> <li><b>Final Totals Only:</b> The user can access burden amounts on grand total lines on reports but not on detail lines, screens, or subtotal lines.</li> <li><b>Full Access:</b> The user can access all burden rates and burden amounts.</li> </ul>
Include Burden Amounts in Spent and Profit Calculations	Select this option if you want users in this role to see spent and profit calculations when viewing labor cost amounts when a report is run at burden rates.

#### *Record Access Tab of Roles*

Use the Record Access tab to determine a role's access rights to specific menus and records in DPS. For example, a project manager needs full access to records in the Projects hub, but a project consultant only needs read access to these records.

Even if a role does not have access to a hub, you can still set up record level read and update criteria for reporting purposes. Before you can assign access rights to any DPS application, you must activate the application on the Modules tab in **Settings » General System** in the browser application.




## Contents

### Application Record Access Grid

Use this grid to control the role's access to portions of DPS, including access to menu items and records. Options on this grid depend on the DPS modules that are activated.

Field	Description
Application Record Access Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Application	Select the DPS application for which you want to establish access rights. The applications that display depend on the DPS applications that you install.
Access	<p>Click in this field, and use the drop-down list to select the access rights for the selected item.</p> <ul style="list-style-type: none"> <li><b>Read Only</b> — The role can look at records but not add, modify, or delete record information.</li> <li><b>Modify Only</b> — The role can read records and modify information, but cannot add new records or delete records.</li> <li><b>Add/Modify</b> — The role can read, modify, and add records, but cannot delete records.</li> <li><b>Full</b> — The role can read, add, modify, and delete records.</li> </ul> <p>The <b>Access</b> column is view-only for certain applications. You must use the DPS default for these applications.</p> <p><b>Options for Billing Terms</b></p> <p>If you did not select <b>Billing Terms</b> on the General tab, you can select one of the following settings to specify access to billing terms:</p> <ul style="list-style-type: none"> <li><b>Percent Complete</b> — Users assigned to a role for which this setting is selected can view all information on the Fees tab on the Billing Terms form but can only update percent complete and fee-to-date fields on the Fees tab and the <b>Description</b> field on the General tab.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>None</b> — Users assigned to a role for which this setting is selected can view all information on the Fees tab and General tab on the Billing Terms form, but cannot update any of that information. These users cannot use the <b>Billing Terms</b> link in the Navigation pane, in the Projects hub, or in Interactive Billing to display the Billing Terms form. These users can only display the fee information using the <b>Update Fees</b> options in Invoice Approvals, Interactive Approvals, or Interactive Billing (assuming that they have access to one or more of those forms).</li> </ul> <p>Users who only have this access to fee information and the description in Billing Terms cannot use the <b>Billing Terms</b> link in the Navigation pane, in the Projects hub, or in Interactive Billing to display the Billing Terms form. They can only display the fee information using the <b>Update Fees</b> options in Invoice Approvals, Interactive Approvals, or Interactive Billing (assuming they have access to one or more of those forms).</p> <p><b>Options for Employee Assignments and Generic Assignments</b></p> <p>The access options for <b>Employee Assignments</b> and <b>Generic Assignments</b> are <b>Can Add</b> and <b>Can't Add</b>. If you select <b>Can Add</b>, use the <b>Record Level Update</b> field to specify the employees and generic resources for which the role can add and update assignments in project and opportunity plans. Regardless of the option you select, you can use <b>Record Level View</b> to specify the employees and generic resources for which the role can view plan assignments.</p>
Record Level View	<p>Click in this field, and then click  to open a lookup dialog box and determine the records that members of this role can view within the selected application. For example, you might give a role the ability to see a client type firm's information in the Firms hub for only a subset of firms that are identified as clients.</p> <p>This setting also controls the list of records that are returned in the search results list in lookup fields and user-defined lookup fields for this application that appear in other applications (such as in the <b>Primary Client</b> lookup field in the Projects hub).</p> <p>The role's access rights that are entered in the <b>Access</b> field in the Application Record Access grid supersede the record level view rights that are entered in the <b>Record Level View</b> field. You cannot give a role permission to view a record if the role does not have permission to access the corresponding application.</p> <p>The default entry for this field is <b>Not in Use</b>.</p> <p><b>Exceptions and Additional Information for the Employees Hub</b></p> <p>The record level view setting that you assign for the Employees hub application:</p> <ul style="list-style-type: none"> <li>▪ Does <b>not</b> control the list of records that are returned in search results for the Employee lookup fields in other hubs (for example, the <b>Principal</b>, <b>Project Manager</b>, or <b>Supervisor</b> lookup fields in the Projects hub).</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Determines how much employee information that the members of this role see in the employee card.</li> </ul> <p>Members of this role will see:</p> <ul style="list-style-type: none"> <li>All possible information in the employee card for the employees that you specify in the <b>Record Level View</b> field.</li> <li>Limited information in the employee card for the employees who are not specified in the <b>Record Level View</b> field: <ul style="list-style-type: none"> <li>The employee's name and organization displays (if you use organizations).</li> <li>The Profile tab displays limited information—the employee's full name, email address, labor category, hours per day, and utilization target (if none of those fields have been hidden for the security role in Screen Designer).</li> <li>Other tabs that you would normally see in the employee card do not display.</li> </ul> </li> </ul> <p>For more information about the Employee Card, see <a href="#">Employee Card</a>.</p> <p><b>Employees Hub Example</b></p> <p>You set up record level view security so that security role A can view only one employee, Emily Collins. John is assigned to role A.</p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>In the Employees hub: When John uses the Employee lookup in the <b>Search</b> field, the only employee that will be returned in the search is Emily Collins. This is the only employee whose record John can view in the Employees hub.</li> <li>In the Projects hub: When John opens the Employee lookup in the <b>Principal</b>, <b>Project Manager</b>, or <b>Supervisor</b> fields or in a user-defined employee field, all employees are returned in the search. John can assign any employee to a project in the Projects hub.</li> <li>When John clicks Emily Collins' name in various DPS applications (such as the Projects hub), the employee card opens and displays all the information that is viewable through the employee card for Emily Collins.</li> </ul> <p>When John clicks an employee's name other than Emily Collins in various DPS applications, the information that displays in the employee card is limited. He sees the employee's name and organization (if you use them). On the Profile tab he sees limited information—the employee's full name, email address, labor category, hours per day, and utilization target. No other tabs display in the employee card.</p> <p><b>Firms Hub Example</b></p> <p>You set up record level view security so that security role A can view only one client, Brown and Associates. John is assigned to role A.</p> <p>Outcome:</p>



Field	Description
	<ul style="list-style-type: none"> <li>In the Firms hub, when John opens the Firms lookup in the <b>Search</b> field, the only client that will be returned in the search is Brown and Associates. This is the only client whose record John can view in the Firms hub.</li> <li>In the Projects hub, when John opens the Client lookup in the <b>Primary Client</b> field, the only client that will be returned in the search is Brown and Associates. This is the only client that he can assign to a project in the Projects hub.</li> <li>In the Projects hub, when John opens the Client lookup in a user-defined client field, the only client that will be returned in the search is Brown and Associates. This is the only client in the user-defined client field that he can assign to a project in the Projects hub.</li> </ul>
Record Level Update	<p>Click in this field, and then click  to open a lookup dialog box and determine the records that this role can update within the selected application. For example, you might give a role the ability to update information about only a subset of client type firms in the Firms hub.</p> <p>The default for this field is <b>Same as View</b>, meaning that the <b>Record Level Update</b> setting is the same as the <b>Record Level View</b> setting.</p> <p>The role's <b>Access</b> settings supersede <b>Record Update View</b> rights. You cannot give a role permission to update a record if the role doesn't have permission to access the corresponding application.</p>

### Options Below the Grid

Field	Description
Apply record access to all transaction centers	<p>Select this check box to apply record level security to limit access to certain records in the Transaction Center.</p> <p>This option only applies to the desktop application.</p>
Enable self service in Employee Review	<p>Select this check box to allow employees to view a summary of their own payroll and expense check information on the Employee Review screen. Your role determines access to the Employee Review features.</p> <p>This option only applies to the desktop application.</p>
Allow modification of Disable Login user setting in Users when read-only access	<p>Select this check box to give users in this role access to modify the enable/disable login user setting when they only have read-only access to the Users application.</p> <p>This option only applies to the desktop application.</p>
Allow modification of Passwords in Users when read-only access	<p>Select this check box to give users in this role access to modify user passwords even if they only have read-only access to the Users application.</p> <p>This option only applies to the desktop application.</p>



Field	Description
Allow Changes to Supporting Documents	<p>This check box is available if the role has access to Interactive Billing or Interactive Approvals. Select this option to give the users in this role the ability to modify supporting documents that have been uploaded for transactions.</p> <p>Possible modifications include:</p> <ul style="list-style-type: none"> <li>▪ Change the description of a supporting document</li> <li>▪ Upload a supporting document in Interactive Billing</li> <li>▪ Delete a supporting document</li> <li>▪ Change the <b>Print with Invoice</b> setting of the supporting document</li> </ul> <p>By default, this option is cleared and users can only view supporting documents.</p> <p>This option only applies to the desktop application.</p>

#### Apply Project access to

Field	Description
Timesheets	<p>Select this check box to apply project record level security to limit which projects a user can see when entering personal Timesheet information.</p> <p>This option displays if your enterprise has activated the Time and Expense module.</p>
Expense Reports	<p>Select this check box to apply project record level security to limit which projects a user can see when entering personal Expense Report information.</p> <p>This option displays if your enterprise has activated the Time and Expense module.</p>
Billing	<p>Select this check box to apply project record level security to Billing. This option controls the projects that you can access when you perform the following Billing functions:</p> <ul style="list-style-type: none"> <li>▪ Interactive Billing</li> <li>▪ Batch Billing</li> <li>▪ Billing Terms</li> <li>▪ Billing Groups</li> <li>▪ Billing Rate Tables</li> <li>▪ Refresh Billing Extensions</li> <li>▪ Invoice Template Editor</li> </ul> <p>If you do not select this option, your billing personnel will have access to <b>all</b> projects.</p>



Field	Description
	<p>If your enterprise uses multiple companies, and you do not select this option, your billing personnel will have access to all projects where the main billing project belongs to the active company.</p> <p>This option displays if your enterprise uses Billing.</p>
Sub-Projects in Billing Groups	<p>Select this check box to restrict sub-project lookups based on project record level security when setting up billing groups. When you select this option, the role can view and edit information for all of the accessible main projects, and can add any sub-project to which the role has security access. If the role does not have access to the main project, however, it cannot view the sub-projects, regardless of the rights to access these sub-projects individually.</p>

### Approval Workflow Record Access Grid

Field	Description
Approval Workflow Record Access Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Application	This column displays the approval application.
Access	<p>This column displays the type of access that is granted to the user for the corresponding approval application. In order to view a record, the user must be logged in to the company to which the record belongs. Use the drop-down field to select any of the following access controls:</p> <ul style="list-style-type: none"> <li><b>Assignments only</b> — This is the default option for the field. This option allows access to records that the user created, submitted, approved, or rejected. As a supervisor, the user can also view all records created, submitted, approved, or rejected by subordinate users.</li> <li><b>View All Records</b> — This option allows the user to access all records that are available in the corresponding approval application. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Apply Employee Record Level View Access</b> — This option only applies to the Absence Requests application. This option allows the user to search for and select any absence request record that belongs to an employee for which the user has employee record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> <li>▪ <b>Apply Vendor Record Level View Access</b> — This option only applies to AP Invoice Approvals. This option allows the user to search for and select any AP Invoice Approval record that belongs to a vendor for which the user has firm record level view access. The records display in read-only mode unless the user is currently the assigned user and has rights to take action on the record.</li> </ul>

### *Planning Tab of Roles*

Use the Planning tab to establish a role's access rights to several project planning functions.

## Contents

### Record Level Security

#### General

Field	Description
Allow Changes to Baseline	Select this option if the role can change the baseline plan. You can have only one baseline version for a plan at any given time. If you use the <b>Save Baseline</b> option again for the same plan, you will overwrite the previous contents of the baseline.

#### Rates

Field	Description
Allow Changes to Budget Type	Select this option if the role can change the budget type. There are three possible budget types: Cost, Billing, and Cost and Billing. Cost rates represent your enterprise's cost to produce a service. Billing rates represent the amount the client will pay for the service your enterprise provides.
Allow Changes to Rate/Method Tables	Select this option if the role can change the rate and method tables.



## Top Down Plan

### Analysis

Field	Description
Allow Changes to Overhead %	Select this option if the role can change the percentage of overhead to be applied to the planned labor cost.

### Resource Management

Field	Description
Allow to Hard Book Planned Hours	<p>Select this option for the role to see both soft and hard booking menu options within the Resource Management application. In the Planning application, all planned labor changes will default to hard booked.</p> <p>If this option is not selected, the role is not allowed to change the booking status. The default is soft booked.</p> <p>This option displays if the <b>Use Soft and Hard Booking for Assignments</b> option is selected on the Resource Settings form in the browser application (<b>Settings » Resource Planning » Resource Settings</b>).</p>

### *Access Rights Tab of Roles*

The Access Rights tab controls a role's access to many different DPS functions and types of data, including access to specific tabs, lookups, and reports.

At the top of the tab, select a **Functional Area** from the drop-down list and then complete one of the setup procedures, such as the procedures for setting up access to favorite reports.

For certain functional areas, a **Full access...** option displays. Select this option to allow full access to all tabs, lookups, and reports in the desktop application.

### Learn More About...

Review examples of security roles and things to consider if you're using multiple companies.

### Record Level Security

In record level security you control a security role's access to specific hub records.

Record level security is implemented via the DPS lookups. After you specify the role's access to records, the lookup results list displays only those records to which the role has access rights. The users that are assigned to that role can only navigate to the DPS records to which they are granted access. You can also control whether a role is able to update a record or just view the record's contents.

For example, if you set the Read Level for the Opportunities hub WHERE Project Manager (the role) EQUALS John Jones AND state EQUALS Kansas, then the project manager named John Jones has read level access to the Opportunity hub records for the state of Kansas.



In addition to granting or restricting access to individual records, Record Level Security also supports granting or restricting access to hierarchical record structures. One possible hierarchical structure is the Project (Level 1), Phase (Level 2), and Task (Level 3) structure related to the work breakdown structure. For example, if a role has access rights to a Project, then that role will also have access to all Phases and Tasks within that Project. However, if a role only has access to a specific Phase within a Project, the role can only access Tasks within that particular Phase; the role cannot access other Phases or Tasks within the same Project or in other Projects.

### Examples of Security Roles

If you are new to DPS, you may find it helpful to review security role examples.

Information will be provided in a future release.

Example roles:

- **Administrator (Admin):** The System Administrator establishes security, performs database configuration changes, and completes maintenance routines.
- **Accounting (Acct):** This individual is responsible for general ledger and project reporting. This person ensures that project numbers such as revenue, effective multipliers, and accounts receivables are accurate. This person also compares the income statement to the forecasted operating budget and provides balance sheet account analysis for the organization's auditors.
- **Accounts Payable (AP):** This individual enters all accounts payable vouchers received into the accounting database and reconciles vendor's statements.
- **Billing (Bill):** This individual distributes pre-bills to project managers, makes corrections to labor and expense transactions, and updates fee schedules.

The following table lists an example setup of the DPS menus that each of these roles can access:

DPS Menu	Admin	Acct	AP	Bill
Hub	*	All		
Clients	*	*		*
Contacts	*	*		
Opportunities	*	*		
Employees	*	*		*
Projects	*	*	*	*
Units	*	*		*
Vendors		*		*
Boilerplate		*		
Accounts		*		*
Chart of Accounts		*		
Account Group Names		*		
Account Group Tables		*		
<b>Calendar/Activities</b>				



DPS Menu	Admin	Acct	AP	Bill
Calendar		*		
Activity Manager		*		
<b>Proposals</b>				
Custom Proposals				
SF330 Proposals				
SF255 Proposals				
SF254 Proposals				
<b>Planning</b>				
Project Planning		*		
Resource Management		*		
Top Down Budget Tool				
Top Down Planning				
<b>Billing</b>		*		*
Interactive Billing		*		*
Batch Billing		*		*
Billing Terms		*		*
Billing Groups		*		*
Rate Tables		*		*
Labor Rates		*		*
Labor Categories				*
Labor Code		*		*
Labor Overrides		*		*
Expense Accounts		*		*
Expense Categories				*
Expenses by Vendor		*		*
Refresh Billing Extensions		*		*
Invoice Template Editor		*		*
<b>Transaction Center</b>		*		
Transaction Entry		*		
Transaction Lists		*		
Transaction Posting		*		
Posting Logs		*		
Posting Review Report		*		



DPS Menu	Admin	Acct	AP	Bill
<b>Accounting</b>		*		
Accounts Payable		*	*	
Voucher Review		*	*	
Payment Processing		*	*	
Form 1099 Processing			*	
Employee Expenses		*		
Payment Processing		*		
Direct Deposit		*		
Void Check		*	*	
Accounts Receivable		*		
Invoice Review		*		
Budgeting		*		
Project Budgeting		*		
General Ledger		*		
Cost/Pay Rate Tables				
Labor Rates				
Labor Categories				
Labor Code				
Consultant Accruals				
Labor Cross Charge		*		
Overhead Allocation		*		
Revenue Generation		*		
Adjust Salaried Job Cost		*		
Bank Reconciliation		*		
Project Review				
<b>Human Resources</b>				
Benefit Hours				
Accruals				
Adjustments				
Payroll				
Payroll Processing				
Direct Deposit				
Export to ADP				



DPS Menu	Admin	Acct	AP	Bill
Form W-2 Processing				
Quarterly Processing				

DPS Menu	Admin	Acct	AP	Bill
<b>Time &amp; Expense</b>		*		
Timesheet		*		
Timesheet Line Approval				
Expense Report		*		
Expense Line Approval				
<b>Reporting</b>		*		
Client		*		
Contacts		*	*	*
Lead		*		
Marketing Campaign		*		
Opportunity		*		
Employee		*		*
Project		*	*	
Vendors		*		*
Payroll		*		
Accounts Receivable				
Billing				
General Ledger				
Accounting		*		
Project Planning		*		
Performance Management				
Data Export				
<b>Utilities</b>		*		
Change Period		*	*	*
Open New Period		*		
Period Setup		*		
Open New Benefit Year				
Open New W-2 Quarter				
1099 Initialization				



DPS Menu	Admin	Acct	AP	Bill
User Activity				
Advanced Utilities	*			
Posted Transaction Files				
Undo Posting				
Locked Transaction Files				
Incomplete Postings				
File Reconciliation				
Tolerance Report				
Data Import				
Project Closeout	*			
AR Paid Update	*			
VO Paid Update	*			
Batch Deletes	*			
Key Conversions	*			
Account Range				
Accounts	*			
Banks	*			
Clients				
Contacts				
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Enable Phases/ Tasks	*			
Disable Phases/Tasks				
Project's Organizations				
Discount Codes	*			
Labor Codes				
Liability Codes	*			
Organizations				
Tax Codes	*			
Units	*			
Vendors	*			



DPS Menu	Admin	Acct	AP	Bill
Key Formats	*			
Accounts	*			
Clients				
Employees	*			
Projects	*			
Phases	*			
Tasks	*			
Units	*			
Organizations				
Labor Codes				
Vendors	*			
Process Server	*			
Queue Manager	*			
Profile Editor	*			
Server Management				
History Loading				
Labor and Expense				
Invoice and Receipt				
Accounts Payable				
Benefit Accrual				
Account Balances				
Payroll				
Backup Database	*			
Report Administration	*			
Download Macro				
Time Collection Interface				
Time Collection Export				
Time Collection Import				
<b>Configuration</b>	*			
General	*			
System Settings	*			
User Defined Tabs	*			
Lookup/Report Labels	*			



DPS Menu	Admin	Acct	AP	Bill
Calculated Fields	*			
Custom Report Options	*			
Code Tables				
Project Templates				
Merge Templates				
Holiday Calendar				
Alerts	*			
Security	*			
Roles	*			
Users	*			
Organization	*			
General	*			
Codes	*			
Individual	*			
Firm Setup – Proposals	*			
Billing	*			
General	*			
Default Terms	*			
Reporting Default Terms	*			
Accounting	*			
General	*			
Labor Types	*			
Time Analysis	*			
Taxes	*			
Banks	*			
Accounts Payable	*			
Accounts Receivable	*			
Overhead Allocation	*			
User Defined Revenue	*			
Labor Codes	*			
Payroll				
General				
Withholding Codes				



DPS Menu	Admin	Acct	AP	Bill
Time and Expense	*			
Timesheet	*			
Expense Report	*			
Timesheet Categories	*			
Expense Categories	*			
Module Activation	*			
About DPS	*			

### Example of How to Set Up Security

If you are new to DPS, you may find it helpful to review an example that shows how an enterprise uses Security Configuration to set up 300 users.

The 300 employees are divided into the following departments, each of which performs a different job function and has separate needs for DPS information:

- 200 Customer Service Representatives
- 50 Marketing Communications personnel
- 25 Product Managers
- 25 Account Representatives

### Sample Solution

1. Create a role for each group of users:
  - a. From the desktop application Navigation menu, click **Settings » Security » Roles** and select **New Role**.
  - b. On the Roles form, enter **CustomerService** as the role name, and select the menu items that the role can access. Click **Save** to save your entry.
  - c. Use the Role tabs to establish additional access rights to the role.
2. Assign users to the role and automatically generate passwords:
  - a. From the browser application Navigation menu, click **Settings » Users** and then click **Generate Users** in the **Other Actions** menu.
  - b. From the **Role** drop-down list, select **CustomerService**.
  - c. Select the appropriate options for the **Username Format** and **Password**.
  - d. From the **Generate Users for Employees that Do Not Have a Username** list, select the names of the 200 employees who belong in this role and click the **Generate Users** button. These employees are now associated with the CustomerService role.
3. Repeat these steps for each of the other roles.



## Role Security and the Employee Card

A user's security role determines how much information the user sees on the employee card for an employee.

The employee card allows you to easily view employee information when you are in various applications throughout DPS without having to leave the application to open the Employees hub. For more information about the employee card see [Employee Card](#).

### Record Access Security

On the Record Access tab in **Settings » Security » Roles**, the entry that you make in the **Record Level View** field in the Application Record Access grid for the Employees application determines the information that members of a role can see on the employee card for an employee.

Members of a role will see:

- All possible information that is viewable on the employee card for the employees that you specify in the **Record Level View** field.
- Limited information on the employee card for the employees who are not specified in the **Record Level View** field:
- The employee's name and organization (if you use organizations) display on the employee card.
- The Profile tab displays limited information: the employee's full name, email address, labor category, hours per day, and utilization target.

### Other Security That Affects the Employee Card

#### Access Rights to Menu Items

On the employee card, an **Actions** drop-down menu lets you open the Employees hub or Resource View if your security role gives you access to these applications. Access rights to applications (menu items) are entered on the General tab of the Roles form in **Security » Roles**.

When you open the employee card from Timesheet, Expense Report, Resource View, or Project View, you can open the Employees hub from the **Actions** menu if your role gives you access rights to the Employees hub.

When you open the employee card from Project View and the Projects hub (in plan mode), you can open Resource View from the **Actions** menu if your role gives you access rights to Resource View.

#### Field-Level Security

In Screen Designer, you can specify the fields in the Employees hub that you want to hide from users based on their security role. The Employees hub fields that you hide are also hidden on the employee card.



## Performance Canvases and Role Security

You can specify that a security role have access to the DPS Performance Canvases application. If you do, the performance canvases display as URLs in the **Available Web Dashparts** column.

The canvases that display in the **Available Web Dashparts** column are those that are approved. The System Administrator must select the approved canvases in order for the role to have access to them. Canvases are usually designed for specific roles, so when a canvas is selected the System Administrator can assign rights to the canvas.

If you do not want a role to be able to add canvases as dashparts, select **Web Dashparts** in **Functional Area** on the Access Rights tab of the Roles form. Make sure that the **Allow users to add web parts** option is not selected. Users assigned the role can add to their Dashboards any of the Web dashparts that are made available to the role, but they cannot create new Web dashparts.

If you want a role to be able to add canvases as dashparts that other users can then add to their own Dashboards, complete the following:

- On the General tab of the Roles form, select either **Save for My Role** or **Save for All Roles in Favorites Organizing**.
- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

If you want a role to be able to set up canvases as dashparts on their Dashboard and save that Dashboard for other users, complete the following:

- On the General tab of the Roles form, select **Administrator** in **Type of Role**.
- On the Access Rights tab of the Roles form, select **Web Dashparts** in **Functional Area** and then select the **Allow users to add web parts** option.

## Security Access to Transactions

Your system administrator uses Role Security to specify the types of transactions that a role can access, as well as the functions that the role can perform for each transaction type.

The Accounting tab of **Settings » Security » Roles** in the desktop application controls a role's access to each transaction type. You can select **Full Access to all Transaction Types**, which allows all access rights to all transaction types, or you can use the Transaction Type grid to select the types of transactions that the role can access, as well as the functions that they can perform when using the Transaction Center and related advanced utilities.

When assigning specific rights, you can select from:

- **Enter:** This setting lets a user create a new transaction file for the transaction type. The user can create records in transaction files, modify the contents of existing transaction files, set control totals, establish recurring transactions, delete transaction files, and unlock locked transaction files.
- **Report:** This setting lets a user create a transaction list report and see and print posting logs for the transaction type.
- **Post:** This setting lets a user post transaction files and print posting logs for the selected transaction type.



- **Company:** If you have multiple companies, a **Company** column displays. By default, this option is set to **<All>**, to provide access to all of the companies that this role has rights to. However, you can use the drop-down list in this column to limit the role's access rights to one specific company.

### Access to Screen Designer

A user's security role determines whether he or she can access Screen Designer in the browser application to customize the contents of a hub.

Screen Designer in the browser application and desktop application are similar but separate applications and access to each is set up separately.

### Access to Screen Designer in the Browser Application

In the browser application, you can access Screen Designer two ways:


- In the Navigation pane, go to the Settings section and select **Screen Designer**. Then select a hub on the Screen Designer form.
- In the Navigation pane, go to the Hubs section and select the hub that you want to customize. On the hub form, select **Design** from the **Other Actions** drop-down menu.

If your security role gives you access to the Screen Designer application in Settings, you can access Screen Designer in the browser application from either Settings or a hub but only for the hubs that your security role gives you access to.

To give a role access to the Screen Designer application in Setting in the browser application: Click **Settings » Security » Roles** in the desktop application. In the access to menu items section on the General tab, select the **Screen Designer** check box under **Settings**.

To give a role access to specific hubs: On the General tab in Roles Security Settings in the desktop application, select the check boxes for the specific hubs under **Hubs** in the access to menu Items section.

### Access to Screen Designer in the Desktop Application

In the desktop application, you access Screen Designer by clicking  in the bottom right corner of a hub form, such as the one on the Projects hub form.

In the desktop application, Screen Designer is accessible to you if your security role type is administrator. You can access only the hubs that your security role gives you access to. The **Administrator** check box must be selected in the Type of Role section on the General tab in **Settings » Security » Roles** in the desktop application for the role. To give a role access to specific hubs: On the General tab in Roles Security Settings in the desktop application, select the check boxes for the specific hubs under **Hubs** in the access to menu Items section.



## Access to Dashboard Designer


The user's security role determines access rights to the Dashboard Designer where dashparts and dashboards for the browser application are created and modified.

### Accessing Dashboard Designer

If a role is configured to have access to **Settings » Dashboard Designer**, then the users with that role can use Dashboard Designer to create dashparts and dashboards for other users. Access rights to individual dashboards are also configured in the Dashboard Designer. Assign access right to individual dashboards by selecting the **Assign Role Access** option in the Actions drop-down on the Dashboard Designer form.

On the General tab in **Settings » Security » Roles** in the desktop application, allow a role to access Dashboard Designer by selecting the **Dashboard Designer** check box under the **Settings** check box in the menu items list box.

### Dashboard Designer and Dashboard

Dashboards and dashparts available or created using the Dashboard Designer are displayed in the Dashboard of the browser application that is accessed from **My Stuff » Dashboard**. Dashboard Designer does not have any relation to the Dashboard in the desktop application that displays when you click  **Dashboard** in the toolbar on the main DPS screen.

Information that is displayed in dashboards found in **My Stuff » Dashboard** are determined based on the role of the user that views the dashboards. The role of the user that created the dashboard does not have any impact on what information is displayed in the dashboards they create. For more information, refer to [Record Level Security](#).

### Access to Dashboard


The user's role determines access to Dashboard and also the type of information that is displayed while viewing specific dashboards.

### Accessing Dashboard in the Browser Application

If a role is configured to have access to **My Stuff » Dashboard**, then the users with that role can access Dashboard in the browser and desktop application. In the General tab of the Roles form (**Settings » Security » Roles**), a list of DPS areas are displayed. Expand the **My Stuff** option and ensure that the **Dashboard** option is selected.

Access to individual dashboards are configured in **Settings » Dashboard Designer**. While your role is configured so that you can view a dashboard, the information that is displayed in the actual dashboard are also determined by your role. For more information, refer to [Record Level Security](#).

### Accessing Dashboard in the Desktop Application

To display Dashboard in the desktop application, click  **Dashboard** in the toolbar on the main DPS screen.



The dashboards and dashparts that are displayed in the desktop application are exclusively available in the Dashboard of the desktop application. Role level security also determines the information that is displayed in the dashboards.

### Setting Up Access to Activities

You can enter activities in the Activities hub, but you can also do so in many other hubs. Similarly, specifying access to activities for a security role may involve a number of different settings.

#### Access to the Activities Hub

You control a role's access to the Activities hub as a whole by granting or denying access to the Navigation menu option for it. To grant access, select the check box for the hub in the menu options tree on the General tab of the Roles form in the desktop application (**Settings » Security » Roles**).

If you grant a role access to the Activities hub, you can use Screen Designer within the hub to control access to individual tabs, grids, and fields.

Access to the Activities hub that you define for a role has no effect on that role's access to activities in other hubs. For example, you can deny a role any access to the Activities hub but give them the access necessary to view and enter activities on the Activities tab in the Projects hub.

#### Access to Activities in Other Hubs

In addition to the Activities hub, users can add, update, and view activities in most other hubs. Use Screen Designer in those hubs to control access to the Activities tab and to individual grids or fields on that tab.

Access to activity tabs, grids, and fields that you define for one hub has no effect on a role's access to activities in other hubs. You grant or deny access to tabs, grids, and fields for each hub individually.

#### Access to Individual Activity Records

In general, a role's level of access (Read Only, Modify Only, Add/Modify, Full) to individual activities corresponds to the role's level of access to the hub records with which the activity is associated, as specified on the Record Access tab of the Roles form.

For example, if a role is given full access to project 1001.01, users assigned to that role also have full access to existing activities associated with project 1001.01 and can add new activities for that project. That is true whether they are working on the Activities tab of the Projects hub, on the Activities tab of another hub, or in the Activities hub itself.

It is possible that a user can have conflicting levels of access to an activity. In that case, the level of access for the current hub determines what they can do. For example, if you are in the Opportunities hub and have Read Only access to opportunities, then you have Read Only access to the activities on the Activities tab in that hub, even if you have Full access to one of the activities through its associated project. In that case, you must go to the Projects hub if you want to modify that activity.



### Access to Activities for Which You Are an Attendee

If you are listed as an attendee for an activity, you can view, edit, or delete that activity, regardless of the record-level access defined for your role.

### Access to Activities Through Calendar Sharing

If another user shares their calendar with you, you can view all of their activities, whether or not you are an attendee and whether or not the record-level access defined for your role would normally give you access. The exceptions are activities designated as private.

While you can view all activities on a shared calendar, you can only edit one of the activities if your role gives you that level of access.

### Access to Private Activities

If an activity is designated as a private activity, only the attendees for that activity can view it or update it.

If your calendar contains a private activity and you share your calendar with others who are not attendees for that activity, they can see the activity blocked out on your calendar, but they cannot view any information about it, even if the record-level access defined for their role would normally give them access.

### Access to Activities with No Associations

If an activity has no attendees or firms listed as stakeholders and is not associated with an opportunity, project, or marketing campaign, any user who has access to the Activities hub can view, edit, or delete that activity.

### Setting Up Access to Resource Planning

In most cases, the settings you select for a security role on the Roles form in the desktop application control the access to the Resource Planning module for users assigned that security role.

### Access to Menu Options

Use the menu access options on the General tab of the Roles form to select the Navigation menu options that are available to a role.

- **Resource management:** Select **Resource Management** in the menu option structure to grant access to all resource management applications (Resource View, Project View, and so on), or expand **Resource Management** to grant access to some but not all of those applications.
- **Project planning:** Select **Hubs » Projects** to grant access to the Projects hub.
- **Opportunity planning:** Select **Hubs » Opportunities** to grant access to the Opportunities hub.

### Access to Project Planning Tabs

Use the Access Rights tab of the Roles form to select the project planning tabs that are available to a role in the Projects hub.



Select **Application Tabs** in **Functional Area** and **Project Plans** in **Application**, and select the tabs that you want the role to have access to when working with project plans. If no tabs are selected, the Plan mode in the Projects hub is not available to users with that role.

### Access to Types of Records

Use the Record Access tab of the Roles form to specify the types of records the role can access and what level of access (Full, Read Only, and so on) the role has to each type of record:

- **Employee resource assignments:** In **Access** next to **Employee Assignment**, indicate whether or not the role can add employee resource assignments. To restrict the employees for whom the role can view or update assignments, click in **Record Level View** or **Record Level Update** and select the employees.
- **Generic resource assignments:** In **Access** next to **Generic Assignment**, indicate whether or not the role can add generic resource assignments. To restrict the generic resources for which the role can view or update assignments, click in **Record Level View** or **Record Level Update** and select the generic resources.
- **Project plans:** In **Access** next to **Project Plans**, indicate the level of access the role has to project plans (Full, Add/Modify, and so on). (This setting is only available if you gave the role access to at least one of the following on the General tab of the Roles form: Projects hub, Resource View, or Project View.) To restrict the projects for which the role can view or update plans, go to the **Projects** row in the grid, and click in **Record Level View** or **Record Level Update** and select the projects. Note that a role must have access to the Projects hub in order to have access to project plans. However, you can grant more access to plans than you do to other project information. For example, you could give a role Read Only access to projects but give Full access to project plans.
- **Opportunity plans:** In **Access** next to **Opportunity Plans**, indicate the level of access the role has to opportunity plans (Full, Add/Modify, and so on). (This setting is only available if you gave the role access to at least one of the following on the General tab of the Roles form: Opportunities hub, Resource View, or Project View.) Note that the level of access for opportunity plans can be different than the level of access for records in the Opportunities hub. To restrict the opportunities for which the role can view or update plans, go to the **Opportunities** row in the grid, and click in **Record Level View** or **Record Level Update** and select the opportunities.
- If the Resource Planning module is activated but the Accounting module is not activated, users can enter contract fee amounts on the Contract tab in the Projects hub in the browser application. To do so, their security role must have modify rights to projects and must also have record-level update access to the work breakdown structure (WBS) elements for which they want to enter fee amounts,

### Access to Resource Management Reports

When you specify the employee resource assignments and generic resource assignments that a role can view in Resource View, as described above, that also determines the resource assignments that the role can view on Resources reports.

When you specify the projects for which a role can view plan information in the Projects hub and in Project View, that also determines the project plans that the role can view on Projects reports.



### Access to Planning Reports

Use the Access Rights tab of the Roles form to select the planning reports that are available to a role in Reporting in the desktop application.

Select **Reports** in **Functional Area** and **Resource Planning** in **Report Type**, and select the planning reports that you want the role to have access to.

### Access to Resource Planning Settings

Use the menu access options on the General tab of the Roles form to select the Settings menu options that are available to a role. Expand **Settings** in the menu option structure, and select **Resource Planning** to grant access to all resource planning settings applications, or expand **Resource Planning** to grant access to some but not all of those applications.

A user who has access to a settings application has full access. For example, you cannot allow them to view the settings but prevent them from changing them.

### Other Access Options

The following are other settings on the Roles form that apply to Resource Planning users:

On the Accounting tab:

- **Labor Cost Rates/Amounts:** This option controls the extent to which users can view cost rates and amounts in project plans.

On the Planning tab:

- **Allow Changes to Baseline:** Allow users to save revised baseline versions. Does not apply to saving the original baseline for a plan, only to replacing the original version with an updated one.
- **Allow Changes to Budget Type:** Allow users to select a different budget type (Cost, Billing, or Cost and Billing) in the Plan Settings dialog box.
- **Allow Changes to Rate/Method Tables:** Allow users to change the rate calculation methods and rate tables that are used to calculate planned amounts.
- **Allow Changes to Overhead %:** Allow users to change the percentage of overhead to be applied to the planned labor cost.
- **Allow Changes to Hard Book Planned Hours:** Allow users to mark resource assignments as hard booked. This option is only available if DPS is set up to use soft and hard booking for assignments.

### Additional Notes

- If a user's security role does not give him or her access to a project, the user cannot view that project's plan in the Projects hub or in Project View. However, if that the user does have access in Resource View to employees and generic resources that are assigned to that project, she can view those assignments in Resource View. Without update access to the project, however, she cannot use Resource View to make changes to those assignments or to add new assignments for that project. This applies to an opportunity plan also if the user's role does not grant them access to an opportunity.
- If you grant record-level access to projects based on data for a lower level of the work breakdown structure (WBS), users with that role have access to all levels of the project plans. For example, if record-level access gives access to projects for which the user is





the project manager at the phase level, users with access to project plans have access to all levels of the plans for the selected projects, not just to the parts of the plans for their phase.

- If you grant record-level access to opportunities based on opportunity project manager or organization, users with that role only have access to opportunity plans if they meet the criteria at the top level of the plan structure. For example, if record-level access to opportunities is to those for which the user is the project manager, a user who is designated as the project manager at the second level of a plan structure but not at the top level will have no access to that plan.

### Users Form Views (List or Detailed)

Use the buttons on the Users form to select the type of view to use for your security settings.

The view options are:

- **Detailed View**  — This is the default view that displays for the Users form. Detailed view is the format that is referenced within the Online Help system.
- **List View**  — This view displays multiple user records at one time in a grid format. You can customize the columns and fields that display within the grid to quickly locate and evaluate data. For example, to locate a user record, you can use the list view to filter the records by name, and then review the list to locate the desired record.

### Reports







You can print a report to review security roles and access rights.

#### Print the Role Summary Report

You can display or print a Role Summary report, which provides detailed information about your enterprise's security roles.

#### To print the Role Summary report:

1. Select an existing security role.
2. Complete one of the following actions:

Option	Description
To include information about the current role	Click  <b>Print</b> and select  <b>Print Current Role</b> .
To include information about all role records that are currently active	Click  <b>Print</b> and select  <b>Print Active Group</b> .
To open the Role Lookup and select a single role record	Click  <b>Print</b> and select  <b>Select Role to Print</b> .



## Role Summary Report

The Role Summary report presents detailed information for each security role.

### *Display the Role Summary Report*

The Role Summary report is an administration report.

1. On the Navigation menu in the desktop application, click **Reporting » Administration**.
2. In the Reports grid, select **Role Summary**.

### *Role Summary Report Options*

Use options to specify a new report name, select sections, set access rights, or include query information.

Field	Description
Report Name	You can change the default report name.
Report Sections to Include	Select the sections to include on the report. These correspond to the tabs in Role Security. For example, if you select <b>Accounting</b> , the security options (Transaction Type, Miscellaneous, Billing, Payroll, Multicompany, and so on) that relate to Accounting display in a section labeled <b>Accounting</b> .
Access Rights	Select this option to include information about the roles' access rights, as entered on the Access Rights tab, on the report. You can include all access rights on the report, or only selected access rights.
Show SQL query for lookups	Select this option to include the SQL query information on the report.

## How Security is Applied in the Browser

DPS's security features make it possible for your system administrator to grant or restrict user access to applications, forms, and records in DPS.

To define each user's rights to DPS, the system administrator first creates user roles that reflect your organization's business rules. The system administrator then assigns each user to a role, which determine what actions the user can perform. The user's security role is identified upon logging into the system.

Access to all DPS applications is assigned for each security role on the General tab of Role Security in the desktop application. Using the menu tree on this tab, you can either assign full access rights to all options, or expand the tree and sub-menus to define specific rights to each area of the application.

After determining application access, you can use the Screen Designer feature in the browser application to establish a role's access to the fields, grids, lookups, and report information for the hubs by doing the following:



- Show or hide tabs.
- Show or hide fields or grids. These settings also apply to any related fields or grids in custom searches.
- Lock a field or grid. This allows users to see the field or grid but not edit it.
- Require an entry in certain fields.

See the tab, field, and grid properties options on the Screen Designer form for more information.

## Logins and Passwords

If you are new to DPS, you should become familiar with login procedures and know how to change your password.

### How to...

Your login procedure depends on whether or not you are using Windows Integrated Security.

### Open Security and Log On to DPS

If you are a new user, contact your System Administrator for your username and password information.

#### To open Security and log on to DPS:

1. Open your browser and click the DPS icon to open the DPS application.
2. Enter your password.  
If this is the first time that you log on, the password field is blank. To ensure security, leave the password field blank and use the Change Password dialog box to enter a new password.
3. From the Navigation menu, click **Settings » Security » Users**.  
DPS is installed with a single user account called **ADMIN**.

**Alternative procedure:** If your company uses Windows Integrated Security, use the alternative procedure: "Log on to DPS Using Windows Integrated Security."

### Log In Using Windows Integrated Security

If your enterprise uses Windows Integrated Security with DPS, you can log in once for both Windows and DPS.

**Prerequisites:** You must be logged in to Windows with your network login credentials.

#### To log on to DPS using Windows Integrated Security:

1. Open Internet Explorer and start DPS.
2. If more than one database exists, select the database that you want to use.
3. In **Language**, select the language that you want to use while you work in DPS.



The drop-down list contains all languages that DPS supports. However, you can only select a language for which your enterprise has purchased a license.


4. Click **Log In**.

### Change Your Password

Each DPS user has a unique username and password. Change your password regularly to ensure system security.

You cannot change your password if the **Windows Authentication** check box is selected when you log in.

#### To change your password:

1. Click  **My Preferences** on the DPS title bar in the desktop application.
2. Click the **Change Password** button.  
The **Username** field displays your username, as set up by the system administrator.
3. Enter the **Old Password**.  
If you are a system administrator and this is the first time that you are logging in, leave the **Old Password** field blank.
4. Enter the **New Password**.
5. Enter your new password again to confirm the change and click **OK**.

### Learn More About...

Unsuccessful login attempts can result in a user's login being disabled.

### Automatically Disabled Logins

If a user has a certain number of consecutive unsuccessful log in attempts, the user's login is disabled.

You define the number of unsuccessful login accounts allowed on the Password Policies form in **Settings » Password Policies** in the browser application. After a user successfully logs in, the login attempt count is reset to zero. When a user is disabled, the system administrator must re-enable the user's login.

### Windows Integrated Security

DPS includes an option for Windows Integrated Security, which allows users to log in one time for both Windows and the DPS application.

Any user who is not properly logged in to the network is prompted for a network ID and password before the user can log in to DPS. Password policies and expiration dates do not apply to integrated security logins.

If you use the DPS cloud offering or on-premises DPS, you can use single sign-on functionality, if you sign up for and configure Microsoft Azure Active Directory (Azure AD).



## How to...

You set up Windows Integrated Security using administrative tools.

### Configure Windows Integrated Security

Before you use DPS with Windows Integrated Security, you must configure the DPS Server Directory and enter Integrated and Domain information for users.

#### To configure Windows Integrated Security:

1. Use the Windows Internet Services Manager in the Control Panel Administrative Tools to access the IIS Virtual directory.  
This is usually called DPS. This server must be a member of the domain before it can be accessed.
2. On the DPS Properties menu, select the Directory Security tab.
3. On the Authentication Methods dialog box, click **Edit**.
4. Clear the selections by the **Anonymous Access** and **Basic Authentication** options.
5. Select the **Integrated Windows Authentication** option and click **OK**.
6. Click **OK** to save your changes.
7. Configure the **Windows Authentication** and **Domain** fields on the General tab of the Users form and save your work.

## Organization Setup

Similar to profit centers, organizations are separate business units that incur expenses or generate revenue. For example, if you divide your enterprise into regions and offices, you can create a separate organization for each region and office, and maintain information for each of these segments of your business.

You establish organizations and associate them with projects and employees.

To keep track of an organization's revenue and expenses, DPS must know which transactions, projects, and employees belong to which organizations.

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure. An organization code can consist of up to five subcodes, each representing a different level of information.

Before you make any organization setup decisions, read "Organization Reporting Concepts" in the Concepts section of the online help. This section contains important information that you must have to make good setup decisions.

### Main Setup Steps

- Use Organization General Setup to establish an enterprise-wide organization settings for your enterprise.
- Use Subcodes Setup to set up individual subcodes for each level of your organization.



- Use Individual Organization Setup to create new organizations and make modifications to existing organizations.
- If you use multiple companies, use Consolidated Reporting Setup to configure your financial statements.

### Multiple Companies

You enable the Multicompany feature through Organization Setup, including setting up the initial company and creating additional companies.

## Checklist Deciding How to Set Up Organization Reporting

When you install DPS Organization Reporting, you must make certain strategic decisions.

Decision that you need to make:	See topics about:
How many organization levels will we use and what will they represent?	Organization Reporting Structure
What will our subcodes be?	Organization Reporting Structure
Will we maintain separate Balance Sheets for each organization?	Separate Balance Sheets
How will we account for labor cross-charges between organizations?	Labor Cross Charge
How will we allocate overhead among organizations?	Overhead Allocation

You set up the Organization Reporting feature in **Settings » Organization**.

## Multicompany Feature Setup

The Multicompany feature lets you track data for multiple legal entities using a single database and complete and report on intercompany transactions, including intercompany billings. Use Organization Setup to enable this feature.

Before you make any Multicompany application setup decisions, read "Multicompany Concepts" in the Concepts section of the online help. This section contains important information that you must consider to make good setup decisions.

### You Cannot "Undo" the Multicompany Decision

Before you enable the Multicompany application, Deltek strongly recommends that you back up your existing DPS database. When you enable the DPS Multicompany application, it makes substantial, permanent changes to your database structure. The only way to return your DPS database to its pre-Multicompany state is to restore from the backup you created.

### Review Your Existing Organization Structure

Before you set up the Multicompany application, you should look at your existing corporate structure and strategize about how to represent it in DPS.

Consider the following limits:



- You may have up to five organization levels.
- Your enterprise's full organization code cannot exceed 14 characters, including both subcodes and delimiters.

### **Enable Multicompany and Set Up the Initial Company**

When you enable the Multicompany application, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure. Any existing organization codes are "pushed down" one level to accommodate the company code.

- If you have a single DPS database, all data in it belongs to the initial company.
- If you have more than one DPS database, all data in the database you select as you log on to DPS, before you enable the Multicompany application, belongs to this initial company.

### **Create More Companies**

After you enable the Multicompany application and set up the initial company, you can add more companies.

### **Configure Companies**

For each company you add, you must specify intercompany accounts, an intercompany organization, and other configuration settings that support transactions between different companies in your enterprise.

### **Assign Security Access**

By default, when you enable the Multicompany application **no** security roles have access to the initial company. You must specify which security roles may access its data. In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company.

You can also restrict which companies can charge to a project and which companies can charge to an account.

### **Set Up Intercompany Billing**

You may also want to set up Intercompany Billing. This is the process of redistributing general ledger financial information between companies that share labor or expense resources on the same project.



## Enabling Multicompany

Before you enable the Multicompany application, back up your existing DPS database. When you enable the Multicompany application, it makes a substantial, permanent changes to your database structure.

### How to...

After you enable the Multicompany application, you grant security access to the initial company and set up intercompany accounts.

#### *Enable the Multicompany Feature and Create the Initial Company*

When you enable the Multicompany application, you also create the initial company in your organizational structure. The organization code for this company becomes level one of your organization structure.

**Prerequisites:** Before you begin, back up your DPS database.

#### **To enable the Multicompany application and create the initial company:**

1. On the Navigation menu in the desktop application, click **Settings » Organization » General**.
2. On the Organization General Setup form, click the **Enable Multicompany** button.  
A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Delttek Customer Care for a password.
3. Enter the password and click **OK**.
4. On the Enable Multicompany dialog box, enter settings and click **OK**.  
DPS creates the company code, making it the single top-level code for your organization structure. On the Organization General Setup form, DPS also:
  - Selects the **Maintain separate balance sheets by Organization** option. You cannot clear this option.
  - Disables the **Default Organization** field.
  - Displays in the **Initial Company Code** field the initial company code that you specified.

By default, you see the following labels for the first level:

- **Singular Label = Company**
- **Plural Label = Companies**

You can change these labels to conform to terminology used by your enterprise.

5. Click  **Save**.

DPS displays a prompt that asks you to confirm that you want to enable the Multicompany application and reminds you that doing so will make permanent changes to your database.

6. Click **Yes** to continue the process.




After you enable the Multicompany application, the Change Company utility becomes available. The name of the active company displays on all forms that are company specific and on the title bar of each screen.

#### *Grant Security Access to the Initial Company*

When you first enable the Multicompany application, no security roles have access to the initial company. You must specify which security roles may access its data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company. You **must** complete the following procedure for each security role that should have access to the initial company.

#### **To grant access to the initial company:**


1. On the Navigation menu in the desktop application, click **Settings » Security » Roles**.
2. Use **Search** to select the security role that you are modifying.
3. Click the Access Rights tab.
4. In **Functional Area**, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click  **Save**.

#### *Create Intercompany Accounts*

You create intercompany accounts to make it possible for DPS to process and track transactions that involve more than one company.

**Prerequisite:** To use intercompany accounts, you must belong to a security role that has access to **all** companies set up in DPS.

#### **To create intercompany accounts:**

1. On the Navigation menu in the desktop application, click **Settings » Accounting » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **New » New Account**.
3. Create an intercompany accounts receivable account by completing the fields on the General tab of the Accounts form.  
Each account number must be unique across your enterprise. The account must be an asset account.
4. Click  **Save** to save the account record.
5. Repeat steps 2 through 4 to create and save the following accounts:
  - **Intercompany accounts payable:** Liability account.



- **Suspense:** Balance Sheet account. DPS uses this account to record intercompany General Ledger entries at the time of transaction posting, but prior to running intercompany billing and charges.
  - **Direct expense account for foreign labor type labor posting:** Direct expense account.
  - **Indirect expense account for foreign labor type labor posting:** Indirect expense account.
6. If you are using detailed subledgers for intercompany billing, set up intercompany revenue accounts for labor revenue and expense revenue.
  7. If you are using cash-basis reporting and detailed subledgers for intercompany billing, set up an intercompany cash-basis suspense account.  
This account should be a revenue or expense account.
  8. Specify which companies can access each of the intercompany accounts that you created.  
By default, each account that you create is specific to the active company and is not available for use by any other companies. You must explicitly grant access to any additional companies.

### Fields and Options

Use the Organization General Setup form and related dialog boxes to set up new companies and specify security access to them.

#### *Organization General Setup Form*

Use the Organization General Setup form to establish an enterprise-wide organization settings for your enterprise.

Display the Organization General Setup Form

You display the Organization General Setup Form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » General**.

Contents of the Organization General Setup Form


Use these fields and options to set up enterprise-wide organization settings for your enterprise.

Field	Description
Number of Levels	This field displays the number of levels for the organization. You establish organization levels using <b>Utilities » Key Formats » Organizations</b> in the desktop application. You can use a maximum of five levels.
Delimiter	This field displays the delimiter used with organizations. You establish delimiters using <b>Utilities » Key Formats » Organizations</b> in the desktop application. A delimiter must be a special character, not 0 to 9, A to Z, or  .



Field	Description								
Length	This column displays the length of each level, with a maximum of 16. You establish level lengths using <b>Utilities » Key Formats » Organizations</b> in the desktop application.								
Singular Label	<p>Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, <b>Office</b>. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office."</p> <p>In a three-level structure, you might choose the following labels:</p> <table border="1"> <thead> <tr> <th>Level</th><th>Label</th></tr> </thead> <tbody> <tr> <td>1</td><td>Region</td></tr> <tr> <td>2</td><td>Office</td></tr> <tr> <td>3</td><td>Department</td></tr> </tbody> </table>	Level	Label	1	Region	2	Office	3	Department
Level	Label								
1	Region								
2	Office								
3	Department								
Plural Label	Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, <b>Offices</b> .								
Maintain separate balance sheets by Organization	<p>Select this option to have DPS keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.</p> <p>With DPS Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire enterprise.</p> <p>If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). DPS identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.</p> <p>Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.</p> <p>If you always want to post to the project's organization, you need not enter separate liability codes.</p> <p>If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the <b>Default Organization</b>.</p> <p><b>Multicompany</b></p>								



Field	Description
	If you have multiple companies, DPS selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.
Default Organization	<p>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.</p> <p>If you select the <b>Maintain separate balance sheets by organization</b> option, DPS disables this field. Each Balance Sheet transaction requires a project number.</p> <p>If you do not select the <b>Maintain separate balance sheets by organization</b> option, DPS requires that you enter the Default Organization. You must also link each transaction posting to an organization.</p> <p>If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.</p>
Enable Multicompany	<p>Click this option to enable the Multicompany feature. When you click this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.</p> <hr/> <p> <b>You cannot undo the <a href="#">Enable Multicompany</a> choice. Be sure to back up your DPS database before you enable the feature.</b></p> <hr/>
Display CostPoint Organization Code	Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of DPS Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.




### Approval Roles Grid

This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Settings » Organization » Individual** in the desktop application. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate screen in Individual Organization Setup.



The approval roles that you assign to an organization are available on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this button to create a new approval role. A blank row is inserted into the grid.
 Assign	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
 Delete	Click this button to delete a selected approval role.
Role Label	When you create a new approval role, enter a name for it in this field.

### *Enable Multicompany Dialog Box*

Use the Enable Multicompany dialog box to set the length of the code used for the company-level organization code, specify the company code for the initial company you create during the enable process, and enable the Multicompany application.

### Display the Enable Multicompany Dialog Box

You display the Enable Multicompany Dialog Box in Organization Settings.

- On the Navigation menu in the desktop application, click **Settings » Organization » General** in the desktop application.
- On the Organization General Setup form, click the **Enable Multicompany** button.  
A Password Required dialog box displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.
- Enter the password and click **OK**.



### Contents of the Enable Multicompany Dialog Box

Use these fields and options to set the length of the code used for the company-level organization code, specify the company code for the initial company that you create during the enable process, and enable the Multicompany application.


Field	Description
Length of Company Level	<p>Enter a number to indicate how long the company subcode will be for all company records. This length setting will apply to both the code for the initial company you create and any other company codes that you add.</p> <p>The overall limit on organization code length, including delimiters, is 14 characters. If you already have organization codes that total 14 characters when DPS concatenates the subcodes and delimiters, you need to review your existing organization structure and decide how to modify it.</p>
Code for Initial Company	Enter the organization subcode that represents the initial company in your enterprise.
Use Existing First Level of Organization	Select this option if you have a single top-level code that you want to use as the company code for this first company.
Default existing organization for employees not assigned	<p>Use the lookup to select a default organization to which all employees are assigned. This organization displays in the <b>Organization</b> field on the General panel of the Employees hub, which becomes a required field after you enable the Multicompany application.</p> <p>You can later change employee organization codes as necessary through the Employees hub.</p> <p>This option does not display if all existing employees are already assigned to organizations, or if you have not yet established an organization structure.</p>

### *Assign <Role Name> Dialog Box*

Use this dialog box to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

### Display the Assign <Role Name> Dialog Box

You display the Assign <Role Name> dialog box in Organization Settings.

1. On the Navigation menu, click **Settings » Organization » General** in the desktop application.
2. On the General form, select a role on the Approval Roles grid and click  **Assign** on the grid toolbar.



### Contents of the Assign <Role Name> Dialog Box

Use these fields and options to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Field	Description
Select Organizations	Use this field to choose which organizations should use the selected role.
Select Employee	Use this field to choose the employee that will be assigned to the selected role.
Assign	Click this button to assign the selected role to the selected employee for the selected organization and then close the dialog box.

### Setting Up Organization Codes for New Companies

When you set up a new company, you assign new subcodes to represent the company's organization.

This is a two-part process:

1. You create subcodes specific to the new company.
2. You combine subcodes to create new organizations.

These organization codes must be in place before you can add projects for posting, assign employees to organizations, and complete other setup tasks that reference company-specific codes.

### Checklist: Setting Up a Company

You must complete several steps to set up each company that you add. This is true whether you create a new company record from scratch or copy and modify another company's record.

Before completing these steps, make sure that the company you want to work on is the active company.

Step	Description
1	Add the new company, either from scratch or by copying it from an existing company.
2	Specify which security roles may access which companies' data.
3	Restrict access to projects, phases, or tasks to specific companies.
4	Grant access to accounts to specific companies.
5	Set up company and intercompany accounts.
6	Select an organization to use for intercompany postings.
7	Modify organization names to reflect company-organization relationships.
8	Enter additional company-specific settings.



## Checklist: Establishing Company-Specific Settings

To complete your company setup, you must either set or modify a number of additional settings.

Before you begin, make sure that the active company is the one you want. If it is not, switch to a different company before proceeding. If you use DPS Intercompany Billing to track intercompany transactions and generate intercompany invoices and AP vouchers, you will have additional setup steps to perform.

### Company-Specific Settings

Software Path	Form or Tab	You Need to:
<b>Settings » General » Company in the desktop application</b>	General tab	Specify the address and default formatting settings for new users.
	Currency tab	If you use multiple currencies, check the enabled currencies for the new company.
<b>Settings » Time</b>	Non-Working Days tab	Specify the holiday calendar and non-working days, which affect Timesheet Entry and Planning.
<b>Settings » Users</b>	Users Form	Create user records specific to the new company.
<b>Settings » Organization » Codes in the desktop application</b>	Organization Codes form	Modify organization names, to clarify company-organization relationships.
<b>Settings » Resource Planning</b>	Resource Planning Settings form	Specify settings to serve as the default values for new plans created when the new company is the active company.
<b>Settings » Billing » General in the desktop application</b>	General tab	Specify billing process settings for the new company.
	Accounts tab	Specify invoice posting accounts, unless you copied the chart of accounts from an existing company.
<b>Settings » Billing » Default Terms in the desktop application</b>	Default Billing Terms form	Specify the default values for new billing terms set up for the projects, phases, and tasks owned by the company. In particular, you must configure Invoice Override Accounts on the Misc tab if the chart of accounts and billing default



Software Path	Form or Tab	You Need to:
		terms were not copied from an existing company record.
<b>Settings » Accounting » Company in the desktop application</b>	General tab	Check that the <b>Default Bank for Employee Expenses</b> option is set to a bank code owned by the active company.
	Accounts tab	Specify company and intercompany accounts.
	Posting tab	Specify all accounts, unless you copied the chart of accounts from an existing company. For credit distributions, specify projects, phases, and tasks owned by the active company.
	Organization tab	Select an organization for intercompany postings.
	Timesheets tab	Check the benefit accrual frequency.
	Cross Charge tab	Specify all accounts, unless you copied the chart of accounts from an existing company.
	Tax Auditing tab	Make sure that the <b>Default Tax Code</b> , if applicable, is set to a tax code owned by the active company.
<b>Settings » Advanced Accounting » Labor Types in the desktop application</b>	General tab	Specify any new labor types needed in the new company.
	Accounting tab	For any labor type valid in the new company, specify direct and indirect posting accounts.
<b>Settings » Advanced Accounting » Time Analysis in the desktop application</b>	Absence Accrual Setup tab	Specify any accrual codes to be associated with time analysis project ranges for the new company.
	Time Analysis Setup tab	Specify the time analysis accounts and accrual codes to be associated with project ranges for the new company, if the chart of accounts and the time analysis setup were not copied from an existing company.



Software Path	Form or Tab	You Need to:
<b>Settings » Accounting » Company AP in the desktop application</b>	Accounts Payable tab	Specify an AP Check Template for the new company, and the voucher number range to be reserved for the company if automatic voucher numbering is not enabled. The range you enter cannot coincide with a range entered for any other company in your enterprise.
	Liability Codes tab	Specify liability codes for the new company. You cannot copy liability codes from an existing company record.
	Vendor Types tab	Specify, for each vendor type, the liability code to use when posting transactions to this vendor type.
	Discount Codes tab	Specify discount codes for the new company. You cannot copy discount codes from an existing company.
<b>Settings » Accounting » Accounts Receivable in the desktop application</b>	Invoice Mapping Accounts tab	Specify the implicit posting of invoices to the appropriate accounts receivable accounts and map your revenue account postings to report columns.
	AR Mapping Accounts tab	Map your accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.
<b>Settings » Advanced Accounting » Overhead Allocation in the desktop application</b>	General tab	Specify the variance projects, phases, and tasks for assigning overhead. The projects, phases, and tasks must be owned by the active company.
	Accounts tab	Specify the accounts that contain expenses to include in the overhead allocation base.
<b>Settings » Payroll » General in the desktop application</b>	General tab FICA tab Other Pay Setup tab	If your enterprise is using DPS Payroll, you must specify payroll information on all tabs, for each company in your enterprise. Payroll setup is



Software Path	Form or Tab	You Need to:
		company-specific and cannot be copied from an existing company.
<b>Settings » Payroll » Withholding Codes in the desktop application</b>	Payroll Withholding Setup form	If your enterprise is using DPS Payroll, you must specify withholding information for each company in your enterprise. Withholdings setup is company-specific and cannot be copied from an existing company.
<b>Settings » Time</b>	Non-Work Days tab and Time Groups tab	<p>If you did not copy timesheet settings from an existing company, you must establish calendar and employee group settings for the new company.</p> <p>If you did copy timesheet setup from another company, make sure that the settings are valid for the company you are creating.</p>
<b>Settings » Expense</b>	Expense Groups tab and Options tab	<p>If you did not copy expense report settings from an existing company, you must establish employee group settings for the new company.</p> <p>Whether or not you copied an existing company, you must specify on the Options tab, the default projects, phases, and tasks to use for the <b>Company Paid Credit Postings</b> options.</p>
<b>Settings » Time</b>	Time Categories tab	<p>If you did not copy timesheet categories from an existing company, you must establish them for the new company.</p> <p>If you copied timesheet categories from an existing company, you still must select the projects, phases, tasks, and associated queries that are part of the special labor charge categories.</p>
<b>Settings » Expense</b>	Expense Categories tab	If you did not copy expense report categories from an



Software Path	Form or Tab	You Need to:
		existing company, you must establish them for the new company.

### How to...



After you set up the initial company, you can add companies, grant security access to them, set the default company, and specify intercompany accounts.

#### *Add a Company*

The Multicompany feature lets you create the initial company, you can add more companies. You must create a separate company record for each company in the enterprise.

You can add a company from scratch or copy an existing one and update it.

#### To create a company record:

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click  **Insert** on the Subcodes grid.
4. On the Add Company dialog box, complete the fields on the General tab and the Formatting tab.
5. If you use multiple currencies, complete the fields on the Currency tab.
6. Click  **Save**.

Before you process any data for the new company, you must log out of DPS and log back in again.

#### *Copy a Company Record*

To add a new company, you can copy an existing company record and modify data, instead of creating a record from scratch.

When you copy a company to create a new company, payroll accrual codes, contribution codes, and withholding codes are automatically copied to the new company.



You can choose:

- Whether to copy the Chart of Accounts structure from the old company to the new company.
- Which setup information you copy from the old company to the new company.

#### To copy and modify a company record:

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.



2. On the Subcodes tab of the Organization Codes form, move the row selector to the code for the company that you want to copy.
3. Click  **Copy**.
4. On the General tab and Formatting tab of the Copy Company dialog box, modify the information to reflect the new company's details.
5. If you uses multiple currencies, modify the list of currencies on the Currency tab.
6. Click the Copy Information tab and select the types of data that you want to copy.
7. Click  **Save**.



Before you process any data for the new company, you must log out of DPS and log back in again.

#### *Grant Security Access to Companies*

When you first enable the Multicompany application, no security roles have access to any companies. You must specify which security roles may access which companies' data.

In most situations, you do not want to grant every role access to every company in the enterprise. For example, you may want your project managers to have access to all companies but restrict architects' access to a single company. You must complete the following procedure for each security role that should have access to the initial company.

#### **To grant access to a company:**

1. On the Navigation menu, click **Settings » Security » Roles** in the desktop application.
2. Click  **Search** to select the security role you are modifying.
3. Click the Access Rights tab.
4. From the **Functional Area** drop-down list, select **Companies**.
5. In the **Available Companies** box, select the initial company from the list.
6. Click **Add->** to move the selected company to the **Companies for this Role** box.
7. Click  **Save**.

#### *Restrict Access to Projects Based on Company*


By default, each project, phase, and task is available to be used by any company in the enterprise. However, you can restrict access to a project, phase, or task to only certain companies.

Each project number must be unique across the enterprise. You must restrict charging access at the lowest level defined in your work breakdown structure.

#### **To restrict charging access to a project, phase, or task:**

1. Select the active company.
2. Create the project, phase, or task record, or open an existing record.



3. On the Accounting tab of the Projects hub, select the **Restrict Charge Companies** option.
4. Click  **Insert** on the Company Access grid and specify which companies can charge labor and expenses to the project, phase, or task.
5. Save the record.


#### *Grant Access to Accounts Based on Company*

By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the accounts you create.

Because account records can be shared globally, each account number must be unique across the enterprise. The ability to add new accounts is available only to those users who belong to a security role that has access to all companies set up in DPS. The accounts that you create must honor the account ranges and account number formats established in your enterprise's Chart of Accounts. If you copied another company's Chart of Accounts as part of creating a new company, you can later add or delete accounts in that structure to support the new company's accounting needs.

#### **To create a new accounts and specify access to it:**

1. Select the active company that you want.
2. Create a new account.
3. On the General tab of the Accounts form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the <b>Available to All Companies</b> option.
To make the account available to a set of companies that you specify	Click  <b>Insert</b> on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

4. Click  **Save**.

#### *Grant Access to Intercompany Accounts Based on Company*

By default, each account you create is unavailable to any company, including the active company, until you specify access rights for it. You must specify which companies can access each of the intercompany accounts you create.





Use care when you determine which companies can access the intercompany accounts that you create. When another company processes a transaction involving one of these accounts, it is not possible for you to revoke access.

#### **To specify access to intercompany accounts:**



1. Select the active company.
2. On the Navigation menu, click **Settings » Accounting » Chart of Accounts** in the browser application.
3. Select the intercompany accounts receivable account.
4. On the General tab of the Accounts form, specify which companies, if any, can access the account:

Option	Description
To make the account available globally	Select the <b>Available to All Companies</b> option.
To make the account available to a set of companies that you specify	Click  <b>Insert</b> on the Company Access grid and enter rows to specify which companies in the enterprise may use the account.

5. Click  **Save**.
6. Repeat steps 3 through 5 for each of the remaining intercompany accounts:
  - Accounts payable
  - Suspense
  - Labor revenue (if you are using detailed subledgers for intercompany billing)
  - Expense revenue (if you are using detailed subledgers for intercompany billing)
  - Cash-basis suspense (if you are using detailed subledgers for intercompany billing and you are using cash-basis reporting)
  - Direct expense account for foreign labor type labor posting
  - Indirect expense account for foreign labor type labor posting

#### *Select the Default Company and Intercompany Accounts*

You must identify default company accounts and intercompany accounts.

You must specify:

- Default company accounts for accounts receivable, current year profit and loss, and prior years' retained earnings
- Intercompany accounts for accounts receivable, accounts payable, suspense, and direct and indirect foreign labor type labor posting accounts. You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

#### **To select company and intercompany accounts:**

1. Select the active company.
2. On the Navigation menu, select **Settings » Accounting » Company** in the desktop application.




3. Click the Accounts tab.
4. In the Company Accounts section, select accounts for accounts receivable, current year profit and loss, and prior years retained earnings.  
These accounts will serve as your default company accounts.
5. In the Intercompany Accounts section, select accounts for accounts receivable, accounts payable, suspense, direct and indirect foreign labor type posting accounts.  
You may also need to select intercompany labor and expense revenue accounts and an intercompany cash-basis suspense account.

#### *Select an Organization for Intercompany Postings*

For each company, including the initial company, you must specify the organization to receive the implicit side of intercompany postings.

You can set up new organization codes so that you can select a properly configured organization in this procedure. You must complete the following procedure for the initial company and for every company that you add to your enterprise.


#### **To select the organization for intercompany postings:**

1. Select the active company.
2. On the Navigation menu, click **Settings » Accounting » Company** in the desktop application.
3. Click the Organization tab.
4. In the **Organization for intercompany postings** field, enter an organization code or select one on the Organization lookup.
5. Click  **Save**.

#### *Modify Organization Names*

You can modify the name of an organization to reflect the company to which it belongs. This is useful when you want to define company-organization relationships.

#### **To modify organization names:**

1. On the Navigation menu, click **Settings » Organization » Codes** in the desktop application.
2. On the Organization Codes form, click the Organization tab.
3. In the **Name** field, modify each organization name to include its owning company.
4. Click  **Save**.



## Fields and Options

Use the Organization General Setup form and related dialog boxes to set up new companies and specify security access to them.

### *Organization General Setup Form*

Use the Organization General Setup form to establish an enterprise-wide organization settings for your enterprise.

Display the Organization General Setup Form

You display the Organization General Setup Form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » General**.

Contents of the Organization General Setup Form


Use these fields and options to set up enterprise-wide organization settings for your enterprise.

Field	Description								
Number of Levels	This field displays the number of levels for the organization. You establish organization levels using <b>Utilities » Key Formats » Organizations</b> in the desktop application. You can use a maximum of five levels.								
Delimiter	This field displays the delimiter used with organizations. You establish delimiters using <b>Utilities » Key Formats » Organizations</b> in the desktop application. A delimiter must be a special character, not 0 to 9, A to Z, or  .								
Length	This column displays the length of each level, with a maximum of 16. You establish level lengths using <b>Utilities » Key Formats » Organizations</b> in the desktop application.								
Singular Label	<p>Enter a descriptive singular label for this level, using up to 16 characters of free text. For example, <b>Office</b>. You can give each level a reference name of your choice. The defaults are Organization Level 1, Organization Level 2, and so on. For example, in a one-level structure, you can label the level "Office."</p> <p>In a three-level structure, you might choose the following labels:</p> <table> <tr> <th>Level</th><th>Label</th></tr> <tr> <td>1</td><td>Region</td></tr> <tr> <td>2</td><td>Office</td></tr> <tr> <td>3</td><td>Department</td></tr> </table>	Level	Label	1	Region	2	Office	3	Department
Level	Label								
1	Region								
2	Office								
3	Department								
Plural Label	Enter a descriptive plural label for this level, using up to 16 characters of free text. For example, <b>Offices</b> .								



Field	Description
Maintain separate balance sheets by Organization	<p>Select this option to have DPS keep track of every Balance Sheet transaction by organization. This enables you to print a separate Balance Sheet for each organization you have established. If you do not select this option, the Balance Sheet is consolidated.</p> <p>With DPS Organization Reporting, all of your postings to revenue and expense accounts flow to individual organizations. You can print the Income Statement by individual organization or consolidate it for the entire enterprise.</p> <p>If you want to maintain separate Balance Sheets by organization, you must identify the organization in each transaction that affects Balance Sheet accounts (those in 100.00 to 399.99 range) or non-operating accounts (those in the 800.00 to 999.99 range). DPS identifies the organization from its association with the project number that is entered during data entry, which means that you must enter a project number with every Balance Sheet or non-operating account.</p> <p>Maintaining separate Balance Sheets also means that you must enter an organization for each bank code through Bank Code Setup and for each accounts payable liability code through AP Liability Code Setup.</p> <p>If you always want to post to the project's organization, you need not enter separate liability codes.</p> <p>If you do not want to maintain separate Balance Sheets, all implicit and explicit postings to Balance Sheet and non-operating accounts will flow to the <b>Default Organization</b>.</p> <p><b>Multicompany</b></p> <p>If you have multiple companies, DPS selects this option by default. This allows you to identify the company that "owns" an account when an employee enters a balance sheet transaction for an account available to more than one company.</p>
Default Organization	<p>If you choose to produce only a consolidated Balance Sheet, any postings that you make to Balance Sheet and non-operating accounts will flow to the default organization. This occurs because you will not have to enter a project number to identify an individual organization.</p> <p>If you select the <b>Maintain separate balance sheets by organization</b> option, DPS disables this field. Each Balance Sheet transaction requires a project number.</p> <p>If you do not select the <b>Maintain separate balance sheets by organization</b> option, DPS requires that you enter the Default Organization. You must also link each transaction posting to an organization.</p> <p>If you later decide to maintain separate balance sheets, all prior transactions will be assigned to this default organization. You may want to reclassify charges to a different organization.</p>



Field	Description
Enable Multicompany	<p>Click this option to enable the Multicompany feature. When you click this button, the Password Required dialog displays. This option is password protected to ensure that you consider the full implications of using this feature before you enable it. Contact Deltek Customer Care for a password.</p> <hr/> <p> You cannot undo the <b>Enable Multicompany</b> choice. Be sure to back up your DPS database before you enable the feature.</p> <hr/>
Display CostPoint Organization Code	Select this option to have the Organization lookup use Deltek Costpoint Organization codes instead of DPS Organization codes. When you select this option, Costpoint Organization Code fields populate from the Costpoint reorganization function.

### Approval Roles Grid




This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to be assigned to approve records that are going through the approval process, use this grid to add approval roles, assign them to organizations and assign an employee to the approval role.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign approval roles to each individual organization directly in **Settings » Organization » Individual** in the desktop application. However, you must create the approval roles in Organization General Setup. Configuring approval roles on the Organization General Setup form allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate screen in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in **Settings » Workflow » Approval Workflows** in the desktop application. You can select them from the drop-down list in the **Assigned To** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>




Field	Description
 Insert	Click this button to create a new approval role. A blank row is inserted into the grid.
 Assign	After you add an approval role to the grid and give it a name, click this button to open the Assign dialog box, and assign one or more organizations to use the approval role. You also assign one employee to the approval role.
 Delete	Click this button to delete a selected approval role.
Role Label	When you create a new approval role, enter a name for it in this field.

### Add Company Dialog Box

Use the Add Company dialog box to create a new company and establish basic settings such as the enterprise name and address and the company's functional currency.

Display the Add Company Dialog Box

You display the Add Company dialog box in Organization Settings.

1. On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organization Codes form, click the Subcodes tab and set the **Level** option to **1**.
3. Click  **Insert** on the Subcodes grid.

### General Tab of Add Company Dialog Box

Use the General tab to add a new company to your organizational reporting structure.

### Contents

Field	Description
Firm Name	Enter the firm name. The top level enterprise becomes the company, and it cannot be changed.
Byline	Enter the enterprise byline. A byline is additional descriptive text about your enterprise, such as "Architects and Engineers."
Address 1, Address 2, Address 3, Address 4	Enter the enterprise's address.
Country	Select a country from the drop-down list.
Enable Payroll Module	Select this option to enable the DPS Payroll application for this enterprise.



Field	Description
Company Test	Enter the company code. The length of the code you enter in the <b>Company Code</b> field at the bottom of the tab is determined by the number entered in the <b>Length of Company Level</b> field on the Organization General Setup form.
Label	Enter the company code's label, as entered on the Organization General Setup Form.

#### Formatting Tab of Add Company Dialog Box

Use the Formatting tab to determine how phone numbers will be formatted for the company.

#### Contents

Field	Description
Allow No Format	Select this option if you don't want to use pre-set phone formats.
Default Country	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
Default Description	If you use pre-set phone formats, select the default description, such as "Standard Format."

#### Currency Tab of Add Company Dialog Box



If you use the multiple currencies, you use the Currency tab to provide some additional information when you add a new a new company to your organizational reporting structure.

You must identify the functional currency of the company. You also specify the currencies that will be available for use throughout the company. For example, the currencies that you select here will be available in the **Currency** drop-down lists in the Transaction Center when this company is active.

#### Contents

Field	Description
Code	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
Description	This field displays the description for the currency code.
Functional Currency	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional or home currency.
Triangulation Currency	Select the triangulation currency for the company. DPS uses the triangulation currency when no published exchange rate exists between



Field	Description
	two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
 Insert	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency.
 Delete	Select a line and click this option to delete a currency from the grid.

### *Copy Company Dialog Box*

Use the Copy Company dialog box to copy an existing company's data and use it as the basis for a new company.

Display the Copy Company Dialog Box

You display the Copy Company dialog box in Organization Settings.

1. On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organization Codes form, click the Subcodes tab and move the row selector to the code for the company that you want to copy.
3. Click **Copy**.

### General Tab of Copy Company Dialog Box

When you copy a company, the General tab will be populated with the original company's data. Update it to reflect the new company's data.

### Contents

Field	Description
Firm Name	Enter the firm name. The top level enterprise becomes the company, and it cannot be changed.
Byline	Enter the enterprise byline. A byline is additional descriptive text about your enterprise, such as "Architects and Engineers."
Address 1, Address 2, Address 3, Address 4	Enter the enterprise's address.
Country	Select a country from the drop-down list.
Enable Payroll Module	Select this option to enable the DPS Payroll application for this company.
Default Address Format	Use this drop-down to select the default address format.



Field	Description
Company Test	Enter the company code. The length of the code that you enter in the <b>Company Code</b> field at the bottom of the tab is determined by the number entered in the <b>Length of Company Level</b> field on the Organization General Setup form.
Label	Enter the company code's label, as entered on the Organization General Setup form.

#### Formatting Tab of Copy Company Dialog Box

When you copy a company, the Formatting tab will be populated with the original company's data. Update it to reflect the new company's data.


#### Contents

Field	Description
Allow No Format	Select this option if you don't want to use pre-set phone formats.
Default Country	If you use pre-set phone formats, select the country whose format you want to use as the default for the new company.
Default Description	If you use pre-set phone formats, select the default description, such as "Standard Format."


#### Currency Tab of Copy Company Dialog Box

When you copy a company, the Currency tab will be populated with the original company's data. Update it to reflect the new company's data.

#### Contents

Field	Description
Code	Select the 3-character International Standards Organization code for the currency that you want to enable for this company.
Description	This field displays the description for the currency code.
Functional Currency	Select the functional currency for the code. This is the currency of the primary economic environment in which the company operates. Normally, this is the currency in which cash is generated and expended by the company. For example, a company located in France would normally use the euro as its functional or home currency.
Triangulation Currency	Select the triangulation currency for the company. DPS uses the triangulation currency when no published exchange rate exists between two currencies and thus it is not possible to perform either a direct exchange or an inverse exchange.
 Insert	Click this option to insert a blank line on the Enabled Currency grid so that you can add another currency.



Field	Description
 Delete	Select a line and click this option to delete a currency from the grid.

### Copy Information Tab of Copy Company Dialog Box

Use the Copy Information tab to specify which account and setup data is copied from the old company to the new one.

### Contents

Field	Description
Copy Chart of Accounts	Select this option to copy the Chart of Accounts structure and accounts from the company record you selected to the new one that you are creating. After you finish copying company information, you can use Chart of Accounts Settings to add, modify, or delete accounts as necessary.
Copy Setup Information	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul>
Copy/Type	<p>Select the kinds of setup information that you want to copy from the old company to the new one. Deltek strongly urges you to make a list of any types of data that you choose not to copy, as you must enter them separately after completing the copy procedure.</p> <p>For example, if you do not select Accounts Receivable here, you must use Accounts Receivable Settings to establish ledger headings, invoice mapping accounts, and AR mapping.</p> <p>You should also be aware of the following:</p> <ul style="list-style-type: none"> <li>The significance of selecting <b>Vendor Accounting Setup</b>. See the discussion of Accounts Payable and Multicompany in the Concepts section of the help for information about the consequences of this option.</li> <li>When you select <b>Asset Management Setup</b>, the assets that copy are for the active company only.</li> <li>If you select <b>Security Role Access</b>, any role with access to the company that you are copying will also have access to the new company. In</li> </ul>




Field	Description
	addition, any transaction security that is specific to the company that you are copying will be applied to the new company as well. For example, if you copy Company A to create Company B, and a security role has cash receipt transaction rights for Company A, these same access rights are applied to Company B.

#### *Assign <Role Name> Dialog Box*

Use this dialog box to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Display the Assign <Role Name> Dialog Box

You display the Assign <Role Name> dialog box in Organization Settings.

1. On the Navigation menu, click **Settings » Organization » General** in the desktop application.
2. On the General form, select a role on the Approval Roles grid and click  **Assign** on the grid toolbar.

#### Contents of the Assign <Role Name> Dialog Box

Use these fields and options to associate employees to the role that you selected on the Approval Roles grid in Organization General Setup.

Field	Description
Select Organizations	Use this field to choose which organizations should use the selected role.
Select Employee	Use this field to choose the employee that will be assigned to the selected role.
Assign	Click this button to assign the selected role to the selected employee for the selected organization and then close the dialog box.

## Organization Subcodes

Organizations are identified by subcodes made up of letters and/or numbers. Each subcode represents a level in the organization structure.

An organization code can consist of up to five subcodes, each representing a different level of information.

The subcode structure determines how DPS tracks project and accounting information in the general ledger and how you can access and organize this information on project reports and financial statements. As part of setting up Organization Reporting, you must set up individual subcodes for each level of your organization, then combine those subcodes to create your organization codes.





## How to...

You can add or modify subcodes and organization codes for your organization structures.

### Add a New Subcode

For each level of your structure, you must set up valid organization subcodes.


#### To add a new subcode:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the **Level** field, and select the level of organization code for which you are entering a subcode.
3. Click  **Insert** to add a new subcode line.  
An empty row is inserted below the current position of the row selector.
4. Complete the fields on the line.
5. Click  **Save**.

### Copy a Subcode

To add a new subcode, you can copy an existing subcode record and modify it.

#### To copy a subcode to create a new subcode:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to copy.
3. Select the subcode and click **Copy**.  
The contents of the row, except the **Code** field, are copied to the row below.
4. In the **Code** field, specify the new code.
5. Modify the other information on the row.
6. Click  **Save**.



### Delete a Subcode

If you no longer use a subcode, you can delete it from the list of valid subcodes.

#### To delete a subcode record:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Subcodes tab of the Organization Codes form, click the drop-down arrow beside the **Level** field and select the level of organization subcode that you want to delete.





3. Select the subcode and click  **Delete**.
4. Click  **Save**.

### Add a New Organization Code

Create combinations of subcodes that represent valid organizations. An organization code can consist of up to five subcodes, each representing a different level of information.



#### To add a new organization code:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, click  **Insert** to add a new line.  
The line is inserted below the current position of the row selector.
3. Complete the fields on the line.
4. Click  **Save**.

### Copy an Organization Code

To add a new organization code, you can copy an existing organization code and modify it.



#### To copy an organization code to create a new code:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, select the code.
3. Click  **Copy**.  
The data is copied to the row below.
4. Modify data on the row.
5. Click  **Save**.

### Delete an Organization Code

If you no longer use an organization code, you can delete it from the list of valid organizations.

#### To delete an organization code:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Codes**.
2. On the Organizations tab of the Organization Codes form, select the code that you want to delete and then click  **Delete**.
3. Click  **Save**.



## Fields and Options

Use the Organization Codes form to create subcodes and organization codes.

### Organization Codes Form

Use the Organization Codes form to set up valid subcodes and organization codes. Organization codes are meaningful combinations of subcodes.

#### *Display the Organization Codes Form*

You display the form in Organization Settings.


On the Navigation menu in the desktop application, click **Settings » Organization » Codes**.

#### *Subcodes Tab of the Organization Codes Form*





Use the Subcodes tab to set up individual subcodes for each level of your organization.

## Contents

### Grid

Field	Description
Level	Select the organization level for which you are defining subcodes. For example, if you are setting up subcodes for your second level, Disciplines, select 2. If you have multiple companies and the <b>Level</b> option is set to <b>1</b> , the Add a Company dialog box displays when you click  <b>Insert</b> .
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Update Organizations	After you select a <b>Status</b> for a subcode row, click <b>Update Organizations</b> to update the selected status for all organizations that use the subcode.  This step is necessary when you change a subcode status from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b> .



Field	Description
	<p>If you do not click <b>Update Organizations</b> after this change:</p> <ul style="list-style-type: none"> <li>Any organization combination that uses the subcode remains <b>Active</b>.</li> <li>New employees, projects, vendors, and other records can be assigned to organization combinations that have the subcode.</li> <li>DPS does not allow you to create a new organization with the subcode.</li> </ul>
 Insert	Click this option to insert a subcode on the Subcodes grid. An empty row is inserted below the current position of the row selector.
 Copy	<p>Click this option to copy the current subcode's data. The data is copied in its entirety to the row below. Modify the subcode's information to create a new subcode. If you have multiple companies and the <b>Level</b> option is set to 1, the Copy Company dialog box displays when you click  <b>Copy</b>.</p>
 Delete	Select a subcode and click this option to remove the subcode.
Code	Enter a subcode for this level. Do not include spaces.
Label	Enter a descriptive label for this subcode, using up to 16 characters of free text.
Costpoint Code	This column displays if the <b>Display CostPoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current DPS code. The Costpoint codes are populated by the Costpoint reorganization function.
Status	<p>From the drop-down list, select one of the following values:</p> <ul style="list-style-type: none"> <li><b>Active:</b> The organization is currently used. This is the default status for all subcodes and organization combinations.</li> <li><b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the lookup, but the organization remains in DPS to report on history.</li> <li><b>Dormant:</b> Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul> <p>This field works in conjunction with the <b>Update Organizations</b> button. If you change a subcode's status from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b>, clicking <b>Update Organizations</b> will update all organizations that use the subcode.</p>






### *Organizations Tab of the Organization Codes Form*

Use the Organizations tab to set up combinations of subcodes that represent valid organizations.

Depending on the structure of your organizations, you may have up to five subcodes in each organization code.

## Contents

### Grid

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an organization in the Organizations grid. An empty row is inserted below the current position of the row selector.
 Copy	Click this option to copy the current organization's data. The data is copied in its entirety to the row below. Modify the organization's information to create a new organization.
 Delete	Select an organization and click this option to remove the record.
<Level 1>	Select the subcode for Level 1 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 1 on the Subcodes tab. If you have multiple companies, Level 1 is the company level.
<Level 2>	Select the subcode for Level 2 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 2 on the Subcodes tab.
<Level 3>	Select the subcode for Level 3 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 3 on the Subcodes tab.
<Level 4>	Select the subcode for Level 4 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 4 on the Subcodes tab.
<Level 5>	Select the subcode for Level 5 of the organization code. The drop-down list contains the valid subcodes that you set up for Level 5 on the Subcodes tab.



Field	Description
Name	Enter a name for the organization.
Costpoint Code	This column displays if the <b>Display CostPoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this column for the Costpoint code information that corresponds with the current DPS code. The Costpoint codes are populated by the Costpoint reorganization function.
Status	<p>From the drop-down list, select one of the following values:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> The organization is currently used. This is the default status for all subcodes and organization combinations.</li> <li>▪ <b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organization lookup. When you select this option, it removes the organization from the list of active organizations that displays on the lookup, but the organization remains in DPS to report on history.</li> <li>▪ <b>Dormant:</b> Organizations that are dormant are currently not used. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul>

## Individual Organization Setup

Use Individual Organization Setup to construct valid organization combinations using the subcodes you created, determine overhead distribution and allocation setup, and establish cross charges for regular and overhead projects.

If you use multiple companies, you can see individual organizations for the active company only. If necessary, switch to a different company before proceeding.



### How to...

You can copy and modify individual organization records.

### Add a New Individual Organization Record

Use the Individual Organization Setup Form to enter posting and cross-charge data about a valid organization.

#### To add a new organization record:


1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the toolbar of the Individual Organization Setup form, click  **New » New Organization** to open a blank Organization form.
3. Enter organization information on the tabs of the form.
4. Click  **Save**.




### Copy an Individual Organization Record

To add individual setup data for an organization, you can copy another organization's data and modify it, instead of creating new data from scratch.

#### To copy an organization record:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the Individual Organization Setup form, click  **New** and select one of the following choices:

Option	Description
Copy Current Organization	Click this to copy data from the current organization to a new organization record.
Select Organization to Copy	Click this to open a dialog box that lists all existing organization records, then select a record. DPS copies data from the record to a new consolidation group record.

3. Modify organization data on the tabs of the form.
4. Click  **Save**.


### Delete an Individual Organization Record from the Database

If you no longer use an organization, you can delete its record from your database.



When you delete an organization record from the DPS database, you cannot undo the deletion. Verify that you no longer need the organization before you delete it.

#### To delete an organization record:



1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. On the Individual Organization Setup form, select the organization record that you want to delete.
3. Click  **Delete**.
4. In response to the confirmation prompt, click **Yes**.

### Print Individual Organization Records

You have several options for printing reports of your individual organization records.

#### To print organization records:



1. On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.
2. If you want to print a specific record, click  **Search** on the Individual Organization Setup form and select the organization.
3. Click  **Print** and then select one of the following choices:

Option	Description
Print Current Organization	Click this to print the current organization record.
Print Active Group	Click this to print all organization records that are currently active.
Select Organization to Print	Click this to open the Organization lookup and select the records you want to print.

4. You can now print or preview the report.

## Fields and Options

Use the Individual Organization Setup form to specify settings for overhead, cross charging, gains and losses, intercompany billing, and more.

### Individual Organization Setup Form

Use the Individual Organization Setup Form to enter posting and cross-charge data about a valid organization.

#### *Display the Individual Organization Setup Form*

You display the Individual Organization Setup form in Organization Settings.


On the Navigation menu in the desktop application, click **Settings » Organization » Individual**.

#### *Toolbar of Individual Organization Setup*








Use the Individual Organization toolbar to manage organization records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.

## Contents

Field	Description
 <b>New</b>	Click this option and then select one of the following: <ul style="list-style-type: none"> <li>▪ <b>New Organization:</b> Opens a blank organization record. Use the blank record to create a new organization record.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li> <b>Copy Current Organization:</b> Copies the current organization record to a new record. You can then edit the copied record to create a new organization record.</li> <li> <b>Select Organization to Copy:</b> Opens the Organization lookup so that you can select an organization record to copy. You can then edit the copied record to create a new organization record.</li> </ul>
 Delete Organization	Click this option to delete the current organization record from your database.
 Print	Click this option and then select one of the following: <ul style="list-style-type: none"> <li> <b>Print Current Organization:</b> Prints the current organization record.</li> <li> <b>Print Active Group:</b> Prints all organization records that are currently active.</li> <li> <b>Select Organization to Print:</b> You select the organization records that you want to print.</li> </ul>

#### Gains and Losses Tab of Individual Organization Setup

Use the Gains and Losses tab to enter project, phases, and tasks for realized and unrealized gains and losses for each organization.

This tab displays only if Deltek is set up to use multiple currencies and you maintain separate balances sheets by organization (the **Maintain separate balance sheets by Organization** option is selected on the Organization General Setup form). If you do not use separate balance sheets for organizations, this tab does not display, and you enter gains and losses projects, phases, and tasks on the Gains and Losses tab of the Accounting Company Settings form in **Settings » Accounting » Company** in the desktop application.

#### Contents

#### Posting Distribution – Gains, Losses and Revaluations

Field	Description
Realized Gains	Enter the project, phase, and task used when DPS calculates and posts realized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Realized Losses	Enter the project, phase, and task used when DPS calculates and posts realized losses when you process payments or post cash receipts for foreign



Field	Description
	currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unrealized Gains	Enter the project, phase, and task used when DPS calculates and posts unrealized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unrealized Losses	Enter the project, phase, and task used when DPS calculates and posts unrealized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

### Posting Distribution – Unbilled Services Gains and Losses

Field	Description
Realized Gains	Enter the project, phase, and task used when DPS calculates and posts realized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Realized Losses	Enter the project, phase, and task used when DPS calculates and posts realized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unrealized Gains	Enter the project, phase, and task used when DPS calculates and posts unrealized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unrealized Losses	Enter the project, phase, and task used when DPS calculates and posts unrealized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

### *General Tab of Individual Organization Setup*

Use the General tab to create valid organization subcode combinations, and to enter project, phase, and task posting information for items such as labor, expenses, units, and payroll.

You also enter default banks and payroll timesheet export information on this tab.

### Contents

#### Header Information

Field	Description
Organization	Select subcodes, each of which represents one level of your organization code. Then enter a description of the organization in the text entry field. If the organization that you want to select is not shown on the drop-down list, create it in



Field	Description
	<b>Settings » Organization » Codes</b> in the desktop application. Add the new code on both the Subcodes tab and the Organization tab.
Status	<p>Select the status of the organization:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option if the organization is currently in use. This is the default status.</li> <li>▪ <b>Inactive:</b> Select this option if the organization is not currently used. When you select this option, it removes the organization from the list of active organizations that displays in the organization lookup, but the organization remains in DPS to report on history.</li> <li>▪ <b>Dormant:</b> Select this option to indicate that the organization is not allowed for use in DPS. You cannot assign new employees, projects, vendors, or other records to these organizations.</li> </ul> <p>If you change an organization's <b>Status</b> from <b>Active</b> to <b>Inactive</b> or <b>Dormant</b>, you cannot assign new employees, projects, vendors, and other records to the organization. DPS also checks for associated active projects, employees, and vendors.</p> <ul style="list-style-type: none"> <li>▪ If any active records are found when you are changing the status to <b>Inactive</b>, a warning message displays that asks you to confirm the status change. You cannot change the status to <b>Dormant</b> when there are active records.</li> <li>▪ If there are not any active or inactive projects, employees, or vendors, the <b>Status</b> change saves immediately.</li> </ul>

### Posting Distribution

Field	Description
Labor	Select the project, phase, and task to use when you post labor distribution credit amounts to this organization. DPS enables this field if you select the <b>Labor distribution credit</b> option on the Organization Tab of Accounting Company Settings.
Miscellaneous Expense	Select the project, phase, and task to use when you post miscellaneous expense distribution credit amounts to this organization and an indirect account.
Reproduction Expense	Select the project, phase, and task to use when you post reproduction expense distribution credit amounts to this organization and an indirect account.
Consultant Accrual Expense	Select the project, phase, and task to use when you post consultant accrual expense distribution credit amounts to the organization and an indirect account.
Employee Expense	Select the project, phase, and task to use when employee expense distribution credit amounts are posted to this organization and a balance sheet account. This field is required if you maintain separate balance



Field	Description
	sheets and select the <b>Employee expense/advance distribution credit</b> option on the Organization tab of Accounting Company Settings.
Employee Advance	Select the project, phase, and task to use when employee advance distribution credit amounts are posted to this organization and a balance sheet account. This field is required if you maintain separate balance sheets and select the <b>Employee expense/advance distribution credit</b> option on the Organization tab of Accounting Company Settings.

### Miscellaneous

Field	Description
Employee Expense/ Advance Default Bank	Select the default bank code to use when posting employee expenses or advances.
Costpoint Organization Code	This field displays if the <b>Display Costpoint Organization Code</b> option is selected on the Organization General Setup Form. Refer to this field for the Costpoint code information that corresponds with the current DPS code. The Costpoint codes are populated by the Costpoint reorganization function.

### Approval Roles Grid



This grid applies for the approval process for Inventory item requests and any Purchasing application for which you use approval workflows. (Approval workflows are configured in Approval Workflows Settings and specified for an application in Purchasing & Inventory Settings.) If you want someone at the organization level to approve records that are going through the approval process, use this grid to assign approval roles and an employee to an organization. You must first create approval roles in **Settings » Organization » General** in the desktop application.

In addition to assigning approval roles and employees to an organization in this grid, you can also assign them in **Settings » Organization » General** in the desktop application. Any assignments that you make in Organization General Setup display automatically in this Approval Roles grid in Individual Organization Setup.

The approval roles that you assign to an organization are available on the Workflow tab in the desktop application in **Settings » Workflow » Approval Workflows**. You can select them from the drop-down list in the **Approval Steps** field in the Approval Steps grid.

Field	Description
Grid Drop-Down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this button to add an approval role to the organization and assign an employee to the role.
 Delete	Click this button to delete a selected row on the grid.
Approval Role	<p>If you assigned an approval role to this organization in the desktop application in <b>Settings » Organization » General</b>, its name displays in this field.</p> <p>If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, after you click <b>Insert</b> in this grid, select an approval role from the drop-down list in this field. Approval roles in the list are entered in the desktop application in <b>Settings » Organization » General</b>.</p>
Approval Employee	<p>If you assigned an approval role to this organization in the desktop application in <b>Settings » Organization » General</b>, the employee you assigned to the approval role displays in this field. You can change it as needed using the Employee lookup in this field.</p> <p>If you are assigning an approval role to this organization that was not already assigned in General Organization Setup, click in this field to access the Employee lookup. Select the employee to assign to the approval role.</p>

#### *Units and Payroll Tab of Individual Organization Setup*

Use the Units and Payroll tab to enter unit and payroll posting information for an organization.

### Contents

#### Posting Distribution

Field	Description
Unit - Balance Sheet	Select the project, phase, and task to use when you post unit credit amounts to this organization and a balance sheet account. DPS enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization General Setup.
Unit - Indirect Expense	Select the project, phase, and task to use when you post unit credit amounts to this organization and an indirect account. DPS enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization General Setup.



Field	Description
Unit - Other Revenue/Expense	Select the project, phase, and task to use when you post unit credit amounts to this organization and a revenue or direct expense account. DPS enables this field if you maintain separate balance sheets and you select <b>Unit expense distribution</b> in Organization Setup.
Payroll Liability	If you use DPS Payroll, select the project, phase, and task to use when payroll liability credit amounts are posted to this organization. DPS enables this field if you maintain separate balance sheets, and if you select the <b>Labor distribution</b> option in Organization General Setup.
Payroll (FICA) Expense	If you use DPS Payroll, select the project, phase, and task to use when payroll debit amounts are posted to this organization. DPS enables this field if you select the <b>Payroll (FICA) expense</b> option in Organization General Setup.
Payroll Contribution Expense	<p>Enter an overhead or promotional project, phase, and task to use when posting an expense for an employer payroll contribution during payroll processing. These fields are enabled if you select the <b>Payroll contribution expense</b> check box on the Organization tab of the Accounting Company Settings form in the desktop application in <b>Settings » Accounting » Company</b>.</p> <p>This is how the project for the expense posting is determined. DPS first looks for the employee's organization on the General tab of the Employees hub. It then uses this organization's project entered in the <b>Payroll contribution expense</b> field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project on the Payroll Contribution Setup form in the desktop application in <b>Settings » Payroll » Contribution Codes</b>, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the <b>Payroll contribution expense</b> check box on the Organization tab of the Accounting Company Settings form, DPS uses the project entered on the Payroll Contribution Setup form.</p>
Payroll Contribution Liability	<p>Enter an overhead or promotional project, phase, and task to use when posting a liability for an employer payroll contribution (for example, employer 401(k) matching amounts) during payroll processing. These fields are enabled if you maintain separate balance sheets and you select the <b>Payroll contribution liability distribution</b> check box on the Organization tab of the Accounting Company Settings form.</p> <p>This is how the project for the liability posting is determined. DPS first looks for the employee's organization on the General tab of the Employees hub. It then uses this organization's project entered in the <b>Payroll contribution liability distribution</b> field on the General tab of the Individual Organization Setup dialog. However, if you also entered a project on the Payroll Contribution Setup form, the project used for the posting is from the contribution code and not the employee's organization.</p> <p>If you do not select the <b>Payroll contribution liability distribution</b> check box on the Organization tab of Accounting Company Settings, DPS uses the project entered on the Payroll Contribution Setup form.</p>



## Miscellaneous Codes

Field	Description
Payroll Default Bank	If you use DPS Payroll, select the default bank code to use when posting payroll.
ADP/Paychex/Ceridian Company Code	<p>This field label displays <b>ADP Company Code</b>, <b>Paychex Client Number</b>, or <b>Ceridian Company Number</b> depending on which you select in the <b>Payroll Interface to</b> field on the Timesheets tab of the Accounting Company Settings form in the desktop application.</p> <p>Enter the appropriate company code, client number, or company number for the payroll service you use for this organization. The code is used for all employees in this organization.</p> <p>You also have the option to enter a company code for each employee on the Accounting tab of the Employees hub. If a company code is entered for an employee, it is used instead of the organization's company code.</p> <p>If your enterprise has only one payroll service company code, enter it on the Timesheet tab of Accounting Company Settings and leave the company code blank in Individual Organization Setup and in the Employees hub.</p>

### *Overhead Tab of Individual Organization Setup*

If you allocate overhead across organizations, use the Overhead tab to enter overhead information for each of your organizations.

You must enter overhead information for both non-operating organizations (organizations with no revenue-producing projects) and operating organizations (organizations with revenue-producing projects).

- A non-operating organization distributes to operating organizations the overhead expenses from its organization plus any overhead amount it receives from other non-operating organizations.
- An operating organization allocates overhead amounts that it receives from non-operating organizations to its revenue-producing projects. Operating organizations do not distribute overhead to other operating or non-operating organizations.

This tab displays only if **Scope** is set to **Organization** on the General tab of the Overhead Allocation Configuration form (in the desktop application in **Settings » Advanced Accounting » Overhead Allocation**).

## Contents

### Distribution to Operating Organizations

Field	Description
Distribution to Operating Organizations	Select this option if this is a non-operating organization that will distribute its indirect costs to other non-operating and/or operating organizations. When you select this option, the title above the <b>Method</b> field changes to



Field	Description
	<p><b>Distribution Information</b> to indicate that the non-operating organization's overhead amounts are distributed to other organizations.</p> <p>Leave this option cleared if this is an operating organization. Operating organizations receive overhead amounts from other non-operating organizations and then allocate the overhead amounts among its revenue-producing projects.</p> <p>When you leave this option cleared, the title above the <b>Method</b> field changes to "Allocation Information" to indicate that the operating organization allocates the overhead it receives from non-operating organizations to its revenue-producing projects.</p>
Distribution Target	Specify the organization that will receive the overhead. To enter multiple organizations, you can enter wildcards in this field.
Distribution Pass	Enter the pass on which the overhead allocation should distribute the overhead from the non-operating organization to other organizations. Valid entries are 1, 2, 3, or 4.

#### Allocation Information

Field	Description
Method	<p>Select the method by which to allocate overhead. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign:</b> If you select this method, you supply the overhead rate, which DPS multiplies by a base to yield the amount of overhead that will be allocated.</li> <li>▪ <b>Prorata:</b> If you select this method, DPS calculates the overhead rate by dividing the total overhead expenses, from the Income Statement, by a base for each project to yield the amount of overhead that will be allocated.</li> <li>▪ <b>None:</b> If you do not want to allocate overhead at this point, enter None as the Method.</li> </ul>
Basis	<p>Select the basis for which to calculate overhead allocation. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Direct Labor:</b> This option includes both regular and overtime labor costs.</li> <li>▪ <b>Revenue:</b> This option includes total project revenue.</li> <li>▪ <b>Total Labor:</b> This option includes both regular and overtime labor costs.</li> <li>▪ <b>Total Costs:</b> This option includes both regular and overtime labor, and direct and indirect expenses.</li> </ul> <p>When you select the <b>Distribute to Operating Organizations</b> option on this tab, all four options display in the drop-down list in the <b>Basis</b> field. When you do not select this option, you can choose only <b>Direct Labor</b> or <b>Revenue</b> in the <b>Basis</b> field.</p>



Field	Description
Overhead Rate	Enter the overhead rate to apply to this organization.
Variance Project, Phase, Task	<p>Enter the project, phase, or task to store the difference between the computed amount and the actual amount of overhead distributed. DPS applies an amount to this project, phase, or task if you use the <b>Assign</b> method.</p> <p>You must enter a project, phase, or task number if you allocate overhead on an organization basis, regardless of the method. The prorated method may result in rounding differences that display in this project, phase, or task.</p>

#### *Cross Charge Tab of Individual Organization Setup*

Use the Cross Charge tab to specify how you will redistribute labor costs and associated revenue when an employee in one organization works on a project in another organization.

Transferring costs and revenue between organizations allows each organization to match costs with revenue and fairly assess profitability. The decisions you make determine what information is transferred when you run the Labor Cross Charge routine. In cross charging you can either:

- Transfer labor and revenue back from the charged project's organization to the employee's home organization.
- Transfer overhead from the employee's home organization to the project's organization that the employee charged.

#### Contents

Field	Description
Disable Cross Charge	Select this option to disable cross charges. When you select this option, DPS disables all other fields on this form.

#### Regular Projects

Field	Description
Multiplier	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization. This overrides the global multiplier.
Credit Project	Select the project, phase, and task to use as the credit project, phase, and task when you cross charge revenue between regular projects.
Debit Project	Select the project, phase, and task to use as the debit project, phase, and task when you cross charge revenue between regular projects.
Labor Cost From	Select the project, phase, and task to which the offsetting labor cost charge is made for regular projects.
Labor Cost To	Select the project, phase, and task to which the labor cost is charged for regular projects.



## Overhead Projects

Field	Description
Multiplier	Enter the organization level multiplier to use for overhead projects when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.
Credit Project	Select the project, phase, and task to use as the credit project, phase, and task when cross charging revenue between overhead projects.
Debit Project	Select the project, phase, and task to use as the debit project, phase, and task when cross charging revenue between overhead projects.
Labor Cost From	Select the project, phase, and task to which the offsetting labor cost charge is made for overhead projects.
Labor Cost To	Select the project, phase, and task to which the labor cost is charged for overhead projects.

### *Gains and Losses Tab of Individual Organization Setup*

Use the Gains and Losses tab to enter project, phases, and tasks for realized and unrealized gains and losses for each organization.

This tab displays only if Delttek is set up to use multiple currencies and you maintain separate balances sheets by organization (the **Maintain separate balance sheets by Organization** option is selected on the Organization General Setup form). If you do not use separate balance sheets for organizations, this tab does not display, and you enter gains and losses projects, phases, and tasks on the Gains and Losses tab of the Accounting Company Settings form in **Settings » Accounting » Company** in the desktop application.

## Contents

### Posting Distribution – Gains, Losses and Revaluations

Field	Description
Realized Gains	Enter the project, phase, and task used when DPS calculates and posts realized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Realized Losses	Enter the project, phase, and task used when DPS calculates and posts realized losses when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unrealized Gains	Enter the project, phase, and task used when DPS calculates and posts unrealized gains when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.
Unrealized Losses	Enter the project, phase, and task used when DPS calculates and posts unrealized losses when you process payments or post cash receipts for



Field	Description
	foreign currency accounts payable or accounts receivable transactions or when you run the Gains/Losses and Revaluations process.

### Posting Distribution – Unbilled Services Gains and Losses

Field	Description
Realized Gains	Enter the project, phase, and task used when DPS calculates and posts realized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Realized Losses	Enter the project, phase, and task used when DPS calculates and posts realized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unrealized Gains	Enter the project, phase, and task used when DPS calculates and posts unrealized gains on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.
Unrealized Losses	Enter the project, phase, and task used when DPS calculates and posts unrealized losses on unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

### *Intercompany Billing Tab of Individual Organization Setup*

Use the Intercompany Billing tab to enter projects used for journal entries created when you run Intercompany Billing. When you assign projects, you also assign their associated organizations for Intercompany Billing entries.

The tab has a grid, with one row for each type of Intercompany Billing transaction. These transaction types correspond to the tabs on the Intercompany Billing Setup form (**Settings » Advanced Accounting » Intercompany Billing** in the desktop application).

On the Intercompany Billing tab of the Individual Organization Setup Form, you set up the accounts and projects needed to support the **Create Labor Adjustment to transfer labor to originating Company** option or the **Create Journal Entry** option on the corresponding tab of the Intercompany Billing Setup form.

### Contents

#### Grid

Field	Description
Project for transferring labor/cost back to originating Companies	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
and for Journal Entries drop-down	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Transfer Type	<p>This column lists the transfer types for which you selected the <b>Create Labor Adjustment to transfer Labor to originating Company</b> option or the <b>Create Journal Entry</b> option on the corresponding tab of the Intercompany Billing Setup form in <b>Settings » Advanced Accounting » Intercompany Billing</b>.</p> <p>For example, <b>Regular labor</b> displays in this field if you select one of these options on the Regular Labor tab of the Intercompany Billing Setup form.</p> <p>The transfer type does not display when you select the <b>Reclass Intercompany Suspense as Receivable/Payable only</b> option on the tabs of the Intercompany Billing Setup form.</p>
Transfer Labor/Cost	This field reflects whether you chose the <b>Create Labor Adjustment to transfer Labor to originating Company</b> option on the Intercompany Billing Setup form.
Create Journal Entry	This field reflects whether you chose the <b>Create Journal Entry</b> option on the Intercompany Billing Setup form.
Journal Entry Credit Account	This field reflects the journal entry credit account used for the billing cost transfer, as entered on the Intercompany Billing Setup form.
Journal Entry Debit Account	This field reflects the journal entry debit account used for the billing cost transfer, as entered on the Intercompany Billing Setup form.
Journal Entry Debit Project	Select the project to use as the debit project for the billing charge transfer journal entry.
Journal Entry Debit Phase	Select the phase to use as the debit phase for the billing charge transfer journal entry.
Journal Entry Debit Task	Select the task to use as the debit task for the billing charge transfer journal entry.



Field	Description
Journal Entry Credit Project	Select the project to use as the credit project for the billing charge transfer journal entry.
Journal Entry Credit Phase	Select the phase to use as the credit phase for the billing charge transfer journal entry.
Journal Entry Credit Task	Select the task to use as the credit task for the billing charge transfer journal entry.
Cost Transfer Credit Account	Select the credit account to use for the billing cost transfer.
Transfer from Project	Select the project from which the billing cost charge is made.
Transfer from Phase	Select the phase from which the billing cost charge is made.
Transfer from Task	Select the task from which the billing cost charge is made.
Cost Transfer Debit Account	Select the debit account to use for the billing cost transfer.
Transfer to Project	Select the project that will receive the billing cost charge transfer.
Transfer to Phase	Select the phase that will receive the billing cost charge transfer.
Transfer to Task	Select the task that will receive the billing cost charge transfer.
Multiplier	Enter the organization level multiplier to use for regular projects when you transfer revenue back to the employee's organization or employee billing charges to the project's organization.

### Learn More About...

You can use wildcards in setting up organizations for overhead distribution.

### Wildcards in the Overhead Distribution Target Field

When you specify an organization in the **Distribution Target** field on the Overhead tab of the Individual Organization Setup form, you can enter one organization, or you can use wildcards to enter multiple organizations without typing each one individually.

Enter an underscore ( \_ ) so that all organizations or all members of an organization level are included. Enter an underscore for each character of the organization level code.

For example, assume you have three organization levels defined.



Organization Level 1	Organization Level 2	Organization Level 3
NE: Northeast	BOS: Boston, MA	COR: Corporate
SE: Southeast	JAC: Jacksonville, FL	ENG: Engineering
NW: Northwest	POR: Portland, OR	MKT: Marketing
SW: Southwest	TUC: Tucson, AZ	

The three organization level codes combined have a total of 8 characters (2 in the first, 3 in the second, and 3 in the third).

- To enter all Southwest organizations (those with SW as the first organization level), type SW\_\_\_\_\_ in the **Distribution Target** field.
- To enter all Engineering organizations (those with ENG as the third organization level), type \_\_\_\_\_ENG in the **Distribution Target** field.
- To enter all Boston organizations (those with BOS as the second organization level), type \_\_BOS\_\_\_ in the **Distribution Target** field.

## Firm Setup - Proposals

If you use the Proposals application, you use the Firm Setup - Proposals feature of Organization Settings to set up "Proposal Firms."

### 254/255/330 Proposals and Organization Reporting

The 254/255/330 Proposals applications use the federal government's "office location" model of companies, which refers to each office location as a "Proposal Firm."

Whether or not your company uses the Organization Reporting feature, and whether or not, if used, your organizations correspond to your company's office locations, you must set up a Proposal Firm for each office location whose personnel and other data you plan to use in proposals. You set up proposal firms on the Firm Setup-Proposals form in **Settings » Organization » Proposal Firms** in the desktop application.

If your company does use the Organization Reporting feature, your company data is maintained by organization. For the 254/255/330 Proposals applications to retrieve this organization data for 254, 255 and 330 proposals, you must add each organization (whose data will be needed for 254, 255 and 330 proposal generation) on the Associated Organizations tab of the Firm Setup-Proposals form.

If your company has not installed the 254/255/300 Proposals application, the Additional Info tab of Firm Setup - Proposals does not include the Service Fees grid.

### Custom Proposals and Organization Reporting

The Custom Proposals application retrieves your company's data by organization. You need not set up proposal firms in Firm Setup - Proposals. However, if your custom proposals use any merge codes that require company-wide data, you must set up a proposal firm record and enter your company-wide data there. For example, your company's full name and complete address may not display in an organization record. If this is the case, you must set up a proposal firm to include this data in your proposals.





## How to...

After you add firm setup - proposal records, you can use reports to review their setup data.

### Add a New Firm Setup - Proposal Record

Use Firm Setup - Proposals to set up "Proposal Firms" and enter other proposal-related settings.

#### To add a new Firm Setup-Proposal record:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Click  **New** on the toolbar.
3. Enter information on the Firm Setup - Proposals form.
4. Click  **Save**.


### Delete a Firm Setup - Proposal Record

If you no longer need a Firm Setup - Proposal record, you can delete it.



When you delete a Firm Setup - Proposal record, the deletion cannot be undone. Verify that you no longer need the record before you delete it from the database.

#### To delete a Firm Setup - Proposal record:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Open the record that you want to delete.
3. Click  **Delete**.
4. In response to the confirmation message, click **Yes**.

### Print Reports on Firm Setup - Proposal Records


You can print reports for Firm Setup - Proposals so that you can review your setup data. You can view, print, or download the reports.

The Firm Summary report includes all fields in Firm Setup - Proposals, including user-defined fields, grouped into default sections. You may also create user-defined sections. The Firm List is a simpler listing of records.

#### To access the reports:

1. On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.
2. Select a firm record.



3. Click  **Print** and select one of the following options:

Option	Description
Print Current Firm	Click this to print the current firm record (the firm record currently displayed in your browser window).
Print Active Group	Click this to print all firm records currently active (the firm record currently displayed in your browser window, and all other firm records currently open).
Select Firm to Print	Click this to open the Firm lookup and select the records that you want to print.

4. Select the Firm List or the Firm Summary.  
5. Use the Options tabs to configure your report.

### Fields and Options

Use the Firm Setup - Proposals form to specify proposal-related settings.

#### Firm Setup - Proposals Form

Use the Firm Setup - Proposals form of Organization Settings to set up "Proposal Firms" and enter other proposal-related information. The form lets you create and maintain records for each of your organization's office locations, as used in proposals.

#### *Display the Firm Setup - Proposals Form*




You display the Firm Setup - Proposals form in Organization Settings.

On the Navigation Menu in the desktop application, click **Settings » Organization » Proposal Firms**.

#### *Toolbar of Firm Setup - Proposals*

Use the toolbar options to manage Firm Setup - Proposals records.

The options that display on the toolbar depend on the security access rights assigned to your role by your system administrator.

Field	Description
 New	Click this option to open a blank record to create a new Firm Setup - Proposals record.
 Delete Firm	Click this option to delete the current record from your database.
 Print	Click this option and then select one of the following: <ul style="list-style-type: none"> <li><b>Print Current Firm:</b> Prints the current firm record.</li> </ul>





Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Print Active Group:</b> Prints all firm records currently active.</li> <li>▪ <b>Select Firm to Print:</b> You select the firm records that you want to print.</li> </ul>

### *General Tab of Firm Setup - Proposals*

Use the General tab to enter basic information about an office location of your organization.

#### Contents

Field	Description
Name	Enter the name of the enterprise at this location.
Office Location	Enter the enterprise's office location. This information displays on the Firm lookup. Depending on your business practices, you might enter the city name or an internal code used for designating each branch office.
Parent	Select this option if the enterprise is a parent company.
Address 1	Enter the first line of the enterprise's address at this location.
Address 2	Enter the second line of the enterprise's address at this location.
City	Enter the city for the enterprise's address at this location.
State/Province	Enter the state for the enterprise's address at this location.
Zip/Postcode	Enter the ZIP code for the enterprise's address at this location.
Country	Enter the country in the enterprise's address at this location.
Phone	Enter the telephone number of the enterprise at this location. Your system administrator defines the format for your phone number entry. To select a different format, click  <b>Ellipses</b> to open the Phone Format dialog box.
Fax	Enter the facsimile transmission telephone number of the enterprise at this location. Your system administrator defines the format for your phone number entry. To select a different format, click  <b>Ellipses</b> to open the Phone Format dialog box.

### *Additional Info Tab of the Firm Setup - Proposals Form*

Use the Additional Info tab to enter and maintain data for each office location.

This information is used in 254/255/330 Proposals.



## Contents

### Header Information



Field	Description
Date Established	Specify the date when this office was established. Proposals uses this date in Block 2 of the SF254.
Ownership Type	Indicate the type of company; For example, Corporate, Publicly Held, or Privately Held, and so on. Proposals uses this information in Block 4 of the SF254.
Total Personnel	<p>Enter the total number of personnel for this location only. DPS sums all locations' totals and enters it in Block 7a of the SF254. If you select <b>Calculate total personnel</b> on the 254 Preferences form, DPS uses the <b>Linked Employees</b> value instead.</p> <p>You must maintain this field manually. It lets your organization populate the total personnel information on the 254 form even if not all of the employee/firm links are in place. It is suited to large firms who do not have all of their employees in DPS and linked to firm records.</p>
Linked Employees	This field displays the number of active employees in the Employees hub whose organization is listed on the Associated Organizations tab of the current Firm Setup - Proposals record.

### Minority Status

Field	Description
Small Business	Select this option if your firm is eligible for Small Business status. Proposals uses this information in Block 4A of the SF254.
Small Disadvantaged	Select this option if your firm is eligible for Small Disadvantaged status. Proposals uses this information in Block 4B of the SF254.
Woman Owned	Select this option if your firm is eligible for Woman Owned status. Proposals uses this information in Block 4C of the SF254.
Interested in Foreign Work	Select this option if your firm is interested in foreign work. Proposals uses this information in Block 9 of the SF254.
Parent Firm	Use this field to link the current firm record to parent firm information. Proposals uses the contents of this field in Section 5 of the SF254. DPS creates a link between the record you select here and the corresponding firm record. You can then click the name in this field to open the enterprise record.



### Former Parent Firms Grid

Field	Description
Former Parent Firms drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a new blank row on the grid so that you can add another parent firm.
 Delete	Highlight a grid row and click this option to delete a row from the grid. Removing an enterprise from the Former Parent Firms grid does not delete the enterprise from the database.
Name	This field displays the name of the former parent firm.
Date Est.	This field displays the date the enterprise was established. You can specify a different date.
Date Name Changed	This field displays the date the name of the former parent firm was changed. You can specify a different date.
DUNS Number	Enter your enterprise's number based on the Data Universal Numbering System (DUNS). On the SF330 Proposal form, this is the Unique Entity Identifier.

### Service Fees Grid



Use this grid to enter the enterprise's professional services fees received each year for the past 5 years.

If this information is for use in Section 9 of an SF254 Proposal, you must enter fees each year for:

- Work performed directly for the Federal Government or as a sub to other professionals.
- All other domestic work, US and possessions, including Federally assisted projects.
- All other foreign work.

Section 9 contains an option to list fees received by the enterprise in the last 5 years by category, indexed by the range of the amount. Index and range information is listed in the same section to the right of service fees. DPS does not display the Service Fees grid if you do not use DPS 254/255 Proposals.



Field	Description
Service Fees drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a new blank row on the grid so that you can add another services fees line.
 Delete	Highlight a grid row and click this option to delete a row from the grid. Deleting an enterprise from the grid does not delete the enterprise from the database.
Year	Enter the year.
Category	Select the appropriate fee category for the line item.
Fee Index	Select the appropriate fee index for each line item. The fee index indicates the range of the dollar amount of the fee.

#### *Associated Organizations Tab of the Firm Setup - Proposals Form*

An enterprise can have many associated organizations, but each organization can only be related to one enterprise.

If you use DPS 254/255/330 Proposals, you must use the Associated Organizations tab to enter and maintain links from an enterprise to its associated organizations.



When you add an organization on this tab, DPS checks to ensure that the organization is not associated with any other enterprise. If it is, DPS alerts you of this problem and prompts you to select a different organization.

An organization must already exist in the DPS database before you can enter it on the Associated Organizations tab.



## Contents

### Organizations Grid

Field	Description
Organizations drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an associated organization in the Organizations grid. Because an organization may only be related to one enterprise, DPS checks to ensure that the selected organization is not affiliated with any other enterprise. If it is, DPS alerts you of this problem and prompts you to select a different organization.
 Delete	Click this option to delete an associated organization from the Organizations grid. When you remove an organization from the grid, you do not also delete it from the database.
Organizations	This field lists the organization code.
Organization Name	This field lists the organization name.
Organization Status	<p>This field displays the organization status:</p> <ul style="list-style-type: none"> <li><b>Active:</b> The organization is currently in use.</li> <li><b>Inactive:</b> The organization is not currently used and is not available on the list of active organizations that displays on the Organizations lookup.</li> <li><b>Dormant:</b> The organization is not allowed for use in DPS.</li> </ul> <p>You can only insert active or inactive organizations on this grid.</p>



### *SF330 Tab of Firm Setup - Proposals*




If you use 330 Proposals, you use project codes and disciplines in Sections I and II when you list qualifications for a proposed contract. You can use the SF330 tab to associate project codes and disciplines with particular enterprises.

## Contents


### Annual Average Revenue - Last 3 Years

Field	Description
Federal Work	Select the code representing your average annual revenue over the last 3 years for federal work.
Non Federal Work	Select the code representing your average annual revenue over the last 3 years for non federal work.
Total Work	Select the code representing your average annual revenue over the last 3 years for total work.
DUNS Number	Enter your enterprise's number based on the Data Universal Numbering System (DUNS). On the SF330 Proposal form, this is the Unique Entity Identifier.





### Disciplines Grid

Field	Description
Disciplines drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a discipline on the Disciplines grid.
 Delete	Click this option to delete a discipline from the grid. When you delete a discipline from the grid, you do not also delete it from the database.
 Reorder	The order of disciplines determines the sequence in which they will display in Part II of the SF330. Deltek recommends that you list your top disciplines first



Field	Description
	so that they receive priority. Click  <b>Reorder</b> to display the Reorder Disciplines dialog box, then select a row and use the <b>Up</b> and <b>Down</b> buttons on the dialog box to set the correct order. Click <b>OK</b> to return to the SF330 tab.
Discipline	Select a discipline associated with the SF330. The remaining fields in the row are populated automatically.
Code	Select the code associated with the discipline. The remaining fields in the row are populated automatically.
SF330 Code	Select the SF330 code associated with the discipline. The remaining fields in the row are populated automatically.

### Project Codes Grid

Field	Description
Project Codes drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a project code on the Project Codes grid.
 Delete	Click this option to delete a project code from the grid. Deleting a project code from the grid does not delete it from the database.
 Reorder	<p>The order of the project codes determines the sequence in which they will display in Part II of the SF330. Delttek recommends that you list your top project codes first so that they receive priority. Click  <b>Reorder</b> to display the Reorder Project Codes dialog box, then select a row and use the <b>Up</b> and <b>Down</b> buttons on the dialog box to set the correct order. Click <b>OK</b> to return to the SF330 tab.</p>
Description	Select a project code description. The remaining fields in the row are populated automatically.
Code	Select a project code number. The remaining fields in the row are populated automatically.



Field	Description
SF330 Code	Select the SF330 code associated with the project code. The remaining fields in the row are populated automatically.
Revenue	Select the code representing the revenue amount associated with the project code.

### Learn More About...

You may find it helpful to review how the Firm Setup - Proposal form is related to the SF330 form.

### Where Firm Setup - Proposal Information is Used in an SF330 Proposal

Information from fields on the Firm Setup - Proposal form is used to populate the fields in the SF330 form.

Field in Firm Setup - Proposal	Field on SF330 Form
<b>General Tab</b>	
<b>Name</b>	Section B, Block 5 Section C, Block 9 Section E, Block 15 Part II, Block 2a
<b>Office Location</b>	Section E, Block 15
<b>Parent</b>	Section C
<b>Address 1</b>	Section C, Block 10 Part II, Block 2b
<b>Address 2</b>	Section C, Block 10 Part II, Block 2b
<b>City</b>	Section C, Block 10 Part II, Block 2c
<b>State/Province</b>	Section C, Block 10 Part II, Block 2d
<b>Zip/Postcode</b>	Section C, Block 10 Part II, Block 2e
<b>Country</b>	Section C, Block 10



Field in Firm Setup - Proposal	Field on SF330 Form
<b>Additional Info Tab</b>	
<b>Date Established</b>	Part II, Block 3
<b>Ownership Type</b>	Part II, Block 5a
<b>Minority Status</b>	Part II, Block 5b
<b>Small Business</b>	Part II, Block 5b
<b>Small Disadvantaged</b>	Part II, Block 5b
<b>Woman Owned</b>	Part II, Block 5b
<b>Interested in Foreign Work?</b>	Part II, Block 5b
<b>Parent Firm</b>	Part II, Block 7
<b>Former Parent Firms Grid</b>	<p>Key Personnel records selected in Section E</p> <p>Projects selected in Section F</p> <p>Calculation of disciplines for the enterprise's selected in Part II, Blocks 9a, 9b, 9c(1) and 9c(2)</p> <p>In Part II, the 8c Unique Entity Identifier block prefills with the entry in the <b>DUNS Number</b> grid column.</p>
<b>SF330 Tab</b>	
<b>Federal Work</b>	Part II, Block 11a
<b>Non-Federal Work</b>	Part II, Block 11b
<b>Total Work</b>	Part II, Block 11c
<b>DUNS Number</b>	Part II, Block 4 Unique Entity Identifier
<b>Disciplines</b>	Part II, Blocks 9a and 9b
<b>Project Codes</b>	These fields populate Part II, Block 10a, 10b, and 10c



## Consolidated Reporting Setup

If you use multiple currencies, you may want to generate consolidated financial statements for multiple companies. Consolidated Reporting Setup lets you set up this grouping.

### Consolidation Groups

A consolidation group is a group of companies for which you want to produce consolidated financial statements. When you set up consolidation groups, you give the group a name and establish elimination accounts for it. If Deltek is set up to use multiple currencies, then you also set up currency translations rules.

Deltek recommends that you create one consolidation group that includes all companies in your enterprise, to make it possible to generate enterprise-wide general ledger reports. You can set up as many additional consolidation groups as you need.

You can use consolidation groups in the following DPS applications:

- Consolidations (Accounting)
- Consolidated GL Budgeting (Accounting)
- Consolidated GL Reports (Reporting)

### Consolidation Groups Example

For example, if your headquarters are in the United States, you might have three consolidation groups:

- **Global:** A consolidation group that includes all companies, with US dollars (USD) as the group's currency.
- **Europe:** A consolidation group that includes only European companies, with euros (EUR) as the group's currency.
- **Canada:** A consolidation group specific to Canadian companies, with Canadian dollars (CAD) as the group's currency.

### Additional Information

Deltek recommends that you review these topics in the Concepts help before you establish consolidation groups or generate Consolidated GL reports:

- Consolidated Reporting and Multicompany
- Consolidated Reporting and Multicurrency

### How to...




You can set up a new consolidation group or copy and modify an existing one.

#### Set Up a Consolidation Group

Use the Consolidated Reporting Setup Form to establish groups of companies for which you want to generate consolidated financial statements.

**To set up a consolidation group:**




1. On the Navigation menu in the desktop, click **Settings » Organization » Consolidated Reporting**.
2. On the Consolidated Reporting Setup form, click  **New** and then click  **New Reporting Group**.
3. Complete the following items on the General tab:
  - a) In the **Group** field, enter an identifier for the consolidation group.
  - b) In the **Gains and Losses Account** field, enter or select an account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the **Currency** field.
  - c) In the grid, insert at least one company.
4. Complete the remaining fields on the General tab.
5. Complete the fields on the Eliminations tab.
6. If you use multiple currencies, select currency translation methods on the Translations tab.
7. Click  **Save**.


### Copy a Consolidation Group

To create a new consolidation group, you can copy another group's data and modify it, instead of creating new data from scratch.

#### To copy a consolidation group:

1. On the Navigation menu in the desktop application, click **Settings » Organization » Consolidated Reporting**.
2. On the Consolidated Reporting Setup form, click  **New** and select one of the following choices:

Option	Description
Copy Current Reporting Group	Click this to copy data from the current consolidation group to a new consolidation group record.
Select Reporting Group to Copy	Click this to open a dialog box that lists all existing consolidation group records, then select a record. DPS copies data from the record to a new consolidation group record.

3. Use the **Group** field on the General tab to give the new consolidation group a name.
4. Modify data on the tabs, as necessary.
5. Click  **Save**.



## Fields and Options

Use the Consolidated Reporting Setup form to set up consolidation groups.

### Consolidated Reporting Setup Form

Use the Consolidated Reporting Setup Form to establish groups of companies for which you want to generate consolidated financial statements.

#### *Display the Consolidated Reporting Setup Form*



You display the Consolidated Reporting Setup form in Organization Settings.

On the Navigation menu in the desktop application, click **Settings » Organization » Consolidated Reporting**.

#### *Toolbar of Consolidated Reporting Setup*

Use the toolbar options to manage consolidation group records.

### Contents

Field	Description
 New	Click this option and select one of the following: <ul style="list-style-type: none"><li>▪ <b>New Reporting Group:</b> Opens an empty Consolidated Reporting Setup form so that you can add a new consolidation group.</li><li>▪ <b>Copy Current Reporting Group:</b> Copies data from the current consolidation group into a new consolidation group record.</li><li>▪ <b>Select Reporting Group to Copy:</b> Opens a dialog box of all existing consolidation group records so that you can select one to copy. When you select a consolidation group, DPS copies data from its record into a new consolidation group record.</li></ul>
 Delete Reporting Group	Move the row selector to the consolidation group that you want to delete and click this option.



### General Tab of Consolidated Reporting Setup



Use the General tab to create a reporting group and identify the companies that belong to it.

### Contents

#### Header Information

Field	Description
Group	Enter a code name, up to ten alphanumeric characters, for the consolidation group.
Name	Enter a descriptive name for the consolidation group.
Currency	If you use multiple currencies, select the reporting currency for this consolidation group. This drop-down list includes all currencies enabled for use by your enterprise.
Gains and Losses Account	If you use multiple currencies, specify the account to use for gains and losses due to rate translations when a company in the consolidation group has a functional currency that is different from the reporting currency selected in the <b>Currency</b> field. Enter an account number in this field or select an account on the Account lookup.

#### Companies Grid

Field	Description
Companies drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a company on the grid.
 Delete	Select a company and click this option to remove the company from the grid.
Company	Select the company subcode of the company that you want to add to the consolidation group.





Field	Description
Name	This field displays the descriptive name for the company.

### *Eliminations Tab of Consolidated Reporting Setup*

Use the Eliminations tab to identify accounts that you want DPS to eliminate when it processes consolidations.

## Contents

### User Defined Elimination Accounts Grid

Field	Description
User Defined Elimination Accounts drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an account on the grid.
 Delete	Select an account and click this option to remove the account from the grid.
Account	Enter the account number of the account that you want to eliminate from consolidations for the consolidation group, or select the account from the Account lookup.
Name	This field displays the descriptive name for the account.

### *Translations Tab of Consolidated Reporting Setup*

If Deltek is set up to use multiple currencies with the Consolidated Reporting feature, you must specify currency translation methods for the consolidation group when the functional currencies of the companies in the group are not the same. Do this on the Translations tab.

Select a method for determining the exchange rate to use: period end rate, period average rate, or historical rate. If you select the historical rate option, DPS gets the exchange rates from the



daily exchange rates table based on the dates of the individual source transactions. For transactions dated earlier than the earliest exchange rate date, DPS uses the rate entered for the blank date, if one exists. If no rate exists for the blank date, DPS uses an exchange rate of zero.

The exchanges that you establish through period exchange rates in Settings determine what rates DPS uses when translating functional currencies for the companies in a single consolidation group.



## Contents

### Header Information

Field	Description
Assets	Select the method to use to determine exchange rates for asset accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Liabilities	Select the method to use to determine exchange rates for liability accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Net Worth	Select the method to use to determine exchange rates for net worth accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Revenue	Select the method to use to determine exchange rates for revenue accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Reimbursables	Select the method to use to determine exchange rates for reimbursable expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Directs	Select the method to use to determine exchange rates for direct expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Indirects	Select the method to use to determine exchange rates for indirect expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.
Other Charges	Select the method to use to determine exchange rates for other revenue and expense accounts when the functional currencies of the companies in the consolidation group are not the same. The options are period end rate, period average rate, and historical rate.



## Account Translation Overrides Grid

Field	Description
Account Translation Overrides drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert an account translation override on the grid.
 Delete	Select an account translation override and click this option to remove it from the grid.
Account	Enter or select a single account that is an exception to the translation method specified for its account type. For example, if you specify Historical Rate as the method for Asset accounts but want to set up a different translation for a specific asset account, you select that asset account here and use the corresponding <b>Method</b> field on this grid to select the alternate method.
Name	This field displays the descriptive name for the account.
Method	Select a translation method for the individual account: period end rate, period average rate, or historical rate.

### Learn More About...

If you're new to consolidated reporting, you may find it helpful to review information about elimination accounts.

### Elimination Accounts

During the consolidation process, DPS eliminates (excludes from the merged data) any account balances or portions of account balances that represent intercompany transactions between the companies in the consolidation group.

Because DPS eliminates intercompany transactions, the consolidated information gives an accurate view of the financial state of the consolidation group as a whole.

DPS automatically eliminates all or portions of the balances of the following accounts used in intercompany transactions:



- Intercompany accounts receivable account
- Intercompany accounts payable account
- Intercompany suspense account
- Regular, overhead, and promotional labor accounts for intercompany billing
- Regular, overhead, and promotional expense accounts for intercompany billing
- Balance sheet and other accounts for intercompany billing
- Tax accounts for intercompany billing

In addition, when you set up a consolidation group, you can use the Eliminations tab of the Consolidated Reporting Setup form to specify any other accounts that you want DPS to eliminate when it processes a consolidation for that group. For example, you can eliminate accounts for loans between companies in the group and equity accounts representing subsidiary holdings.

After you process a consolidation, you can generate the Consolidated Eliminations report to review the accounts and amounts that were eliminated.

### Setting Up User-Defined Elimination Accounts

During the consolidation process, DPS eliminates the entire account balance for the user-defined elimination accounts that you specify on the Eliminations tab. Because of this, if an account specified as an elimination account for one consolidation group is also used for intercompany transactions involving a company that is not part of that group, the consolidated data will not include those transactions. To avoid this, make sure that the accounts you identify as user-defined elimination accounts for a consolidation group are only used for transactions involving companies that belong to that group.

Deltek recommends that you do not list on the Eliminations tab any of the accounts that DPS eliminates automatically from consolidations. DPS bases its eliminations on individual transactions so that it only eliminates activity between the companies included in the consolidation. If you instead specify one of these accounts on the Eliminations tab for a consolidation group, the entire account balance will be eliminated, even if a portion of that balance represents transactions for companies outside of the consolidation group.

### Example

Company A makes loans to both Company B and Company C. If you do consolidated reporting for a consolidation group that includes Companies A and B but not Company C, you want to eliminate the effect of transactions related to the A-to-B loan from the consolidation results, but you do not want to eliminate those related to the A-to-C loan.

If you use the same general ledger accounts for both loans and select them as elimination accounts for the consolidation group, DPS eliminates the complete account balances. As a result, the transactions for both loans are excluded from the consolidated information.

To get the result you want, you must set up and use separate sets of general ledger accounts for each of the loans, so that the accounts used for the A-to-B loan can be eliminated without eliminating those for the A-to-C loan.



## Opportunity Settings

Use Opportunity Settings to establish the guidelines for features in the Opportunities hub, such as Service Estimates and Estimated Revenue.

Service Estimate allows the user to create a simple estimate denoting the billing value and cost value for the associated opportunity using generic labor resources, consultants, expenses, and units.

Estimated Revenue is functionality that allows the user to define how the revenue for the associated opportunity will be spread over time as part of the Opportunity Forecast Report.

Opportunity Settings are only available if you own the CRM Plus application.

### How to...

You set up service estimates and estimated revenue in Opportunity Settings.

### Set Up Service Estimates

Use the Service Estimate tab of Opportunity Settings to enable and create the default settings for use on the Service Estimate Tab in the Opportunities Hub, and to create commonly used clauses for use on Opportunity Estimate reports.

#### To set up default settings and clauses for Opportunity Service Estimates:

1. From the Navigation menu, click **Settings » Opportunities** and then click the Service Estimate tab.
2. Select **Enable Service Estimates** to turn on the Service Estimates feature.  
When you do so, the following occurs:
  - All Service Estimates fields in **Settings » Opportunities** are enabled.
  - In the Opportunities Hub, the **Estimate** toggle displays.
  - In Reporting, the Opportunity Service Estimate report is enabled.
  - In **Settings » General Settings**, the Unit Tables tab is available.
3. Under **Estimate Grids**, select the tabs that you want to display when you select the **Estimate** toggle in the Opportunities hub.
4. Select the **Decimal Digits** values:
  - **Hour** - Select the decimal value for hour fields. The setting you enter here determines the input and display parameters for the hour values in the grids when you select the **Estimate** toggle of the Opportunities hub. For example, if you select **No Decimal**, hour amounts would appear as 2 (hours); if you select **One Digit**, hour amounts would appear as 2.5 (hours).
  - **Quantity** - Select the decimal value for quantity fields. The setting you enter here determines the input and display parameters for the quantity values in the grids when you select the **Estimate** toggle of the Opportunities hub. For example, if you select **No Decimal**, quantity amounts would appear as 2 (quantity); if you select **One Digit**, quantity amounts would appear as 2.5 (quantity).



- **Amount** - Select the decimal or currency value for amount fields. The setting you enter here determines the input and display parameters for the amount values in the grids when you select the **Estimate** toggle of the Opportunities hub. If you select **No Decimal**, dollar amounts display as 50. If you select **Currency**, dollar amounts display in the currency format that your system administrator has set up; for example 50.00.

5. Specify the **Estimate Type**.

This option determines how many columns display in the respective enabled grids. You have the following options:

- **Cost** - Displays only cost columns, such as Cost Rate and Planned Cost. In the Analysis grid on the Summary tab, displays only Total Cost.
- **Billing** - Displays only billing columns, such as Billing Rate and Planned Bill. In the Analysis grid on the Summary tab, displays only Total Bill.
- **Cost and Billing** - Displays both cost and billing columns. In the Analysis grid on the Summary tab, displays Total Cost, Total Bill, Gross Margin, and Gross Margin %.

Opportunity Service Estimate reports are only available if you select **Billing** or **Cost and Billing**.

6. Select the **Default Labor Category Tables** for the Service Estimate:

- **Cost** - Only those tables that have been selected as Available for Project Planning appear on this list. This option is only available if you selected **Cost** or **Cost and Billing** as the **Estimate Type**.
- **Billing** - Only those tables that have been selected as Available for Project Planning appear in this list. This option is only available if you selected **Billing** or **Cost and Billing** as the **Estimate Type**.

These tables can be overwritten in the Opportunities Hub (if there is not a Resource Planning role security setting that prevents this).

7. Enter the **Multipliers**:


- **Billing** - If the Expenses grid is enabled and the **Estimate Type** is **Cost and Billing**, then DPS automatically applies the value you enter here to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunities Hub.
- **Consultants** - If the Consultants grid is enabled and the **Estimate Type** is **Cost and Billing**, then DPS automatically applies the value you enter here to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunities Hub.

8. Use the **Clauses** grid to set up and save clauses that can be used in Opportunity Service Estimate reports.

The codes/clauses you enter here appear as selectable options on the General tab of the Opportunity Service Estimate report. You can set up separate clauses here for both the top and bottom of the report (the top/bottom options are available on the General tab in the Opportunity Service Estimate report). For example, a top clause may read "Please quote us your firm price for the following goods." A bottom clause may read "Please indicate all prices FOB our place of business."

To set up separate clauses for the top and bottom of the report, select one of the following actions:



- **New Clause** - Click **+ Add Clause**. Enter the code for the type of clause and the clause. For example: **Please quote us your firm price for the following goods**. Click  to open the Clauses dialog box and format the text.
- **Copy an existing clause that is similar to a new clause that you want to add** - Select a clause and click **Copy**, then edit the copied clause.
- **Delete an existing clause** - Select a clause and click **Delete**.

Much of the information for DPS is entered and displayed in grids on various forms. For information about using grids, see [Working with Grids](#).

9. Click **Save** to save your changes.

### Create Estimated Revenue Allocation Templates

Use the Estimated Revenue tab of Opportunity Settings to set up and save templates for use as the basis for Estimated Revenue entries on the Estimated Revenue Tab in the Opportunities Hub.

#### To create estimated revenue allocation templates:

1. From the Navigation menu, click **Settings » Opportunities** and then click the Estimated Revenue tab.
2. Complete the fields on the Estimated Revenue tab.
3. Click **Add Template**.  
The Allocation Template dialog box displays.
4. Enter a description of the template.
5. Select the time frame: Days, Weeks, Months, or Years.  
This field is used in conjunction with the **Time From Est. Start Date** field to populate the **Revenue Date** field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunities Hub. This field is required if a number other than 0 is entered in the **Time from Est. Start Date** field.
6. Enter the revenue date.  
This field is used to populate the **Revenue Date** field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunities Hub. If you enter 0 in this field, then the Revenue Date populated in the Estimated Revenue allocation grid will be equal to the Opportunity Est. Start Date.
7. Click **+ Add Milestone** to add additional milestones to the template.
8. Click **Save** to save your changes.

### Fields and Options

Use the forms and related dialog boxes to establish default settings for opportunities.

#### Service Estimate Tab of Opportunity Settings Form

Use the Service Estimate tab to set up the default values for the Service Estimate feature in the Opportunities hub

Service Estimates provide an overview of the estimated services and materials that are required for an opportunity.



This tab is available if your enterprise uses the CRM Plus application.

### Service Estimate Settings

Field	Description
Enable Service Estimate	<p>Select this option to enable the Service Estimate feature. When you do so, the following elements become available:</p> <ul style="list-style-type: none"> <li>All Service Estimates fields in <b>Settings » Opportunity Settings</b> are enabled.</li> <li>In the Opportunities hub, the <b>Estimate</b> toggle displays. In this mode, the user will see the Summary, Labor, Consultant, Expense and Unit tabs.</li> <li>In Project Planning, the <b>New » Copy Service Estimate into the Plan</b> option.</li> <li>In Reporting, the Opportunity Service Estimate report.</li> <li>In <b>Settings » General Settings</b>, the Unit Tables tab is available.</li> <li>If the user owns the Accounting application, the Unit Tables can also be accessed via Desktop Application.</li> </ul> <p>After you enable Service Estimates, the following areas become available in the desktop application: Accounts Key Conversions, Units Key Conversions, Accounts Key Format, and Units Key Format. You will also need to set up the following in DPS desktop application:</p> <ul style="list-style-type: none"> <li><b>Settings » Accounting » Chart of Accounts</b></li> <li><b>Billing » Billing Rate Tables » Labor Categories</b></li> <li><b>Settings » Resource Planning » Generic Resources</b></li> </ul>

### Estimate Grids

Use the Estimate Grids options to determine the service estimate grids that display in the Opportunities hub. The Labor grid displays by default, but you can choose to also allow the user to enter the unit, expense, or consultant cost estimates for an opportunity. After the estimates are entered on all grids, the Summary tab in the Opportunities hub provides a view of the overall total for the service estimates.

Field	Description
Enable Units Grid	Select this option if you want the Units grid to display when you select the <b>Estimate</b> toggle of the Opportunities hub. Use the Units grid to estimate the quantities, cost amounts, and billing amounts for the opportunity.
Enable Expenses Grid	Select this option if you want the Expenses grid to display when you select the <b>Estimate</b> toggle of the Opportunities hub. Use the Expenses grid to record expense estimates for the opportunity.
Enable Consultants Grid	Select this option if you want the Consultants grid to display when you select the <b>Estimate</b> toggle of the Opportunities hub. Use the Consultants grid to enter consultant estimates for the opportunity.



## Decimal Digits

Field	Description
Hours	Select the decimal value for hour fields. The setting you enter here determines the input and display parameters for the hour values in the grids when you select the <b>Estimate</b> toggle of the Opportunities hub. For example, if you select <b>No Decimal</b> , hour amounts would appear as 2 (hours); if you select <b>One Digit</b> , hour amounts would appear as 2.5 (hours).
Quantity	Select the decimal value for quantity fields. The setting you enter here determines the input and display parameters for the quantity values in the grids when you select the <b>Estimate</b> toggle of the Opportunities hub. For example, if you select <b>No Decimal</b> , quantity amounts would appear as 2 (quantity); if you select <b>One Digit</b> , quantity amounts would appear as 2.5 (quantity).
Amount	Select the decimal or currency value for amount fields. The setting you enter here determines the input and display parameters for the amount values in the grids when you select the <b>Estimate</b> toggle of the Opportunities hub. If you select <b>No Decimal</b> , dollar amounts display as 50. If you select <b>Currency</b> , dollar amounts display in the currency format that your system administrator has set up; for example 50.00.

## Estimate Type

This option determines how many columns display in the respective enabled grids.

Field	Description
Estimate Type	<p>Select the column type:</p> <ul style="list-style-type: none"> <li>▪ <b>Cost:</b> Displays only cost columns, such as <b>Cost Rate</b> and <b>Planned Cost</b>. In the Analysis grid on the Summary tab, displays only <b>Total Cost</b>.</li> <li>▪ <b>Billing:</b> Displays only billing columns, such as <b>Billing Rate</b> and <b>Planned Bill</b>. In the Analysis grid on the Summary tab, displays only <b>Total Bill</b>.</li> <li>▪ <b>Cost and Billing:</b> Displays both cost and billing columns. In the Analysis grid on the Summary grid, displays <b>Total Cost</b>, <b>Total Bill</b>, <b>Gross Margin</b>, and <b>Gross Margin %</b>.</li> </ul> <p>Opportunity Service Estimate reports are only available if you select <b>Billing</b> or <b>Cost and Billing</b>.</p>

## Default Labor Category Tables

Field	Description
Cost	<p>Select the default table for the Service Estimate from the drop-down list.</p> <p>This option is only available if you selected <b>Cost</b> or <b>Cost and Billing</b> as the <b>Estimate Type</b>.</p> <p>This table can be overwritten in the Opportunities Hub (if there is not a Resource Planning role security setting that prevents this).</p>
Billing	Select the default table for the Service Estimate from the drop-down list.



Field	Description
	<p>This option is only available if you selected <b>Billing</b> or <b>Cost and Billing</b> as the <b>Estimate Type</b>.</p> <p>This table can be overwritten in the Opportunities Hub (if there is not a Resource Planning role security setting that prevents this).</p>


### Multipliers

Field	Description
Expense	If the Expenses grid is enabled and the <b>Estimate Type</b> is <b>Cost and Billing</b> , then the value that you enter here is applied to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunities hub.
Consultant	If the Consultants grid is enabled and the <b>Estimate Type</b> is <b>Cost and Billing</b> , then the value that you enter here is applied to the Planned Cost to extend the Planned Billed amount for reimbursable expenses. This value can be overwritten in the Opportunities hub.

### Clauses Grid

Use the Clauses grid to set up and save clauses that can be used in Opportunity Service Estimate reports. The codes/clauses you enter here appear as selectable options when you are setting up the Opportunity Service Estimate report. You can set up separate clauses here for both the top and bottom of the report (the top/bottom options are available on the General tab in the Opportunity Service Estimate report). For example, a top clause may read "Please quote us your firm price for the following goods." A bottom clause may read "Please indicate all prices FOB our place of business."

Much of the information for DPS is entered and displayed in grids on various forms. For information about using grids, see [Working with Grids](#).

Field	Description
+Add Clause	Click <b>+ Add Clause</b> to enter a new clause on the grid.
Type	Enter the code for the type of clause, for example: <b>TOP</b> .
Clauses	Enter the clause, for example: <b>Please quote us your firm price for the following goods</b> . Click  to open the Clauses dialog box and format the text.

### Estimated Revenue Tab of Opportunity Settings Form

Use the Estimated Revenue tab to specify the defaults used when creating a new opportunity. The user can specify the default allocation method and if the specific date method is chosen, create and assign a default allocation template. This data is used as an option in the Opportunity Forecast Report.

This tab is available if your enterprise uses the CRM Plus application.



## Contents

### Set Defaults

Use these options to select the default settings that display when creating a new opportunity on the Estimated Revenue tab. They are also used on the Opportunity Forecast report.

Field	Description
Allocation Method	<p>Select the allocation method:</p> <ul style="list-style-type: none"> <li>▪ <b>Specific Date:</b> Select this option to allocate the estimated revenue amount on a specific date for each opportunity. Selecting <b>Specific Date</b> activates the Allocation Template field, where you can select the template to apply.</li> <li>▪ <b>Spread Evenly Across Timescale:</b> Select this option to spread revenue in even amounts across the dates between the estimated start date and the estimated completion date. After selecting <b>Spread Evenly Across Timescale</b>, use the <b>Timescale</b> option to specify the time scale for the revenue.</li> <li>▪ <b>Allocate All Revenue to Estimated Start Date:</b> Select this option to allocate the estimated revenue amount to the opportunity's start date.</li> <li>▪ <b>Allocate All Revenue to Close Date:</b> Select this option to allocate the estimated revenue amount to the opportunity's closing date.</li> </ul>
Allocation Template	<p>When the <b>Allocation Method</b> is set to <b>Specific Date</b>, you can specify a default allocation template. This drop-down displays all templates created on the <a href="#">Manage Allocation Template dialog box</a>.</p>

### Manage Allocation Templates Grid

Use the Manage Allocation Templates grid to set up and save templates for use as the basis for Estimated Revenue entries on the Estimated Revenue tab in the Opportunities Hub and on the Opportunity Forecast reports.

Much of the information for DPS is entered and displayed in grids on various forms. For information about using grids, see [Working with Grids](#).

Field	Description
+ Add Template	Click this option to open the Manage Allocation Template dialog box and add template information. The templates that you add on this dialog box display on the Manage Allocation Templates grid.
Template Name	<p>Enter a description for the revenue milestone. If you use a template, this field populates with the description of the template that was entered on the Manage Allocation Template dialog box.</p> <p>See the <a href="#">Manage Allocation Template</a> dialog box topic for additional information.</p>



## Manage Allocation Templates Dialog Box

Use the Manage Allocation Templates dialog box in conjunction with the Estimated Revenue tab of **Settings » Opportunities** to create or update the allocation templates that are used as the basis for Opportunity Forecast reports. These are also used with the Estimated Revenue tab in the Opportunities hub.

This includes inserting and/or editing grid rows that contain description, time frame, and percent of total revenue details. You may also delete details as needed.

This dialog box is available if your firm uses the DPS CRM Professional application.

## Display the Add Allocation Templates Dialog Box

You display the form in Opportunity Settings.



1. From the DPS Navigation menu, click **Settings » Opportunity Settings**.
2. Select the Estimated Revenue tab.
3. Click **+Add Template**.  
The Add Allocation Templates dialog box displays.

## Contents of the Add Allocation Templates Dialog Box

Use the fields on this dialog box to set up allocation templates for use with Opportunities.

Field	Description
Allocation Template	Enter the name of the allocation template.
Description	Enter a description for the template. The description that you enter here displays in the <b>Description</b> field on the Estimated Revenue tab of the Opportunities Hub.
Time Frame	Select the time frame: Days, Weeks, Months, or Years. This field is used in conjunction with the <b>Time From Est. Start Date</b> field to populate the <b>Revenue Date</b> field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunities Hub. This field is required if a number other than 0 is entered in the <b>Time from Est. Start Date</b> field.
Time From Estimated Start Date	Enter the time from the estimated start date. This field is used in conjunction with the Time Frame field to populate the <b>Revenue Date</b> field in the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunities Hub.
Percent of Total Revenue	Enter the percent of total revenue. The number you enter cannot be less than 0 or more than 100. The <b>Percent of Total Revenue</b> is totaled at the bottom of the grid and is used to populate the <b>Percent of Total Revenue</b> field on the Estimated Revenue Allocation grid on the Estimated Revenue tab of the Opportunities Hub.



Field	Description
+ Add Milestone	<p>Select <b>+Add Milestone</b> to insert a grid row on the Manage Allocation Templates dialog box and add a milestone to the template.</p> <p>To copy or delete a milestone on the grid, click , and select the desired option.</p> <p>To filter the grid results, click . Use the blank fields above each column to enter the criteria you want to filter or search on. The grid updates to display the appropriate records.</p>

## CRM Plus Settings

If your organization uses CRM Plus, use CRM Plus Settings to enable global settings, such as Lead Qualification, within the application.

### How to...

You can enable the Lead Qualification process with CRM Plus.

#### Enable Lead Qualifications

If your firm uses CRM Plus, you can enable the Lead Qualification Process to allow users to manage the entry and qualification of contacts during the sales process.

When the Lead Qualification process is enabled, the Contacts hub includes additional features for managing the entry and qualification of contacts during the sales process. See [Qualifying Contacts](#) for additional information.

#### To enable lead qualifications:

1. From the Navigation menu, click **Settings » CRM Plus** and then click the Options tab.
2. Select **Yes** to Enable Lead Qualifications.
3. Click **Save**.

### Fields and Options

Use the forms and related dialog boxes to establish default settings for CRM Plus.



## Options Tab of CRM Settings

If your firm uses CRM Plus, use the Options tab to enable the Lead Qualification process.

### Contents

Field	Description
Use Lead Qualification Process	<p>Select this option to enable lead qualification process in the Contacts hub. This allows you to:</p> <ul style="list-style-type: none"> <li>▪ Enter a lead as a contact record.</li> <li>▪ Determine the lead's level of interest in doing business with your firm.</li> <li>▪ Qualify the contact and build a relationship because the contact meet's your firm's requirements and is interested in doing business with your firm.</li> <li>▪ Create an opportunity or firm record if a qualified contact has an upcoming project for which they are accepting bids. This allows you to begin tracking related activities and status.</li> <li>▪ Associate a marketing campaign to contacts, opportunities, and firms.</li> </ul>

## Accounting Settings

Before you can perform and process accounting tasks in DPS, enter accounting settings.

### Chart of Accounts Settings

When you set up accounts, you specify account numbers and names, set the status and type, and establish account groups.

In Chart of Accounts Settings, you can do the following:

- Add accounts and modify existing accounts.
- Define system default accounts and assign accounts to an account range. For example, you can add a new account called Equipment and make it an Asset type account.
- Modify existing account information.
- Delete unnecessary accounts.

### Account Ranges

Use these guidelines for account ranges:

- Asset, Liability, and Net Worth accounts display on the Balance Sheet. All other account classes display on the Income Statement.
- Accounts entered in the 800.00 - 999.99 range should be your revenue and expenses that are unrelated to your normal operations. These accounts display after the operating profit and loss on the Income Statement because they fall below the bottom line.



- The Billing application and the Project Budget Worksheet recognize Reimbursable Consultant accounts within the 500.00 to 519.99 range. In addition, the Project Budget Worksheet recognizes Direct Consultant accounts within the 600.00 to 619.99 range.

### Multiple Companies

If you use multiple companies, you establish the chart of accounts structure and a set of global accounts available to all companies at the enterprise level. You can add new accounts only if you belong to a security role with access to **all** companies.

By default each account that you create is unavailable to any company, including the active company, until you specify access rights for it. Therefore, you must specify company access for each account that you create. Use the General tab of the Accounts form to complete one of the following actions:

- Select **Available to All Companies** to make the account available globally.
- Click **Insert** on the Company Access grid and specify the companies in the enterprise that may access the account record.

### Multiple Currencies

If you use multiple currencies, each account set up for use as a bank account (via Banks Settings) must have a currency. If an account has a currency specified that is different from the company's functional currency, the account is considered a foreign denominated account.

### How to...

You can add new account records and new cash-basis account records, as well as copy existing account records.

### Add a New Account Record

You can create new account records. Before you add an account, print and review a list of all existing accounts.

These accounts exist outside the standard chart of accounts.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

### To add a new account:

1. In the Navigation pane, select **Settings » Accounting » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **+ New Account**.
3. In the **Name** field, enter the unique name by which the account is listed on reports and on other screens.
4. In the **Number** field, enter a unique number for the account.
5. In the **Type** field, specify the account type, such as Asset, Revenue, Direct, or Indirect.
6. In the **Status** field, specify the account status, such as Active, Dormant, or Inactive.
7. Specify the remaining account information.



8. If a default group table is specified on the General tab of the Accounting System Settings form, the table automatically displays on the Account Groups grid on the the Accounts form and you must specify detail group in the **Detail Group Name** field before you can save the account record.
9. Click **Save**.

### Add a New Cash-Basis Account Record

DPS is designed as an accrual-based application, but you can track both accrual and cash-basis data.

If your enterprise enables cash-basis reporting, you must add a cash-basis account to the chart of accounts for certain accrual-based accounts.

When you set up your cash-basis accounts, make sure that they differ from the accrual-basis accounts. If you use multiple companies, cash-basis accounts must be globally available (or available to the same companies for which the corresponding "regular" account is available).

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

#### To add a new cash-basis account:

1. In the Navigation pane, select **Settings » Accounting » Chart of Accounts**.
2. On the toolbar of the Accounts form, click **New Account**.
3. In the **Name** field, enter the unique name by which the account is listed on reports and on other screens.
4. In the **Number** field, enter a unique number for the account.
5. In the **Type** field, specify the account type, such as Asset, Revenue, Direct, or Indirect.
6. In the **Status** field, specify the account status, such as Active, Dormant, or Inactive.
7. In the **Cash Basis Account** field, enter the number of the cash-basis account; this must differ from the corresponding accrual-basis account.
8. Specify the remaining account information.
9. Click **Save**.

After you enable and set up cash-basis accounts, you must enter historical account balances in **Utilities » History Loading » Account Balances** in the desktop application.

### Fields and Options

Use the Accounts form to set up accounts and account groups.

### Accounts Form

Use the Accounts form from the Chart of Accounts submenu in the General Ledger Settings to add or modify accounts in the standard chart of accounts. You can also use this form to associate accounts with account groups.



### Display the Accounts Form





Display the form in Accounting Settings.

On the Navigation menu, click **Settings » Accounting » Chart of Accounts**.

### Contents of the Accounts Form

Use the form to specify account numbers, names, status settings, types, and associated account groups.

#### Contents

Field	Description
Accounts Search	<p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
+ New Account	<p>Click this option to create a new chart of account record. The Accounts form displays in edit mode with blank editable fields.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information about working in list view, see <a href="#">Use List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. In detailed view, all selected fields are displayed on the form. The detail view is the format that is described in help topics in the Help system.</p> <p>Note that on Hub forms, all fields in a hub are displayed on tabs.</p>
Actions Bar	<p><b>Edit:</b> Click this option to display the open record in edit mode. This allows you to edit any field on any of the tabs in the form without having to hover over a field name and click .</p> <p><b>Other Actions:</b></p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Click this option to copy all the information in the open record and use them in a new record. The new record displays in edit mode with all the copied information.</li> <li>▪ <b>Design:</b> Click this option to display the Screen Designer and add custom tabs, grids, and fields to the form. Appropriate access right are needed to access Screen Designer.</li> <li>▪ <b>Delete:</b> Click this option to delete the open record.</li> </ul>
Save	This option displays in edit mode. Click this option to save the changes made in the form.
Cancel	This option displays in edit mode. Click this option to discard the changes made in the form.
Name	<p>Enter a unique name to identify this account.</p> <p>If the <b>Do Not Allow Account Name Changes</b> check box is selected on the Accounts tab of the Accounting Company Settings form (<b>Settings » Accounting » Company</b> in the desktop application) for a company, you cannot change the name in this field after a transaction (posted or unposted) has been created for this account.</p>
Number	Enter the account number. The maximum account number length is determined on a firmwide basis during installation.
Type	<p>Select an account type, such as asset or revenue, for the account. DPS uses this information for organizational purposes on the account reports.</p> <p>You can insert accounts of a different type within the ranges established on the standard Chart of Accounts. However, after an account is referenced in a transaction file or posted, you cannot modify the account type.</p>
Status	<p>Select one of the following settings to indicate the account status:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this setting if the account is currently in use.</li> <li>▪ <b>Dormant:</b> Select this option to indicate that the account cannot be used.</li> <li>▪ <b>Inactive:</b> Select this setting if the account is not currently used. When you select this option, it removes the account from the list of active accounts that displays on the Account lookup, but the account remains in the database so that you can report on history.</li> </ul>
Cash Basis Account	<p>To specify a cash-basis account for an accrual, enter the account number in this field or select one from the Account lookup.</p> <p>This field displays only if your enterprise selected the <b>Cash-Basis Reporting</b> option on the Reporting tab of the Accounting System Settings form (<b>Settings » Advanced Accounting » System</b>). If your enterprise has enabled cash-basis reporting, you must add a cash-basis account in the Chart of Accounts for certain accrual-based accounts.</p> <p>The following guidelines are recommended accrual account to cash-basis account mappings.</p>



Field	Description						
	<table><tr><th>Accrual-Basis</th><th>Cash-Basis (offsetting account)</th></tr><tr><td>111.00, 112.00, 113.00 Accounts Receivable asset accounts</td><td>401.00 Billed Fee Revenue</td></tr><tr><td>210.00, 211.00, 212.00 Accounts Payable liability accounts</td><td>Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.</td></tr></table>	Accrual-Basis	Cash-Basis (offsetting account)	111.00, 112.00, 113.00 Accounts Receivable asset accounts	401.00 Billed Fee Revenue	210.00, 211.00, 212.00 Accounts Payable liability accounts	Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.
	Accrual-Basis	Cash-Basis (offsetting account)					
	111.00, 112.00, 113.00 Accounts Receivable asset accounts	401.00 Billed Fee Revenue					
	210.00, 211.00, 212.00 Accounts Payable liability accounts	Not applicable if the Accounts Payable application is installed. The account charged when cash is disbursed will be the same as the original account on the AP vouchers. If you do not have the Accounts Payable application installed, establish a separate cash-basis expense account: 631.00.					
<p>You do not need to map a cash-basis account to an accounts payable liability account. Accounts Payable makes this mapping automatically and makes the cash-basis entry when the liability is paid.</p> <p>If you select a cash-basis account, you cannot select the <b>Update Cash Basis during Revaluation</b> option.</p>							
Cash Basis Account Name	This field displays the name of the cash-basis account.						

### General Ledger Properties

Field	Description
Report Detail	<p>Select one of the following options to determine how detail displays on the General Ledger Account Analysis report:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Detail:</b> All account details are included on the report.</li> <li>▪ <b>No Detail:</b> Only the net change for the selected period displays on the report.</li> <li>▪ <b>Summarized by Date:</b> Includes one entry per journal per date, for the dates on which transactions occurred. Use this option when you want to review data for checking and payroll accounts.</li> </ul>
Account Groups Grid	<p>Account groups provide a way to group accounts on General Ledger reports. Use this grid to associate account group tables with the current chart of accounts. If your system administrator defines a default account group table on the General tab of the Accounting System Settings form (<b>Settings » Advanced Accounting » System</b> in the desktop application), the table name displays in this grid when you save the account record and refresh the grid.</p> <ul style="list-style-type: none"> <li>▪ <b>⌵:</b> Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>X</b>: Delete a row item. To display <b>X</b>, hover the mouse cursor over the row item that you want to delete in the grid. <b>X</b> displays in the right end of the row.</li> <li>▪ <b>Group Table</b>: This column displays the group table for the account. If your system administrator defines a default account group table on the General tab of the Accounting System Settings form, the table name displays in this grid when you save the account record and refresh the grid.  The same group table can be entered multiple times in the grid, but a different name in the <b>Detail Group Name</b> field must be selected for each group table.</li> <li>▪ <b>Detail Group Name</b>: This column displays the detail group name of the group table.  You cannot modify the <b>Detail Group Name</b> after it is associated with a Group Table, but you can delete this row if you no longer need it.  When you save a group table and detail group name combination, DPS automatically inserts this combination into the respective account group table. This uses the same start account and end account specified in the Accounts in Detail Account Group Name grid on the Detail Account Group tab (<b>Settings » Advanced Accounting » Account Group Tables</b> in the desktop application).</li> <li>▪ <b>+ Add Account Group</b>: Click this option to add a new row to the Account Groups grid. The <b>Group Table</b> field and <b>Detail Group Name</b> field in the new row displays as a drop-down field where you can select the corresponding group table and name.  Select a group table first before selecting a detail group name. The detail group name options are based on the associated names with the selected group table.</li> </ul>

### Company Access

The Company Access options and columns are only available if your enterprise uses multiple companies.

Field	Description
Available to all Companies	<p>If you use multiple companies, select this option to make this account available to all companies that are set up for your enterprise. Employees of any company can select the account to charge time, charge expenses, or post transactions. If this option is selected, this account will also be searchable for all companies if you select <b>Company</b> in the <b>Search Field</b> column on the advanced search of the Account lookup.</p> <p>By default, each account that you create is unavailable to any company, including the active company, until you specify access rights for it. Therefore, you need to specify company access for each account you create. If the account is not available to all companies, then you must use the Company Access grid to specify the companies that have access to the account.</p>



Field	Description
	When you select the <b>Available to all Companies</b> option, you are prompted to save any changes that you made to the account information and to verify that you want to make the account available for use by any company in your enterprise.
Limited Company Access Grid	<ul style="list-style-type: none"> <li>▪ <b>⌵</b>: Display the filter fields for the grid. Use the filter fields to refine the displayed row items in the grid.</li> <li>▪ <b>✕</b>: Delete a row item. To display <b>✕</b>, hover the mouse cursor over the row item that you want to delete in the grid. <b>✕</b> displays in the right end of the row.</li> <li>▪ <b>Company</b>: After you click <b>Insert</b>, select the company identifier in this field. When you select a company, you grant that company access to use the current account.</li> <li>▪ <b>Name</b>: The company name displays in this field when you select a company.</li> <li>▪ <b>+ Add Company Access</b>: This option is not available if the <b>Available to all Companies</b> is selected. Click this option to add a row item to the Limited Company Access grid</li> </ul>

### Multicurrency

Field	Description
Currency Code	If you use multiple currencies, select the currency to use for this account. This drop-down list displays the currencies enabled for use by your enterprise. If you specify a currency that is different from the enterprise's functional currency, the account is a foreign denominated account.
Update Cash Basis during Revaluation	If you use multiple currencies and you use cash-basis reporting, select this option to post cash-basis entries for revaluation gains and losses for a foreign-denominated account. If this option is not selected, only the accrual financials are updated when you run gains and loss processing.
Revaluation Gain Account	<p>If you use multiple currencies, use this option to specify a revaluation gain account for individual foreign-denominated accounts. The unrealized gain is posted to the balance sheet of that account. The Revaluation Gain Account overrides the unrealized gain account defined on the Gains and Losses tab of Accounting Company Settings. This field is only available when a currency is defined on the account.</p> <p>Select the account to which unrealized gains will be posted. The Account lookup for this field lists valid balance sheet accounts. If you also use multiple companies, only those accounts that belong to the active company display in the Account lookup.</p> <p>If you do not select a Revaluation Gain Account in this field, DPS uses the realized gain account specified on the Gains and Losses tab of the Accounting Company Settings form.</p>



Field	Description
Revaluation Loss Account	<p>If you use multiple currencies, use this option to specify a loss account for individual foreign-denominated accounts. The unrealized loss is posted to the balance sheet of that account. The revaluation loss account overrides the unrealized loss account specified on the Gains and Losses tab of the Accounting Company Settings form. This field is only available when a currency is defined on the account.</p> <p>Select the account to which unrealized losses will be posted. The Account lookup for this field lists valid balance sheet accounts. If you also use multiple companies, only those accounts that belong to the active company display on the Account lookup. If you do not select a revaluation loss account in this field, DPS uses the unrealized loss account defined on the Gains and Losses tab of the Accounting Company Settings form.</p>
User Defined Currency	If you use multiple currencies, select a currency code for the account. This field displays only if you added at least one custom currency field.

## Accounting Company Settings

Use Accounting Company Settings to set up general accounting features that apply to a specific company in your enterprise.

If you use multiple companies, you must set up these company-wide settings for each company.

### Checklist: Setting Up and Running the Labor Cross Charge Process

If you are new to DPS, you may find it helpful to review the setup process before you set up Labor Cross Charges.

For assistance, contact DPS Consulting Services.

### Setup Steps



Step	Description
1	Decide which approach to use. You may want to review the background materials in the Concepts section of the help before you make this decision.
2	Decide on an internal transfer price.
3	<p>Set up Labor Cross Charge globally for each approach that you use:</p> <ul style="list-style-type: none"> <li>▪ Enable Labor Cross Charge.</li> <li>▪ Enable Create Labor Adjustment, Create Journal Entry, or both.</li> <li>▪ Set up new general ledger accounts for journal entries, if applicable.</li> <li>▪ Populate account number fields with general ledger account numbers.</li> <li>▪ Populate internal transfer price fields, if applicable.</li> </ul>






Step	Description
4	<p>Continue setup at the organization level, in Individual Organization Setup (<b>Settings » Organization » Individual</b>).</p> <p>In Individual Organization Settings, you can:</p> <ul style="list-style-type: none"> <li>▪ Reference special projects/phases/tasks for each organization.</li> <li>▪ For each organization, populate the project fields with the new projects/phases/tasks.</li> <li>▪ Override the global transfer price settings at the organization level (optional).</li> </ul>
5	<p>Override global and organization settings at the project level, if applicable. On the Accounting tab of the Projects hub (in the desktop application), specify the cross-charge method and the transfer price.</p>

### Processing Steps

After you post timesheets and make labor adjustments and billing transfers, process labor cross charges. Then generate Income Statements.

Step	Description
1	<p>On the Labor Cross Charge form (<b>Accounting » Labor Cross Charge</b>), complete the following actions:</p> <ol style="list-style-type: none"> <li>1. Select the batches that you want to review before processing.</li> <li>2. On the toolbar, click  <b>Report</b> to generate the Labor Cross Charge report.</li> <li>3. Review the report to confirm the accuracy of the cost and billing amounts to be posted.</li> </ol>
2	<p>On the Labor Cross Charge Form (<b>Accounting » Labor Cross Charge</b>), complete the following actions:</p> <ol style="list-style-type: none"> <li>1. Modify the entry in the <b>Journal Entry Batch Name</b> or <b>Labor Adjustment Batch Name</b> fields.</li> <li>2. Select the batches that you want to process.</li> <li>3. On the toolbar, click  <b>Run</b>.</li> </ol>
3	<p>Run the Labor Adjustment, Journal Entry Transaction Lists, or both to see the transactions that will be posted.</p> <ol style="list-style-type: none"> <li>1. From the Navigation menu, select <b>Transaction Center » Transaction Lists</b>.</li> <li>2. In the <b>Transaction Type</b> field, select <b>Journal Entries</b> or <b>Labor Adjustments</b> from the drop-down list.</li> <li>3. For each list, select the appropriate cross-charge files.</li> </ol>



Step	Description
	<ol style="list-style-type: none"> <li>On the toolbar, click  <b>Transaction List</b>, and from the drop-down list, click <b>Print</b> or <b>Preview</b>.</li> <li>Review the Labor Adjustment and/or Journal Entry Transaction Lists.</li> </ol>
4	<p>After you are satisfied with the accuracy of all labor cross charge transactions, post the transaction files for Labor Adjustments, Journal Entries, or both:</p> <ol style="list-style-type: none"> <li>From the Navigation menu, click <b>Transaction Center » Transaction Posting</b>.</li> <li>In the <b>Transaction Type</b> field, select <b>Journal Entries</b> or <b>Labor Adjustments</b> from the drop-down list.</li> <li>For each list, select the appropriate cross-charge files.</li> <li>Click  <b>Post</b> to post the file or click  <b>Schedule</b> to display the Schedule dialog box and submit the posting to a process server queue.</li> </ol>

#### Checklist: Setting Up and Running the Adjust Salaried Job Cost Process

Use this checklist to set up and run the Adjust Salaried Job Cost (ASJC) process.

Step	Description	Location
1	Enable the Adjust Salaried Job Cost feature. This feature must be enabled before employees enter any timesheet data.	<b>Settings » Accounting » Company</b>
2	Set up employee information. Enter the job cost rate, job cost type, and hours per day worked for salaried employees.	Accounting and Personal tabs in <b>Hubs » Employees</b> (in the desktop application)
3	After timesheets have been entered, post employee timesheets for the selected payroll period.	<b>Transaction Center » Transaction Posting</b>
4	Print a Timesheet Posting Log for the selected payroll period.	<b>Transaction Center » Posting Logs</b>
5	<p>Run the ASJC routine.</p> <ol style="list-style-type: none"> <li>Check the adjusted job cost rates for the posted timesheets.</li> <li>Process the adjustment.</li> </ol>	<b>Accounting » Adjust Salaried Job Cost</b>
6	Print a new Timesheet Posting Log for the selected payroll period.	<b>Transaction Center » Posting Logs</b>



## Revenue Generation Setup Checklist

You may find it helpful to review a list of the general steps that you complete to set up revenue generation.

Step	Description
1	To enable Revenue Generation, click the <b>Enable Revenue Generation Feature</b> check box on the Revenue tab of <b>Settings » Accounting » Company</b> .
2	Enable and set up revenue categories if you want to track multiple unbilled services and uninvoiced revenue accounts.
3	Create user-defined revenue methods if: <ul style="list-style-type: none"> <li>None of the standard revenue methods calculates revenue in a way that matches your projects' contract terms.</li> <li>You want to track multiple unbilled services and uninvoiced revenue accounts with revenue categories. You must create a user-defined revenue method for each revenue category. You cannot use standard revenue methods with revenue categories.</li> </ul>
4	After you decide which revenue methods to use, you should prove out each revenue method on a few projects before you assign the method to all of your projects.
5	Assign a revenue method for each project for which you want to accrue revenue.  On the Budget & Revenue tab of the Projects hub (in the desktop application), at the lowest chargeable level for each project, enter the revenue method.  If you enabled the Revenue Categories feature, enter a revenue method for each revenue category on the Budget & Revenue tab.
6	Set up overall revenue upset limits and overall additional revenue calculations for individual projects on the Budget & Revenue tab of the Projects hub. These are optional.
7	Enable and set up revenue groups if you have projects that are part of a group or contract, and you want to recognize revenue at the overall group (contract) level rather than as the sum of its projects.

### How to...

Company-specific settings include default accounts and timesheet information, and settings to enable revenue generation and tax auditing.

### Load Custom Checks on the Report Server

You need to load custom checks on the DPS report server so that they will be available for use by the Employee Expenses and Accounts Payable applications.

**To load custom checks and their subreports on your report server:**

1. From the Navigation menu, click **Utilities » Report Administration**.



2. In the **Location of Reports on Application Server** field on the Load Reports tab, enter the location of the custom check templates on your application server.  
The default location is C:\Program Files\Deltek\DeltekPS\Reports.
3. In the **Type** field, select **Custom**.
4. In the **Report Name** field, enter the specific custom check template file name.
5. Click the **Load Report Files** button.
6. Repeat these steps for additional custom check templates.  
After you load a custom check template, only the main custom check template file displays in the Loaded Reports grid. The grid hides the subreports.

### Display Custom Check Templates as Options in the Template Field

You can create custom templates for accounts payable checks with Microsoft SQL Server Reporting Services report writing tools. Contact the Deltek Customer Care team for more information.

The custom templates display as options in the **Template** field on the Accounts Payable tab of the Company AP Settings form and the General tab of the Accounting Company Settings form.

#### To set custom templates to display as options in the Template field:

1. Follow the correct naming convention for each custom template file:
  - Canada: CheckAPDefault\_CAD\_UniqueTemplateName\_Custom.rdl
  - United Kingdom: CheckAPDefault\_UK\_UniqueTemplateName\_Custom.rdl
  - United States: CheckAPDefault\_UniqueTemplateName\_Custom.rdl
2. Store the custom template file in the DPS\Reports\Custom\Check folder on your application server. The default location is C:\Program Files\Deltek\DeltekPS\Reports\Custom\Check. The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<XXXXX>\Check).
3. To use subreports for custom templates, copy the following subreports from the \Deltek\DeltekPS\Reports\Check folder on your DPS application server to the \Deltek\DeltekPS\Reports\Custom folder on your application server.
  - InvoiceDetails.rdl
  - EFT\_AP.rdl




You can modify the subreports in the Custom folder, but you must not rename them. If you rename them, when you print checks with a custom check template, the subreports will not be found.

### Set Up Employee Expense Payments

Set up payment and bank information used to pay employee expenses.

#### To set up Employee Expense payments:



1. From the Navigation menu, click **Settings » Accounting » Company** .
2. On the Accounting Company Settings form, click the General tab.
3. In the **Employee Expense Payments** section of the tab, complete the fields.
4. Click  **Save**.

### Enable Revenue Generation

When you enable Revenue Generation, DPS recognizes project revenue when the Revenue Generation process is run. If Revenue Generation is not enabled, DPS recognizes project revenue when invoices are posted.

If you use multiple companies, you enable and set up Revenue Generation options individually for each company in your enterprise. For each company, you choose the revenue methods, upset limits, revenue groups, and revenue categories that are most suitable for that company. You run Revenue Generation separately for each company in your enterprise.

#### To enable Revenue Generation:

1. From the desktop application Navigation menu, click **Settings » Accounting » Company**.
2. On the Revenue tab, select the **Enable Revenue Generation Feature** check box.
3. To enable the Revenue Groups and the Overall Revenue Calculation feature, select the **Enable additional revenue calculations at Project and group levels** check box.
4. To track only one unbilled services account and one uninvoiced revenue account, enter those accounts in the **Unbilled Services** and **Uninvoiced Revenue** fields.
5. To use the Revenue Categories feature to track multiple unbilled services and uninvoiced revenue accounts, select the **Enable tracking for this many revenue categories** check box, and select the number of unbilled accounts to track.
6. If you choose to track multiple unbilled services and uninvoiced revenue accounts, enter the unbilled services and uninvoiced revenue accounts for each revenue category in the fields below the **Enable tracking for this many revenue categories** check box.
7. If **Enable Entry of Fee by Billing Category** is selected on the Fees tab of the Billing Setup form (**Settings » Billing » General**), you can also enter a **Fee Invoice Billed** account for each revenue category. This is the revenue account to which you want to post fee billed revenue for that revenue category.

After you enable Revenue Generation in Accounting Company Settings, you must complete additional Revenue Generation setup steps. After Revenue Generation is enabled, you should not make journal entries to any **Revenue** or **Unbilled Services** account. When you run Revenue Generation, DPS excludes projects whose revenue method is N.

### Enable Tax Auditing and Enter Default Settings

Use Accounting Company Settings to enable the Tax Auditing feature and enter default settings for it.


#### To turn on Tax Auditing and enter default tax information:

1. From the Navigation menu, click **Settings » Accounting » Company** .



2. On the Accounting Company Settings form, click the Tax Auditing tab.
3. Select the **Enable Tax Auditing Feature** check box, and click  **Save**.


Before you can select default tax codes on this tab, you must enter input tax codes in Tax Codes Setup. You cannot enter the input tax codes in Tax Codes Setup until you select the **Enable Tax Auditing Feature** check box on this tab. The next steps in these instructions direct you to Tax Codes Setup to set up input tax codes.

4. Close the Accounting Company Settings form and, from the Navigation menu, click **Settings » Accounting » Taxes**.
5. On the Tax Codes tab, enter and save new tax codes to use for input taxes.  
For the tax code to display in the drop-down list in the Default Tax Codes grid on the Tax Auditing tab in Accounting Company Settings, you must make the following entries for the tax code on the Tax Codes tab:
  - In the **Status** field, select **Active**.
  - In the Inputs section:
    - Select the **Transaction Entry** check box, the **Employee Expenses** check box, or both.
    - In the **Account** field, enter the general ledger account for the input tax (typically a debit account). If the input account is missing, you will not be able to post transactions.
6. Return to the Tax Auditing tab in **Settings » Accounting » Company**.
7. In the Default Tax Codes grid, enter default tax codes.
8. When you finish click  **Save**.

### Set Up Default Accounts

You can set up default accounts for your company.

#### To set up default accounts:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Accounts tab.
3. Complete the fields on the tab.
4. Click  **Save**.


### Set Up Posting Information

DPS automatically posts at least one side of a debit and credit general ledger entry for you. Use the Posting tab of Accounting Company Settings to determine the credit side of the entry for labor, miscellaneous expenses, reproductions, consultant accruals, employee expenses, and employee advances, and enter settings for control totals and posting logs.

Some of the fields may be unavailable, based on the use of automatic postings by organization.

#### To set up posting information:




1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Posting tab.
3. Complete the fields on the tab.
4. Click  **Save**.

### Set Up Organization Credits

On the Organization tab of Accounting Company Settings, determine the credits that you want to distribute by organization. If you do not want payroll liability credits distributed by an organization, you can select the payroll liability organization that you want. If you make any modifications on this tab, DPS automatically updates the column access field on the Posting tab.

This tab displays only if Organizations are enabled for the active company.

#### To set up organization credits:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Organization tab.
3. Complete the fields on the tab.
4. Click  **Save**.
5. To verify that your organization entries are correct, select **Test Organization Setup** on the toolbar.


If you have invalid data, you receive a message that identifies the problematic data. Make appropriate modifications and re-test the setup.

### Set Up Timesheet Information

Enter timesheet information for your enterprise on the Timesheet tab in Accounting Company Settings. Determine whether or not data is consolidated when you post labor and whether or not benefit accruals are tied to payroll processing.

You also enable the ADP Payroll, Paychex, and Ceridian Powerpay interfaces on this tab.

#### To set up timesheet information:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Timesheets tab.
3. Complete the fields on the tab.
4. Click  **Save**.




### Set Up Job Costing Information

Job costing is the practice of allocating labor costs to projects. The job cost frequency is how often (monthly, semi-monthly, weekly, or bi-weekly) timesheets are collected, posted, and costed to jobs.

When cost rates and pay rates differ, DPS depends on the Job Cost Variance account to increase or decrease total indirect expenses so that the labor accounts plus the variance equal the actual payroll expense. The main purpose of this account is to provide accurate job cost reports while maintaining the actual payroll expense in the general ledger.


#### To set up Job Costing information:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Timesheet tab.
3. In the **Job Costing** section of the tab, complete the fields.
4. Click  **Save**.

### Set Up Accounting Company Gains and Losses

If your enterprise uses multiple currencies, you set up default general ledger accounts and projects for realized and unrealized gains and losses.

#### To set up gains and losses accounts and projects:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. Click the Gains and Losses tab.
3. Complete the fields on the tab.
4. Click  **Save**.

If you use the Organization feature and you maintain separate balance sheets (the **Maintain separate balance sheets by Organization** check box is selected on the Organization General Setup form in **Settings » Organization » General**), you must enter a project for each organization on the Gains and Losses tab on the Individual Organization Setup form in **Settings » Organization » Individual**.

### Set Up the Transaction Center Approval Feature

Use the Transaction Center approval feature if you want employees to submit transaction center entry files for approval before the files are posted.

#### To set up the Transaction Center approval feature:

1. From the Navigation menu, click **Settings » Accounting » Company**.
2. On the Transaction Center Approvals tab, select the **Enable transaction center approvals** check box.
3. Complete the fields on the tab.



#### 4. Click **Save**.

You have the option to set up alerts for the approval process. Alerts notify approvers that submitted transaction entry files are ready to approve. Alerts also notify submitters that entry files are approved or rejected. You set up Transaction Center alerts in **Settings » General » Company Alerts**.

### Fields and Options

Use the Accounting Company Settings form and related dialog boxes to specify company-specific accounting settings.

#### Accounting Company Settings Form

Use the Accounting Company Settings form to establish company-wide settings for such areas as default accounts, revenue generation, and labor cross charges.

If you use multiple companies, you must set up these company-wide settings for each company. To navigate to another company, click **Utilities » Change Company** on the Navigation menu. The name of the active company displays at the top of the Accounting Company Settings form.

#### *Display the Accounting Company Settings Form*

Display the Accounting Company Settings form in Accounting Settings.

From the Navigation menu, click **Settings » Accounting » Company**.

#### *General Tab of Accounting Company Settings*

Use the General tab of Accounting Company Settings to determine how your company processes and pays employee expense payments. You can also choose whether or not to include Social Security numbers on journals, reports, and files, and select other company-wide options.



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#### Employee Expense Payments


Use the fields in this section to specify how employee advance and expense reimbursement payments are formatted. Employee expense payments are generated in **Cash Management » Employee Expenses**.

Field	Description
Format	<p>Select the country whose payment format most closely matches the payment format that you use for employee advances and expense reimbursement payments. The country that you select in this field and the template that you select in the <b>Template</b> field determine how your employee expense payments print.</p> <p>If you are printing paper checks, the settings that you enter in this field and the <b>Template</b> field must be suited to the check stock that you use.</p> <p>The options are:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Canada:</b> When you select this format, you can use the <b>Payment Face Date</b> field and the <b>Print date format indicator on payment face</b> check box on this tab to choose the date format and determine whether or not the date format indicator prints on the payment face.</li> <li>▪ <b>United Kingdom:</b> This format is designed for use with A4-sized paper.</li> <li>▪ <b>United States:</b> This is the default setting.</li> </ul>
Print date format indicator on payment face	<p>This check box applies to Canadian checks and is enabled when you select <b>Canada</b> in the <b>Format</b> field. Select this check box if your check stock does not have the required date format indicator preprinted on the check stock. DPS then prints the format indicator on the check face according to the settings that you enter in the <b>Date Order</b> and <b>Display Four Digit Year</b> fields on the Format Date/Time dialog box. This dialog box displays when you click  in the <b>Payment Face Date</b> field on this tab.</p>
Template	<p>Select the template to use for your employee advance and expense reimbursement checks:</p> <ul style="list-style-type: none"> <li>▪ <b>DelteK two-part:</b> The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.</li> <li>▪ <b>DelteK three-part:</b> The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.</li> <li>▪ <b>DelteK payment on bottom:</b> The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select <b>United Kingdom</b> in the <b>Format</b> field on this tab. This template is formatted to fit A4-sized paper.</li> <li>▪ <b>&lt;Custom template&gt;:</b> If you create custom templates for expense checks, they are included in this drop-down list with their actual file names.</li> </ul> <p>For all of the templates:</p> <ul style="list-style-type: none"> <li>▪ The payment date prints on each check stub.</li> <li>▪ The employee's address prints on the check stub.</li> <li>▪ The employee addresses include the country if the employee's country is different than your company's country.</li> <li>▪ User-defined field tables are available so that you can easily add them if you customize the check templates with Microsoft SQL Server ® Reporting Services.</li> </ul>
Currency	<p>Click  to open the Format Currency dialog box and enter currency format information to apply to the check face and stub. Your selections apply to any selected check format and template, including custom templates.</p>



Field	Description
Payment Face Date	<p>Click  to open the Format Date/Time dialog box and enter date format information for the date that prints on the check face. Your selections apply to any selected check format and template, including custom templates.</p> <ul style="list-style-type: none"> <li>For the <b>Deltek two-part</b> and <b>Deltek three-part</b> check templates, the date on the check stub is in the Short Date format that is currently specified in your computer's Regional and Language Settings.</li> <li>For the <b>Deltek payment on bottom</b> check template, the settings that you enter in the <b>Payment Face Date</b> field apply to the date on the check stub.</li> </ul> <p>The dates for expense report detail lines on the check stub are shown in the Short Date format that is currently specified in your computer's Regional and Language settings.</p>
Default Bank	Select the bank to whose account you want employee expense reimbursements and advances posted, unless otherwise specified.
Print Bank ID and Account Number on Payments and Remittances	Select this check box to print the ID of the selected bank and the account number.
Print Social Security number on journals and direct deposit reports/files	<p>Select this check box to display employee Social Security numbers on the following reports and files:</p> <ul style="list-style-type: none"> <li>Draft Payroll Journal</li> <li>Payroll Journal Posting Log (including the hyperlink from Employee Review)</li> <li>Payroll Direct Deposit report and ACH file</li> <li>Employee Expenses Direct Deposit report and ACH file</li> </ul>
Enable Use of Credit Cards	<p>Select this check box to enable the Credit Card feature.</p> <p>The Credit Card feature:</p> <ul style="list-style-type: none"> <li>Lets you import credit card charges from your bank into DPS.</li> <li>Lets employees select the imported credit card charges that they made with company-issued credit cards on an expense report.</li> <li>Lets you define vendor invoices as paid by credit card in <b>Transaction Center » Transaction Entry » AP Disbursements</b>.</li> <li>Lets you reconcile credit card charges from expense reports and AP disbursements with the charges on your credit card statements in <b>Cash Management » Credit Card Reconciliation</b>.</li> </ul> <p>After you enable this feature, set up credit card information in <b>Settings » Advanced Accounting » Credit Cards</b>.</p> <p><b>Multicompany</b></p>



Field	Description
	<p>If you have multiple companies, you must select this check box for each company that will be paying credit card invoices. The <b>Enable Use of Credit Cards</b> setting is not applied globally to all your companies.</p> <p>If you have multiple companies, employees from a company that does not have credit cards enabled can access the credit card information in the Expense Reports application if they are identified as expense report users for a secondary credit card in <b>Settings » Advanced Accounting » Credit Cards</b>.</p>
Require Transaction Dates to be Within the Active Fiscal Year	<p>Select this check box if you want to require that transaction dates be within the currently active fiscal year in DPS. Select both this check box and <b>Require Transaction Dates to be Within the Active Accounting Period</b> to require transaction dates within the currently active accounting period.</p> <p>It is important that you post all open transaction files and payment processing runs before you enable this transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change transaction dates when you open the file in a prior period.</p>
Require Transaction Dates to be Within the Active Accounting Period	To require that transaction dates be within the currently active accounting period in DPS, first select <b>Require Transaction Dates to be Within the Active Fiscal Year</b> and then select this check box.
Use Approvals	Select this check box to enable approvals for general ledger budgets.
Approval Workflow	Select the approval workflow to use. The choices for this field are set in <b>Settings » Workflow » Approval Workflows</b> .
Approval Start Year	Enter the first year in which you want to use approvals. General ledger budgets that fall within this year or later will have approvals enabled. Leave this field blank to enable approvals for all existing general ledger budgets.



#### *Revenue Tab of Accounting Company Settings*

Use the Revenue tab of Accounting Company Settings to enable and select the settings for Revenue Generation and related features. When you run Revenue Generation, DPS accrues



revenue so that you can match revenue with spent amounts and have an accurate view of your enterprise's financial status.




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Field	Description
Unbilled Services	<p>Enter the account for posting unbilled services. You can enter an account directly in this field, or click  to select an account.</p> <p>DPS automatically posts invoices to this account when a project's revenue method is <b>N</b> (no revenue recognition) or when Revenue Generation is processed (if you use Revenue Generation) and you track only one unbilled services account. This is the offset entry to the uninvoiced revenue entry.</p> <p>The default for this field is account 121.00 — Unbilled Services in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in <b>Settings » Accounting » Chart of Accounts</b>.</p> <p>If you use Revenue Generation and you track only one unbilled services account, enter that account in this field. If you use Revenue Generation and you track more than one unbilled services account, select the <b>Enable tracking for this many revenue categories</b> check box and enter multiple unbilled services accounts.</p>
Uninvoiced Revenue	<p>Enter the account for posting uninvoiced revenue. You can enter an account directly in this field, or click  to select an account.</p> <p>Uninvoiced revenue is earned revenue that is more or less than the revenue already billed. For example, if your revenue method is W (Revenue = Job-to-date Billings + WIP @ Billing), your uninvoiced revenue is generally a positive amount, an addition to what you already billed (project expenses incurred that you have not yet billed). If your revenue method is P ((Percent Complete x Fee) + Job-to-date Reimbursable Expenses), your uninvoiced revenue may be a negative amount if you bill more revenue than you recognize.</p> <p>DPS automatically posts invoices to the uninvoiced revenue account when a project's revenue method is <b>N</b> (no revenue recognition) or when Revenue Generation is processed (if you use Revenue Generation) and you track only one unbilled services account.</p> <p>The default for this field is account 402.00 Unbilled Revenue in the Standard Chart of Accounts. If you modify the account number, the new account must first be set up in <b>Settings » Accounting » Chart of Accounts</b>.</p> <p>If you use Revenue Generation and you track only one uninvoiced revenue account, enter that account in this field. If you track more than one uninvoiced revenue account, select the <b>Enable tracking for this many revenue categories</b> check box, and enter multiple uninvoiced revenue accounts.</p>
Enable Revenue Generation Feature	<p>Select this check box to enable the Revenue Generation feature. When you select this check box, the fields and check boxes in this section are enabled.</p>



Field	Description
Enable additional revenue calculations at Project and group levels	<p>With the <b>Enable additional revenue calculations at Project and group levels</b> check box cleared, when you run Revenue Generation, a project's job-to-date revenue is calculated as the sum of the revenue at the project's lowest work breakdown structure (WBS) level. For example, if a project has tasks, the project's job-to-date revenue is calculated as the sum of the revenue that is calculated for each of its tasks.</p> <p>When you select the <b>Enable additional revenue calculations at Project and group levels</b> check box, you have the following options in addition to calculating a project's revenue as the sum of its lowest WBS level:</p> <ul style="list-style-type: none"> <li>You can calculate revenue at the project level. The project level revenue is compared with the sum of the revenue calculated at a project's lowest WBS level. The difference is posted to an adjustment phase or task. The adjustment ensures that the revenue that is calculated by summing revenue at the lowest WBS level is made equal to the overall revenue calculated at the project level.</li> </ul> <p>The sum of the revenue for the lower WBS levels of a project will not match the revenue that is calculated at the project level when, for example, you use revenue method P (Percent Complete + Job-to-date Reimbursable Expenses @ Cost Rates) at the project level and revenue method W (Job-to-date Billings + Work-in-Progress (WIP) @ Billing Rates) at lower WBS levels.</p> <p>To set up this process, go to the Budget &amp; Revenue tab of the Projects hub (in the desktop application) and select the <b>Calculation</b> option in the <b>Overall Revenue</b> field. The <b>Calculation</b> option displays only when you select the <b>Enable additional revenue calculations at Project and group levels</b> check box, and it displays only at the WBS1 (project) level.</p> <ul style="list-style-type: none"> <li>You can set up revenue groups for projects that are part of a group or contract. A revenue groups includes a main project, subprojects, a revenue method for the overall revenue group, and an adjustment phase or task for the revenue group.</li> </ul> <p>Click <b>Accounting » Revenue » Revenue Groups</b> to set up revenue groups.</p> <p>When you run Revenue Generation, JTD revenue is calculated as follows for revenue groups:</p> <p>DPS takes the sum of the revenue that is calculated for each subproject in a revenue group and compares this revenue amount to the revenue that is calculated for the overall revenue group. It posts the difference to an adjustment phase or task for the revenue group. The adjustment ensures that the revenue that is calculated by summing revenue for the subprojects is made equal to the overall revenue calculated at the revenue group level.</p> <p>If you use multiple companies, you must run Revenue Generation separately for each company in your enterprise. See the discussion of Revenue Generation and multiple companies in the Concepts section of the help for information on how job-to-date revenue is calculated when you have projects</p>



Field	Description
	<p>whose phases and tasks belong to different companies or revenue groups whose subprojects belong to different companies.</p> <p>If you use multiple currencies, all the projects in a revenue group must have the same currency.</p>
Enable tracking for this many revenue categories	<p>Select this check box if you want to use revenue categories and track more than one unbilled services and one uninvoiced revenue account.</p> <p>Select the number of revenue categories to track. You can select up to five.</p> <p>When you select this option, the <b>Unbilled Services</b> and <b>Uninvoiced Revenue</b> fields at the top of the page are disabled. Those fields are used only if you track one unbilled services and one uninvoiced revenue account. Enter multiple unbilled services and uninvoiced revenue accounts in the fields below the <b>Enable tracking for this many revenue categories</b> check box.</p> <p>When you enable revenue categories, the <b>Revenue Categories</b> section (with a revenue method field for each revenue category) displays instead of one <b>Revenue Method</b> field in the following locations:</p> <ul style="list-style-type: none"> <li>Budget &amp; Revenue tab in the Projects hub (in the desktop application)</li> <li>Revenue Groups form in <b>Accounting » Revenue » Revenue Groups</b></li> </ul>
Unbilled Services	<p>Click  to select the unbilled services account for each revenue category.</p> <p>Although it is not required, you should use a unique unbilled services account for each revenue category so that you can reconcile these accounts by revenue category.</p> <p>The first three revenue categories are labeled <b>Labor</b>, <b>Consultants</b>, and <b>Reimb</b>. Revenue categories four and five are labeled <b>Revenue Method 4</b> and <b>Revenue Method 5</b>.</p> <p>You can rename these five revenue categories on the Labels tab in <b>Settings » General » General System</b>.</p>
Uninvoiced Revenue	<p>Click  to select the uninvoiced revenue account for each revenue category.</p> <p>The uninvoiced revenue account must be unique for each revenue category.</p>
Fee Invoice Billed (for up to five revenue categories)	<p>These fields display if you select <b>Enable tracking for this many revenue categories</b>, and if <b>Enable entry of fee by billing category</b> is selected on the Fees tab of the Billing Setup form (<b>Settings » Billing » General</b>).</p> <p>Click  to select the revenue account to which you want to post fee billed revenue for each revenue category.</p> <p>You must also map these accounts on the Invoice Mapping Accounts tab of the Accounts Receivable Settings form (<b>Settings » Accounting » Accounts Receivable</b>). Be sure to map them to the revenue category to which they are assigned in these fields.</p>





Field	Description
	If you do not enter a fee billed revenue account for one or more revenue categories, DPS posts the revenue for those categories to the default fee billed revenue account specified on the Accounts tab of the Billing Setup form.
Calculate unbilled services gains and losses	<p>These options display if you use multiple currencies.</p> <ul style="list-style-type: none"> <li>▪ <b>All revenue type Projects:</b> Select this option if you want gains and losses for unbilled services to be calculated for all projects when you run Revenue Generation, regardless of a project's revenue method.</li> <li>▪ <b>Revenue type B Projects only:</b> Select this option if you want gains and losses for unbilled services to be calculated only for revenue method B projects when you run Revenue Generation. Revenue method B calculates revenue as equal to job-to-date billings.</li> </ul> <p>Selecting this option lets you give a project a revenue method other than B up until the point at which you need to calculate gains and losses for it.</p>

#### *Accounts Tab of Accounting Company Settings*


Use the Accounts tab to set up company accounts that receive automatic postings. If you use multiple companies, you also set up intercompany accounts to facilitate transactions between the companies within your enterprise.

### Contents

#### Company Accounts

Field	Description
Accounts Receivable	<p>Enter the account to which to post accounts receivable amounts. You can enter an account directly in this field or click  and select an account.</p> <p>This account is used when invoices are posted and an accounts receivable account is not mapped to an invoice account on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>.</p> <p>The default for this field is account 111.00 - AR Clients in the Standard Chart of Accounts. If you modify it, make sure that the new account has been set up in <b>Settings » Accounting » Chart of Accounts</b>.</p>
Current Year P&L	<p>Enter the account to which to post this year's profit and loss amount. You can enter an account directly in this field, or click  and select an account.</p> <p>Each time you print a Balance Sheet, DPS displays the current year's profit or loss amount from the Income Statement next to the Current Year's Profit and Loss account in the Net Worth section. You cannot post to this account; DPS calculates the balance for this account automatically.</p>



Field	Description
	The default for this field is account 312.00 - Current Yrs Profit(Loss) in the Standard Chart of Accounts. You should not modify this account number. If you do modify it, make sure that the new account has been set up in <b>Settings » Accounting » Chart of Accounts</b> .
Prior Year Retained Earnings	<p>Enter the account to which to post the prior year's retained earnings. You can enter an account directly in this field, or click  and select an account.</p> <p>DPS does not post profit or loss to the balance sheet until you initialize your files for a new year, at which time it posts to the Prior Years' Retained Earnings account. You should not post to this account; DPS calculates the balance for this account automatically.</p> <p>The default for this field is account 311.00 - Prev Yrs Retained Earnings in the Standard Chart of Accounts. You should not modify this account number. If you do modify it, make sure that the new account has been set up in <b>Settings » Accounting » Chart of Accounts</b>.</p>
Do not allow Account Name Changes	Select this check box to prevent users from changing the name of a general ledger account in <b>Setting » Accounting » Chart of Accounts</b> after a transaction (posted or unposted) has been created for the account.

### Intercompany Accounts

Field	Description
Accounts Receivable	<p>Select an asset account. DPS debits this account when you process invoices for intercompany billing.</p> <p>If you modify this account after you enter <b>Labor Revenue</b> and <b>Expense Revenue</b> accounts, the accounts in these two fields are removed because intercompany billing requires that they be mapped to the company's intercompany Accounts Receivable account on the Invoice Mapping Accounts tab of <b>Settings » Accounting » Accounts Receivable</b>.</p>
Accounts Payable	<p>Select a liability account. DPS debits this account when you post vouchers for an intercompany transaction.</p> <p>If you selected the <b>Enable Detailed Subledgers for Intercompany Billing</b> check box on the General tab in <b>Settings » Advanced Accounting » System</b>, the accounts payable account that you select here should match the accounts payable account referenced by the <b>AP Liability</b> code entered on the Subledger Terms tab of Intercompany Billing Setup.</p>
Suspense	<p>Select a balance sheet account. When a transaction involves another company, some time elapses between the transaction's posting and its settlement through intercompany billing.</p> <p>DPS uses an intercompany suspense account to prevent balance sheet tolerances until you next run intercompany billing. When you run intercompany billing, it creates the appropriate accounts receivable and</p>



Field	Description
	accounts payable entries, clears this suspense account, and redistributes the credit amount to the appropriate company.
Labor Revenue	<p>This field displays when the <b>Enable Detailed Subledgers for Intercompany Billing</b> check box is selected on the General tab in <b>Settings » Advanced Accounting » System</b>.</p> <p>Use this field to specify the labor revenue account that DPS uses when intercompany invoice transaction files are generated for this company.</p> <p>The account that you specify here must already be mapped to the company's intercompany <b>AR Account</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>.</p>
Expense Revenue	<p>This field displays when the <b>Enable Detailed Subledgers for Intercompany Billing</b> check box is selected on the General tab in <b>Settings » Advanced Accounting » System</b>.</p> <p>Use this field to specify the labor expense account that DPS uses when intercompany invoice transaction files are generated for this company.</p> <p>The account that you specify here must already be mapped to the company's intercompany <b>AR Account</b> column on the Invoice Mapping Accounts tab in <b>Settings » Advanced Accounting » Accounts Receivable</b>.</p>
Intercompany Cash Basis Suspense	<p>You can access this field only if you have cash-basis reporting enabled and you use detailed subledgers for intercompany billing.</p> <p>Enter the account to which you want to post the balance that results from intercompany billing markups. This account applies only to cash-basis reporting when you use detailed subledgers.</p> <p>You can enter any account in this field. However, you should enter an indirect expense account because a balance can remain in the account.</p> <p>This cash-basis account is used on both the originating company's financial statement and the project's financial statement. This account is used primarily by the intercompany billing process to track the cash receipt of the intercompany invoice and any markup on paid expenses.</p> <p>In addition, this account is used during payment of any intercompany expenses, which includes accounts payable and employee expense payments, accounts payable disbursements, and cash disbursements. This account should not have an accrual balance.</p> <p>You must also map the Intercompany Cash Basis Suspense account as the cash-basis account for the intercompany AR account in <b>Settings » Accounting » Chart of Accounts</b>. With this mapping, cash receipts for intercompany invoices post to the Intercompany Cash Basis Suspense account, which corrects the entries for cash-basis reporting. (When you enter an intercompany cash receipt, you reference an invoice and the intercompany AR account.)</p> <p>If you do not do this mapping, a balance remains in the intercompany AR account, and you must use a journal entry to move it manually.</p>



## Foreign Labor Type Labor Posting Accounts

Field	Description
Direct Account	Select a direct expense account. DPS credits direct labor charges to this account when you post timesheets or labor adjustments that reference a foreign labor type.
Indirect Account	Select an indirect expense account. DPS credits indirect labor charges to this account when you post timesheets or labor adjustments that reference a foreign labor type.

### *Posting Tab of Accounting Company Settings*

Use the Posting tab of Accounting Company Settings to determine the credit side of the entry for miscellaneous expenses, prints and reproductions, employee expenses, and employee advances.

## Contents

### Expense Credit Distribution

Field	Description
Labor	Enter the account to credit when timesheets are posted. This is usually the Job Cost Variance account(703.00 in the Standard Chart of Accounts).
Miscellaneous Expense	<p>Enter the account to credit when miscellaneous expenses files are posted. This field determines the credit side of the entry for Miscellaneous Expenses Transaction Entry postings.</p> <p><b>Distribution by Organization</b></p> <p>Enter the miscellaneous credit project, phase, and task to use when miscellaneous expenses are posted.</p> <p>If you do not have the Organization Reporting application installed, you must enter a project if you enter an indirect account in the <b>Miscellaneous Expense</b> field.</p> <p>If the Organization Reporting application is installed, you only have to enter a project if you maintain separate balance sheets and you do not distribute the miscellaneous expense credit by organization.</p>
Reproductions Expense	<p>Enter the account to credit when print and reproduction expenses are posted. This field determines the credit side of the entry for Prints/Reproduction Data Transaction Entry postings.</p> <p><b>Distribution by Organization</b></p> <p>Enter the print and reproduction credit project, phase, and task to use when print and reproduction expenses are posted.</p> <p>If you do not have the Organization Reporting application installed, you must enter a project if you enter an indirect account in the <b>Reproduction Expense</b> field.</p>



Field	Description
	<p>If the Organization Reporting application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the prints and reproduction expense credit by organization.</p>
Consultant Accrual Expense	<p>Enter the account to credit when consultant expense accruals are posted. This account must be a balance sheet account.</p> <p><b>Distribution by Organization</b></p> <p>Enter the consultant accrual credit project, phase, and task to use when consultant expense accruals are posted.</p> <p>If the Organization Reporting application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the consultant expense accrual by organization.</p>
Employee Expense	<p>Enter the account to credit when employee expenses are posted. This account must be a balance sheet account. This field determines the credit side of the entry for Employee Expense Transaction Entry postings.</p> <p>These same employee expense credit posting fields are also on the Options form in <b>Settings » Expense » Options</b>. When you enter a credit account, project, phase, or task in one location, it updates it in the other location.</p> <p><b>Distribution by Organization</b></p> <p>Enter the employee expense credit project, phase, and task to use when employee expenses are posted.</p> <p>If the Organization Reporting application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the employee expense credit by organization.</p>
Employee Advance	<p>Enter the account to credit when employee advances are posted. This account must be a balance sheet account. This field determines the credit side of the entry for Employee Repayments Transaction Entry postings.</p> <p>These same employee advance credit posting fields are also on the Options form in <b>Settings » Expense » Options</b>. When you enter a credit account, project, phase, or task in one location, it updates it in the other location.</p> <p><b>Distribution by Organization</b></p> <p>Enter the employee advance credit project, phase, and task to use when employee advances are posted.</p> <p>If the Organization Reporting application is installed, you only have to enter a project if you maintain separate balance sheets, and you do not distribute the employee advance credit by organization.</p>
Ignore control totals when posting transaction files	<p>Select this check box if you want to be able to post transaction files in which the input totals do not match the control total on the Transaction Entry/New File form.</p> <p>A one-sided entry cannot be entered into DPS at any time.</p>



Field	Description
	If this check box is selected, DPS displays a warning message before posting an unbalanced file, but you can post the file anyway. If this check box is not selected, your input totals must match your control totals before you can post a file.
Print posting logs immediately after posting	<p>This option allows you to determine how posting logs are printed in Accounts Payable, Employee Expenses Payment, and Payroll processing. Select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Never:</b> Posting logs are not printed after posting; however, you can print them manually at a later time.</li> <li>▪ <b>Prompt:</b> DPS displays a message that asks if you want to print the posting logs.</li> <li>▪ <b>Always:</b> Logs are always printed after you post.</li> </ul>

### *Organization Tab of Accounting Company Settings*

Use the Organization tab to determine how you want to distribute debits and credit associated with specific postings by organization.

### Contents


#### Distribute These Debits and Credits by Organization

Field	Description
Labor distribution	<p>Select this check box if you want to post labor distribution credits to an indirect account or to the balance sheet account. The labor credit is entered on the Posting tab in <b>Settings » Accounting » Company</b>.</p> <p>Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p>
Miscellaneous expense distribution	<p>Select this check box if you want to post miscellaneous expense distribution credits to an indirect account or to the balance sheet account. The miscellaneous expense credit is entered on the Posting tab of <b>Settings » Accounting » Company</b>.</p> <p>Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p>
Reproduction expense distribution	<p>Select this check box to post reproduction expense distribution credits to an indirect account or to the balance sheet account. The reproduction expense credit is entered on the Posting tab in <b>Settings » Accounting » Company</b>.</p> <p>Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p>



Field	Description
Consultant accrual expense distribution	<p>Select this check box to post consultant accrual expense distribution credits to an indirect account or to the balance sheet account. The consultant accrual expense credit is entered on the Posting tab in <b>Settings » Accounting » Company</b>.</p> <p>Do not select this check box if you post the credit to a balance sheet account and you use a consolidated balance sheet.</p>
Unit expense distribution	<p>Select this check box to post unit expense distribution credits to an indirect account or to the balance sheet account. When this check box is selected, the default organization is credited if the unit billing credit account is a Balance Sheet or non-operating expense, and you do not maintain separate Balance Sheets.</p> <p>When this check box is not selected, the credit goes to one of the following places:</p> <ul style="list-style-type: none"> <li>▪ The organization of the costing credit project in Unit Billing Table Maintenance</li> <li>▪ The default organization, if the cost account is a Balance Sheet account and you do not maintain separate Balance Sheets</li> </ul> <p>The Unit Credit account may vary from unit to unit and is not entered in System Setup Table Maintenance. You enter the Unit Credit project in one of the following places, depending on whether or not you want to show the amount for the Unit Credit account for each organization or as a total amount for all organizations combined:</p> <ul style="list-style-type: none"> <li>▪ In Unit Table Maintenance in the Credit project field in the Cost per unit section of this form</li> <li>▪ In Individual Organization Setup Maintenance in the Unit Credit project fields</li> </ul>
Employee expense/advance distribution	<p>Select this check box to post employee expense and advance distribution credits to an indirect account or to the Balance Sheet account. The employee expense and advance expense credit is specified on the Posting tab of <b>Settings » Accounting » Company</b>.</p> <p>Do not select this check box if you post the credit to a balance sheet account and you use a consolidated Balance Sheet.</p> <p>This field displays only if the Employee Expense application is enabled.</p>
Payroll liability distribution	<p>Select this check box to post payroll liability distribution credits to an indirect account or to the Balance Sheet account.</p> <p>Do not select this check box if you post the credit to a Balance Sheet account and you use a consolidated Balance Sheet.</p> <p>This field displays only if the Payroll application is installed.</p>
Payroll (FICA) expense	<p>Select this check box to post payroll (FICA) expense debits to an indirect account or to the Balance Sheet account.</p>



Field	Description
	<p>Do not select this check box if you post the debit to a balance sheet account and you use a consolidated Balance Sheet.</p> <p>This field displays only if the Payroll application is installed.</p>
Payroll contribution expense	<p>Select this check box to specify that the employer contribution expense follows the organization of the employee by default.</p> <p>This field displays only if the Payroll application is installed.</p>
Payroll contribution liability distribution	<p>Select this check box to specify that the employer contribution expense follows the organization of the employee by default.</p> <p>This field displays only if the Payroll application is installed.</p>
Payroll liability Organization if not distributing	<p>If you selected the <b>Maintain separate balance sheets by Organization</b> check box (in <b>Settings Organization General</b>), and the <b>Payroll liability distribution</b> check box on this tab is not selected, this field is enabled. Use the Organization Lookup to select an organization for which to maintain separate Balance Sheets.</p> <p>This field is not enabled when the following occur:</p> <ul style="list-style-type: none"> <li>▪ The <b>Maintain separate balance sheets by Organization</b> option is not selected.</li> <li>▪ You do not maintain separate Balance Sheets.</li> <li>▪ Payroll is not enabled for the active company.</li> </ul>
Organization for intercompany postings	<p>If you use multiple companies, you must specify the organization that receives the implicit side of intercompany postings. Enter an organization or click  to display the Organization Lookup and select an organization.</p>

#### *Timesheets Tab of Accounting Company Settings*

Use the Timesheets tab to set up posting, job costing, absence accrual, and payroll interface options for Timesheets.

### Contents

#### Posting Options

Field	Description
Consolidate timesheet postings by employee and Work Breakdown Structure	<p>Select this check box if you want to consolidate the posting of timesheets. This means that if the same employee charges time to the same project, task, and labor code combination, only one line displays for that employee on the posting log. Timesheet postings cannot be consolidated when cost rate tables are enabled.</p>



Field	Description
Preserve comments when consolidating timesheet postings	<p>Select this check box if you want to preserve the comments for consolidated timesheets. When you select this option, all timesheets with the same employee, project, task, labor code, and comments are consolidated. If a timesheet line has a different comment specified, the timesheet line is not consolidated; each comment is listed individually.</p> <p>DPS supports unlimited text in the <b>Timesheet Comments</b> field if you select this check box.</p>

### Job Costing

Field	Description
Job Cost Frequency	If you use the Adjust Salaried Job Cost feature, select the frequency at which you want to adjust job cost amounts for salaried employees. This usually matches your payroll frequency.
Allow job cost rates to be salaries	Select this check box if you want to specify salaried rates and hourly rates in the <b>Job Cost Rate</b> field on the Accounting tab of the Employees hub. If this option is enabled, a <b>Type</b> field displays in the Employees hub, allowing you to specify whether the rate is a salaried rate or an hourly rate.
Include overtime hours in job cost calculation	This check box applies if you use the Adjust Salaried Job Cost feature. When you select this check box, you enter overtime hours separately from regular hours on timesheets. Overtime hours from timesheets are included in Adjust Salaried Job Cost calculations.
Maximum Hourly Rate	If you selected the <b>Allow job cost rates to be salaries</b> check box, you must enter a maximum hourly rate here. This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employees hub. If an hourly job cost rate exceeds the maximum hourly rate entered here, you receive a warning that the rate may not be appropriate for the job cost type. This field ensures that a salary is not entered with an hourly type.

### Absence Accrual

Field	Description
Accrue absence hours when payroll is processed	<p>Select this check box if you want absence accruals to be automatically performed whenever you process a regular payroll.</p> <p>This field is available only if the Payroll application is installed.</p>
Absence Accrual Frequency	<p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Monthly:</b> This accrues absence hours once a month.</li> <li>▪ <b>Semi-monthly:</b> This accrues absence hours twice a month.</li> <li>▪ <b>Biweekly:</b> This accrues absence hours every two weeks.</li> <li>▪ <b>Weekly:</b> This accrues absence hours once a week.</li> </ul>



Field	Description
	Annual absence accrual hours are prorated based on the selection that you make. For example, if you choose <b>Monthly</b> , the annual absence accrual hours are divided by 12 to determine the number of hours accrued in each processing run.
Enable accruals based on hours worked	<p>Select this check box to calculate an employee's absence hours accrual based on the hours that the employee works. This enables the <b>Hours Worked</b> option in the <b>Methods</b> column in the Absence Accruals grid on the Accounting tab of the Employees hub.</p> <p>If you select <b>Hours Worked</b> as the <b>Method</b> for an employee, you can also specify how DPS calculates the employee's hours earned per year, hours earned per hours worked, and maximum hours earned.</p> <p>When you enable accruals based on hours worked, the <b>Projects to Exclude from Hours Worked</b> column is added to the Absence Accrual Setup grid in <b>Settings » Advanced Accounting » Time Analysis</b>. Use the lookup in this column to select the projects that should be excluded from the hours worked calculation.</p>
Do not accrue if less than defined hours	This option is enabled when the <b>Enable accruals based on hours worked</b> check box is selected. Select this check box and enter the minimum number of hours that are required in an accrual period for an employee to be eligible to earn absence hours. For example, if the enterprise's accrual frequency is set to <b>Weekly</b> and the employee works fewer than 20 hours in the week, the employee would not be eligible for absence hours.
Exclude overtime hours	This option is enabled when the <b>Enable accruals based on hours worked</b> check box is selected. Select this check box to calculate the accrued absence hours based on the employee's regular working hours, with no overtime included. When this check box is not selected, DPS calculates absence accrual based on all hours worked, regular plus overtime. This includes both Ovt 1 and Ovt 2 entries.

### Payroll Interface

The following fields display on this tab only if you have a payroll interface installed.

Field	Description
Payroll Interface To	<p>Select the type of payroll interface that you use. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>ADP</b></li> <li>▪ <b>Paychex</b></li> <li>▪ <b>Ceridian Powerpay</b></li> </ul> <p>The names of the remaining fields in this section change to reflect your selection.</p>
Enable ADP Payroll Interface	If you selected <b>ADP</b> in the <b>Payroll Interface To</b> field, select this check box to enable all fields and elements that are used to set up ADP processing. The enabled items are:



Field	Description
	<ul style="list-style-type: none"> <li>The <b>Default Company Code</b> field on this tab.</li> <li>The Export Timesheets to ADP dialog box in <b>Human Resources » Payroll » Export to ADP</b>.</li> <li>The <b>ADP Company Code</b> field on the General tab in <b>Settings » Organization » Individual</b>.</li> <li>ADP fields on the Accounting tab in the Employees hub.</li> </ul>
Enable Paychex Payroll Interface	<p>If you selected <b>Paychex</b> in the <b>Payroll Interface To</b> field, select this check box to enable all fields and elements that are used to set up Paychex processing. The enabled items are:</p> <ul style="list-style-type: none"> <li>The <b>Default Client Number</b> field on this tab.</li> <li>The Export Timesheets to Paychex dialog box in <b>Human Resources » Payroll » Export to Pay Interface</b>.</li> <li>The <b>Paychex Client Number</b> field on the General tab in <b>Settings » Organization » Individual</b>.</li> <li>Paychex fields on the Accounting tab in the Employees hub.</li> </ul>
Enable Ceridian Interface	<p>If you selected <b>Ceridian Powerpay</b> in the <b>Payroll Interface To</b> field, select this check box to enable all fields that are used to set up Ceridian processing. The enabled fields are:</p> <ul style="list-style-type: none"> <li>The <b>Default Company Number</b> field on this tab.</li> <li>The Export Timesheets to Ceridian dialog box in <b>Human Resources » Payroll » Export to Pay Interface</b>.</li> <li>The <b>Ceridian Client Number</b> field on the General tab in <b>Settings » Organization » Individual</b>.</li> <li>Ceridian fields on the Accounting tab in the Employees hub.</li> </ul>
Default Company Code / Default Client Number / Default Company Number	<ul style="list-style-type: none"> <li><b>ADP:</b> If you are using ADP, enter the ADP default company code. DPS uses the default company code for each employee who does not have an ADP company code specified in the Employees hub and does not have an ADP company code specified for his or her organization in Individual Organization Setup. An enterprise with just one ADP company code can enter it in the <b>ADP Default Company Code</b> field on this tab and leave the <b>ADP Default Company Code</b> blank in the Employees hub and Individual Organization Setup.  Valid default company codes can include the characters A through Z, 0 through 9, &amp; (and symbol), or - (dash). ADP's code length requirements differ by country. For example, US-based enterprises typically have a 3-character code, and Canadian enterprises typically have a 4-character code.</li> <li><b>Paychex:</b> If you are using Paychex, enter the Paychex client number. DPS uses the default client number for each employee who does not</li> </ul>



Field	Description
	<p>have a Paychex client number specified in the Employees hub and does not have a Paychex client number specified for his or her organization in Individual Organization Setup. An enterprise with just one Paychex client number can enter it in the <b>Paychex Default Client Number</b> field on this tab and leave the <b>Paychex Default Client Number</b> blank in the Employees hub and Individual Organization Setup.</p> <ul style="list-style-type: none"> <li>▪ <b>Ceridian Powerpay:</b> If you are using Ceridian, enter the Ceridian default company number. DPS uses the default company number for each employee who does not have a Ceridian company number specified in the Employees hub and does not have a Ceridian company number specified for his or her organization in Individual Organization Setup. An enterprise with just one Ceridian number can enter it in the <b>Ceridian Default Company Number</b> field on this tab and leave the <b>Ceridian Default Company Number</b> blank in the Employees hub and Individual Organization Setup.</li> </ul> <p>DPS looks at the following tabs in the order listed and uses the first company code that it finds:</p> <ol style="list-style-type: none"> <li>1. Accounting tab in the Employees hub.</li> <li>2. General tab in <b>Settings » Organization » Individual</b></li> <li>3. Timesheets tab in <b>Settings » Accounting » Company</b></li> </ol>

#### *Cross Charge Tab of Accounting Company Settings*

Use the Cross Charge tab to enable the Labor Cross Charge feature and to specify related settings such as the rate method and the credit and debit accounts used to transfer revenue and overhead.

To ensure that Cross Charge is set up correctly, you should run and review the Labor Cross Charge Detail Report after timesheets are posted and before you process labor cross charges.



#### Contents

Field	Description
Enable Cross Charge Feature	<p>Select this option to enable the Labor Cross Charge feature. When you enable this feature, DPS displays:</p> <ul style="list-style-type: none"> <li>▪ A Cross Charge tab in the Individual Organization Setup form (<b>Settings » Organization » Individual</b>) that lets you enable or disable cross charging for an organization and set up related multipliers and projects.</li> <li>▪ A <b>Labor Cross Charge</b> option on the <b>Accounting</b> menu that lets you transfer labor and revenue or overhead charges to the appropriate organization.</li> </ul> <p>If you do not select the <b>Enable Cross Charge Feature</b> option, Labor Cross Charge is not enabled, regardless of settings elsewhere in DPS.</p>



## Regular Projects

Complete this section for projects with a charge type of **Regular** that share resources.


Field	Description
Create Labor Adjustment	<p>Select this option to transfer labor costs. Select this option only if you transfer labor and revenue back to the employee's organization. When you run the Labor Cross Charge process, DPS creates a labor adjustment transaction file using:</p> <ul style="list-style-type: none"> <li>The employee's direct labor account as specified in <b>Settings » Advanced Accounting » Labor Types</b> and</li> <li>The Labor Credit (Job Cost Variance) account specified on the Timesheets tab of General Accounting Settings.</li> </ul> <p>If you transfer the overhead costs associated with this employee to the project's organization, you should not select this option.</p>
Create Journal Entry	<p>Select this option if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge process, DPS creates a journal entry transaction file with the accounts specified in the following fields on this tab.</p>
Credit Account	<p>Click  and select the credit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always credits the employee's organization.</p> <p>The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
Debit Account	<p>Click  and select the debit account to use when you transfer revenue or overhead between regular projects with a journal entry. This account always debits the employee's organization.</p> <p>The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
Rate Method	<p>This field is enabled when you select the <b>Create Journal Entry</b> check box on this tab. The <b>Rate Method</b> is the transfer price calculation method. Choose the rate method to use when revenue is transferred back to the employee's organization or employee overhead charges are transferred to the project's organization.</p> <p>You can specify either:</p> <ul style="list-style-type: none"> <li><b>Calculate from Billing Terms:</b> Select this option to use billing terms to calculate the transfer price. If your enterprise uses the Effective Dates feature in the Billing application, the feature can affect this calculation.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Multiplier:</b> When you select this option, you must enter the rate by which to transfer the revenue or overhead. This is the rate used on client invoices.</li> </ul> <p>Whichever method you specify, you can override it at the organization or project level.</p>
Multiplier	<p>Choose the markup rate to use when you transfer revenue back to the employee's organization or employee overhead charges to the project's organization.</p> <ul style="list-style-type: none"> <li>▪ If you select the <b>Calculate from Billing Terms</b> option, DPS uses billing terms when revenue or overhead is transferred.</li> <li>▪ If you select the <b>Multiplier</b> option, you must enter the rate by which to transfer the revenue or overhead. This is the markup rate used on client invoices.</li> </ul>

### Overhead Projects

Complete this section for sharing resources on overhead or promotional projects.

Field	Description
Create Labor Adjustment	<p>Select this option to transfer labor costs. Select this option only if you are transfer labor and revenue back to the employee's organization. When you run the Labor Cross Charge process, DPS creates a labor adjustment transaction file using:</p> <ul style="list-style-type: none"> <li>▪ The employee's direct labor account as specified in <b>Settings » Advanced Accounting » Labor Types</b> and</li> <li>▪ The Labor Credit (Job Cost Variance) account specified on the Timesheets tab of General Accounting Settings.</li> </ul> <p>If you transfer the overhead costs that are associated with this employee to the project's organization, you should not select this option.</p>
Create Journal Entry	<p>Select this option to transfer more than labor costs. Select this option if you transfer labor and revenue back to the employee's organization or when you transfer overhead to the project's organization. When you run the Labor Cross Charge routine, DPS creates a journal entry transaction entry file and uses the accounts specified in the following fields on this tab.</p>
Credit Account	<p>Click  and select the credit account to use when you transfer revenue or overhead between overhead projects via a journal entry. This account always credits the employee's organization.</p> <p>The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>▪ Enter a revenue account if you are transferring revenue.</li> <li>▪ Enter an indirect expense account if you are transferring overhead.</li> </ul>



Field	Description
Debit Account	<p>Click  and select the debit account to use when you transfer revenue or overhead between overhead projects via a journal entry. This account always debits the employee's organization.</p> <p>The type of account that you enter depends on the type of information being transferred:</p> <ul style="list-style-type: none"> <li>Enter a revenue account if you are transferring revenue.</li> <li>Enter an indirect expense account if you are transferring overhead.</li> </ul>
Multiplier	This field is enabled when you select the <b>Create Journal Entry</b> check box on this tab. Specify the internal transfer price to apply to labor costs to calculate the amount of the journal entry.

### *Tax Auditing Tab of Accounting Company Settings*

Use the Tax Auditing tab of Accounting Company Settings to enable the Tax Auditing feature, set up tax code defaults, and choose among related options.

### Contents

Field	Description
Enable Tax Auditing Feature	<p>Select this check box to turn on the Tax Auditing feature. This feature lets you enter certain input taxes in DPS and report on taxes from billing invoices and purchase orders.</p> <p>When you select this check box, the following are enabled:</p> <ul style="list-style-type: none"> <li>All other fields on this tab</li> <li>The <b>Thresholds</b> section, <b>Inputs</b> section, <b>Non-Recoverable Tax</b> section, <b>Tax Code to Include in Basis</b> field, and <b>Tax Currency</b> field (if you use multiple currencies) on the Tax Codes tab in <b>Settings » Accounting » Taxes</b></li> <li>The <b>Tax Country</b> and <b>Tax Reg. #</b> fields in the Firms hub</li> <li>Tax-related fields for expense categories on the Expense Categories tab of <b>Settings » Expense » Expense Categories</b></li> <li>Tax-related fields on AP Voucher, AP Disbursements, Employee Expenses, Cash Disbursements, Cash Receipts, Invoice, and Journal Entry transaction entry forms in <b>Transaction Center » Transaction Entry</b></li> <li>Tax-related information on transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports)</li> </ul> <p>The following reports are available in <b>Reporting » Accounting</b> after you select the <b>Enable Tax Auditing Feature</b> check box:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Sales List</li> <li>Tax Analysis</li> </ul> <p>You can include the <b>Tax-2 Amount</b> column on the Vouchered Purchase Orders Items report (in <b>Reporting » Purchasing</b>) when the Tax Auditing feature is turned on.</p>
Tax Country Code	From the drop-down list, select the appropriate country code for the country that is collecting the taxes on the goods and services. The tax country code displays on certain tax reports.
Tax Registration Number	Enter your enterprise's tax registration number. This number is assigned by each country for the purpose of tax reporting.
Default Tax Country Code	Select the default tax country code that will prefill for new vendors and clients that you add to DPS.

### Default Tax Codes Grid

In this grid, enter the default tax codes to use to calculate taxes automatically for:



- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in **Transaction Center » Transaction Entry**.
- Expense reports that you enter in the Expense application.

You can enter as many default tax codes as you need.


Field	Description
Default Tax Codes Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



## Grid Toolbar

Field	Description
 Insert	Click this option to add a default tax code to the grid.
 Delete	Click a row in the grid, and then click this option to delete the default tax code.

## Grid Fields

Field	Description
Sequence	<p>When you click  <b>Insert</b> to add a tax code to the grid, a sequence number prefills automatically in this field. The sequence number determines the order in which the taxes display on the New File dialog box in Transaction Entry. You can change the number in the <b>Sequence</b> field.</p> <p>If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. If you proceed anyway, the tax codes will be ordered first by sequence number and then, within the same sequence number, ordered alphabetically or numerically by tax code.</p>
Default Tax Code	<p>From the drop-down list, select a default tax code. Only taxes with an Active status are available in the drop-down list.</p> <p>The drop-down list includes the tax codes that have been set up as input taxes on the Tax Codes tab in <b>Settings » Accounting » Taxes</b> with the <b>Transaction Entry</b> and/or <b>Employee Expenses</b> check boxes selected in the <b>Inputs</b> section of the tab.</p> <p><b>Default Tax Codes and the Transaction Center</b></p> <p>The default tax codes that you enter on the Tax Auditing tab prefill on the Transaction Center New File dialog box when you create a new transaction file for accounts payable vouchers, accounts payable disbursements, cash disbursements, and expense reports. The default tax codes are used to calculate taxes for all the transactions that you enter in the transaction file.</p> <p>On the New File dialog box, you can override the default tax codes by adding or deleting tax codes.</p> <p>For any individual transaction in the transaction file, you can override the taxes that have been automatically calculated using the default tax codes. Click the amount in the <b>Total Tax Amount</b> field on the transaction entry form. This opens the Tax Codes dialog box, where you can add, remove, or change tax amounts.</p> <p>For accounts payable vouchers and accounts payable disbursements, if a vendor has a default tax code entered for it in the Firms hub, then the vendor's default tax code is used instead of the default tax code that has the first (or lowest) sequence number on the New File dialog box to calculate the taxes for the vendor voucher or disbursement.</p> <p>Example: A vendor's default code entered in the Firms tab is XXX. The default tax codes entered on the Tax Auditing tab in Accounting Company Settings are AAA</p>



Field	Description
	<p>(with sequence 5), BBB (with sequence 30), and CCC (with sequence 45). Tax code XXX from the vendor record will override tax code AAA (with sequence 5, the lowest sequence number) when accounts payable vouchers and disbursements are entered in the Transaction Center for that particular vendor. The tax codes used for the transactions for that vendor are XXX, BBB, and CCC.</p> <p><b>Default Tax Codes and Expense Reports</b></p> <p>The default tax codes that you enter on the Tax Auditing tab are used to calculate taxes automatically when you enter expense reports in the Expense application. Unlike Transaction Entry, expense reports do not have a New File dialog box that displays the default tax codes. Instead, taxes are calculated for expense items on expense reports based on the following:</p> <ul style="list-style-type: none"> <li>▪ If you enter an expense category for an item on an expense report and the category has a default tax code entered for it on the Expense Categories tab of <b>Settings » Expense » Expense Categories</b>, then the default tax codes from the expense category are used to calculate taxes. If the expense category does not have default tax codes entered for it, then taxes are calculated using the default tax codes that are entered on the Tax Auditing tab in Accounting Company Settings.</li> <li>▪ If no expense category is entered for an item on an expense report, no taxes are calculated automatically. You can click in the <b>Total Tax Amount</b> field in the expense report entry grid to open the Tax Codes dialog box and manually enter tax codes to calculate the taxes for the item.</li> </ul>

### Check Boxes

Field	Description
Enable Originating Vendor for Employee Expenses and AP Vouchers	<p>This check box is enabled if you select the <b>Enable Tax Auditing Feature</b> check box on this tab.</p> <p>Select this check box if you want to be able to associate an originating vendor with the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, in addition to the actual employee or vendor who is getting paid. If you do not select this option, you can only track the employee or vendor who will receive payment.</p> <p>This same check box is also in <b>Settings » Expense » Payments</b>. When you update the setting in one location it is automatically updated in the other.</p> <p>For more information about how this feature works, including the fields that are enabled throughout DPS when you turn on the feature, see the "Originating Vendors" help topic.</p>
Require Tax Codes to be used in AP Transactions	<p>This check box is enabled if you select the <b>Enable Tax Auditing Feature</b> check box on this tab.</p>



Field	Description
	Select this check box to require that users enter at least one tax code for each line item in AP vouchers and AP disbursements that they enter in the Transaction Center.



### Tax Region Grid

You must set up tax regions in this grid if you want the drop-down list in the **Tax Code** fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms.

You must also specify a tax region for tax codes in **Settings » Accounting » Taxes** and enter tax countries for vendors and clients in the Firms hub.

Field	Description
Tax Region Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>

### Grid Toolbar

Field	Description
 Insert	Click this option to add a tax region in the grid.
 Delete	Click a row in the grid, and then click this option to delete the tax region. You cannot delete a tax region if a tax code has the tax region assigned to it in <b>Settings » Accounting » Taxes</b> .
Country	<p>From the drop-down list, select a country code. You cannot enter the same country more than once in the grid; a country can have only one tax region.</p> <p>The drop-down list includes all the countries that have been added to the Country code table in <b>Settings » General » Labels and Lists</b>.</p>
Tax Region	Enter the tax region (up to 10 characters) for the country. You can enter the same tax region for multiple countries. For example, you can have one tax region (such as <b>EU</b> ) for all of the countries in the European Union.



Field	Description
	After you save a tax region, you cannot change the country or tax region. If you need to modify a tax region, you must delete it and then re-enter it in the grid.

### *Gains and Losses Tab of Accounting Company Settings*

Use the Gains and Losses tab to set up default general ledger accounts and projects for realized and unrealized gains and losses.

This tab displays only if you use multiple currencies. Companies that conduct business in more than one currency can have financial gains or losses due to changes in currency exchange rates.

You can set up two separate sets of realized and unrealized gains and losses accounts for use in different areas of DPS:

- One set is used when you process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions and when you run the Gains/Losses and Revaluations process.
- The other set is used when you run the Revenue Generation process.

### Contents

#### **Gains, Losses and Revaluations Section: Realized and Unrealized Gain and Loss Fields**

These fields apply when DPS calculates and posts realized and unrealized gains and losses when you do either of the following:

- Process payments or post cash receipts for foreign currency accounts payable or accounts receivable transactions.
- Run the Gains/Losses and Revaluation process.

The Gains/Losses and Revaluation process calculates gains and losses for:

- Foreign-currency accounts payable and accounts receivable transactions that are unpaid.
- Foreign-denominated general ledger accounts.

#### **Account Hierarchy**

If you enter an account in the **Revaluation Gain » Account** field, the **Revaluation Loss Account** field, or both fields on the General tab of **Settings » Accounting » Chart of Accounts** for foreign-denominated general ledger accounts, then unrealized gains and losses post to those accounts during the Gains/Losses and Revaluation process instead of posting to the unrealized gain and loss account entered here.

Field	Description
Account	<p>Select the account to which realized and unrealized gains and losses will be posted.</p> <p>Select either balance sheet accounts or income statement accounts.</p> <p>If you use multiple companies, only those accounts that belong to the active company display in Account Lookup list.</p>



Field	Description
Project	<p>Select the project to which you want realized and unrealized gain and loss entries posted for the general ledger account that you entered in this row.</p> <p>If you use multiple companies, only projects that belong to the active company display in the Project Lookup list.</p> <p>The charge type of the project (regular, overhead, or promotional) must match the account type.</p> <ul style="list-style-type: none"> <li>▪ Indirect accounts require an overhead or promotional project.</li> <li>▪ Revenue accounts require a regular project.</li> <li>▪ Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project.</li> </ul> <p><b>With Organization Reporting</b></p> <p>If you use Organization Reporting, the project that you enter here also determines the organization whose financial statements are affected by gains or losses.</p> <p>You must enter a project in the <b>Project</b> field if both of the following are true:</p> <ul style="list-style-type: none"> <li>▪ You do not maintain separate balance sheets for each organization (the <b>Maintain separate balance sheets by Organization</b> check box is not selected in <b>Settings » Organization » General</b>).</li> <li>▪ The account that is entered in the <b>Account</b> field is an income statement account.</li> </ul> <p>If you maintain separate balance sheets for each organization, you must enter a project for each organization on the Gains and Losses tab of <b>Settings » Organization » Individual</b>, regardless of the type of account entered on this tab.</p>
Phase	<p>If a project has phases, select the phase to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row.</p> <p>The rules about organizations and separate balance sheets for the <b>Project</b> field also apply to phases.</p>
Task	<p>If a phase has tasks, select the task to which you want realized and unrealized gain and loss entries posted for the account that you entered in this row.</p> <p>The information about organizations and separate balance sheets for the <b>Project</b> field also apply to tasks.</p>

#### Unbilled Services Gains and Losses Section: Realized and Unrealized Gains and Loss Fields

These fields apply for realized and unrealized gains and losses for unbilled services that are created when you run the Revenue Generation process. These fields are enabled only if Revenue Generation is enabled.

Field	Description
Account	<p>Select the account to which you want realized and unrealized gains and losses posted when you run Revenue Generation.</p> <p>You can select either balance sheet accounts or income statement accounts.</p>



Field	Description
	<p>DPS calculates and posts unrealized gains and losses to the corresponding gains or losses account when you run the Revenue Generation process.</p> <p>If you use multiple companies, only accounts that belong to the active company display in the Account Lookup list.</p>
Project	<p>Select the project to which you want realized and unrealized gains and losses posted for the account that you entered in this row.</p> <p>If you use multiple companies, only projects that belong to the active company display in Project Lookup list.</p> <p>The charge type of the project (regular, overhead, or promotional) must match the account's account type.</p> <ul style="list-style-type: none"> <li>▪ Indirect accounts require an overhead or promotional project.</li> <li>▪ Revenue accounts require a regular project that has a revenue method N (no revenue recognized). In addition, the billing and project currency must match the currency of the company that is being set up.</li> <li>▪ Balance sheet or below-the-line accounts can have a regular, overhead, or promotional project.</li> </ul> <p><b>With Organization Reporting</b></p> <p>If you use Organization Reporting, the project that you enter here also determines the organization whose financial statements are affected by gains or losses.</p> <p>You must enter a project in the <b>Project</b> field if both of the following are true:</p> <ul style="list-style-type: none"> <li>▪ You do not maintain separate balance sheets for each organization (the <b>Maintain separate balance sheets by Organization</b> check box is not selected in <b>Settings » Organization » General</b>).</li> <li>▪ The account that is entered in the <b>Account</b> field on this tab is an income statement account.</li> </ul> <p>If you maintain separate balance sheets for each organization, you must enter a project for each organization on the Gains and Losses tab of <b>Settings » Organization » Individual</b>, regardless of the type of account entered on this tab.</p>
Phase	<p>If a project has phases, select the phase to which you want realized and unrealized gains and losses posted for the account that you entered in this row.</p>
Task	<p>If a phase has tasks, select the task to which you want realized and unrealized gains and losses posted for the general ledger account that you entered in this row.</p>

### *Transaction Center Approvals Tab of Accounting Company Settings*



Use the Transaction Center Approvals tab to enable and enter settings for the Transaction Center approval feature. When this feature is turned on, an approver reviews transaction entry files in the Transaction Center before the files are posted.

On this tab, you choose the transaction types for which the approval process applies, set up employees as approvers who review, reject, and approve the contents of the submitted transaction entry files, and select other posting and editing options.




If you do not include a transaction type in the approval process, files do not need to be approved. After they are submitted, their status automatically changes to approved and they are immediately available to post. If you use alerts, approved alerts are sent instead of submitted alerts.

When you enable the approval feature for a transaction type, the following rules apply:

- Employees who are designated as Transaction Center approvers see the  **Approve** and  **Reject** options on the Transaction Center entry form toolbar.
- The Transaction Center entry form includes **Status**, **Approved By/Rejected By**, and **Reject Reason** fields.
- A **Status** column displays in the Transaction Entry Form Lookup and on the Transaction List Report.



## Contents

Field	Description
Enable transaction center approvals	<p>Select this check box to turn on the Transaction Center approval feature.</p> <p>When you enable this feature, the following changes occur:</p> <ul style="list-style-type: none"> <li>▪ All the options on this tab are enabled so that you can enter settings for the approval feature.</li> <li>▪ An <b>Approval Status</b> column displays on the Transaction Entry form and Transaction Lists form in <b>Transaction Center » Transaction Entry</b>.</li> <li>▪ A  <b>Submit File</b> option displays on the toolbar of the Transaction Center entry forms for the transaction types for which the Transaction Center Approvals feature has been turned on.</li> <li>▪ The following alerts are available in the Transaction Center folder of Company Alerts Settings(<b>Settings » General » Company Alerts</b>): <ul style="list-style-type: none"> <li>▪ Transaction Entry File Approved</li> <li>▪ Transaction Entry Form Rejected</li> <li>▪ Transaction Entry File Submitted</li> </ul> </li> </ul>
Enable for all transaction types	<p>This check box is available when you select the <b>Enable transaction center approvals</b> check box.</p> <p>Select this check box to turn on the Transaction Center approval feature for all transaction types. When you do this, the <b>Transaction Type</b> grid below this check box is disabled.</p>

## Transaction Types Grid

When you do not select the **Enable for all transaction types** check box, the **Transaction Types** grid is enabled. Use this grid to select individual transactions types for the approval process.







Field	Description
Transaction Types Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a blank row in the <b>Transaction Types</b> grid. Then click in the blank <b>Transaction Types</b> cell to select a transaction type for which to apply the approval feature.
 Delete	To delete a transaction type from the grid, click a transaction type in the grid to select it, and click this option. This removes the transaction type from the approval process. You can remove a transaction type from the approval process at any time.
Transaction Type	Click this cell in the grid to select a transaction type from the drop-down list for which to apply the approval feature.
Require completed approvals to post transaction files	<p>Select this check box to require all forms within submitted transaction entry files to be approved before the file is posted.</p> <p>Clear this check box if you do not require submitted transaction entry files to be approved before the file is posted. This means that transaction entry files with either a submitted or approved status can be posted.</p>
Allow submitted transaction files to be edited	<p>Select this check box if you want to allow users (including non-system approvers) to modify and resubmit transaction entry files that have a submitted status.</p> <p>Clear this check box if you want to allow users to view but not modify transaction entry files after they are submitted.</p> <p>When this check box is cleared:</p> <ul style="list-style-type: none"> <li>Users can modify forms within a submitted transaction entry file only if a reviewer rejects a form.</li> <li>Approvers who are not system approvers can only approve and reject forms within a submitted transaction entry file; they cannot modify them.</li> <li>System approvers can modify submitted transaction entry files regardless of whether or not this check box is selected; they are not affected by this check box.</li> </ul>



## Approvers Grid

This grid is available when you select the **Enable transaction center approvals** check box. Select employees who can approve submitted transaction entry files.

Field	Description
Approvers Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to open the Employee Lookup and select one or more employees as approvers. If you have multiple companies, the Employee Lookup includes employees from all the companies in your enterprise.
 Delete	To delete an approver, click anywhere in the approver's row and click this option.
Name	After you click  <b>Insert</b> and select approvers, the approver names display in this field.
System Approvals	Select this check box if you want an approver to be allowed to perform any of the following actions for any transaction entry file submitted by any employee at any time: Edit, Resubmit, Approve, or Reject.
Employees To Approve For	<p>Click this cell and click  to open the Employees To Approve For dialog box. In the dialog box, you match approvers with the employees whose submitted transaction entry files they will approve.</p> <p>Approvers who are not set up as system approvers must be included on the grid so that they can approve their own edits.</p>



## Employees To Approve For Dialog Box

If you use the Transaction Center Approval feature, you can give an employee the ability to approve transaction files before they are submitted for posting. Then use this dialog box to select the employees whose transaction files the approver will review.






### *Display the Employees To Approve For Dialog Box*

Display the Employees To Approve For dialog box in Accounting Company Settings.

1. Click **Settings » Accounting » Company**.
2. Click the Transaction Center Approvals tab.
3. On the Approvers grid toolbar, click  **Insert** to select a transaction center approver from the Employee Lookup.
4. On the Approvers grid, click the **Employee to Approve For** field to display and click .

### *Contents of the Employees To Approve For Dialog Box*

Give an employee the ability to approve transaction files before they are submitted for posting. Then use this dialog box to select the employees whose transaction files the approver will review.

Field	Description
 Insert	<p>Click this option to open the Employee Lookup and select one or more employees whose submitted transaction entry files will be reviewed and approved by the approver who is identified in the Approvers grid.</p> <p>If an approver is not a system approver, enter the approver's own name here so that they can approve their own edits.</p> <p>If you use multiple companies, the Employee Lookup includes employees from all the companies in your enterprise.</p>
 Delete	<p>To delete an employee from the Employees To Approve For grid, click anywhere in the employee's row and click .</p>
Employee	After you select employees, their employee IDs display in this field.
Name	After you select employees, their names display in this field.

### **Learn More About...**

You may find it helpful to review background information about topics such as transaction center approvals, labor cross charge setup, tax regions, and tax auditing.

### **Transaction Center Approvals**

Use the Transaction Center Approval feature if you want employees to submit transaction entry files for approval before the files are posted.

If you have multiple companies, you enable and set up transaction center approvals for each company in your enterprise.

Optionally, you can set up transaction center alerts in **Settings » General » Company Alerts** that notify:



- Approvers when transaction entry files are submitted and ready to approve.
- Transaction entry file submitters when their files are approved or rejected.

The following process occurs when the Transaction Center Approval feature is enabled:

1. After employees enter transactions, they submit a transaction entry file for approval.
2. If you set up alerts for transaction center approvals:
  - The appropriate approvers receive an alert to notify them that a transaction entry file has been submitted for their approval.
  - When approvers receive alerts, they can click a link within the alert message to directly open and approve the forms in the transaction entry file. They can enter a rejection reason on a transaction entry form.
3. Approvers review and then reject or approve forms within the submitted transaction entry files.
4. If you use alerts, transaction entry file submitters receive an alert to notify them that their files are approved or rejected. They can click a link within the alert message to directly open and modify the transaction center entry form that was rejected.
5. Submitters can post approved transaction entry files or revise rejected transaction entry files and submit them again.

When the Transaction Center Approval feature is enabled, transaction entry files for transaction types that are excluded from the approval process must also be submitted. However, they do not need to be approved. After they are submitted, their status automatically changes to approved, and the file is immediately available to post.

When you have the Transaction Center Approval feature enabled for all transaction types and you do not select the option that allows you to post transactions as they are generated when you process Consultant Accruals, Labor Cross Charges, Intercompany Billing, and Revenue Generation, any transaction entry files that are created are also included in the approval process.

### Transaction Date Validation

For companies operating in some countries, transaction dates must fall within the currently active accounting period. You can set DPS up to enforce this requirement, either for the fiscal year or for the fiscal period.

Companies not subject to this requirement may also want to implement transaction date validation as a transaction entry control measure.

### Implement Transaction Date Validation

To implement transaction date validation, do one of the following on the General tab of **Settings » Accounting » Company**:

- To require that transaction dates be within the currently active fiscal year, select **Require Transaction Dates to be Within the Active Fiscal Year**.
- To require that transaction dates be within the currently active fiscal period, select both **Require Transaction Dates to be Within the Active Fiscal Year** and **Require Transaction Dates to be Within the Active Accounting Period**.



You should post all open transaction files and payment processing runs before you enable transaction date validation. If you do not, you may find that you cannot open a transaction file in the current period and you cannot change the transaction dates when you open the file in a prior period.

### **What Happens in Transaction Entry**

If you implement transaction date validation for the fiscal year but not for the accounting period, DPS displays an error message for a transaction date outside the current fiscal year, and the transaction cannot be saved unless either the date or the fiscal year is changed. For a date in the current fiscal year but not in the current period, DPS displays a warning message, but the transaction can be saved without changing the date.

If you implement transaction date validation for the accounting period, DPS displays an error message for a transaction date outside the current accounting period, and the transaction cannot be saved unless either the date or the period is changed.

In situations where DPS would normally display today's date as the default date but that date fails the validation, no default date is displayed.

If you do not implement transaction date validation, DPS displays a warning message for a date not in the current accounting period, but the transaction can be saved without changing the date.

### **Recurring Transactions**

If you implement transaction date validation for the fiscal year and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active fiscal year, DPS automatically displays the Change Transaction Dates dialog box. You must change the dates to be in the fiscal year.

Similarly, if you implement transaction date validation for the accounting period and you recreate a posted recurring transaction for which the file end date or the transaction date is not in the currently active period, DPS automatically displays the Change Transaction Dates dialog box, and you must change the dates to be in the period.

### **Intercompany Transactions**

If you have multiple companies and you do not implement transaction date validation for one company (Company A, for example) but do implement it for another company (Company B), DPS does not apply transaction date validation when you post a transaction from Company A (no date validation) to Company B (date validation implemented).

### **Scheduled Posting Processes**

At the time that you schedule a process that posts transactions, DPS does not verify that the scheduled date is valid for the transactions to be processed. Be sure that you schedule the posting process to occur within the period for which the transaction files were created.

### **Transaction Dates Not Affected**

For some types of transactions, some dates associated with the transactions are not affected by transaction date validation. These exceptions are listed below:

- AP Disbursements: Invoice dates
- AP Vouchers: Invoice date and payment dates



- Employee Expenses: Expense dates
- Invoices: Due dates
- Labor Adjustments: Labor adjustment dates
- Timesheets: All dates
- Units: All dates for unit transactions created by timesheet posting
- Absence Accruals: Accrual dates
- Adjust Salaried Job Costing: All dates
- History Loading: All dates
- Consolidations: All dates
- Billing Labor Transfer: All dates
- Billing Expense Transfer: All dates

### Special Projects for Labor Cross Charge

As part of Labor Cross Charge setup, you must create one or more projects to use with Labor Cross Charging, and associate them with each organization that uses Labor Cross Charging.

The journal entry and labor adjustment transactions use special projects to direct accounting entries to the correct organization's general ledger.

The special project's charge type, specified on the Accounting tab of the Projects hub (in the desktop application), must match the type of entry made for the project:

- If the special project is used to move overhead, its charge type must be **Overhead**.
- If the special project is used to move revenue, its charge type must be **Regular**.

### Strategies

Enterprises typically use one of the following strategies to create each special project:

- Create a unique project for each organization.
- Create a unique project with multiple phases or tasks, one for each organization.

### Naming Special Projects

Use **ZZZ** at the beginning of special project numbers created for Labor Cross Charging. This way, the special projects display at the end of search and lookup lists, separate from the rest of your projects.

For example, the Boston organization's special project might be numbered **ZZZBOS.00**.



## Billing Terms and Labor Cross Charge

If you select **Calculate from Billing Terms** in the **Rate Method** field on the Cross Charge tab of Accounting Company Settings, each project/phase/task's billing terms is used to calculate the journal entry amount to transfer a labor or other amount.

If no billing terms are specified for the project/phase/task, DPS uses the billing terms marked **Use as Project Reporting Default Terms Only** in **Billing » Billing Terms**.

Otherwise, DPS uses the global project default billing terms specified in **Settings » Billing » Default Terms**.

The **Billing Terms Rate Method**, like the **Multiplier Rate Method**, is a global setting. You can override this setting at the organization or project level.

## General Ledger Accounts for Journal Entries

If your enterprise uses an approach that transfers any amount other than labor cost, you must decide which general ledger accounts to use for journal entries.

You can use existing accounts or create new accounts in **Settings » Accounting » Chart of Accounts**. Labor Cross Charge uses these accounts to process the journal entries that move the additional amounts.

It is best to create new accounts for use with Labor Cross Charge. This makes it easier to track cross-charge transactions.

Some enterprises create one new account for both debit and credit entries. Other enterprises create two new accounts, one for credit entries and one for debit entries.

- If you use Labor Cross Charge to transfer overhead costs, the new accounts should be indirect expense accounts.
- If you use Labor Cross Charge to transfer revenue, the new accounts should be revenue accounts.
- If you use Labor Cross Charge to transfer expense and revenue in the form of a consultant expense, the new accounts should be direct expense accounts.

## Examples

If you use Labor Cross Charge to transfer expense and revenue in the form of a consultant expense, you might create these two accounts:

- Account 699.10, Consultant Expense (out)

This account receives the journal entry credit, transferring the consultant expense to the employee's organization.

- Account 699.20, Consultant Expense (in)

This account receives the journal entry debit, transferring the consultant expense to the project's organization.

In this example, you set up special projects with a **Charge Type** of **Regular**.

Enterprises planning to use Labor Cross Charge to transfer revenue might create these two accounts:



- Account 423.10, Labor Cross Charge Revenue (in)

This account receives the journal entry credit, transferring revenue to the employee's Organization.

- Account: 423.20, Labor Cross Charge Revenue (out)

This account receives the journal entry debit, transferring revenue from the project's organization.

In this example, you set up special projects with a **Charge Type** of **Regular**.

### Originating Vendors

You can enter an originating vendor in addition to the actual employee or vendor who is getting directly paid for employee expense reports, accounts payable vouchers, and accounts payable disbursements.

This allows you to identify and track amounts that are directly and indirectly paid to a vendor.

Examples:

- An employee's expense report can include purchases from a number of different vendors, such as a hotel or airline. The employee already paid the hotel and airline vendor on your behalf. Now you are reimbursing the employee for your company's expenses, but you want to associate the hotel and airline vendor with the expense report payment to more accurately track your expenses for those vendors.
- An accounts payable voucher for a credit card vendor can include items purchased from a number of different vendors. You are indirectly paying these different vendors when you pay the credit card vendor.

This feature allows you to:

- See the originating vendors for line items on expense reports, transaction posting logs, and transaction lists for informational purposes.
- Use the Tax Analysis Report to view tax amounts that are paid both directly and indirectly to a vendor.

You turn on the Originating Vendor feature by selecting the **Enable Originating Vendor for Employee Expenses and AP Vouchers** check box in **Settings » Expenses » Payments** or on the Tax Auditing tab in **Settings » Accounting » Company** in the desktop application.

When you select the check box:

- An **Originating Vendor** column displays in the following locations in DPS:
  - In **Transaction Center » Transaction Entry** in the following locations:
    - In the AP Voucher grid on the AP Vouchers form
    - In the AP Disbursements grid on the AP Disbursements form
    - In the Employee Expenses grid on the Employee Expenses form
  - On the Expense Report form

Entering a vendor in the **Originating Vendor** column in these grids is optional.

- The following reports display the originating vendor:
  - Tax Analysis Report



- AP Voucher, AP Disbursement, and Expenses Transaction Lists
- AP Voucher, AP Disbursement, and Expenses Posting Logs
- Employee Expense Detailed Report

## Tax Regions

Use tax regions to include only the appropriate tax codes for a vendor or client in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.

The appropriate tax codes for a vendor or client are based on the vendor or client's tax country and a tax code's region, which is associated with a country.

You must complete the following set up steps:

- Set up tax regions on the Tax Auditing tab in **Settings » Accounting » Company**. You can then associate countries with tax regions.
- Specify a tax region for a tax code on the Tax Codes tab in **Settings » Accounting » Taxes**.
- Enter a tax country for vendors and clients in the Firms hub. Enter a separate tax country for each address that you enter for a vendor and client.

A country can have only one tax region. You can use the same tax region for multiple countries. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union.

When no tax country is entered for a vendor or client, all tax codes display in the **Tax Code** drop-down lists in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

When a vendor or client has a tax country that is not associated with any tax region, then only the tax codes that have no region assigned on the Tax Auditing tab will display in the **Tax Code** drop-down list.

Tax regions do not affect how default tax codes are populated for transactions.

In AP Voucher and AP Disbursement entry, the **Tax Code** field is located on the Tax Codes dialog box that opens when you click the hyperlink in the **Total Tax Amount** field. In Billing Terms, the **Tax Code** field is located on the Tax Codes grid on the Misc tab of **Billing » Billing Terms**.

## AP Voucher and AP Disbursement Example

- The country of Belgium is assigned to the **EU** tax region.
- Ten tax codes that are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have the **Transaction Entry** check box selected in the Inputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for vendor Brown and Associates in the Firms hub for their Belgium address.

When you enter an AP voucher or AP disbursement in Transaction Entry for Brown and Associates using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Codes** drop-down list on the transaction entry forms.



### Invoice Billing Terms Example

- The country of Belgium is assigned to the **EU** tax region..
- Ten tax codes that are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have a check box selected in the Outputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for client Sitka Corporation in the Firms hub for their Belgium address.

When you enter Billing Terms for the Sitka Corporation using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Code** drop-down list on the Misc tab in **Billing » Billing Terms**.

### Tax Auditing

Use the Tax Auditing feature to enter input taxes in DPS and report on taxes from billing invoices and purchase orders.

When the Tax Auditing feature is enabled, you can enter input taxes for the following:

- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in the Expense application

The taxes that you enter for purchase orders in the Purchasing application are also input taxes, but you can enter taxes for purchase orders without turning on the Tax Auditing feature.

Enabling the Tax Auditing feature also allows you to report on taxes that you enter for purchase orders and billing invoices. When the Tax Auditing feature is not enabled, you can enter taxes for billing invoices (if you have the Billing application installed) and for purchase orders, but not report on them.

### Settings

You set up individual tax codes in **Settings » Accounting » Taxes**. You specify that a tax code will be used as an input tax and enter an input account for it (usually a debit account). Tax codes are used when you enter transactions and expense reports to determine the tax calculation for the transaction and expense report items.

Enable the Tax Auditing feature and enter default settings, including default tax codes, on the Tax Auditing tab in **Settings » Accounting » Company**.

The default tax codes are used to prefill and calculate taxes automatically for:

- Accounts payable vouchers, accounts payable disbursements, cash disbursements, and employee expenses that you enter in the Transaction Center
- Expense reports that you enter in the Expense application

### Processing

When you enable the Tax Auditing feature and use default tax codes, taxes are calculated automatically and entered in the **Total Tax Amount** field on the entry grids for:

- Accounts payable, accounts payable disbursement, cash disbursement, employee expense, and journal entry transactions in the Transaction Center



- Expense reports in the Expense application
- Purchase orders in the Purchasing application

You can click the hyperlink in the **Total Tax Amount** field to open the Tax Codes dialog box and add, remove, or change the calculated taxes for any transaction or expense report item.

## Reporting

When you enable the Tax Auditing feature, transaction lists and posting logs in the Transaction Center and on the Employee Ledger report (for taxes entered on employee expense reports) include tax information.

The following reports are available in **Reporting » Accounting** after you enable the Tax Auditing feature:

- Sales List
- Tax Analysis

You can include the **Tax-2 Amount** column on the Vouchered Purchase Orders Items report (in **Reporting » Purchasing**) when the Tax Auditing feature is enabled.

## Taxes Settings

Taxes settings are used to calculate taxes throughout DPS.

Taxes can be applied to:

- Invoices entered in the Billing application
- Accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in the Transaction Center
- Expense reports in the Expense application
- Purchase orders entered in the Purchasing application

Taxes settings determine the following:

- How the tax is calculated
- Whether the tax is active or inactive
- Whether the tax can be used as an output tax, input tax, or both
- Limits for overriding tax code rates during transaction entry in the Transaction Center
- The non-recoverable tax percentage
- Which intercompany billing transactions the tax applies to, if you have multiple companies and perform intercompany billing

You can modify tax code data at any time. To change the tax code ID, you must use the Key Conversions utility.

If you have multiple companies, you must set up tax codes for each company.

## How to...



You can create, modify, or delete tax codes.



## Set Up Tax Codes

There is no limit to the number of tax codes that you can define for your enterprise. You can add tax codes or modify existing tax code information at any time.

### To set up tax codes:

1. On the Navigation menu, click **Settings » Tax Codes » Taxes**.
2. On the toolbar of the Tax Codes form, click  **New** and perform one of the following actions:
  - To add a new code, click **New Tax Code**.
  - To add a new code based on the code currently displayed, click **Copy Current Tax Code**.
  - To add a new code that is similar to an existing code, click **Select Tax Code to Copy**.
3. In the **Code** field, enter the code by which the tax is identified.
4. Complete the fields on this form.
5. Click  **Save**.

To print a Tax Codes List, click  **Print**.

## Modify Tax Codes

You can modify existing tax code information at any time.



### To modify tax codes:

1. On the Navigation menu, click **Settings » Accounting » Taxes**.
2. On the Tax Codes form, click in the **Search** field and select a code from the Tax Code Lookup.
3. Modify the fields on the form as needed.
4. Click **Save**.

## Delete Tax Codes

You can delete tax codes only if no activity was posted to the code during the current fiscal year.

### To delete tax codes:

1. From the Navigation menu, click **Setting » Accounting » Taxes**.
2. On the Tax Codes form, click  beside the **Search** field to select the tax code that you want to delete.
3. On the toolbar, click  **Delete**.
4. Click **Yes** in response to the confirmation prompt.



5. Click  **Save**.

## Fields and Options

Use the Tax Codes Settings form to create or modify tax codes, including those specific to intercompany billing.

### Tax Codes Settings Form

Use the Tax Codes Settings form to enter or modify tax codes. If you perform intercompany billing, you can also specify settings related to taxes and intercompany transactions.

#### *Display the Tax Codes Configuration Form*

You display the Tax Codes form in Accounting Settings.

From the DPS Navigation menu, click **Settings » Accounting » Tax Codes**.

#### *Tax Codes Tab of Tax Codes Configuration*

Use the Tax Codes tab to set up tax codes that are used for calculating taxes throughout DPS.

This tab contains different content based on whether or not you select the **Enable Tax Auditing Feature** check box on the Tax Auditing tab in **Configuration » Accounting » Company Settings**. When you enable the Tax Auditing feature, this tab contains the following additional items: **Inputs** section, **Thresholds** section, **Non-Recoverable Tax** section, **Tax Code to Include in Basis** field, and **Tax Currency** field (if you use multiple currencies).

## Fields

Field	Description
Code	Enter a code by which to identify this tax. The tax code displays in the drop-down list in tax code fields throughout DPS.
Description	Enter a description for this tax code.
Rate	Enter the rate at which to apply this tax. For example, if the rate is 5%, enter 5 in this field (not .05).
Tax Code to Include in Basis	This field displays only if you enabled the Tax Auditing feature.  This field applies for compound taxes. For compound taxes, two or more taxes are calculated, and some of the taxes are generated on other taxes. Compound taxes are calculated on a "basis" amount that is the sum of the original amount being taxed plus the tax amount calculated for another applied tax. For example, in Canada, a product could have a federal tax and a provincial tax. The provincial tax is calculated after the federal tax is calculated. The provincial tax is applied to the product price plus the federal tax amount that was calculated for the product price.



Field	Description														
	<p>From the drop-down list, select the tax to include in the basis amount for this tax code. It is the tax that will be taxed. The compound taxes are calculated automatically only when all of the taxes involved in a compound tax are entered for a transaction.</p> <p>To see examples of compound taxes and which tax you enter in the <b>Tax Code to Include in Basis</b> field, see the "Compound Tax Examples" topic.</p> <p>DPS does not support compound taxes when the tax code to include in the basis creates a circular reference. This will lead to unexpected results. Example:</p> <ul style="list-style-type: none"> <li>▪ Tax Code 1 = 5% and includes tax code 3 in its basis calculation</li> <li>▪ Tax Code 2 = 6% and includes tax code 1 in its basis calculation</li> <li>▪ Tax Code 3 = 4% and includes tax code 2 in its basis calculation</li> <li>▪ All three tax codes are used for a \$100 net amount transaction.</li> </ul>														
Status	<p>From the drop-down list, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Active</b> — The tax code will be available for calculating taxes throughout DPS.</li> <li>▪ <b>Inactive</b> — The tax code will not be available for calculating taxes in DPS. This status allows you to prevent users from selecting tax codes that you no longer want them to use. You can change a tax code's status to <b>Inactive</b> only if the tax code is not specified as a default tax code in any of the various locations throughout DPS. If it is entered somewhere as a default tax code, you receive an error message. Check the following locations and remove the tax code from the default tax code field to allow a tax code to be changed to <b>Inactive</b>:</li> </ul> <table border="1"> <thead> <tr> <th>Path</th><th>Field/Grid</th></tr> </thead> <tbody> <tr> <td>Configuration » Accounting » Company Settings » Tax Auditing tab</td><td>Default Tax Codes grid</td></tr> <tr> <td>Configuration » Time &amp; Expense » Expense Categories » Expense Report Categories form</td><td>Default Tax Codes grid</td></tr> <tr> <td>Configuration » Purchasing &amp; Inventory » Company Settings » Ship To tab » Ship - To grid</td><td>Tax Code and Tax-2 Code fields</td></tr> <tr> <td>Configuration » Billing » Default Terms » Misc tab</td><td>Tax Codes Default Tax Codes grid</td></tr> <tr> <td>Billing » Billing Terms » Misc tab</td><td>Tax Codes grid</td></tr> <tr> <td>Configuration » Accounting » Intercompany Billing » Subledger Terms tab</td><td>Tax Codes</td></tr> </tbody> </table>	Path	Field/Grid	Configuration » Accounting » Company Settings » Tax Auditing tab	Default Tax Codes grid	Configuration » Time & Expense » Expense Categories » Expense Report Categories form	Default Tax Codes grid	Configuration » Purchasing & Inventory » Company Settings » Ship To tab » Ship - To grid	Tax Code and Tax-2 Code fields	Configuration » Billing » Default Terms » Misc tab	Tax Codes Default Tax Codes grid	Billing » Billing Terms » Misc tab	Tax Codes grid	Configuration » Accounting » Intercompany Billing » Subledger Terms tab	Tax Codes
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	<table> <tr> <th>Path</th><th>Field/Grid</th></tr> <tr> <td><b>Configuration » Accounting » Taxes » Tax Codes tab</b></td><td><b>Tax to Include in Basis field</b></td></tr> <tr> <td><b>Info Center » Vendors » Accounting tab</b></td><td><b>Default Tax Code field</b></td></tr> </table> <p>DPS does not check in-process or open transaction files when you change a tax code's status. Any open or in-process transaction that has a tax code with a status of active that has been changed to inactive is treated as an active tax code, and it will be posted.</p>	Path	Field/Grid	<b>Configuration » Accounting » Taxes » Tax Codes tab</b>	<b>Tax to Include in Basis field</b>	<b>Info Center » Vendors » Accounting tab</b>	<b>Default Tax Code field</b>
Path	Field/Grid						
<b>Configuration » Accounting » Taxes » Tax Codes tab</b>	<b>Tax to Include in Basis field</b>						
<b>Info Center » Vendors » Accounting tab</b>	<b>Default Tax Code field</b>						

### Thresholds Section

This section displays only if you enabled the Tax Auditing feature.

Field	Description
Low Rate and High Rate	Enter the lowest and highest tax rate to limit what users can enter when they override the default tax rates in <b>Transaction Center » Transaction Entry</b> . The taxes entered in Transaction Entry are used to calculate tax amounts for AP vouchers, AP disbursements, employee expenses, cash receipts, cash disbursements, invoices, and journal entries.

### Fields

Field	Description
Tax Currency	This field displays only if you use multiple currencies and you enabled the Tax Auditing feature. From the drop-down field, select the currency that applies for this tax code. The tax currencies that are included in the drop-down list include all the currencies that are enabled for the active company. This allows you to run reports, including the Tax Analysis report, in the currency of the tax code. Even if the tax currency is the same as the functional currency, you must enter the currency in order to run tax reports in a single currency.
Tax Region	<p>From the drop-down list, select a tax region for the tax code. The drop-down list includes the tax regions that you set up on the Tax Auditing tab in <b>Configuration » Accounting » Company Settings</b>.</p> <p>Specifying a tax region allows the drop-down list in the <b>Tax Code</b> fields in AP voucher entry, AP disbursement entry, and invoice billing terms to include only the tax codes that are appropriate for the vendor or client's specific address that you enter for the transaction or billing terms. The appropriate tax codes are based on the vendor and client's tax country (entered in the Firms hubs) and a tax code's region, which is associated with a country.</p>

### Outputs Section

This section is not enabled if you make entries in the **Non-Recoverable Tax** section on this tab.



The **Outputs** section applies if you will use a tax code for an output tax. Select the specific invoice charges for which the tax code applies. The tax code is then included in the drop-down list for tax fields in those entry areas.


When the Tax Auditing feature is not turned on, the tax codes that you set up as output taxes in this section can be applied only to invoices created in Billing.

When the Tax Auditing feature is turned on, the tax codes that you set up as output taxes can be applied to Billing invoices as well as to invoices and cash receipts that you enter in Transaction Entry. For a tax code to be available for invoice entry or cash receipt entry in Transaction Entry, you can set it up as an output only tax (it has at least one of the check boxes selected in the Outputs section), or you can set it up as both an input and output tax (it has at least one of the check boxes selected in the Outputs section and at least one of the check boxes selected in the Inputs section—the **Transaction Entry** check box, in this case).

If none of the Billing or Intercompany Billing check boxes are selected in the Outputs section, and none are selected in the **Tax Applies To** section on the Intercompany Billing tab on the Tax Codes form (if you use multiple companies and intercompany billings), you will not be able to select the tax code in the following applications:

- Billing Terms, Interactive Billing, and Batch Billing in Billing
- Default Terms in Billing Configuration
- Cash Receipts in Transaction Entry
- Invoices in Transaction Entry

Field	Description
Labor Billing	Select this check box if the tax applies to billing labor charges.
Consultant Billing	Select this check box if the tax applies to billing consultant charges.
Expense Billing	Select this check box if the tax applies to billing expense charges.
Fee Billing	Select this check box if the tax applies to billing fee charges.
Unit Billing	Select this check box if the tax applies to billing unit charges.
Add-on Billing	Select this check box if the tax applies to billing add-on charges.

Field	Description
Account	<p>This field is enabled only if you select a check box in the Outputs section. Click  <b>Search</b>, and from the Account lookup select a general ledger account (typically a credit account) for this tax code. The name of the account displays below the <b>Account</b> field.</p> <p>You must enter an account in this field if any of the check boxes are selected in the Outputs section or in the <b>Tax Applies To</b> group on the Intercompany Billing tab on the Tax Codes form (if you use multiple companies and intercompany billing).</p>



Field	Description
	<p>This account is used when this tax code is applied to the specific part of a Billing invoices that is associated with the check box that you selected in the Output section.</p> <p>If you enter a revenue account, your project revenue is higher after you post the invoice. If you enter a liability account, DPS excludes the sales tax amount from project billings or revenue figures. When you enter a liability account, the typical general ledger entry following the invoice posting would be a cash disbursement that debits the Sales Tax Payable account (the account that you enter in this field).</p>

### Fields

Field	Description
Available for Purchasing	<p>This check box displays to the right of the Outputs section only if you have the Purchasing application installed and you do not have the Tax Auditing feature enabled.</p> <p>Select this check box to make the tax code available for the Purchasing application.</p> <p>If you clear the <b>Available for Purchasing</b> check box after you have selected it, and there is a tax code entered in the <b>Tax Code</b> and/or <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab in <b>Configuration » Purchasing &amp; Inventory » Company Settings</b>, you will receive an error. You will not be able to clear the <b>Available for Purchasing</b> check box until you remove the tax codes entered on the Ship tab.</p> <p>When the Tax Auditing feature is enabled, the <b>Available for Purchasing</b> check box displays in the Inputs section on this tab, rather than displaying to the right of the Outputs section.</p>

### Inputs Section

This section displays only if you enabled the Tax Auditing feature.

This section applies if you want a tax code to be used for an input tax. Select the areas in DPS for which the tax code applies. The tax code is then included in the drop-down list for the tax fields in those entry areas.

Input taxes are applied to accounts payable vouchers, accounts payable disbursements, employee expenses, cash disbursements, and journal entries in the Transaction Center and to expense reports in Time & Expense.

For a tax code to be available for cash receipts and invoices in the Transaction Center, you must set it up as both an input and output tax (with the **Transaction Entry** check box selected in the Inputs section) or set it up as an output only tax code.



Field	Description
Available for Purchasing	<p>This check box displays only if you have the Purchasing application installed.</p> <p>Select this check box to make the tax code available for the Purchasing application. When you select this check box, the <b>Transaction Entry</b> check box is automatically selected. This allows the tax feature to work correctly when you</p>



Field	Description																
	<p>create vouchers from purchase orders in Accounts Payable. The <b>Transaction Entry</b> check box must be selected when the <b>Available for Purchasing</b> check box is selected.</p> <p>If you clear the <b>Available for Purchasing</b> check box after you have selected it, and there is a tax code entered in the <b>Tax Code</b> and/or <b>Tax-2 Code</b> fields in the Ship-To grid on the Ship tab in <b>Configuration » Purchasing &amp; Inventory » Company Settings</b>, you will receive an error. You must remove the tax codes that are entered on the Ship tab before you can clear the <b>Available for Purchasing</b> check box.</p> <p>When the Tax Auditing feature is not enabled, the <b>Available for Purchasing</b> check box displays to the right of the Outputs section instead of in the Inputs section.</p>																
Transaction Entry	<p>Select this check box to make this tax code available for AP disbursements, AP vouchers, employee expenses, cash disbursements, cash receipts, invoices, and journal entries in <b>Transaction Center » Transaction Entry</b>.</p> <p>For a tax code to be available for cash receipts and invoices in the Transaction Center, you must set it up as both an input and output tax (with the <b>Transaction Entry</b> check box selected in the Inputs section) or set it up as an output only tax code.</p> <p>If you clear the <b>Transaction Entry</b> check box after you have selected it, and there is a tax code entered in any of the default tax code fields in various places in DPS, you will receive an error. You must remove the default tax codes in these locations before you can clear the <b>Transaction Center</b> check box. The default tax codes are entered in the following locations:</p> <table> <tr> <th>Path</th><th>Field/Grid</th></tr> <tr> <td>Info Center » Vendors » Accounting tab</td><td>Default Tax Code field</td></tr> <tr> <td>Configuration » Accounting » Company Settings » Tax Auditing tab</td><td>Default Tax CodesConfiguration » Accounting » Company Settings » Tax Auditing tab grid</td></tr> <tr> <td>Configuration » Time &amp; Expense » Expense Categories » Expense Report Categories form</td><td>Default Tax Codes grid</td></tr> <tr> <td>Configuration » Purchasing &amp; Inventory » Company Settings » Ship To tab » Ship - To grid</td><td>Tax Code and Tax-2 Code fields</td></tr> <tr> <td>Configuration » Billing » Default Terms » Misc tab</td><td>Tax Codes grid</td></tr> <tr> <td>Billing » Billing Terms » Misc tab</td><td>Tax Codes grid</td></tr> <tr> <td>Configuration » Accounting » Intercompany Billing » Subledger Terms tab</td><td>Tax Codes</td></tr> </table>	Path	Field/Grid	Info Center » Vendors » Accounting tab	Default Tax Code field	Configuration » Accounting » Company Settings » Tax Auditing tab	Default Tax CodesConfiguration » Accounting » Company Settings » Tax Auditing tab grid	Configuration » Time & Expense » Expense Categories » Expense Report Categories form	Default Tax Codes grid	Configuration » Purchasing & Inventory » Company Settings » Ship To tab » Ship - To grid	Tax Code and Tax-2 Code fields	Configuration » Billing » Default Terms » Misc tab	Tax Codes grid	Billing » Billing Terms » Misc tab	Tax Codes grid	Configuration » Accounting » Intercompany Billing » Subledger Terms tab	Tax Codes
Path	Field/Grid																
Info Center » Vendors » Accounting tab	Default Tax Code field																
Configuration » Accounting » Company Settings » Tax Auditing tab	Default Tax CodesConfiguration » Accounting » Company Settings » Tax Auditing tab grid																
Configuration » Time & Expense » Expense Categories » Expense Report Categories form	Default Tax Codes grid																
Configuration » Purchasing & Inventory » Company Settings » Ship To tab » Ship - To grid	Tax Code and Tax-2 Code fields																
Configuration » Billing » Default Terms » Misc tab	Tax Codes grid																
Billing » Billing Terms » Misc tab	Tax Codes grid																
Configuration » Accounting » Intercompany Billing » Subledger Terms tab	Tax Codes																



Field	Description	
	Path	Field/Grid
	Configuration » Accounting » Taxes » Tax Codes tab	Tax to Include in Basis field
	Info Center » Vendors » Accounting tab	Default Tax Code field
Employee Expenses	<p>Select this check box to make this tax code available for expense reports in <b>Time &amp; Expense</b>.</p> <p>If you clear the <b>Employee Expenses</b> check box after you have selected it, and there are tax codes entered in the Default Tax Code grid on the Expense Report Categories form in <b>Configuration » Time &amp; Expense » Expense Categories</b>, you will receive an error. You must remove the tax codes that are entered on the Expense Report Categories form before you can clear the <b>Employee Expense</b> check box.</p>	

Field	Description
Account	<p>This field is enabled only if you select one of the check boxes in the Inputs section.</p> <p>Click  <b>Search</b>, and from the Account lookup select a general ledger account (typically a debit account) for this tax code. The name of the account displays below the <b>Account</b> field.</p> <p>You must enter an account in this field if any of the check boxes in the Outputs section are selected.</p> <hr/> <p> If the input account is missing for any tax code that requires it, you will not be able to post transactions.</p> <hr/> <p>This account is used when this tax code is applied for the type of entries that are associated with the check boxes (<b>Available for Purchasing</b>, <b>Transaction Entry</b>, and <b>Employee Expenses</b>) that you selected in this section.</p>

### Non-Recoverable Tax Section

This section displays only if you enable the Tax Auditing feature on the Tax Auditing tab in **Configuration » Accounting » Company Settings**.

This section applies if you need to account for both the recoverable and the non-recoverable portions of a tax (such as for the Canadian HST tax) or if you need to use a reverse charge tax.

### Non-Recoverable Taxes

Non-recoverable taxes can be applied for AP vouchers, AP disbursements, cash disbursements, journal entries, and employee expenses in the Transaction Center and for expense reports in Time & Expense. These transactions can have more than one non-recoverable tax code applied.

A non-recoverable tax applies for input only taxes (tax codes that have no check boxes selected in the Outputs section). If you select a check box in the Outputs section or a **Tax Applies To** check box on the Intercompany Billing tab on the Tax Codes form, the Non-Recoverable Tax



section is not enabled. Non-recoverable tax codes also do not apply for cash receipts, and you cannot enter them as a default tax code in a project's billing terms.

Non-recoverable taxes are calculated for a transaction and applied to the general ledger accounts when you post a transaction. The tax amounts are not displayed on the entry form in DPS. You have the option to display both recoverable and non-recoverable tax amounts on the Tax Analysis report.







For more information, see the "Non-Recoverable Tax Examples" topic.

### Reverse Charge Taxes



Reverse charge taxes apply for only AP voucher and AP disbursement transactions. These taxes are commonly used in the European Union Value Added Tax system.

Field	Description
Rate	<p>If this tax code has a non-recoverable tax portion, enter the non-recoverable rate for this tax. For example, if the rate is 8%, enter 8 (not .08). The percentage that you enter is applied to the net amount of a transaction center expense when the tax code is applied.</p> <p>Example: A tax code has a rate of 13% and a non-recoverable rate of 8%. The tax calculation would be 13% of the net amount of the transaction center expense. The non-recoverable tax calculation would be 8% of the net amount of the same transaction center expense. For more detailed examples, see the "Non-Recoverable Tax Examples" topic.</p> <p>If this tax code is for a reverse charge tax and you selected the <b>Reverse Charge Tax</b> check box, the <b>Rate</b> field is not enabled. It prefills with the rate that you entered in the <b>Rate</b> field at the top of the Tax Codes tab.</p>
Reverse Charge Tax	<p>This check box is enabled only when you select the <b>Transaction Entry</b> check box in the Inputs section of this tab and no other check boxes in the Inputs section and the Outputs section.</p> <p>Select this check box if the tax code is a reverse charge tax, such as for the European Union Value Added Tax system. With a reverse charge tax, the buyer of a good or service is responsible for recording a VAT transaction.</p> <p>When you select this check box:</p> <ul style="list-style-type: none"> <li>▪ The tax rate for the reverse charge tax is the tax rate that you enter in the <b>Rate</b> field at the top of the Tax Codes tab. It prefills in the <b>Rate</b> field in the Non-Recoverable Tax section.</li> <li>▪ Only AP voucher and AP disbursement transactions are affected by this tax code. If these type of transactions have the reverse tax code applied to them, the following general ledger information applies when the transactions are posted: <ul style="list-style-type: none"> <li>▪ The accounts payable liability will not include the reverse charge tax amount.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>The tax input account that is entered in the <b>Account</b> field in the Inputs section on this tab is not debited.</li> <li>If you enter a credit account in the Non-Recoverable Tax section, it is used for the reverse charge amount. If it is blank (or not filled in) the tax code's input account will receive a credit entry equal to the reverse charge amount.</li> <li>If you enter a debit account in the Non-Recoverable Tax section, it is used to offset the credit reverse charge amount. If it is blank (or not filled in) the expense account entered for the transaction will be debited for the reverse charge amount.</li> </ul> <p>Do not set up a reverse charge tax as a default tax. If you do, the tax code will also be applied for cash disbursement and employee expense transaction.</p>
Debit	<p>Enter the debit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax. If this is a reverse charge tax and you do not enter a debit account in this field, the account that is entered in the transaction will be used for the reverse charge tax.</p> <p><b>Account</b></p> <p>Click  in this field to open the Account lookup, and select the account number for the debit.</p> <p><b>Project</b></p> <p>Click  in this field to open the Project lookup, and select the project number for the debit.</p> <p><b>Phase</b></p> <p>Click  in this field to open the Phase lookup, and enter the phase for the debit.</p> <p><b>Task</b></p> <p>Click  in this field to open the Task lookup, and enter the task for the debit.</p>
Credit	<p>Enter the credit information in these fields for either the non-recoverable portion of the tax or for the reverse charge tax if this is a reverse charge tax.</p> <p><b>Account</b></p> <p>Click  in this field to open the Account lookup, and select the account number for the credit. If this is a reverse charge tax and you do not enter a credit account in this field, the account that is entered in the <b>Account</b> field in the Inputs section on this tab will be used for the reverse charge tax.</p> <p><b>Project</b></p> <p>Click  in this field to open the Project lookup, and enter the project number for the credit.</p>



Field	Description
	<p><b>Phase</b></p> <p>Click  in this field to open the Phase lookup, and enter the phase for the credit.</p> <p><b>Task</b></p> <p>Click  in this field to open the Task lookup, and enter the task for the credit.</p>

### *Intercompany Billing Tab of Tax Codes Configuration*

Use the Intercompany Billing tab to apply tax codes to intercompany transaction areas.

## Contents

### Tax Applies To Check Boxes




Field	Description
Labor Transactions	Select this check box if the tax applies to labor transactions.
Expense Transactions	Select this check box if the tax applies to expenses transactions.
Balance Sheet Transactions	Select this check box if the tax applies to fee balance sheet transactions.

### Accounts to Exclude from Tax Calculation Grid


Use this grid to define transactions associated with specific accounts that should not have tax applied. You can directly enter an account number or account name, or you can select an account from the account lookup list.

Field	Description
Accounts to Exclude from Tax Calculation Drop-down on the grid toolbar	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
 Insert	Click this grid toolbar option to insert a new row in the grid and add another account.
Account	After you click  <b>Insert</b> on the grid toolbar, click  to open the Account Lookup and select an account.
Description	The description of the account displays in this field.

## Fields

Field	Description
Intercompany Billing Accounts Receivable Account	Click  to open the Account Lookup and select an account.

## *Tax Reporting Tab of Tax Codes Configuration*

Use this tab to enter information for tax codes that are used in XML tax reports.

## Contents

### VAT Reporting Grid

The information that you enter on this tab is used to calculate taxes for XML files that you generate in **Accounting » Tax File Generation**, such as the VAT Declaration XML.



For Belgian taxes, you specify the gridnumbers that are associated with a tax code. This enables the base amount, tax amount, and non-recoverable tax amount to be calculated correctly in the VAT Declaration XML file.

For example, some tax codes need only the base amount in a single gridnumber and the tax amount in a single gridnumber. You would enter these two gridnumbers into the respective columns of one row. If a tax code needs the base amount entered into gridnumbers 81 and 86 and you must also enter their tax amount into gridnumbers 55 and 59, you would enter two rows in the VAT Reporting grid.

### VAT Reporting Grid Toolbar

Field	Description
VAT Reporting Drop-Down	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul>
 Insert	<p>Click this toolbar option to insert a new row in the grid and add VAT gridnumber information.</p> <p>In each row, you enter the base amount, tax amount, or non-recoverable amount that goes into a gridnumber.</p>
 Delete	<p>Select a row in the grid to delete. Then click this toolbar option to delete the row.</p>

### VAT Reporting Grid Fields

If you need to enter 0 as the gridnumber for the base amount, tax amount, or non-recoverable tax amount, enter **999** in the **Base Amount**, **Tax Amount**, or **Non-Recoverable Tax Amount** field in the grid. DPS interprets 999 as 0 for the XML tax reports.

Field	Description
Base Amount	Enter the gridnumber code for the base amount.
Tax Amount	Enter the gridnumber code for the tax amount.
Non-Recoverable Tax Amount	Enter the gridnumber code for the non-recoverable tax amount.

### Learn More About...

You may find it helpful to review information about tax regions or examples of compound taxes and non-recoverable taxes.

### Tax Regions

Use tax regions to include only the appropriate tax codes for a vendor or client in the **Tax Code** drop-down list in AP voucher entry, AP disbursement entry, and invoice billing terms.

The appropriate tax codes for a vendor or client are based on the vendor or client's tax country and a tax code's region, which is associated with a country.

You must complete the following set up steps:

- Set up tax regions on the Tax Auditing tab in **Settings » Accounting » Company**. You can then associate countries with tax regions.
- Specify a tax region for a tax code on the Tax Codes tab in **Settings » Accounting » Taxes**.



- Enter a tax country for vendors and clients in the Firms hub. Enter a separate tax country for each address that you enter for a vendor and client.

A country can have only one tax region. You can use the same tax region for multiple countries. For example, you can have one tax region (such as **EU**) for all of the countries in the European Union.

When no tax country is entered for a vendor or client, all tax codes display in the **Tax Code** drop-down lists in AP voucher entry, AP disbursements entry, and invoice billing terms for that vendor or client.

When a vendor or client has a tax country that is not associated with any tax region, then only the tax codes that have no region assigned on the Tax Auditing tab will display in the **Tax Code** drop-down list.

Tax regions do not affect how default tax codes are populated for transactions.

In AP Voucher and AP Disbursement entry, the **Tax Code** field is located on the Tax Codes dialog box that opens when you click the hyperlink in the **Total Tax Amount** field. In Billing Terms, the **Tax Code** field is located on the Tax Codes grid on the Misc tab of **Billing » Billing Terms**.

#### AP Voucher and AP Disbursement Example

- The country of Belgium is assigned to the **EU** tax region.
- Ten tax codes that are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have the **Transaction Entry** check box selected in the Inputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for vendor Brown and Associates in the Firms hub for their Belgium address.

When you enter an AP voucher or AP disbursement in Transaction Entry for Brown and Associates using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Codes** drop-down list on the transaction entry forms.

#### Invoice Billing Terms Example

- The country of Belgium is assigned to the **EU** tax region..
- Ten tax codes that are assigned to the **EU** tax region. The status of all 10 tax codes is Active, and they all have a check box selected in the Outputs section of **Settings » Cash Management » Tax Codes**.
- **BE** (Belgium) is the tax country that is entered for client Sitka Corporation in the Firms hub for their Belgium address.

When you enter Billing Terms for the Sitka Corporation using their Belgium address, only the 10 tax codes with the **EU** tax region display in the **Tax Code** drop-down list on the Misc tab in **Billing » Billing Terms**.

#### Compound Tax Examples

These examples help you understand compound tax calculation and how to enter related tax codes.

The following are examples of compound taxes and the entry that you make in the **Tax Code to Include in Basis** field on the Options tab in **Settings » Cash Management » Tax Codes** form.



### Compound Tax with Two Taxes

- Tax Code A has a tax rate of 10%.
- Tax Code B has a tax rate of 5% and includes Tax Code A in its basis calculation. (Enter **Tax Code A** in the **Tax Code to Include in Basis** field for Tax Code B.)
- Cost of the item being taxed (net amount of the transaction) = \$1,000
- Both Tax Code A and Tax Code B are entered for the \$1,000 net amount transaction.

The taxes are calculated as follows:

Tax	Calculation	Amount
Tax Code A (10% tax rate)	$1,000 * .10$	\$100
Tax Code B (5% tax rate)	$((1,000 + 100) * .05)$	\$55
Total Taxes Calculated	$100 + 55$	\$155

### Compound Tax with Three Taxes

- Tax Code 1 has a tax rate of 5%.
- Tax Code 2 has a tax rate of 6% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 2.)
- Tax Code 3 has a tax rate of 4% and includes Tax Code 1 in its basis calculation. (Enter **Tax Code 1** in the **Tax Code to Include in Basis** field for Tax Code 3.)
- Cost of the item being taxed (net amount of the transaction) = \$100.
- All three tax codes are entered for the \$100 net amount transaction.

Tax	Calculation	Amount
Tax Code 1 (5% tax rate)	$100 * .05$	\$5.00
Tax Code 2 (6% tax rate)	$((100 + 5) * .06)$	\$6.30
Tax Code 3 (4% tax rate)	$((100 + 5) * .04)$	\$4.20
Total Taxes Calculated	$5 + 6.30 + 4.20$	\$15.50

### Non-Recoverable Tax Examples

You may find it helpful to review examples that illustrate how non-recoverable taxes are calculated.

#### Example

Both scenario A and B start in the same way:

Tax Code A has these settings:

- Tax rate is 13%
- Non-recoverable tax percentage is 8%

You enter \$1,000 as the net amount for an accounts payable voucher in the Transaction Center.

#### Scenario A:



Accounts are entered in the **Non Recoverable Debit Tax Account** and **Non Recoverable Credit Tax** fields. Project information is entered in the project fields in the Non-Recoverable Tax section on the Options tab on the Tax Codes form.

### Results

The non-recoverable amount is not included in the net tax amount. The gross amount of the voucher is \$1,130, the tax amount is \$130, and the net amount is \$1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		\$1,130
Project Expense	\$1,000	
Debit Account entered for Tax Code A	\$130	
Non-Recoverable Debit Tax Account	\$80	
Non-Recoverable Credit Tax Account		\$80
	\$1,210	\$1,210

The recoverable tax amount = \$50 (130-80).

The non-recoverable amount = \$80 (1,000\*.08).

### Scenario B:

The **Non Recoverable Debit Tax Account**, **Non Recoverable Credit Tax Account**, and project fields are blank in the Non-Recoverable Tax section on the Options tab on the Tax Codes form.

### Results

The non-recoverable tax amount is included in the net tax amount because this is what is posted to the project. The gross amount of the voucher is \$1,130, the tax amount is \$130, and the net amount is \$1,000.

The general ledger entries are as follows when you post the transaction:

General Ledger Account	Debit	Credit
AP Liability		\$1,130
Project Expense	\$1,000	
Debit Account entered for Tax Code A	\$130	
Project Expense	\$80	
Debit Account entered for Tax Code A		\$80
	\$1,210	\$1,210

The net tax receivable is \$50 (130-80). Two transactions affect the billable project.



## Bank Codes Setup

Bank codes represent the bank accounts that you use when you enter cash-related transactions (cash receipts, cash disbursements, accounts payable payments, and so on) in DPS.

Bank codes direct the implicit posting of any cash-related transaction. This means that DPS automatically uses the default general ledger account that you enter for a bank (such as 101, Checking) during data entry for cash-related transactions. Bank codes eliminate the need to manually enter the general ledger account during data entry processing.

In Banks Settings, you can also set up the following information for your bank accounts:

- Bank entries for miscellaneous fees and bank charges
- Settings for the import file when importing bank transactions into DPS
- Direct Deposit and NACHA (National Automated Clearing House Association) electronic funds transfer information
- Export to Text File format information, including user-defined and SEPA (Single Euro Payments Area) file formatting
- Wire transfer fee information

If you use Organization Reporting, your enterprise has multiple organizations, and each organization has one or more accounts at one or more banks, you can set up a bank code for each account, at each bank, for each organization. You can use the same account for each organization bank code. If you maintain separate balance sheets for your organizations, DPS displays the account totals for each.

The Bank Code List shows all the bank codes and their setup information. Use this list to verify the information entered through Banks Settings.

After you enter and save bank code information, you cannot modify the bank code itself. To modify a bank code, use the bank code conversion utility (**Utilities » Key Conversions » Banks**).

If you have multiple companies, you must set up bank codes and electronic funds transfers for each company in your enterprise.

If you have multiple currencies, bank codes determine payment currencies for a number of transactions. When you set up a bank code, you must select an account for which you have specified a currency in **Settings » Accounting » Chart of Accounts**.

### How to...

In addition to bank codes and bank entries, you set up direct deposits and EFTs in Bank Codes Settings.


### Set Up Bank Codes


You can add new bank codes at any time. There is no limit to the number of bank codes that you can define for your enterprise.

Initially, you must add at least one bank code before you enter cash receipts, cash disbursements, or accounts payable disbursements.

### To set up bank codes:



1. From the Navigation menu, click **Settings » Cash Management » Banks**.
2. On the Bank Codes form, click the Bank Codes tab.
3. On the toolbar, click  **New** and select one of the following actions:
  - To add a new code, click **New Bank Code**.
  - To add a new code based on the code that is currently displayed, click **Copy Current Bank Code**.
  - To add a new code that is similar to an existing code, click **Select Bank Code to Copy**
4. Complete the fields on the Bank Codes tab.


If you select **User Defined** in the **Export to Text Format** field, enter file format information on the User Defined File Format tab.
5. If you process payroll or employee expense payments as direct deposits or you pay accounts payable vendors with electronic funds transfers (EFTs), set up the electronic funds transfer information on the NACHA File Format tab.
6. Click  **Save**.


### Set Up Bank Entries

You can add new bank entries, such as miscellaneous charges and bank fees, at any time.

By default, Interest Revenue and Bank Fees display as bank entries. You can add two more entries that are specific to your enterprise.

#### To set up bank entries:

1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, click the Bank Reconciliation tab.
3. If needed, in the **Type** column, enter up to two more bank entries that your enterprise will use.
4. Click  to select an account, project, phase, and task for each bank entry.

Cash disbursement and/or cash receipts created for bank entries use the values selected for these fields.
5. In the **Transaction** column, click the drop-down arrow to specify the type of transaction (cash receipt or cash disbursement) for the bank entry.
6. Click  **Save**.


### Set Up Direct Deposit and NACHA Electronic Funds Transfer Information

To use electronic funds transfers (EFTs) for processing direct deposit payments for payroll and employee expenses and for accounts payable EFT payments to vendors, you must set up the EFT information for the banks from which these payments will be made.

You can enter EFT information when you create a new bank code or add the information for an existing bank code at any time.



**To set up EFT information for a bank:**


1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, add a new bank code or open an existing bank code.
3. Open the NACHA File Format tab, and complete the fields on the tab.
4. Click  **Save**.

**Set Up Export to Text Formats**

If you want to create .txt or .xml files for payments that are made in Accounts Payable and Employee Expense Payment Processing, you need to select the format for the files.

You set up a file format for each bank account (bank code) from which these type of payments are made. You can select the format when you create a new bank code or at any time for an existing bank code.



**To set up the export file format for a bank code:**

1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, add a new bank code or open an existing bank code.
3. On the Bank Codes tab, complete the fields for your bank account if you are setting up a new bank code.
4. From the drop-down list in the **Export to Text Format** field, select **Check**, **SEPA**, or **User Defined**.
5. If you selected **User Defined**, click the User Defined File Format tab and complete the fields on the tab.
6. If you selected **SEPA**, click the SEPA File Format tab and complete the fields on the tab.
7. Click  **Save**.

**Modify Bank Codes**

You can modify most bank code data at any time.

**To modify bank codes:**




1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, click  in the **Search** field, and select a bank code on the Bank Code Lookup dialog box.
3. On the Bank Codes form, modify information entered on the tabs as needed.
4. Click  **Save**.



## Delete Bank Codes

You can delete a bank code only if no activity has been posted to it in any year.

### To delete a bank code:

1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, click  beside the **Search** field to open the Bank Codes lookup, and select the bank code that you want to delete.
3. On the Bank Codes form toolbar, click  **Delete Bank Code** to delete the bank code.
4. Click  **Save**.

## Fields and Options

Use Bank Codes Settings to set up bank codes, direct deposits, and more.

### Bank Codes Form

Use the Bank Codes Settings to set up bank codes, electronic funds transfers, and formats for export text files.

#### *Display the Bank Codes Form*

Display the Bank Codes form in Accounting Settings.

From the Navigation menu, click **Settings » Accounting » Bank Codes**.




#### *Options Tab of Banks Form*

Use the Options tab to set up the bank codes for your enterprise.

### Contents

Field	Description
Code	Enter a bank code for this bank account. These codes allow you to identify a bank account (for example, FirstNat1 could be used as the code for your checking account at the First National Bank). Do not use punctuation such as /, -, or ; or spaces when you enter a code. If you use punctuation, errors occur when you process data.
Currency	After you enter an account in the <b>Account</b> field on this tab, this field displays the currency code entered for the account in <b>Settings » Accounting » Chart of Accounts</b> .  This is the currency in which the bank account is denominated.
Description	Enter a description for the bank code. Each bank code must have a unique description.




Field	Description
Account	<p>Enter the general ledger account number associated with this bank code. Enter an account or click  and select an account from the Account Lookup. This account receives the implicit posting when the bank code is specified in data entry. The account that you enter here must be a balance sheet account.</p> <p>Deltek recommends that you have a different general ledger account number associated with each bank code, regardless of whether or not you use the Organization application.</p>
Organization	<p>If you use organization reporting, specify the organization to use when transactions are posted to this bank code. Enter an organization or click  and select an organization on the Organization Lookup.</p>
Export to Text Format	<p>Click  and select the file format to use for creating export-to-text files when you process accounts payable or employee expense payments. These files contain payment information to be processed by a third party software application. The .txt or .xml files are created when you use the Export to Text feature on the Payment Printing and Numbering form in Accounts Payable Payment Processing and Employee Expense Payment Processing.</p> <p>The file format options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Check:</b> A predetermined file format is provided for the .txt file. It is commonly used to create a text file for a third party to print your checks.</li> <li>▪ <b>SEPA:</b> This is the Single Euro Payments Area (SEPA) .xml file format that is commonly used in European countries. When you select this option, the SEPA File Format tab is enabled. Enter additional information for the SEPA file format on this tab.  This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes, after the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code</li> <li>▪ <b>User Defined:</b> Set up the specific format that your bank requires on the User Defined File Format tab. This option is commonly used to create a .txt file with payment information to import into your banking software to process payments electronically. You can use this option for the electronic funds transfer (EFT) requirements of many international banks, including the BACS (Bankers Automated Clearing System) payments that are used in the United Kingdom.</li> </ul>

### Wire Transfer Fee Debit

Field	Description
Account	Enter or select the account number to use for a wire transfer.



Field	Description
Project	Enter or select the project name to use for a wire transfer.
Phase	If phases exist, enter or select the appropriate phase.
Task	If tasks exist, enter or select the appropriate task.
Enable In-Process Account	<p>Select this check box to enable the In-Process Account feature, which allows you to delay posting payments to the general ledger until the payments have cleared this account. This helps you determine the amount of cash that has not yet cleared your bank from the payments that you process in DPS.</p> <p>When this feature is enabled, the in-process account is credited instead of the account that is entered for the bank in the <b>Account</b> field on this tab when the following transactions are posted:</p> <ul style="list-style-type: none"> <li>▪ Accounts payable payments</li> <li>▪ Accounts payable disbursements</li> <li>▪ Cash disbursements</li> <li>▪ Employee expense report payments</li> <li>▪ Payroll payments</li> </ul> <p>Several things happen when you process payments that are made with the in-process account. When you select the <b>Cleared</b> check box for the payment, a <b>Process Cleared Items</b> option is enabled on the payments grid toolbar on the Payments tab in <b>Accounting » Bank Reconciliation</b>. Click this option to open the Post Cleared Items dialog box and post the cleared items. A journal entry is created that debits the in-process account and credits the balance sheet account that is entered in the <b>Account</b> field for a bank.</p>
In-Process Account	<p>Enter the account to use for in-process payments, or click  to select an account on the Account lookup. Amounts in this account have not yet cleared the bank and will not post to the balance sheet until after they are cleared on the Payments tab in <b>Accounting » Bank Reconciliation</b>.</p> <p>The in-process account must be available to the same company as the bank code's assigned organization, and the currency of the account must also be the same as that of the bank code.</p>

#### Export to Text Check Option

The **Check** option for the Export to Text feature produces a text file that has a fixed format that you cannot change.

When you select the **Check** option in the **Export to Text** field on the Bank Codes tab of **Settings » Banks**, the text files that are created in Accounts Payable and Employee Expense Payment Processing are formatted as follows:

- Lines start with a character that defines the detail of that line.



- ### Example

"C""Check No""Check Date""Check Amount""Payee name""Payee Address1""Payee Address2""Payee Address3""Payee Address4""City""ST""ZIP""COUNTRY""Vendor ID""AccountID"

"E"	BankID	Account	Account Type	EFT Amount

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"
------------------------------------------------------------------------------------------------

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"						
12/1/2018	123456789	1	1000.00	0.00	0.00	1000.00
12/15/2018	123456789	2	1000.00	0.00	0.00	1000.00
12/31/2018	123456789	3	1000.00	0.00	0.00	1000.00
1/1/2019	123456789	4	1000.00	0.00	0.00	1000.00
1/15/2019	123456789	5	1000.00	0.00	0.00	1000.00
1/31/2019	123456789	6	1000.00	0.00	0.00	1000.00
2/1/2019	123456789	7	1000.00	0.00	0.00	1000.00
2/15/2019	123456789	8	1000.00	0.00	0.00	1000.00
2/28/2019	123456789	9	1000.00	0.00	0.00	1000.00
3/1/2019	123456789	10	1000.00	0.00	0.00	1000.00
3/15/2019	123456789	11	1000.00	0.00	0.00	1000.00
3/31/2019	123456789	12	1000.00	0.00	0.00	1000.00
4/1/2019	123456789	13	1000.00	0.00	0.00	1000.00
4/15/2019	123456789	14	1000.00	0.00	0.00	1000.00
4/30/2019	123456789	15	1000.00	0.00	0.00	1000.00
5/1/2019	123456789	16	1000.00	0.00	0.00	1000.00
5/15/2019	123456789	17	1000.00	0.00	0.00	1000.00
5/31/2019	123456789	18	1000.00	0.00	0.00	1000.00
6/1/2019	123456789	19	1000.00	0.00	0.00	1000.00
6/15/2019	123456789	20	1000.00	0.00	0.00	1000.00
6/30/2019	123456789	21	1000.00	0.00	0.00	1000.00
7/1/2019	123456789	22	1000.00	0.00	0.00	1000.00
7/15/2019	123456789	23	1000.00	0.00	0.00	1000.00
7/31/2019	123456789	24	1000.00	0.00	0.00	1000.00
8/1/2019	123456789	25	1000.00	0.00	0.00	1000.00
8/15/2019	123456789	26	1000.00	0.00	0.00	1000.00
8/31/2019	123456789	27	1000.00	0.00	0.00	1000.00
9/1/2019	123456789	28	1000.00	0.00	0.00	1000.00
9/15/2019	123456789	29	1000.00	0.00	0.00	1000.00
9/30/2019	123456789	30	1000.00	0.00	0.00	1000.00
10/1/2019	123456789	31	1000.00	0.00	0.00	1000.00
10/15/2019	123456789	32	1000.00	0.00	0.00	1000.00
10/31/2019	123456789	33	1000.00	0.00	0.00	1000.00
11/1/2019	123456789	34	1000.00	0.00	0.00	1000.00
11/15/2019	123456789	35	1000.00	0.00	0.00	1000.00
11/30/2019	123456789	36	1000.00	0.00	0.00	1000.00
12/1/2019	123456789	37	1000.00	0.00	0.00	1000.00
12/15/2019	123456789	38	1000.00	0.00	0.00	1000.00
12/31/2019	123456789	39	1000.00	0.00	0.00	1000.00
1/1/2020	123456789	40	1000.00	0.00	0.00	1000.00
1/15/2020	123456789	41	1000.00	0.00	0.00	1000.00
1/31/2020	123456789	42	1000.00	0.00	0.00	1000.00
2/1/2020	123456789	43	1000.00	0.00	0.00	1000.00
2/15/2020	123456789	44	1000.00	0.00	0.00	1000.00
2/28/2020	123456789	45	1000.00			

"TotalInvAmtTotal"DiscountTotalNetTotal

"C""Check No""Check Date""Check Amount""Payee name""Payee Address1""Payee Address2""Payee Address3""City""ST""ZIP""Vendor ID""AccountID"

"E"	BankID	Account	Account Type	EFT Amount"
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"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"

"D""Invoice Date""Invoice Number""Voucher""Invoice Amount""Discount""Previous Pay""Net Amount"



"T""InvAmtTotal""DiscountTotal""NetTotal"





### Bank Reconciliation Tab of Bank Codes

Use the Bank Reconciliation tab to set up miscellaneous charges for your enterprise and to indicate if electronic payment runs will be summarized.

#### Contents

Field	Description
Summarize Electronic Payments Runs in Bank Reconciliation	<p>Select this check box if you want all individual payments in an electronic payments run for the bank summarized as a single transaction on the Payments tab of the Bank Statement Reconciliation form, so that you can mark them cleared as a group.</p> <p>Do not select this check box if you want all individual payments in an electronic payments run to display individually on the Payments tab of the Bank Statement Reconciliation form, so that you can mark them as cleared individually.</p> <p>Most enterprises select or clear this check box based on how the bank shows electronic payments on bank statements.</p> <p>You can only select this option if no existing electronic payment runs for the bank have a mix of cleared and uncleared payments. In other words, the payments in each electronic payment run must be either all cleared or all selected.</p>
Bank Entries Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Type	<p>By default, this column displays <b>Interest Revenue</b> and <b>Bank Fees</b>, but you can change or add entries to reflect miscellaneous charges in your organization.</p> <p>You can define up to four bank entry types for every bank.</p>
Account	<p>Click  to access the Account lookup and select an account. The account is used for the explicit side of the bank transaction. For example, you can define the expense account for Bank Fees.</p>
Project	<p>Click  to access the Project lookup and select a project.</p>



Field	Description
Phase	Click  to access the Phase lookup and select a phase.
Task	Click  to access the Task lookup and select a task.
Transaction	Click the drop-down arrow to select <b>Cash Receipt</b> or <b>Cash Disbursement</b> for user-defined charges. By default, Bank Fees use the Cash Disbursement transaction type and Interest Revenue uses the Cash Receipt transaction type.

### *Import Tab of Bank Codes*

Use this tab to do the setup steps needed to import bank statements directly into bank statement reconciliation, allow the automatic matching of bank and DPS records, and make it possible to match any remaining records manually.

Use this tab to define the format for the bank file you will be importing and define matching rules.

### Contents

Field	Description
Import	Select this check box to make it possible to import bank statements directly into bank statement reconciliation and enable the fields that are used to set up how DPS identifies the data in the import file.

### File Format

Field	Description
Field Delimiter	<p>From the drop-down list, select the character to use as a separator between the fields in the files that you will import.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ {Tab}</li> <li>▪ @</li> <li>▪ #</li> <li>▪ \$</li> <li>▪ ^</li> <li>▪  </li> <li>▪ ; (semi colon)</li> <li>▪ , (comma)</li> </ul>
Text Qualifier	<p>From the drop-down list, select the character that you are using as a text qualifier in the files that you will import.</p> <p>Options are:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>{None}</b>: No text qualifier</li> <li>▪ <b>"</b>: Double quotation mark</li> <li>▪ <b>'</b>: Single quotation mark</li> </ul> <p>You can use a text qualifier in addition to delimiters in a file that you import. Text qualifiers are placed at the beginning and end of a value (field), inside the delimiters. Text qualifiers indicate that the content between them is part of one field. For example, if you use comma delimiters, a text qualifier (other than a comma) helps to distinguish commas that are used as delimiters and commas that are used within the value.</p> <p><b>Example:</b></p> <p>You use comma delimiters and you use a single quotation mark as the text qualifier.</p> <p>A row of data in the file is as follows:</p> <p>'John Bartlett', 'Marriott International, Inc', '10/20/2014', '\$1,000.00'</p> <p>Using text delimiters ensures that the commas in Marriott International, Inc and in \$1,000.00 are not interpreted as delimiters. These commas are part of the company name and the monetary amount.</p>
Decimal Symbol	Enter the symbol that you use for decimals in import files.

### Date Handling

Field	Description
Order	<p>Select the order in which you want the month (M), day (D), and year (Y) to appear in dates.</p> <p>Options are: <b>DMY</b>, <b>DYM</b>, <b>MDY</b>, <b>MYD</b>, <b>YDM</b>, and <b>YMD</b>.</p>
Delimiter	Enter the character that you want to use as the separator between month, day, and year. Examples are / or -.
Leading Zeros	Select this check box if you want leading zeros used for one-digit months or days (for example, 01 instead of 1 for January).
Four Digit Year	Select this check box if you want all four digits of the year included for years (for example, 2014 instead of 14).

### Import Values

Field	Description
Define Receipt/ Payment	Use this field to define how DPS determines which bank records are receipt (deposit) records and which records are payment records. Click the drop-down list to select one of the following options:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Receipts greater than zero:</b> Select this option if there is not another indicator in the file to define a receipt (deposit) or a payment. Select this option so that DPS can identify a deposit as a transaction amount greater than zero. Amounts equal to and less than zero will be payment amounts.</li> <li>▪ <b>Receipts less than zero:</b> Select this option if there is not another indicator in the file to define a deposit or a payment. Select this option so that DPS can identify a receipt (deposit) as a transaction amount less than zero. Amounts equal to or greater than zero will be payment amounts.</li> <li>▪ <b>Type Mapping:</b> Select this option to define the mapping that the bank uses to identify each record as either a receipt or a payment. Selecting this option enables the <b>Type Mapping</b> option on the Import Values grid toolbar. Click the <b>Type Mapping</b> option to display the Bank Transaction Type Matching dialog box, where you can set up the different transaction types.</li> <li>▪ <b>Separate Columns:</b> Select this option if the deposits and payments are identified under different columns in the file to be imported.</li> </ul>

### Import Values Grid Toolbar

Field	Description
Import Values Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>

Field	Description
Type Mapping	<p>This option is enabled when you select the <b>Type Mapping</b> option from the <b>Define Receipt/Payment</b> drop-down list.</p> <p>Click this option to display the Bank Transaction Type Matching dialog box, where you set up how DPS identifies whether bank transactions are payment records or receipt records.</p>
Down, Up, and Move Included Items Up	<p>Use these options to re-order a selected field to match the order in your import file.</p> <p>Click <b>Move Included Items Up</b> to move all selected fields to the top of the list.</p>



## Import Values Grid Columns

Field	Description
Include	This column displays a check box for each row in the grid. Select the check box for each field that you include in the import file.
Field Name	<p>This column displays the fields that you can import from the file. The predefined fields are:</p> <ul style="list-style-type: none"> <li>▪ <b>Date:</b> This field refers to the actual date on which the transaction occurred. This date is used as a reference when matching the transaction to a posted record.</li> <li>▪ <b>Reference Number:</b> This field refers to the bank assigned reference number associated with the transaction. For checks, the reference number might be the check number.</li> <li>▪ <b>Payee/Description:</b> This field refers to the description of a deposit transaction or the payee of a payment transaction. The user-defined fields can be used if there is more than one description on the import file.</li> <li>▪ <b>Type:</b> This field is applicable when you select <b>Type Mapping</b> from the drop-down list for the <b>Define Receipt/Payment</b> option. This field uses the type mapping setup entered on the Bank Transaction Type Matching dialog box as a reference when transactions are imported.</li> <li>▪ <b>Amount:</b> This field refers to the transaction amount.</li> <li>▪ <b>Receipt Amount:</b> This field refers to the deposit amount on the receipt. This field is only available if you select <b>Separate Columns</b> from the drop-down list for the <b>Define Receipt/Payment</b> option.</li> <li>▪ <b>Payment Amount:</b> This field refers to the payment amount in the receipt. This field is only available if you select <b>Separate Columns</b> from the drop-down list for the <b>Define Receipt/Payment</b> option.</li> <li>▪ <b>User-defined fields 1 through 5:</b> You can configure the user-defined fields to reference other fields in the import file that are not available in the list of predefined fields in the grid.</li> </ul> <p>User-defined fields are optional. Use them to provide information that would be helpful with the manual matching process, such as an additional description field in a payment.</p>
Label	<p>Enter the label for any user-defined field that you include in the import file. You cannot enter labels for predefined fields.</p> <p>If you have DPS databases set up in multiple languages, you can log in to each language and enter the appropriate label for each language.</p>
Data Type	<p>This field displays the data type for a field, which indicates the type of characters used for the data:</p> <ul style="list-style-type: none"> <li>▪ <b>Varchar:</b> The field can contain both letters and numbers.</li> <li>▪ <b>Datetime:</b> The field contains a date.</li> <li>▪ <b>Decimal:</b> The field contains numeric amounts.</li> </ul>



## Matching

Field	Description
Automatically Clear Matched Transactions	<p>Select this option to automatically clear any transactions associated with a matching imported bank record. DPS matches the record on the import tab and updates the <b>Cleared</b> check box on the Receipts and Payments tabs in <b>Accounting » Bank Reconciliation</b>.</p> <p>If you do not select this option, DPS matches the bank record with the posted DPS record according to the matching rules. However, it allows you to review and clear matched transactions as part of the Bank Reconciliation process.</p>
Advanced Matching Rules	Click this button to display the Advanced Matching Rules dialog box. Use the dialog box to modify the rules that DPS uses to match transactions. The available matching rules are based on either amount and reference number or amount and transaction date.
Matching Suggestions	Click this button to display the Matching Suggestions dialog box. DPS uses the values entered in the dialog box to help you manually matching transactions in Bank Reconciliation by providing a list of all unmatched transactions and a list of suggested transactions.

### *NACHA File Format Tab of Bank Codes*

Use the NACHA File Format tab to enter file format information if you use the ACH network to make electronic funds transfer (EFT) payments through your bank.

The NACHA File Format tab displays in Banks Settings only if you have the Accounting, Expense, or Payroll application installed.

The file format information that you enter on this tab is used to create a file for your bank when you process:

- Payroll direct deposits
- Employee expense direct deposits
- Accounts payable EFT payments to vendors

The formatting that you enter on this tab does not apply to Export to Text files that are created in Accounts Payable and Employee Expenses Payment Processing.

## Contents

Field	Description
Immediate Origin Number	<p>Enter your company identification number, provided by the bank that is associated with this bank code.</p> <p>This number contains the routing number of the ACH Operator or sending point. The 10-character field begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit (bTTTTAAAC).</p>



Field	Description
	<p>This field may also be mutually defined between the originating depository financial institution (ODFI) and originator. For example, the ODFI may ask its originator to put its tax identification number in this field; however, the field must contain the routing number of the sending point when the file is delivered to the ACH operator.</p> <p>The bank to which the file is submitted and from which the direct deposit payments is withdrawn, tells the enterprise (originator) what they expect to find in this field. Usually this is the routing number of the enterprise's bank.</p>
Immediate Origin Name	Enter the name of your enterprise.
Immediate Destination Number	Enter the identification number of the bank to which the direct deposit file will be sent. This is the identification number of the bank that is associated with this bank code.
Immediate Destination Name	Enter the name of the bank to which the direct deposit file will be sent. This is the name of the bank associated with this bank code.
Company Name	Enter the name of your enterprise as you want it to display on statements.
Company ID	<p>The Company ID is an alphanumeric code that is used to identify the originator (the enterprise that submits the file). Enter your nine-digit IRS Employee Identification Number (EIN). Or, enter a number based on the Data Universal Numbering System (DUNS) or a user-assigned value.</p> <p>When you enter a DUNS or user-assigned number, you must modify the qualifier in the <b>Identification Code Designator (ICD)</b> field on this form.</p> <p>The bank to which the file is submitted and from which the direct deposit payments are withdrawn tells you what number to enter in this field. In most cases, it is your Employee Identification Number.</p>
Routing Number	Enter the eight-digit routing transit number that is assigned to your company by the bank that is associated with this bank code. If this routing number has nine digits, enter the first eight digits only. DPS calculates the ninth digit.
Payroll Entry Description	Enter a description for the employee payroll direct deposit entry.
Payroll File Name	Enter the file name for the direct deposit file, such as DIRDEP.TXT.
Expense Entry Description	Enter a description for the employee expense payments direct deposit entry.



Field	Description
Expense File Name	Enter the file name for the employee expense payments direct deposit file. The default file name that prefills in this field is DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your DPS administrator.
AP Payment Entry Description	Enter a description or purpose for the Accounts Payable EFT payment entry.
AP Payment File Name	Enter the file name for the Accounts Payable EFT payment file. The default file name that prefills in this field is DIRDEP.TXT, which is located in the current default directory. If you are unable to locate this file, contact your DPS administrator.
File Format	<p>From the drop-down list, select one of the following options that determine the accounting entries to include in each direct deposit processing run:</p> <ul style="list-style-type: none"> <li>▪ <b>Credits Only:</b> The run includes only credit entries (individual employee entries).</li> <li>▪ <b>Credits and Debit:</b> The run includes credit entries and the debit entry to the company account for the total amount.</li> </ul>
Account Number	<p>Enter the bank account number of the bank from which payment for the total amount of the direct deposit will be made. This is the bank account number that is associated with this bank code.</p> <p>This option is enabled only when you select <b>Credits and Debit</b> in the <b>File Format</b> field.</p>
Account Type	<p>From the drop-down list, select <b>Checking</b> or <b>Savings</b> as the type of account associated with this bank code.</p> <p>This field is enabled only when you select <b>Credits and Debit</b> in the <b>File Format</b> field.</p>
Separate Batches for Credits and Debit	<p>Select this check box if you want to place the debit entry to the company account in a separate batch from the credit entries.</p> <p>If you do not select this check box, the debit entry to the company account is placed at the end of the batch that contains the credit entries.</p> <p>This option is enabled only when you select <b>Credits and Debit</b> in the <b>File Format</b> field on this tab.</p>
Identification Code Designator (ICD)	<p>Select an item from the drop-down list or enter your own character that will be used to qualify the entry in the <b>Company ID</b> field. The ICD value is placed in byte 41 of the company batch header record and in byte 45 of the company batch control record, each of which precedes the Company ID value.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>1:</b> IRS Employer Identification Number (EIN)</li> <li>▪ <b>3:</b> Data Universal Numbering Systems (DUNS)</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>9: User Assigned Number</li> </ul>
Include ICD in Immediate Origin Number	Select this check box if you want the bank's Identification Code Designer (ICD) number to be placed in position 14 of record type "1" (line 1) in the generated ACH file.
File Header Byte 4 Character	Enter a value in this field to be placed in byte 4 of the file header record. This is the first character in the space reserved for the value entered in the <b>Immediate Destination Number</b> field.
File Padding	Select this check box to add dummy records (all 9s) after the file control record in the direct deposit processing file to force the total record count to be a multiple of 10 (if it is not a multiple of 10 at the end of processing).

#### *User Defined File Format Tab of Bank Codes*


The file format information that you enter on the User Defined File Format tab is used to create a text (.txt) file that contains payment information that is processed by a third-party software application.

This tab is available if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab of Bank Settings.

On this tab you match (map) DPS fields and information to your bank's text file requirements. You can set up user-defined file formats for the electronic funds transfer (EFT) requirements of many international banks, including BACS (Bankers Automated Clearing System) files used in the United Kingdom. The text files are created in DPS when you select the **Export to Text** option for:

- Accounts payable payments
- Employee expense payments

#### Contents

Field	Description
File Type	<p>Click  in this field to select the file type for the file format.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li><b>CSV:</b> This is a file with comma-separated values. Commas are used as delimiters between fields in a line.</li> </ul> <p>When you select the <b>CSV</b> file type, the <b>Length</b>, <b>Start</b>, <b>Pad Character</b>, and <b>Justify</b> columns are disabled in the <b>Employee</b> and <b>Vendor</b> grids on this tab.</p> <p>Select this option to create text files for other international banking systems, such as United Kingdom BACS payments.</p>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Fixed Length:</b> This is a file that contains records with no structured relationships. You define the length of each field. There are no delimiters. You define a starting position and length of each field within the file.  Employee  When you select the fixed length type, all of the columns in the and <b>Vendor</b> grids on this tab are enabled.</li> </ul>
Text Qualifier	<p>From the drop-down list, select a text qualifier to use in addition to comma delimiters in a text file. Text qualifiers are placed at the beginning and end of a field to help distinguish the comma delimiters that are used to separate fields from the commas that are used within text fields. Comma delimiters are placed outside the text qualifier.</p> <p>This is an example of a text file line with a single quotation mark as the text qualifier:</p> <p>'A','Advanced Mechanical Technologies, Inc.', 'Electrical Engineering', '06/15/2009'</p> <p>Text qualifiers can be used for CSV and fixed length files.</p>
Decimal Places	<p>Select the decimal places to use in the file. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Default:</b> This option uses the number of decimal places that are assigned in <b>Settings » General » Currency</b> for each currency code in the .txt file.</li> <li>▪ <b>Numbers 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9:</b> The number that you select determines the number of decimal places. Decimals are trimmed from the right or padded to the right with zeros as needed. For example, if you select 3 decimal places, the following changes occur for these values: <ul style="list-style-type: none"> <li>▪ 10.9956 becomes 10.995</li> <li>▪ 10.99 becomes 10.990</li> </ul> </li> </ul>
Sort by Payment Currency	<p>If you use multiple currencies, select this option to sort payments in the export-to-text file by the payment currency of the cash transaction.</p>
Subtotal by Payment Currency	<p>After you select the <b>Sort by Payment Currency</b> option, select this option to include a totals record layout (Trailer 1 line type) after the last payment record and before the terminal record layout (Trailer 2 line type) in the file.</p>
Line Type	<p>Select a line type from the drop-down list.</p> <p>You must define each line in a text file. First, select the type of line in the <b>Line Type</b> field. Then, in the Employee grid and the Vendor grid, define each piece of information to include in that line type. The Employee grid applies for employee expense payments, and the Vendor grid applies for accounts payable vendor payments.</p> <p>One line is created for each header and trailer line.</p>



Field	Description
	<p>For detail and settlement or contra lines, the number of lines in the file is equal to the total number of payments processed. For example, if you have 30 payments in a process run, there are 30 detail lines and 30 settlement or contra lines in the file.</p> <p>Some files may require only the payment detail, which means that you define only the fields for the detail line type. Other files may require header and trailer information in addition to the detail line. In this case, you must define the fields for each line type.</p>

### Pad Blocks

Field	Description
Pad Last Block	Select this check box to fill (pad) blank spaces at the end of a text file. This does not fill blank spaces at the end of each field within the file. When you select this check box, the <b>Pad Character</b> and <b>Pad Lines in Multiple of</b> fields are enabled.
Pad Character	Enter the characters with which to fill (pad) the blank spaces at the end of the text file layout. This does not pad the blank spaces at the end of the individual fields that make up the file.
Pad Lines in Multiple of	If your bank requires that the text file contain multiples of a specific number of lines, enter that number in this field. DPS automatically adds more pad lines to match the number of lines required.
Hard Returns	Select this check box if you want the file layout to include a carriage return (line feed) when the number of characters in a line is limited to a specific total.
Date Format	<p>Click  to open the Format Date/Time dialog box. Enter the date and time settings to use in the file layout.</p> <p>You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.</p>
ClieOp	Select this check box if a bank uses the ClieOp format. Most often, this format is used for payments made to recipients in the Netherlands in Euros, or where multiple types of currency need to be supported for a single bank.

### File Creation Date


Field	Description
Use File Creation Number	Select this check box if your file format requires a file creation number. It enables the <b>Last File Creation Number</b> field and <b>Reset Last File Number Each</b> fields.








Field	Description
Last File Creation Number	<p>Enter the starting creation number for this bank. This number is incremented by one each time an export file is processed through a payment run for an Accounts Payable or Employee Expense payment for this bank. You can modify this number at any time. When you modify the number, entering a previously used number does not recreate the text file that originally used that number.</p> <p>If you want to include the file creation number in the text file, you must define the location of this field. To do this, select <b>File Creation Number</b> in the <b>Data Mapping</b> field in the <b>Employee</b> or <b>Vendor</b> grid on this tab.</p>
Reset Last File Number Each	<p>From the drop-down list in this field, select <b>Day</b>, <b>Month</b>, <b>Year</b>, or <b>None</b> to determine when the file creation number is reset to start again. A file creation number is assigned automatically to each file. The number affects the value of the file identifier if you select <b>File Identifier</b> in the <b>Data Mapping</b> field in the <b>Employee</b> or <b>Vendor</b> grid. The file identifier is the file creation date plus the file creation number.</p>
Last File Creation Date	This field displays the date on which the last file was created.

### Employee Grid

After you select a line type in the **Line Type** field, use the Employee grid rows to enter each piece of information for that line type that your bank requires for an employee expense payment.

Field	Description
Employee Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a row to the grid.




Field	Description
 Top  Up  Down  Bottom	<p>Use these options to move rows in the grid. Select a row (click anywhere in the row), and then click one of the toolbar options to move a row in the grid. The order of the rows in the grid determines the order of the fields in the text files for both CSV and fixed length files.</p>
 Delete	<p>To delete a row in the grid, select the row and click this option.</p>
Field Number	<p>Enter a number to identify this field.</p> <p>Both CSV and fixed length files use the field number to identify fields that are used in calculations. When you select <b>Calculation</b> in the <b>Data Mapping</b> column of this grid, you must enter a field number in the <b>Field Number</b> column.</p>
Length	<p>Enter the number of characters that your bank requires for this field.</p> <p>This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>
Start	<p>Enter the number of the starting position of this field in the file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. DPS will calculate the end position based on the starting position and the length.</p> <p>This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>
Description	<p>Enter a description to help identify the contents of this field. This description is not used in the text file itself. It is for informational purposes only.</p>
Data Mapping	<p>Click in this field to enable the drop-down list, and from the list, select the type of information for the field that you enter in the row.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Constant:</b> Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field could be used for bank account information.</li> <li>▪ <b>Employee Database Field:</b> Select this option if you want this field to contain a field from the Employees hub. For example, this field could be used for the employee's bank information.</li> <li>▪ <b>Check Database Field:</b> Select this option if you want this field to contain information from the DPS payment. For example, use this field to include the payment amount.</li> <li>▪ <b>Calculation:</b> Select this option if you want this field to be calculated. You can use calculations for control total information, such as entry or addenda counts, entry control totals, total debit entry dollar amount, total credit entry dollar amount, or batch number.</li> </ul>



Field	Description						
	<ul style="list-style-type: none"> <li>▪ <b>File Creation Number:</b> Select this option if you want this field to contain the file creation number that is entered on this tab.</li> <li>▪ <b>File Creation Date:</b> This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is generated automatically at the time the file is created. When you select <b>File Creation Date</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>File Identifier:</b> This is the combination of the file creation date plus the file creation number.</li> <li>▪ <b>Payment Currency:</b> This item is available if you use multiple currencies. It is available for all detail lines.</li> <li>▪ <b>Bank Currency:</b> This item is available if you use multiple currencies. It is available for all detail lines. When you select <b>Bank Currency</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>Account ID Sum:</b> This is the sum of the account IDs.</li> <li>▪ <b>Account Sum:</b> This is the sum of the payments in the file. If <b>Subtotal by Payment Currency</b> is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.</li> <li>▪ <b>Record Count:</b> This is the number of payments in the file.</li> <li>▪ <b>Record Counter:</b> Select this option if you want this field to contain a record count number for the record in the file. Each record in the file will have a number value that is one greater than the previous record in the file. You can include a <b>Record Counter</b> field for each line type (header, detail, trailer, and so on).</li> </ul>						
Mapping Value	<p>Based on the type of information that you selected in the <b>Data Mapping</b> field, enter the specific contents of the field:</p> <table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Constant</b></td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr> <tr> <td><b>Employee Database Field</b></td><td>From the drop-down list, select an Employees hub field. This list does not include fields from the <b>Direct Deposit</b> grid on the Accounting tab in the Employees hub. If you need to include direct deposit fields in your file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields will then be available in the Employee Database Field drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.	<b>Employee Database Field</b>	From the drop-down list, select an Employees hub field. This list does not include fields from the <b>Direct Deposit</b> grid on the Accounting tab in the Employees hub. If you need to include direct deposit fields in your file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields will then be available in the Employee Database Field drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs
If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field						
<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.						
<b>Employee Database Field</b>	From the drop-down list, select an Employees hub field. This list does not include fields from the <b>Direct Deposit</b> grid on the Accounting tab in the Employees hub. If you need to include direct deposit fields in your file, you must create custom fields on an Employees hub custom tab for the direct deposit information. These custom fields will then be available in the Employee Database Field drop-down list. You must re-enter employees' direct deposit information in these custom fields. You create custom tabs						










Field	Description	
	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field
		and fields for the Employees hub in <b>Settings » General » User Defined Components</b> .
	<b>Check Database Field</b>	From the drop-down list, select a payment field.
	<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.
	<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.
Calculation	<p>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number. Click the <b>Calculation</b> field and then  to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation in this field.</p> <p>This field is enabled only if you select <b>Calculation</b> in the <b>Data Mapping</b> field.</p>	
Pad Character	<p>Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified.</p> <p>For example, if a field contains the DPS <b>Vendor Name</b> and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> <p>When you leave this field blank, DPS pads with spaces.</p> <p>This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>	
Justify	<p>Select the justification for the contents of the field: <b>Left</b> or <b>Right</b>. This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>	

### Vendor Grid

After you select a line type in the **Line Type** field, use the Vendor grid rows to enter each piece of information for that line type that your bank requires for a vendor payment.

Field	Description
Vendor Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a row to the grid.
 Top   Up  Down  Bottom	<p>Use these options to move rows in the grid. Select a row (click anywhere in the row), and then click one of the toolbar options to move a row in the grid.</p> <p>The order of the rows in the grid determines the order of the fields in the text files for both CSV and fixed length files.</p>
 Delete	To delete a row in the grid, select the row and click this option.
Field Number	<p>Enter a number to identify this field.</p> <p>Both CSV and fixed length files use the field number to identify fields that are used in calculations. When you select <b>Calculation</b> in the <b>Data Mapping</b> column of this grid, you must enter a field number in the <b>Field Number</b> column.</p>
Length	Enter the number of characters that your bank requires for this field. This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.
Start	<p>Enter the number of the starting position of this field in the file. This is based on the number of characters to the right of the first character in the file. Some file formats define an end position. DPS will calculate the end position based on the starting position and the length.</p> <p>This field is enabled only if you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>
Description	Enter a description to help identify the contents of this field. This description is not used in the file itself. It is for informational purposes only.
Data Mapping	<p>Click in this field to enable the drop-down list, and from the list, select the type of information that is contained in the field that is entered in the row.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li><b>Constant:</b> Select this option if you want this field to contain specific text that is related to the bank code or company. For example, this field might be used for bank account information.</li> </ul>



Field	Description						
	<ul style="list-style-type: none"> <li>▪ <b>Vendor Database Field:</b> Select this option if you want this field to contain a field from the Firms hub. For example, this field might be used for the vendor's bank information.</li> <li>▪ <b>Check Database Field:</b> Select this option if you want this field to contain information from the DPS payment. For example, use this field to include the payment amount.</li> <li>▪ <b>Calculation:</b> Select this option if you want this field to be calculated.</li> <li>▪ <b>File Creation Number:</b> Select this option if you want this field to contain the file creation number that is entered on this tab.</li> <li>▪ <b>File Creation Date:</b> This is available for Header 1, Header 2, Header 3, and Header 4 line type items. The file creation date is generated automatically at the time that the file is created. When you select <b>File Creation Date</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>File Identifier:</b> This is the combination of the file creation date plus the file creation number.</li> <li>▪ <b>Payment Currency:</b> This item is available if you use multiple currencies. It is available for all detail lines.</li> <li>▪ <b>Bank Currency:</b> This item is available if you use multiple currencies. It is available for all detail lines. When you select <b>Bank Currency</b>, the <b>Mapping Value</b> and <b>Calculation</b> columns in the grid are disabled.</li> <li>▪ <b>Account ID Sum:</b> This is the sum of the account IDs.</li> <li>▪ <b>Account Sum:</b> This is the sum of the payments in the file. If <b>Subtotal by Payment Currency</b> is selected, it will be the sum of the payments with the same payment currency. Otherwise, it will be the sum of all payments.</li> <li>▪ <b>Record Count:</b> This is the number of payments in the file.</li> <li>▪ <b>Record Counter:</b> Select this option if you want this field to contain a record count number for the record in the file. Each record in the file will have a number value that is one greater than the previous record in the file. You can include a <b>Record Counter</b> field for each line type (header, detail, trailer, and so on).</li> </ul>						
Mapping Value	<p>Based on the type of information that you selected in the <b>Data Mapping</b> field, enter the specific contents of the field:</p> <table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Constant</b></td><td>The specific text that is related to the bank code or company. You can enter any value.</td></tr> <tr> <td><b>VendorDatabase Field</b></td><td>From the drop-down list, select a Firms hub field.</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.	<b>VendorDatabase Field</b>	From the drop-down list, select a Firms hub field.
If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field						
<b>Constant</b>	The specific text that is related to the bank code or company. You can enter any value.						
<b>VendorDatabase Field</b>	From the drop-down list, select a Firms hub field.						



Field	Description								
	<table> <tr> <th>If you selected this option in the Data Mapping field</th><th>Then enter the following in the Mapping Value field</th></tr> <tr> <td><b>Check Database Field</b></td><td>From the drop-down list, select a payment field.</td></tr> <tr> <td><b>Calculation</b></td><td>This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.</td></tr> <tr> <td><b>File Creation Number</b></td><td>This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.</td></tr> </table>	If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field	<b>Check Database Field</b>	From the drop-down list, select a payment field.	<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.	<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.
If you selected this option in the Data Mapping field	Then enter the following in the Mapping Value field								
<b>Check Database Field</b>	From the drop-down list, select a payment field.								
<b>Calculation</b>	This field is not enabled. You enter the calculation information in the <b>Calculation</b> field of this grid.								
<b>File Creation Number</b>	This field is not enabled. The file creation number is retrieved from the <b>Last File Creation Number</b> field on this tab.								
Calculation	<p>You can use calculations for control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number.</p> <p>Click the <b>Calculation</b> field and then click the  to open the Calculation Details dialog box. In the dialog box, enter the information for the calculation in this field.</p> <p>This field is enabled only if you select <b>Calculation</b> in the <b>Data Mapping</b> field.</p>								
Pad Character	<p>Enter the character to use to fill (pad) blank spaces that remain in this field when the field is left or right justified.</p> <p>For example, if a field contains the DPS <b>Vendor Name</b> and a vendor's name takes up only 12 of the 30 spaces that are allotted for the name, the remaining 18 spaces are filled with a character that you choose as the pad character.</p> <p>When you leave this field blank, DPS pads with spaces.</p> <p>This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>								
Justify	<p>Select the justification for the contents of the field: <b>Left</b> or <b>Right</b>. This field is enabled only when you select <b>Fixed Length</b> in the <b>File Type</b> field.</p>								

#### SEPA File Format Tab of Bank Codes

Use this tab to enter information for the SEPA file format if you selected **SEPA** in the **Export to Text Format** field on the Bank Codes tab of the Bank Codes form.

The SEPA file format is the Single Euro Payments Area .xml file format that is commonly used in European countries. This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes, after the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code.



## Contents

### Originator Section

Field	Description
Originator Identification Number	Enter the originator identification number to include in the group header section of SEPA XML files.
Address Line 1	This field prefills with your company's address from the General tab in <b>Settings » General » Company</b> . You can change it as needed.
Address Line 2	This field prefills with your company's address from the General tab in <b>Settings » General » Company</b> . You can change it as needed.
Country	This field prefills with your company's country from the General tab in <b>Settings » General » Company</b> . You can change it as needed.

### Fields

Field	Description
IBAN	Enter the international bank account number (maximum 34 characters) for your company. The bank uses this number to identify the company that is distributing the payments.
BIC	Enter the bank identification code (either 8 or 11 characters) for your company. The bank uses this number to identify the company that is distributing the payments.
SEPA XML Format	From the drop-down list in this field, select the file format to use for SEPA XML files.  Options are: <ul style="list-style-type: none"> <li>▪ <b>pain.001.001.03</b></li> <li>▪ <b>pain.001.002.03</b></li> </ul>
Include schemaLocation Attribute in SEPA XML File	Select this check box to include the schemaLocation attribute in the SEPA XML files.

### Format Date and Time Dialog Box for Bank Codes


On the Format Date/Time dialog box, specify how you want the date and time to display in the text file for a bank code.

You must use this dialog box if you process payments for different geographical locations that have different time zones and different date and time requirements.




### *Display the Format Date and Time Dialog Box for Bank Codes*

Display the Format Date and Time dialog box for bank codes in Accounting Settings.

1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. On the Bank Codes form, open the User Defined File Format tab.  
This tab is enabled only if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab.
3. Click  in the **Date Format** field.

### *Contents of the Format Date and Time Dialog Box for Bank Codes*

Use these fields and options to determine how the date and time are formatted in the text file for a bank code.

Field	Description
Type	<p>Click  in this field, and select the date type from the list.</p> <p>The options (with examples in parenthesis) are:</p> <ul style="list-style-type: none"> <li>▪ <b>Short Date</b> (8/21/2017)</li> <li>▪ <b>Medium Date</b> (August 21, 2017)</li> <li>▪ <b>Long Date</b> (Thursday, August 21, 2017)</li> <li>▪ <b>Short Date and Time</b> (8/21/2017 04:11:44)</li> <li>▪ <b>Time</b> (04:11:44)</li> </ul> <p>After you select a date type, to further modify it, select or clear the check boxes in the <b>Date options</b> section. For example, clear the <b>Display day</b> check box to remove the display of the day from the date.</p>
Sample	<p>This field displays an example of how the date and time will display, based on your selection in the <b>Type</b> field and the options that you chose in the <b>Date options</b> and <b>Time options</b> sections.</p>

### **Date Options Section**

After you select the date type, use this section to further define how the date displays. This section is fully enabled when you select **Short date**, **Medium date**, **Long date**, or **Short date and time** in the **Type** field. When you select **Time** in the **Type** field, only the **Display four digit year** and **Display leading zeros** check boxes are enabled.

Field	Description
Use Separator from Regional Settings	<p>Select this check box to use the separator that is entered in your Microsoft Windows regional settings as the separator between the day, month, and year in the date.</p>



Field	Description
Date Separator	From the drop-down list, select the character to use as a separator between the day, month, and year. This field is enabled only if you do not select the <b>Use separator from regional settings</b> check box.
Date Order	From the drop-down list, select the order of the month, day, and year in the date.
Display Day	Select this check box if you want the day included in the date. Clear the check box if you want to omit the day from the date.
Display Month	Select this check box if you want the month included in the date. Clear the check box if you want to omit the month from the date.
Display Year	Select this check box if you want the year included in the date. Clear the check box if you want to omit the year from the date.
Display Four Digit Year	Select this check box if you want the year displayed with four digits. Clear this check box if you want the year displayed with two digits.
Display Leading Zeros	Select this check box if you want leading zeros displayed in dates. For example, the month of August displays as 08 instead of 8. Clear this check box if you do not want leading zeros displayed in dates.

### Time Options Section

Use this section to determine how the time (hours, minutes, and seconds) is formatted. This section is enabled only when you select **Short Date and Time** or **Time** in the **Type** field.

Field	Description
Use Separator from Regional Settings	Select this check box to use the separator that is entered in your Microsoft Windows regional settings as the separator between hours, minutes, and seconds.
Time Separator	From the drop-down list, select the character to use as a separator between hours, minutes, and seconds.
24-hour clock	Select this check box if you want the displayed time to be based on 24 hours, numbered from 0 to 23.
Display AM/PM	Select this check box if you want the labels AM and PM included with the time.

### Calculation Details Dialog Box


You can use calculations to produce control total information, such as entry or addenda counts, entry hash totals, total debit entry dollar amount, total credit entry dollar amount, and batch number for text files that are created for payments.

Use the Calculation Details dialog box to enter the line type and field number that you want to sum or count in text files.



### *Display the Calculation Details Dialog Box*

Display the Calculation Details dialog box in Accounting Settings.

1. From the Navigation menu, click **Settings » Accounting » Banks**.
2. Click the User Defined File Format tab of the Bank Codes form.  
This tab is enabled only if you select **User Defined** in the **Export to Text Format** field on the Bank Codes tab.
3. In the **Data Mapping** field on the **Employee** or **Vendor** grid, select **Calculation**.
4. In the **Employee** or **Vendor** grid, click in the **Calculation** field, and then click  in the field.

### *Contents of the Calculation Details Dialog Box*

Use these fields and options to set up control total data for payment text files.

Field	Description
Sum	Select this option to add together the values of a specific field in each record in a text file to provide a control total for the file. For example, you could sum the payment amounts to get a total monetary amount for the payment run.
Count	Select this option to count fields to provide a total count in a text file.
Line Type	From the drop-down list, select the line type of the field in the text file that you want to sum or count.
Field Number	From the drop-down list, select the field number of the field that you want to sum or count. The field numbers that display in the list are based on the line type that you enter in the <b>Line Type</b> field.

### **Advanced Matching Rules Dialog Box**

Use this dialog box to set up how DPS matches posted transactions with imported bank records by transaction type. This dialog box lets you edit the default matching rules.

### *Display the Advanced Matching Rules Dialog Box*

Display the Advanced Matching Rules dialog box in Accounting Settings.

1. On the Navigation Menu, click **Settings » Accounting » Banks**.
2. Open an existing bank code or create a new record.
3. Click the Import tab.
4. Select the **Import** check box if it is not yet selected.
5. Click the **Advanced Matching Rules** button.



### *Contents of the Advanced Matching Rules Dialog Box*

Use these fields and options to set up matching rules that determine how posted transactions are matched with imported bank records.

Field	Description
<b>Payments Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
<b>Receipts Drop-down</b>	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>

### **Grid Columns**

Field	Description
Application	This column displays the DPS applications associated with bank transactions.
DPS Transaction	This column displays the type of bank transaction.
Matching Rule	This column displays the type of matching rule used. Select one of the following options from the drop-down list:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Amount and Refno:</b> Select this option to match DPS-posted transactions to imported records based on the transaction amount and reference number. This is the default rule for check-related transactions</li> <li>▪ <b>Amount and Date:</b> Select this option to match DPS-posted transactions to imported records based on the transaction amount and the transaction date on the import file. This is the default rule for all non-check related transactions.</li> </ul>

### Bank Transaction Type Mapping Dialog Box

Use this dialog box to configure how DPS identifies whether bank transactions are payment records or receipt records.

#### *Display the Bank Transaction Type Mapping Dialog Box*

Display the Bank Transaction Type Mapping dialog box in Accounting Settings.

1. On the Navigation Menu, click **Settings » Accounting » Banks**.
2. Open an existing bank code or create a new record.
3. Click the Import tab.
4. Select the **Import** check box if it is not yet selected.
5. Select the **Type mapping** option from the drop-down list for the **Define Receipt/Payment** option.
6. Click the **Type Mapping** button on the Import Values grid toolbar.

#### *Contents of the Bank Transaction Type Mapping Dialog Box*

Use these fields and options to determine how a bank transaction is identified as a payment record or receipt record.

### Grid Toolbar

Field	Description
Grid Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this option to insert a new row in the grid.
Copy	Click this option to add a copy of the selected row in the grid.
Delete	Click this option to delete a selected row.

### Grid Columns

Field	Description
Bank Value	Use this column to enter the value for the bank transaction type of payment or receipt, as defined by the bank.
DPS Field	Use this column to identify the DPS field associated with the bank transaction type.

### Matching Suggestions Dialog Box

Use this dialog box to configure a filtered list of suggested records when manually matching transactions in Bank Reconciliation.

When you manually match transactions, the Bank Reconciliation application provides a list of all unmatched transactions and a separate list of suggested transactions. The suggestions are DPS-posted records that are a close match to the imported bank transaction, based on either the date or the amount of the transaction.

#### *Display the Matching Suggestions Dialog Box*

Display the Matching Suggestions dialog box in Accounting Settings.

1. On the Navigation Menu, click **Settings » Accounting » Banks**.
2. Open an existing bank code or create a new record.
3. Click the Import tab.
4. Select the **Import** check box if it is not yet selected.
5. Click the **Matching Suggestions** button.



### *Contents of the Matching Suggestions Dialog Box*

Use these fields and options to configure a filtered list of suggested records when manually matching transactions in Bank Reconciliation.

#### **Payments**

Field	Description
Days +/-	Use this field to enter the number of days difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Accounting » Bank Reconciliation</b> , for payment transactions. For example, enter 5 to specify that if there is a record with a five day difference between the DPS bank document line date and the bank statement line date, it will display in the suggested section in <b>Accounting » Bank Reconciliation</b> .
Amount +/-	Use this field to enter the transaction amount difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Accounting » Bank Reconciliation</b> , for payment transactions. For example, enter 1.00 to specify that you want to include transactions that are off by a dollar between the bank record and the Vison-posted record.

#### **Receipts**

Field	Description
Days +/-	Use this field to enter the number of days difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Accounting » Bank Reconciliation</b> , for receipt transactions. For example, enter 5 to specify that if there is a record with a five day difference between the DPS bank document line date and the bank statement line date, it will display in the suggested section in <b>Accounting » Bank Reconciliation</b> .
Amount +/-	Use this field to enter the transaction amount difference between the posted record and bank transaction for records to display in the suggestions section of the matching dialog box in <b>Accounting » Bank Reconciliation</b> , for receipt transactions. For example, enter 1.00 to specify that you want to include transactions that are off by a dollar between the bank record and the DPS-posted record.

#### **Learn More About...**

You may want to review guidelines for setting up direct deposit and NACHA electronic funds transfers and for using the Export to Text feature with bank codes.

#### **Direct Deposit and NACHA Electronic Funds Transfer**

You can create files to make direct deposit payments for payroll and employee expenses and electronic funds transfer (EFT) payments to accounts payable vendors through the NACHA electronic payment network.

NACHA (National Automated Clearing House Association), now called the Electronic Payments Association, oversees the Automated Clearing House (ACH) Network in the United States.



Set up the NACHA file format information that your bank requires on the NACHA File Format tab in **Settings » Accounting » Banks**

The EFT information on the NACHA File Format tab is used when you process:

- Payroll direct deposits
- Employee Expense direct deposits
- Accounts Payable EFT payments to vendors

If you use multiple companies, you must set up bank codes and EFT information for each company in your enterprise.

DPS also provides another option to create files that contain payment information. For accounts payable and employee expenses payments, you can use the Export to Text option to create text files that contain payment information that is processed by a third-party software application.

### **Export to Text Feature for Bank Codes**

Use the Export to Text feature in the Accounts Payable and Employee Expenses applications to create a .txt or .xml file that contains payment information to be processed by a third-party software application.

You can use this feature if:

- Another company generates your vendor or employee expense payments with the accounts payable, employee expense, and check information that you provide in a .txt or .xml file.
- You want to import payment information into banking software. This process supports the electronic funds transfer requirements of many international banks.

The files that you create with the Export to Text feature are used for DPS accounts payable and employee expense payments. They are not used for DPS payroll and employee expense direct deposit or accounts payable EFT processing. These payment types use the NACHA file format, which you set up on the NACHA File Format tab in Banks Settings.

Set up the Export to Text feature in **Settings » Accounting » Banks**. In the **Export to Text Format** field on the Bank Codes tab, select the format type to use for the files that are generated during the export-to-text process for a bank. If you select a user-defined or SEPA format type, you must enter additional information on the User Defined File Format tab or the SEPA tab of the Bank Codes form.

The SEPA (Single Euro Payments Area) format is commonly used in European countries. This format produces an XML file that contains the SEPA service level code. You can also use the SEPA format for other service level codes, such as SDVA, URGP, or NURG. To use the SEPA format for other service level codes, after the XML file is generated in the export-to-text process, edit the XML document and replace the SEPA service code level with another code.

If you use multiple companies, you must set up Export to Text file information for bank codes for each company in your enterprise.



## Accounts Payable Settings

Use Accounts Payable Company Settings to set up company-wide accounts payable features, including default payment terms, liability codes, vendor types, and discount codes.

If you use multiple companies, you must set up accounts payable for each company. In addition to these company-wide accounts payable options, you must set up accounts payable options at the enterprise level.

### Liability Codes

If you use Organization Reporting and maintain separate balance sheets for your organizations, you should set up a liability code for each organization. However, if you want the voucher posting to follow the project's organization, you do not have to enter a liability code for each organization. Instead, leave the **Organization** field in Company AP Liability Code Settings blank, and the liability follows the project's organization.

Liability codes are associated with the vendor type by default; however, you can override the default liability code in Accounts Payable Voucher Transaction Entry.

To close out (consolidate) liability code data into one liability code, use the Liability Code Key Conversions utility (**Utilities » Key Conversions » Liability Codes**). You can either consolidate data between two existing liability codes, or you can set up a new liability code in which to close out liability codes no longer in use.

### Discount Codes

Use AP Company Discount Codes to specify the discount codes for all the vouchers for a project/phase/task. DPS uses discount codes during processing to determine the account, project, and task to which to post any discounted dollars when the voucher is paid. If you want a vendor to use discount terms, you must specify the discount code in the Firms hub.

You also set up discount terms for each vendor in the Firms hub. These terms include a discount percentage and a discount period in which the discount applies. During Automatic Payment Processing or Manual Select Payment Processing, DPS automatically applies the discount percentage to the payment amount if the discount period is between the payment date and invoice date (specified on the Payment Processing form).

To close out (consolidate) discount code data into one discount code, use the Discount Code Key Conversions utility (**Utilities » Key Conversions » Discount Codes**). You can either consolidate data between two existing discount codes, or you can set up a new discount code in which to close out discount codes no longer in use.

### How to...

Set up company-wide AP settings, AP liability codes, vendor types, and discount codes.



### Display Custom Check Templates as Options in the Template Field

You can create custom templates for accounts payable checks with Microsoft SQL Server Reporting Services report writing tools. Contact the Deltek Customer Care team for more information.

The custom templates display as options in the **Template** field on the Accounts Payable tab of the Company AP Settings form and the General tab of the Accounting Company Settings form.

#### To set custom templates to display as options in the Template field:

1. Follow the correct naming convention for each custom template file:
  - Canada: CheckAPDefault\_CAD\_UniqueTemplateName\_Custom.rdl
  - United Kingdom: CheckAPDefault\_UK\_UniqueTemplateName\_Custom.rdl
  - United States: CheckAPDefault\_UniqueTemplateName\_Custom.rdl
2. Store the custom template file in the DPS\Reports\Custom\Check folder on your application server. The default location is C:\Program Files\Deltek\DeltekPS\Reports\Custom\Check. The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<XXXXX>\Check).
3. To use subreports for custom templates, copy the following subreports from the \Deltek\DeltekPS\Reports\Check folder on your DPS application server to the \Deltek\DeltekPS\Reports\Custom folder on your application server.
  - InvoiceDetails.rdl
  - EFT\_AP.rdl



You can modify the subreports in the Custom folder, but you must not rename them. If you rename them, when you print checks with a custom check template, the subreports will not be found.

### Load Custom Checks on the Report Server

You need to load custom checks on the DPS report server so that they will be available for use by the Employee Expenses and Accounts Payable applications.

#### To load custom checks and their subreports on your report server:

1. From the Navigation menu, click **Utilities » Report Administration**.
2. In the **Location of Reports on Application Server** field on the Load Reports tab, enter the location of the custom check templates on your application server.  
The default location is C:\Program Files\Deltek\DeltekPS\Reports.
3. In the **Type** field, select **Custom**.
4. In the **Report Name** field, enter the specific custom check template file name.
5. Click the **Load Report Files** button.
6. Repeat these steps for additional custom check templates.





After you load a custom check template, only the main custom check template file displays in the Loaded Reports grid. The grid hides the subreports.

### Set Up Company Accounts Payable

Define company-wide information to be used when vouchers are processed and paid.

#### To enter company-wide accounts payable settings:

1. From the Navigation menu, click **Settings » Accounting » Company AP**.
2. On the Company AP Settings form, click the Accounts Payable tab.
3. Complete the fields on this tab.
4. Click  **Save**.

To print the Accounts Payable Settings report, which lists the settings that you entered, click  **Print** on the toolbar.



### Set Up Company AP Liability Codes

Use company accounts payable liability codes to define the implicit posting of vouchers to an account number and, if applicable, an organization.


You can divide your accounts payable liability among separate accounts on the general ledger by defining and using multiple liability codes. There is no limit to the number of liability codes you can define for your enterprise. Initially, you must add at least one liability code before you enter vouchers. However, liability codes can be added at any time.


#### To set up company accounts payable liability codes:

1. From the Navigation menu, click **Settings » Accounting » Company AP**.
2. On the Company AP Settings form, click the Liability Codes tab.
3. Perform one of the following actions:

Option	Description
To add a new code	Position the row selector on the row above where you want to add the new code, click  <b>Insert</b> , and complete the new row.
To add a new code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .
To delete a code	Position the row selector on the row that you want to copy and click <b>Delete</b> . You can delete a liability code only if there has been no activity posted to it in the current fiscal year.



4. Complete the fields on this tab.
5. Click  **Save**.

To print the Liability Code report, which lists the settings that you entered here, click  **Print**.



### Set Up Company AP Vendor Types

You assign default liability codes to vendor types in Company AP Settings.


**Prerequisites:** Before you assign default liability codes to vendor types, you must create the liability codes and vendor types.

#### To assign default liability codes to vendor types:

1. From the Navigation menu, click **Settings » Accounting » Company AP**.
2. In the Company AP Settings form, click the Vendor Types tab.
3. Perform one of the following actions:

Option	Description
To assign a new type	Position the row selector on the row above where you want to assign the new type, click  <b>Insert</b> , and complete the new row.
To assign a new type that has the same liability code, copy an existing type and then modify it.	Position the row selector on the row you want to copy, click  <b>Copy</b> and modify the liability code.

4. Click  **Save**.

To print the Vendor Type report, which lists the settings that you entered here, click  **Print**.

### Set Up Company AP Discount Codes



There is no limit to the number of discount codes that you can define for your enterprise. You can add discount codes or modify discount setup data at any time.

You can delete a discount code only if there has been no activity posted to it in the current fiscal year.

#### To set up company accounts payable discount codes:


1. From the Navigation menu, click **Settings » Accounting » Company AP**.
2. On the Company AP Settings form, click the Discount Codes tab.
3. Perform one of the following actions:



Option	Description
To add a new code	Position the row selector on the row above where you want to add the new code, click  <b>Insert</b> , and complete the new row.
To add a new code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .

4. Complete the fields on the tab.

5. Click  **Save**.

To print the Discount Codes report, which lists the settings that you entered here, click  **Print**.

## Fields and Options

Use the Company AP Settings form to establish AP settings on a company-by-company basis.

### Company AP Settings Form

Use the Company AP Settings form to specify how DPS processes accounts payable at the company level.

If you use multiple companies, you must set up these company-wide settings for each company. To navigate to another company, click **Utilities » Change Company**. The name of the active company displays at the top of the Company AP Settings form.

#### *Display the Company AP Settings Form*

Display the Company AP Settings form in Cash Management Settings.

From the Navigation menu, click **Settings » Cash Management » Accounts Payable**.

#### *Accounts Payable Tab of Company AP Settings*

Use this tab to specify how DPS processes accounts payable vouchers and to enable AP Invoice Approvals.

## Contents

Field	Description
Default Payment Terms	This field indicates how DPS calculates the number of days from the invoice date until the date of payment. DPS populates the payment terms and date fields in new Firms hub records and in transaction data entry with this calculated value. You can modify the prefilled payment terms in the Firms hub and Transaction Center.




Field	Description
	<p>Enter the payment terms that you want to use as the default value. The options are:</p> <ul style="list-style-type: none"> <li>▪ Enter the number of days in which vouchers are typically paid after the invoice date. The vouchers are included in the payment run on or after the number of days specified. This number must be between 0 and 1,000 days. For example, to pay a voucher after 30 days, enter <b>30</b> in the <b>Number of Days</b> field. For a voucher with the invoice date 06/30/17, the payment date is 07/30/17, which is 30 days after the invoice date.</li> <li>▪ <b>Next</b>: Select this option from the drop-down list to schedule all vouchers with a payment date of <b>Next</b>. Vouchers are included in the next payment run. For example, if you enter a voucher on 6/30/19 and the next Automatic AP Payment Processing run is performed on 7/15/19, the voucher is included in the run.</li> <li>▪ <b>Hold</b>: Select this option from the drop-down list if you do not want a payment date assigned to vouchers. The vouchers are on hold until you manually switch the payment terms from <b>Hold</b> to one of the other three options.</li> <li>▪ <b>PWP</b>: Select this option from the drop-down list for all vouchers to be scheduled with a payment date of PWP (pay when paid). The vouchers are in the payment run immediately following payment in full to your enterprise of the invoice that included the voucher.</li> </ul>
Start Voucher	<p>This field displays if you use multiple companies and you selected the <b>Require entry of voucher numbers</b> check box on the Accounts Payable tab in <b>Settings » Advanced Accounting » System AP</b>.</p> <p>Enter a starting voucher number for the active company if you want users to manually enter voucher numbers, but you want to prevent the same voucher number from being used across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers.</p> <p>You can use the <b>Require entry of voucher numbers</b> feature and nevertheless enter alphanumeric voucher numbers for vouchers that are created in <b>Transaction » Transaction Entry</b> and in <b>Accounting » Accounts Payable » Create Voucher from PO</b>. Alphanumeric voucher numbers are susceptible to duplication across companies.</p>
End Voucher	<p>This field displays if you use multiple companies and you selected <b>Require entry of voucher numbers</b> on the Accounts Payable tab in <b>Settings » Advanced Accounting » System AP</b>.</p> <p>Enter an ending voucher number if you want users in the current company to manually enter voucher numbers, but you want to prevent the same voucher number from being used across companies. You can enter up to seven numeric characters in this field. Each company has a different range of voucher numbers.</p> <p>You can use the <b>Require entry of voucher numbers</b> feature and nevertheless enter alphanumeric voucher numbers for vouchers created in <b>Transaction » Transaction Entry</b> and in <b>Accounting » Accounts Payable » Create Voucher from PO</b>. Alphanumeric voucher numbers are susceptible to duplication across companies.</p>



## Payments Section



Use the fields in the **Payments** section to determine the layout, formatting, and contents for accounts payable checks.

Field	Description
Format	<p>Select the country whose check format most closely matches the accounts payable format that you use. The country that you choose here and the template that you choose in the <b>Template</b> field determine how your accounts payable checks print.</p> <p>The settings that you enter in the <b>Format</b> and <b>Template</b> fields must be suited to the check stock that you use.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Canada:</b> When you select this format, you can use the <b>Payment Face Date</b> field and the <b>Print date format indicator on payment face</b> check box on this tab to choose the payment date format and determine whether or not the date format indicator prints on the check face.</li> <li>▪ <b>United Kingdom:</b> This format is designed for use with A4-sized paper.</li> <li>▪ <b>United States</b></li> </ul>
Print date format indicator on payment face	<p>This check box applies to Canadian checks and is enabled when you select <b>Canada</b> in the <b>Format</b> field.</p> <p>Select this check box if your check stock does not have the required date format indicator preprinted on the check stock. DPS prints the format indicator on the check face according to the settings that you enter in the <b>Date order</b> and <b>Display four digit year</b> fields in the Format Date/Time dialog box. This dialog box displays when you click  in the <b>Payment Face Date</b> field on this tab.</p>
Template	<p>Select the template to use for your accounts payable payments:</p> <ul style="list-style-type: none"> <li>▪ <b>Deltek two-part:</b> The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.</li> <li>▪ <b>Deltek three-part:</b> The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.</li> <li>▪ <b>Deltek check on bottom:</b> The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select <b>United Kingdom</b> in the <b>Format</b> field on this tab. This template is formatted to fit A4-sized paper.</li> <li>▪ <b>&lt;Custom template&gt;:</b> If you create custom templates for accounts payable payments, they are included in this drop-down list with their actual file names.</li> </ul> <p>For all of the templates:</p> <ul style="list-style-type: none"> <li>▪ The payment date prints on each check stub.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>The vendor's address prints on the check stub based on the address format that is selected for the vendor's country in the Country code table in <b>Settings » General » Labels and Lists</b>.</li> <li>The payee (vendor) address includes the country if the vendor's country is different than your company's country.</li> <li>User-defined field tables are available so that you can easily add them if you customize the payment templates with Microsoft SQL Server Reporting Services.</li> </ul>
Vouchers on Stub	<p>Enter the number of paid vouchers to print on the check stub. The check stub provides a list of paid items.</p> <ul style="list-style-type: none"> <li>If you selected the <b>Deltek two-part</b> or <b>Deltek check on bottom</b> template, the maximum number is 30.</li> <li>If you selected the <b>Deltek three-part template</b>, the maximum number is 15.</li> </ul> <p>If a payment contains more than the number of vouchers allowed for a stub, multiple checks that add up to the full payment amount are generated. The first check is printed for the first 30 or 15 vouchers. Additional checks are printed for each additional set of 30 or 15 vouchers.</p> <p>If you prefer to have one check print when a payment contains more than the number of vouchers allowed for a stub, select the <b>If more than # vouchers</b> in the <b>Remittance Advice</b> field.</p>
Remittance Advice	<p>A remittance advice prints a list of paid vouchers on a separate form when you pay vendors by check.</p> <p>Select one of the following remittance advice options:</p> <ul style="list-style-type: none"> <li><b>Never Print:</b> DPS never prints a remittance advice, and voucher information is always printed on the check stub.</li> <li><b>Always Print:</b> DPS always prints a remittance advice for your vendors, and voucher information is not printed on the check stub. "See Remittance Advice" is printed on the check stub.</li> <li><b>If more than # vouchers:</b> This option displays with the number of vouchers that you entered in the <b>Vouchers on Stub</b> field. For example, if you entered <b>30</b> in the <b>Vouchers on Stub</b> field, this option is labeled <b>If more than 30 vouchers</b>.</li> </ul> <p>Select this option if you want the following to happen when one payment includes more vouchers than the number of vouchers that you entered in the <b>Vouchers on Stubs</b> field:</p> <ul style="list-style-type: none"> <li>One check is generated for the total amount of all vouchers.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>"See Remittance Advice" is printed on the check stub. The stub does not list paid vouchers.</li> <li>The remittance advice lists all the paid vouchers.</li> </ul> <p>When you select the <b>If more than # vouchers</b> option, if the number of vouchers for a payment is less than the number that you entered in the <b>Vouchers on Stubs</b> field, DPS prints all voucher information on the check stub.</p>
Currency	<p>Click  in this field to open the Format Currency dialog box, and enter currency format information to apply to the check face and stub. This formatting applies to any selected check format and template, including custom templates.</p>
Payment Face Date	<p>Click  in this field to open the Format Date/Time dialog box, and enter date format information for the date that prints on the check face.</p> <p>This formatting applies to any selected check format and template, including custom templates.</p> <p><b>Check stub date format:</b></p> <ul style="list-style-type: none"> <li>For the <b>Deltek two-part</b> and <b>Deltek three-part</b> check templates, the date on the check stub uses the Short Date format specified in your computer's Regional and Language settings.</li> <li>For the <b>Deltek check on bottom</b> check template, the settings that you enter in the <b>Payment Face Date</b> field apply to the date on the check stub.</li> </ul> <p><b>Voucher details date format:</b></p> <p>The date for voucher details on the check stub uses the Short Date format that is currently specified in your computer's Regional and Language settings.</p>

### Approvals Section

Field	Description
Use Approval Workflow for AP Invoice Approvals	<p>Select this check box if you want accounts payable vendor invoices to go through a review and approval process.</p> <p>After you select this check box:</p> <ul style="list-style-type: none"> <li>Select an approval workflow in the <b>Approval Workflow</b> field.</li> <li>The AP Invoice Approval application displays on the Accounting menu in the Navigation pane. Use this application to upload AP vendor invoices into DPS, submit them for approval, approve or reject them, and then create an AP voucher from the AP invoice or create a voucher from a purchase order for an AP invoice.</li> </ul> <p>If you clear this check box after it was selected and there are AP invoice approvals in progress:</p>




Field	Description
	<ul style="list-style-type: none"> <li>You will receive a message informing you that the in-progress AP invoice approvals will be canceled if you clear the check box.</li> <li>For any in-progress approvals, a row is added on the Approval History dialog box. The row displays a comment in the <b>Comment</b> field to indicate that the approval workflow was disabled. (To see this dialog box, click the <b>History</b> button on the Progress tab on the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>.)</li> </ul> <p>If you select this check box to re-enable approvals after you have used approvals and then disabled them, when you reselect the check box again, any in-progress approvals will have a row added on the Approval History dialog box. The row displays a comment in the <b>Comment</b> field to indicate that the approval workflow is now enabled.</p>
Approval Workflow	<p>If you selected the <b>Use Approval Workflow for AP Invoice Approvals</b> check box, select the approval workflow to use. Only AP Invoice approval workflows that have an Active status display in the drop-down list.</p> <p>You set up approval workflows in <b>Settings » Workflow » Approval Workflows</b>.</p> <p>If you change the approval workflow and there are AP invoice approvals in progress:</p> <ul style="list-style-type: none"> <li>You will receive a message informing you that any in-progress AP invoice approvals will be restarted, using the new approval workflow.</li> <li>For any in-progress approvals, a row is added on the Approval History dialog box. The row displays a comment in the <b>Comment</b> field to indicate that the approval workflow was restarted. (To see this dialog box, click the <b>History</b> button on the Progress tab on the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>.)</li> </ul>


#### *Liability Codes Tab of Company AP Settings*

Use the Liability Codes tab to define the implicit posting of the vouchers to an account number and, if applicable, to an organization.

#### Contents

Field	Description
Code	Enter a code to identify this liability code, using up to 10 characters of free text. For example, you can define your accounts payable consultant account as Consult.
Description	Enter a description for the liability code. The description is used in place of the code on accounts payable reports. If you use Organization Reporting, you can include the name of the organization in the description.
Account	Enter the account or click  and select an account on the Account lookup. The account that you specify will receive the implicit posting when you use this liability code in transaction entry/posting routines.



Field	Description
Account Description	When you enter the account number, the account description displays automatically.
Organization	<p>If you are using the Organization Reporting application and are maintaining separate balance sheets by company, specify the organization code to which vouchers using this liability code will post. You can enter an organization in this field or click  and select an organization on the Organization Lookup.</p> <p>You can post the accounts payable credit to the same organization as the debit (in other words, the organization to which the project belongs). If you want to do this, leave the <b>Organization</b> field blank.</p> <p>If you use a liability code that defines an organization when entering a voucher, the debit and credit may post to separate organizations. If this situation occurs, a tolerance appears if you are maintaining separate balance sheets. However, a consolidated balance sheet should not show a tolerance. To avoid the possibility of a tolerance, enter your vouchers in batches according to the organization of the debit.</p> <p>If you cannot enter your vouchers in batches according to the organization of the debit, you should enter the vouchers using a liability code that does not define an organization. In this situation, the debit and credit amounts are posted to the organization associated with the project of the debit.</p>

#### *Vendor Types Tab of Company AP Settings*

Use the Vendor Types tab to assign default liability codes to vendor types.

#### **Contents**

First set up liability codes on the Liability Codes tab.

Field	Description
Type	Select the vendor type to which you want to assign the liability code.
Liability Code	<p>Select the liability code to use when posting transactions to this vendor type. If you use separate liability codes, it is useful to attach a liability code to the appropriate vendor type. Then, the transaction entry supplies the liability code automatically for each vendor.</p> <p>For example, assume you have the following liability codes defined: Consult, Trade, Employee, and Other. You may want to set up the following vendor types:</p> <ul style="list-style-type: none"> <li>▪ <b>C:</b> Consultant</li> <li>▪ <b>T:</b> Trade</li> <li>▪ <b>E:</b> Employee</li> <li>▪ <b>O:</b> Other</li> </ul>



### *Discount Codes Tab of Company Accounts Payable Settings*

Use the Discount Codes tab to set up discount codes and their general ledger accounts for Accounts Payable vouchers for a project/phase/task.

In the Firms hub, you select a discount code for a vendor and set up discount terms (a discount percentage and the tie period to which it applies).

#### Contents

Field	Description
Code	Enter a code to identify this discount code, using up to 10 characters of free text. For example, you can define the normal discount offered by your enterprise as Standard.
Description	Enter a description for the discount code. The description is used in place of the code on accounts payable reports. If you are using the Organization Reporting application, you may want to include the name of the organization.
Project	Enter the project that will receive the discounted credit amount when you post payments in Accounts Payable Payment Processing.  When you reference an income statement account, you must specify a project number. This project is usually an overhead project.
Phase	Enter the phase (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.
Task	Enter the task (if any) that will receive the credit amount when posting payments in Accounts Payable Payment Processing.
Account	Enter the account to which DPS will credit the discount amount.  You can only enter a balance sheet, indirect expense, or other revenue and expense account in this field. Also, note that the account that you enter cannot be specified as an automatic posting account on the Accounts tab in <b>Settings » Advanced Accounting » System</b> .  You may want to create an indirect account (700.00-799.99 in the standard chart of accounts) in which to track discount amounts, such as 793.00 - Discounts Taken.
Apply Taxes	If you want the discount applied to taxes included on a voucher, select this check box. With this check box selected, if a vendor has a discount code and a tax code set up in the Firms hub, when you post a check for a voucher with taxes applied, the discount is also applied to the tax amount (if the payment falls within the discount period).

#### Learn More About...

You may find it helpful to review related information about approval workflows.



### Checklist: Configure and Enable Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

Upload and approve AP invoices that you receive from vendors in **Accounting » AP Invoice Approvals** in the desktop application.

### Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location
1	The Accounting application must be activated.	Modules tab in <b>Settings » General Systems</b>
2	You must have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature. FILESTREAM is required for uploading accounts payable vendor invoices into DPS. FILESTREAM also affects access to setup settings for AP invoice approvals.	
3	If you use organizations in DPS and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. This allows you to set up approval roles for all of your organizations in one place without having to look at each organization individually.</li> <li>▪ <b>Settings » Organization » Individual:</b> Assign one or more approval roles to each individual organization, then assign one employee to each approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for accounts payable invoices.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>When you create an approval workflow, select <b>AP Invoice Approvals</b> in the <b>Application</b> field on the General tab.</p>



Step	Description	Location
		<p>Microsoft SQL Server FILESTREAM must be enabled before you can create an approval workflow for the AP Invoice Approvals application.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step.</p> <p>You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.</p>
5	Enable approvals for accounts payable invoices, and assign an approval workflow	<p><b>Settings » Accounting » Company AP</b> in the desktop application</p> <p>In the AP Invoice Approvals section of the Accounts Payable tab, select the <b>Use Approval Workflow for AP Invoice Approvals</b> check box. In the <b>Approval Workflow</b> field, select the approval workflow to use.</p> <p>This section displays only if you have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of the AP Invoice Approvals form in <b>Accounting » AP Invoice Approvals</b>, the approval process starts for an AP invoice. A Progress tab displays on the AP Invoice Approvals form.</p>

## Accounts Receivable Settings

Use Accounts Receivable Settings to specify headings for columns on the AR Ledger report and to set up mapping accounts for invoices and accounts receivable.

Accounts Receivable Settings are available only if the Billing application is installed.

### Checklist: Setting Up Retainage

To use the retainage feature you must first enable the feature, then enter additional accounting data that DPS uses to make postings during the billing process, or that you use to manually record retainage amounts in your general ledger as retainage amounts are received from clients.

Step	Description	Location
1	Enable the retainage feature.	General tab in <b>Settings » Advanced Accounting » System</b> in the desktop application
2	Set up retainage accounts.	<b>Settings » Accounting » Chart of Accounts</b> in the browser application



Step	Description	Location
3	Map your retainage accounts.	Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b> in the desktop application
4	Set up retainage terms for a project.	Misc tab in <b>Billing » Billing Terms</b>
5	Review the Invoice Transaction List. Reviewing transaction information prior to posting significantly reduces the chances of posting inaccurate data.	Invoice transaction type in <b>Transaction Center » Transaction Lists</b>
6	Post the invoice file created.	Invoice transaction type in <b>Transaction Center » Transaction Posting</b>

### How to...



When you set up the Accounts Receivable application, you set up ledger headings and set up accounts to support invoice mapping and accounts receivable mapping.

### Set Up Ledger Headings

Specify the column headings for each user-defined column on the Accounts Receivable Ledger Report.

#### To set up ledger headings:


1. From the Navigation menu, click **Settings Accounting » Accounts Receivable**.
2. On the Accounts Receivable Settings form, click the Ledger Headings tab.
3. Complete one of the following actions:

Option	Description
To add a new heading	Position the row selector on the row above where you want to add the new heading, click  <b>Insert</b> , and complete the new row.
To add a new heading that is similar to an existing heading, copy the existing heading and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .
To delete a heading	Position the row selector on the row that you want to copy and click <b>Delete</b> . If a ledger heading is in use, you cannot delete it.

4. Complete the fields on this tab.



5. Click  **Save**.



To print the Accounts Receivable Settings report, click  **Print**


### Set Up Invoice Mapping Accounts


Set up accounts to support invoice mapping.

**To set up invoice mapping accounts:**

1. From the Navigation menu, click **Settings » Accounting » Accounts Receivable**.
2. On the Accounts Receivable Settings form, click the Invoice Mapping Accounts tab.
3. Complete one of the following actions:

Option	Description
To add a new account	Position the row selector on the row above where you want to add the new account, click  <b>Insert</b> , and complete the new row.
To add a new account that is similar to an existing account, copy the existing account and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .

4. Complete the fields on this tab.
5. Click  **Save**.


To print the Accounts Receivable Settings report, click  **Print**.

### Set Up Accounts Receivable Mapping Accounts


Set up accounts to support accounts receivable mapping.

**To set up accounts receivable mapping accounts:**

1. From the Navigation menu, click **Settings » Accounting » Accounts Receivable**.
2. On the Accounts Receivable Settings form, click the AR Mapping Accounts tab.
3. Complete one of the following actions:


Option	Description
To add a new account	Position the row selector on the row above where you want to add the new account, click  <b>Insert</b> , and complete the new row.



Option	Description
To add a new account that is similar to an existing account, copy the existing account and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .

4. Complete the fields on this tab.

5. Click  **Save**.

To print the Accounts Receivable Settings report, click  **Print**.

## Fields and Options

Use the Accounts Receivable Settings form to set up accounts related to accounts receivable.

### Accounts Receivable Settings Form

Use the Accounts Receivable Settings form to specify ledger headings, invoice mapping accounts, and accounts receivable mapping accounts.

#### *Display the Accounts Receivable Settings Form*

Display the Accounts Receivable Settings form in Accounting Settings.

From the Navigation menu, click **Settings » Accounting » Accounts Receivable**.

#### *Ledger Headings Tab of Accounts Receivable Settings*

Use the Ledger Headings tab to specify the column headings for each user-defined column on the Accounts Receivable Ledger Report. You can specify up to eight different column headings.

## Contents




Field	Description
Report Column	Enter the report column number for which to enter a heading.
Heading	Enter a descriptive label for this column such as Fees, Labor, or Interest.



### *Invoice Mapping Accounts Tab of Accounts Receivable Settings*

Use the Invoice Mapping Accounts tab to define the implicit posting of invoices to the appropriate accounts receivable accounts and map revenue account postings to report columns on the Office Earnings report and Accounts Receivable Ledger.

#### Contents

Field	Description
Company	Select the company for which to set up the invoice mapping accounts.
Invoice Account	Enter the account to map or click  and select an account on the Account lookup. The account can be a balance sheet account or a revenue account.
AR Account	<p>Enter the accounts receivable account to be debited when invoices are posted to this revenue account. You can enter an account or click  and select an account on the Account lookup.</p> <p>If you do not enter an account number, DPS uses the account entered in the <b>Accounts Receivable</b> field on the Accounts tab in <b>Settings » Accounting » Company</b>.</p>
Retainage Account	<p>Enter the deferred retainage account to use for retainage posting. You can enter an account or click  to select an account on the Account lookup.</p> <p>This is a temporary holding account for accruing retainage amounts for a project. When you bill retainage for a project, the amount is moved from this account to the Accounts Receivable account entered on the Accounts tab in <b>Settings » Accounting » Company</b>.</p> <p>If retainage is not enabled (on the General tab in <b>Settings » Advanced Accounting » System</b>), this field does not display.</p>
Revenue Category	<p>If you use revenue categories to track multiple unbilled accounts, a <b>Revenue Category</b> column displays in this grid.</p> <p>Enter a revenue category for each billed revenue account. These accounts are used in the Revenue Generation calculation and the invoice posting of unbilled amounts.</p> <p>Records for retainers and taxes do not require a revenue category because they most likely do not post to a revenue account.</p> <p>If you modify the revenue category for these accounts after you run the Revenue Generation process, unexpected results can occur.</p> <p>When you use revenue categories, we recommend that the entries you make in the <b>Revenue Category</b> field and the <b>Project Column</b> in this grid match each other. For example, if you have revenue categories for labor, consultants, and expenses, you should define project columns for only labor, consultants, and expenses. If you have other project columns (such as for add-ons or units) that</p>




Field	Description
	do not have a corresponding revenue code, the unbilled revenue amount on the Office Earnings and Project Summary reports will be incorrect.
AR Column	<p>Enter the column on the Accounts Receivable Ledger to which postings to this revenue account are mapped when the report is printed.</p> <p>If a revenue account is not mapped to one of these columns, the amount prints in the <b>Other</b> column of the Accounts Receivable Ledger.</p> <p>The AR Column number and the Project Column number do not correspond to one another. You can modify a column number at any time. Modifications are reflected the next time you generate the report.</p>
Project Column	<p>Enter the column on the Office Earnings report to which postings to this revenue account are mapped when the report is printed.</p> <p>If the revenue account is not mapped to one of these columns, the amount prints in the <b>Other Billed</b> column of the Office Earnings report.</p> <p>The <b>AR Column</b> number and the <b>Project Column</b> number do not correspond to one another. You can modify a column number at any time. Modifications are reflected the next time you generate the report.</p>

#### *AR Mapping Accounts Tab of Accounts Receivable Settings*

Use the AR Mapping Accounts tab to map accounts receivable accounts that are entered for cash receipts to columns on the Accounts Receivable Ledger.

#### Contents

Field	Description
Company	Select the company for which you want to set up mapping accounts.
AR Account	Enter the accounts receivable account or click  in this field to select an account on the Account lookup. The account that you enter must be a balance sheet account.
AR Column	Enter the column on the Accounts Receivable Ledger to which postings to this accounts receivable account are mapped when the report is printed. If the revenue account is not mapped to one of these columns, the amount prints in the <b>Other</b> column of the Accounts Receivable Ledger.

#### Learn More About...

Review guidelines for invoice mapping and accounts receivable mapping.



## Invoice Mapping Accounts Setup

Invoice mapping defines the implicit posting of invoices to the appropriate accounts receivable accounts.

Invoice mapping also maps your revenue account postings (entered through Invoice Transaction Entry or Interactive Billing) to report columns on the Office Earnings report and/or Accounts Receivable Ledger.

### How DPS Matches Accounts

DPS matches the revenue account (for invoices specified in Invoice Transaction Entry) and/or posting account (for units, specified in Unit Transaction Entry) to an entry in this list.

If it finds a match, DPS directs the accounts receivable posting to the correct account and also places the amount in the appropriate column on the Office Earnings report and Accounts Receivable Ledger.

If it finds no match, DPS uses the accounts receivable account specified on the Accounts tab of **Settings » Accounting » Company** and places the amount in the **Other** column of the Accounts Receivable Ledger and/or the **Other Billed** column of the Office Earnings report.

## Accounts Receivable Mapping Accounts Setup

You use Accounts Receivable Mapping Accounts Setup to map accounts receivable accounts entered for cash receipts to columns on the Accounts Receivable Ledger.

By default, cash receipts are listed as a total on the Accounts Receivable Ledger. To split the receipts across the columns of this report, complete the information on this form. It is important to map your accounts receivable accounts if you have multiple accounts receivable accounts and the same account is mapped to different accounts receivable columns in Invoice Mapping Accounts Setup. Because you can split revenue accounts into different columns, you must specify default columns for the accounts receivable accounts in your chart of accounts.

## Asset Management Settings

The Asset Management application helps you track and process depreciation or amortization for asset items that you capitalize. Use **Settings » Accounting » Asset Management** to enter enterprise-wide settings for the Asset Management application.

With Asset Management, you can manage an item over its entire life cycle and better assess the risks and overall performance when you make equipment decisions.

Asset Management works in conjunction with the Equipment hub (in the desktop application). The Equipment hub stores the capital items that the Asset Management application tracks, calculates depreciation for, and provides data for in related reports.

In the Asset Management application, you:

- Process depreciation and amortization for asset items.
- Transfer or split asset items.
- Dispose of asset items.



- Review history and summary information for asset items.

## Asset Management Setup Checklist

You may find it helpful to use a checklist as a guide in setting up the Asset Management application.

Step	Description	Location
<b>Define General Ledger (GL) Account Setup:</b> Set up the asset account, the accumulated depreciation account, and depreciation expense.		
<b>Set Up Asset Management:</b> Set up the default values for Asset Management.		
1	Set Capitalization Minimum, Asset Periods per Year, Default Disposal Project and Account, and turn on the ability to automatically create asset items from accounts payable vouchers and/or purchase orders (Asset Item Source options).	General tab of <b>Settings » Accounting » Asset Management</b>
2	Add Additional Books (Unique Depreciation, Useful Life, Bonus Depreciation, and Section 179 Use).	Additional Books tab of <b>Settings » Accounting » Asset Management</b>
3	Set up Depreciation Methods. Straight-line is the default but you can add new methods as needed, such as Useful Life in Years, Recovery Years, Sum of Years Digit, or MACRS.	Methods tab of <b>Settings » Accounting » Asset Management</b>
4	Add Property Types. You can add as many as needed (Personal Property, Real Property, and so on). You may find it useful to include non-asset, or pre-paid items.	Property Type tab of <b>Settings » Accounting » Asset Management</b>
5	Add Improvement categories.	Improvements tab of <b>Settings » Accounting » Asset Management</b>
6	If you are using Section 179 deduction limits, add them for additional books.	Section 179 tab of <b>Settings » Accounting » Asset Management</b>
7	Set up the types of assets. These are the defaults that are used in the Equipment hub when creating and setting up assets.	Asset Type tab of <b>Settings » Accounting » Asset Management</b>



Step	Description	Location
8	Configure item categories. These are required for the Equipment hub and can be item specific or general groupings. If you use multiple companies, set item categories for each company.	Item Categories tab of <b>Settings » Purchasing and Inventory » System</b>
9	Configure items in the Item Master. These are required for the Equipment hub and can be item specific or general groupings.	<b>Settings » Purchasing and Inventory » Items Master</b>
10	Configure alerts for new asset creation.	<b>Settings » Workflow » User Initiated Workflows</b>
<b>Create and Process the Asset Item:</b> Create the asset item manually in the Equipment hub or through an AP voucher or purchase order (if you use the Purchasing application). Process amortization/depreciation as needed.		

## How to...

When you configure the Asset Management application, you define tax books, depreciation methods, property types, asset types, improvements, and Section 179 deduction limits.

### Enable DPS to Automatically Generate Equipment Items

Enable Asset Management to automatically generate capital items in the Equipment hub.

The Equipment hub stores the capital items that the Asset Management application tracks, depreciates, and reports on. The capital items are generated in the Equipment hub in one of the following ways:

- Automatically, from a purchase order or AP voucher.
- Manually, from an equipment record that you enter in the Equipment hub.

### To enable DPS to automatically generate equipment items:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. Click the General tab of the Asset Management Settings form.
3. Under **Asset Item Source**, select **Purchase Order** to automatically create an asset item or equipment item in the Equipment hub from a change order or release order, or when you final print a purchase order.  
The line items that are entered for a purchase order must be created from purchasing items with **Capital Items** as the item category type and with a line item that has one project specified for distributing the purchase order costs. This option only displays if you use the Purchasing application.
4. Under **Asset Item Source**, select **AP Voucher** to enable the **Create Asset** check box on the AP Voucher Entry form in the Transaction Center.



This option is enabled when the **Allow asset entries for AP Vouchers and Journal Entries** option is selected for the security role on the Accounting tab in **Settings » Security » Roles**. When you select the **Create Asset** check box, DPS automatically generates an asset item in the Equipment hub for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items.

If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment hub.

## How to Set Up Additional Books


Use additional tax books when processing calculations that are different from general ledger books.

### Add Additional Books

You can add additional tax books to process depreciation and amortization calculations apart from general ledger books.


As you add additional tax books and select the **In Use** option, the Additional Books tab in the Equipment hub automatically updates to include the new books for the selected asset. This is useful for calculating and filing taxes and for tracking the asset type, property type, acquisition date, in service period, depreciation method, useful life, and cost information for each book.

#### To add additional books:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the toolbar of the Additional Books grid, click  **Insert** to insert a blank row in the grid.
3. Enter a **Code** for the book, using a maximum of 10 characters.  
This code is used in the DPS database and does not display with the book description. You cannot modify this field after the Additional Book is saved.
4. Enter a **Name** for the book.  
This name displays in the **Book** field on the Additional Books tab in the Equipment hub.
5. Enter a **Description** of the book.
6. Select the **179** check box to enable Section 179 functionality for the additional book.  
This allows you to enter section 179 deductions for asset depreciation as defined by the United States government. When you select this check box, you can enter a section 179 deduction amount for an asset item in the **Less Section 179 Deductions** field on the Additional Books tab in the Equipment hub. Entering a section 179 deduction for an asset item reduces the asset item's depreciation basis that is used for calculating its depreciation.

If you clear the **Section 179** check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.





7. Select the **In Use** option to include the additional book on the Additional Books tab in the Equipment hub.  
If you clear this selection, DPS retains the book's information that is entered on the Additional Books tab of this form, but removes the book from the Additional Books tab in the Equipment hub and from Reporting.
8. Click  **Save**.

### Delete Additional Books

Additional Books are used when running depreciation and amortization processing. You can delete an additional book that is not associated with an asset.

#### To delete an additional book:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. Click the Additional Books tab of the Asset Management Settings form.
3. In the Additional Books grid, click the row that contains the additional book that you want to delete.
4. On the grid toolbar, click  **Delete**.
5. Click  **Save**.


### How to Set Up Depreciation Methods

Use depreciation methods to define the types of depreciation required for managing your enterprise's assets.

#### Add a Depreciation Method

You can define the types of depreciation methods that are required for managing your enterprise's assets.

#### To add a depreciation method:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. Click the Methods tab of the Asset Management Settings form.
3. On the toolbar of the Depreciation Methods grid, click  **Insert** to insert a blank row in the grid.
4. In the **Code** field, enter a code for the depreciation method.  
For example, enter **SY** for Sum of Years or **NC** for No Calculation. The code displays in the **Methods** drop-down list on the Asset Type tab.
5. In the **Description** field, enter a description for the depreciation method.  
This description displays in the **Method** drop-down list on the GL Book tab in the Equipment hub.
6. In the **Useful Life in Years** field, enter a number of years.



The useful life number determines how many periods, in total, should be applied to the depreciation method. This number, along with the Recovery Years, determines how many grid rows display in the Secondary grid on this form. For the straight-line method, you can modify this number on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab. Use this information to specify the periods and percentage for the depreciation method. DPS applies this to the GL Book tab in the Equipment hub.

7. In the **Recovery Years** field, enter a number of years.

The recovery years number determines how many periods, in total, should be applied to the depreciation method. This field defaults to the number that is entered in the **Useful Life in Years** column.

You can edit this number as follows:

- Useful life plus 1
- Useful life plus 2

The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.

8. Select the **In Use** option for each method that you want to make available in the **Depreciation Method** drop-down list on the Asset Type tab of this form.  
If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method because it is system-defined. You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the **In Use** option on the depreciation method's row.
9. In the Secondary grid, view the depreciation method's years and periods, as defined by the **Recovery Years** and **Asset Periods per Year** fields. You can then enter a **Percentage** to apply for the depreciation.  
This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid.
10. The **Year** column displays the sequential number years: 1, 2, 3, 4, and so on.  
The grid displays one year per row. The number of rows is based on the number of **Recovery Years** that you enter in the Depreciation Methods grid.
11. The **Periods** column displays the value entered in the **Asset Periods per Year** field on the General tab of this form.  
DPS calculates the total value for the associated year and spreads the amount over the number of defined periods. You can modify this value. For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months.  
  
The sum of the number of periods entered displays in the **Totals** row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, DPS displays the following warning: **The total number of periods does not match the useful life time X asset periods per year.**
12. In the **Percentage** column, enter a percentage for each depreciation amount that is listed in the grid.  
The sum of the percentages entered in all grid rows displays in the **Totals** row at the bottom of the grid. This sum of all rows should total 100.





13. Click  **Save**.

### Delete a Depreciation Method

You can delete a depreciation method that is not associated with an asset. If the depreciation method is associated with an asset, you must first remove it from the Asset Type tab.


#### To delete a depreciation method:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. Click the Methods tab of the Asset Management Settings form.
3. In the Methods grid, click the row that contains the depreciation method that you want to delete.
4. On the grid toolbar, click  **Delete**.
5. Click  **Save**.

### Disable a Depreciation Method

You can disable a depreciation method to make it unavailable for use when processing depreciation. Disabling a method removes it as an option from the **Depreciation Method** drop-down list on the Asset Type tab.

#### To disable a depreciation method:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Methods tab, in the Depreciation Methods grid, select the depreciation method to disable.
3. Clear the **In Use** check box for this method.  
If this option is cleared, the depreciation method is not available for selection on the Asset Type tab.
4. Click  **Save**.


### How to Set Up Section 179 Deductions

Use Section 179 setup to create the tax year calendar and limits for the section 179 deductions.

#### Add a Section 179 Deduction Limit


Create the tax year calendar and limit for section 179 deductions.

#### To add a Section 179 deduction limit:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Section 179 tab, in the Section 179 Deduction Limits grid toolbar, click  **Insert** to insert a blank row on the grid.





This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment hub for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab in Asset Management Settings).

3. Enter a start date and end date for the tax year to apply to the deduction limit.
4. Enter a numeric value that represents the dollar amount for the deduction limit.  
If you exceed the defined limit, DPS displays a warning message to alert you that you cannot take any further deductions for the remainder of the year.
5. Click  **Save**.

### Delete a Section 179 Deduction Limit

You can delete the tax year calendar and limit for section 179 deductions.


#### To delete a Section 179 deduction limit:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Section 179 tab, in the Section 179 Deduction Limits grid, click the row that contains the year and deduction limit that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

### Disable Section 179 Limits for an Additional Book

You can disable the section 179 deduction for an additional book after you have applied section 179 deductions to asset items and the depreciation that was processed for the asset items. After you clear this option, the next time that you process depreciation, DPS recalculates the accumulated depreciation without the section 179 deduction.

#### To disable section 179 deduction limits:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Additional Books tab, in the Additional Books grid, select the additional book for which you want to turn off section 179 limits.
3. Clear the **Section 179** check box for this book.  
The next time that you process depreciation, DPS recalculates the accumulated depreciation without the section 179 deduction.
4. Click  **Save**.

### How to Set Up Asset Types



You can define the different types of assets that are available for use by your enterprise.



## Add a New Asset Type

Use the Asset Type tab to define different kinds of assets and their associated details. The assets that you enter on this grid are available for selection on the GL Book tab in the Equipment hub.

### To add a new asset type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management » Asset Type**.
2. On the Asset Type tab on the Asset Type grid toolbar, click  **Insert** to insert a blank row on the grid.
3. In the **Code** field and **Description** field, enter the code and related description for the asset type.  
The code is stored in the DPS database and the description displays in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub.
4. Select a property type for the asset type.  
The drop-down list displays the property types that are entered on the Property Type tab. After you specify a property type for an asset type, the property type populates by default wherever the asset type is entered.
5. Select a depreciation method for the asset type.  
DPS defaults to the straight-line (SL) method, but you can select a different method. The drop-down list displays the depreciation methods that are entered on the Methods tab. After you specify a depreciation method for an asset type, the depreciation method populates by default wherever the asset type is entered.
6. The **Useful Life in Years** field displays the defined useful life, in years, for the selected depreciation method.  
The useful life determines how many periods, in total, should be applied to the depreciation method. If you use straight-line depreciation (SL), you can edit this field as needed. For all other types of depreciation, the useful life in years is not editable and is defined on the Methods tab.
7. Select an asset account, accumulated depreciation account, and a depreciation expense account.  
These accounts will be used as default accounts on the GL Book tab in the Equipment hub.
8. Select the **In Use** option if you want the asset type to display in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub.  
If this option is not selected, the asset is not available for selection.
9. Click  **Save**.



## Delete an Asset Type

You can delete any asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub.

### To delete an asset type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.



2. On the Asset Type tab, In the Asset Type grid, click the row that contains the asset type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.



### How to Set Up Improvement Types

Use Improvement Types to classify the kinds of improvements that your enterprise can make to asset items.

#### Add an Improvement Type

Use the Improvements tab to set up classifications for the kinds of improvements that your enterprise can make to asset items (for example, to repair an asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment hub.



##### To add an improvement type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Improvements tab, on the toolbar of the Improvement Type grid, click  **Insert** to insert a blank row in the grid.
3. In the **Code** and **Description** fields, enter the code and related description for the improvement type.
4. Select the **In Use** option if you want the improvement type to display in the **Improvement Type** drop-down list on the GL Book tab in the Equipment hub.
5. Click  **Save**.

#### Delete an Improvement Type

If you no longer use an improvement type, you can delete its record from the DPS database.

##### To delete an improvement type:


1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Improvements tab, in the Improvement Type grid, click the row that contains the improvement type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.



### Disable an Improvement Type

You can disable an improvement type to make it unavailable to assign to an asset. Disabling an improvement type removes it as an option from the **Improvement Type** drop-down list on the GL Book tab in the Equipment hub.

#### To turn off an improvement type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Improvements tab, in the Improvement Type grid, select the improvement type to disable.
3. Clear the **In Use** check box for this improvement type.  
After you clear this option, the improvement type is not available to assign to an asset on the GL Book tab in the Equipment hub.
4. Click  **Save**.



### How to Set Up Property Types

Use Property Types to define the types of property that can be assigned to different asset types.

#### Add a Property Type

You can define the types of property that are assigned to each asset that you enter on the Asset Type tab of this form. After you assign a property type to an asset, the asset's property type automatically populates with the asset on the GL Book tab in the Equipment hub.

#### To add a property type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the the Property tab, on the toolbar of the Property Type grid, click  **Insert** to insert a blank row in the grid.
3. In the **Code** and **Description** fields, enter the code and related description for the property type.
4. Select the **In Use** option if you want the property type to display in the **Property Type** drop-down list on the Asset Type tab.
5. Click  **Save**.



#### Delete a Property Type

You can delete a property type that is not associated with an asset. If the property type is associated with an asset, you must first remove the association from the asset on the Asset Type tab before you can delete the property type.

#### To delete a property type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.




2. On the the Property tab, in the Property Type grid, click the row that contains the property type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

### Disable a Property Type

You can disable a property type to make it unavailable for use with your asset items. Disabling a property type removes it as an option from the **Property Type** drop-down list on the Asset Type tab. You can only change an asset item's property type on the Asset Type tab.

#### To disable a property type:

1. From the Navigation menu, click **Settings » Accounting » Asset Management**.
2. On the Property Type tab, in the Property Type grid, select the property type to turn off.
3. Clear the **In Use** check box for this property type.
4. Click  **Save**.

## Fields and Options

Use Asset Management Settings to set up the elements of the Asset Management application, such as asset, property, and improvement types.

### Asset Management Settings Form

Use the Asset Management Settings form to set up the asset management options and features for your enterprise.

#### Display the Asset Management Settings Form

Display the form in Accounting Settings.

From the Navigation menu, click **Settings » Accounting » Asset Management**.

#### Toolbar of the Asset Management Settings Form

Use the toolbar options to save and print your settings.

#### General Tab of the Asset Management Settings Form

Use the General tab to configure the capitalization minimum, asset period, asset item source, and fixed asset gains (losses) for Asset Management.

If you have multiple companies, Asset Management entries are only applied to the active company. You must configure Asset Management for each company.



If you use multiple currencies, the account's currency must match the functional currency assigned to the asset through the active company.

## Contents

Field	Description
Capitalization Minimum	<p>Enter the dollar value that represents the maximum amount of the asset that will not be capitalized.</p> <p>If necessary, your firm can create a workflow that triggers an alert based on the amount entered for the capitalization minimum. For example, if the asset's amount is less than the minimum amount that you establish, the appropriate team members receive an alert.</p>
Asset Periods Per Year	<p>Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This setting applies only if your instance of DPS is set up for 13 periods and allows you to select either 12 or 13 asset periods per year.</p> <ul style="list-style-type: none"> <li>▪ If you select 12, this assumes that the 13<sup>th</sup> period is for "End of Year Adjustments."</li> <li>▪ If you select 13, this assumes that you process 13, four-week periods and need to run depreciation in the 13<sup>th</sup> period.</li> </ul>
Asset Item Source	<p>Asset Management works in conjunction with the Equipment hub. The Equipment hub stores the capital items that the Asset Management application tracks, depreciates, and reports on. Capital items are generated in the Equipment hub in one of the following ways:</p> <ul style="list-style-type: none"> <li>▪ Automatically, from a purchase order or AP voucher.</li> <li>▪ Manually, from an equipment record that you enter in the Equipment hub.</li> </ul> <p>Use the <b>Asset Item Source</b> options to specify how capital items are entered:</p> <ul style="list-style-type: none"> <li>▪ Select <b>Purchase Order</b> to automatically create an asset item or equipment item in the Equipment hub from a change order, release order, or when you final print a purchase order. The line items that are entered for a purchase order must be created from purchasing items with <b>Capital Items</b> as the item category type and with a line item that has one project specified for distributing purchase order costs. This option displays only if you use the Purchasing application</li> <li>▪ Select <b>AP Voucher</b> to enable the <b>Create Asset</b> check box on the AP Voucher Entry form in the Transaction Center. This option is enabled when the <b>Allow asset entries for AP Vouchers and Journal Entries</b> option is selected for the security role on the Accounting tab in <b>Settings » Security » Roles</b>. When you select the <b>Create Asset</b> check box, DPS automatically generates an asset item in the Equipment hub for the AP voucher line item when you post the AP voucher in the Transaction Center. This allows you to process depreciation for asset items.</li> </ul>



Field	Description
	If you do not select one of these options, you must manually enter a new asset item as a capital equipment item in the Equipment hub.
Fixed Asset Disposal Gain/ (Loss) Setup Section	<p>When you dispose of an asset that is not fully depreciated, it is removed from the asset register and then recognized as either a gain or a loss. If there is value remaining at the time of disposal, it may be offset by the gain that occurred by selling the asset. If the asset is fully depreciated and is disposed of, there is no gain or loss.</p> <p>For example, if a printer's useful life ends after three years and the printer is fully depreciated, it could be sold for \$150. This would result in a gain on the sale of the asset. Or, if the printer's useful life is defined as three years but the printer is thrown away after two years, the remaining depreciation value would be removed, resulting in a loss.</p> <p>In this section, select the general ledger account, project, phase, and/or task used to record the gain or loss.</p> <p>The <b>Project</b> field is required if you use Organization Reporting and maintain separate balance sheets by organization.</p>
Default Overhead Project Section	<p>The <b>Default Overhead Project</b> field displays in either of these scenarios:</p> <ul style="list-style-type: none"> <li>You <b>do not</b> use organizations in DPS.</li> <li>You use organizations but you <b>do not</b> maintain separate balance sheets by organization.</li> </ul> <p>Use these fields to define the overhead project, phase, and task to prefill for an asset item that is created automatically from an accounts payable voucher line item. The overhead project, phase, and task that you enter in these fields prefill in the <b>Project</b>, <b>Phase</b>, and <b>Task</b> fields in the line item grid on the AP Vouchers form in <b>Transaction Center » Transaction Entry</b> when you have also entered the information on the AP Vouchers form that is required to automatically create an asset item from the AP voucher line item. You see the overhead project, phase, and task for the asset item on the General tab of the Equipment hub.</p>

### Additional Books Tab of the Asset Management Settings Form

Depreciation Processing allows you to run depreciation and amortization processing for your company's general ledger or "GL" book. You can also use DPS to calculate depreciation and amortization for any "additional books" that require different processing calculations. To have depreciation or amortization calculated for additional books, first set up an additional book on the Additional Books tab.

For example, you can set up an additional book to have DPS calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting. Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.





When you set up an additional book, you assign an ID, name, and description, and specify whether or not the additional book uses section 179 deductions. Then you enter the information for calculating depreciation or amortization for additional books for each asset item on the Additional Books tab in the Equipment hub. Some of the fields on the Additional Books tab prefill from entries made on the GL Book tab and GL Cost tab in the Equipment hub.

## Contents

### Additional Books Grid

Use this grid to record the additional book details. The books listed on this grid that have the **In Use** option selected will display on the Additional Books tab in the Equipment hub for the selected asset.

Field	Description
Additional Books Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add a new book.
 Delete	Select the row to delete and then click this option to remove the book. You cannot delete a book if its values have been posted or run.
Code	Enter a code for the book, using a maximum of 10 characters. This code is used in the DPS database and does not display with the book description.
Name	Enter a name for the book. This name displays in the <b>Book</b> field on the Additional Books tab in the Equipment hub.
Description	Enter a description of the book.
Section 179	<p>Select this check box to enable Section 179 functionality for the book. This allows you to enter section 179 deductions for asset depreciation.</p> <p>When you select this check box, you can enter a section 179 deduction amount for an asset item in the <b>Less Section 179 Deductions</b> field on the Additional Books tab in the Equipment hub. Entering a section deduction for an asset item reduces the asset item's depreciation basis, used to calculate its</p>



Field	Description
	<p>depreciation. For an additional book for a specific tax year, you can enter a section 179 deduction amount in the Equipment hub for one or more asset items until you reach the limit set by the US government. DPS prevents you from entering section 179 amounts that exceed the <b>179 Limit</b> that you entered on the Section 179 tab.</p> <p>If you clear the <b>Section 179</b> check box for an additional book after you have applied section 179 deductions to asset items and depreciation has been processed for these asset items, the next time that you process depreciation, the accumulated depreciation will be recalculated without the section 179 deduction.</p>
In Use	Select this option to include the additional book on the Additional Books tab in the Equipment hub. If you clear this selection, DPS retains the book's information that is entered on the Additional Books tab here, but removes the book from the Additional Books tab in the Equipment hub and from Reporting.


### Asset Type Tab of the Asset Management Settings Form

Use the Asset Type tab to enter the different types of assets that your enterprise uses and specify related accounts.


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#### Asset Type Grid

If you mark an entry in the Asset Type grid as **In Use**, it will appear in the **Asset Type** drop-down list on the GL Book tab in the Equipment hub, where you can assign the asset type to an equipment record. The asset type's depreciation method, property type, and account, as defined on this grid, automatically display in the Equipment hub.

Field	Description
Asset Type Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add an asset type.



Field	Description
 Delete	Select the row to delete and then click this option to remove the asset type. You can only delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub. If the asset type is assigned to an asset, you must first clear the <b>In Use</b> selection on the asset's row.
Code	Enter a code for the asset. This code is used in the DPS database and does not display with the asset type description.
Description	Enter a description for the asset. This description displays in the <b>Asset Type</b> drop-down list on the GL Book tab in the Equipment hub.
Property Type	<p>Select a property type for the asset. The property types in this drop-down list are determined by your enterprise and entered on the Property Type tab of this form.</p> <p>After you assign a property type to an asset, the property type populates by default wherever the asset is entered in DPS.</p>
Depreciation Method	<p>Use this field to select a depreciation method for the asset. DPS defaults to the straight-line (SL) method, but if you specify additional methods on the Methods tab of this form, those methods display in this drop-down list.</p> <p>After you select a depreciation method for an asset, the depreciation method displays by default wherever the asset is entered in DPS.</p>
Useful Life in Years	This field displays the defined useful life, in years, for the selected depreciation method. You can only edit this field if you select the straight-line method of depreciation. For all other methods of depreciation, you define the useful life in years on the Methods tab of this form.
Asset Account	Use this lookup to select the asset account. A voucher that is defined as an asset uses this asset account by default.
Accumulated Depreciation Account	Use this lookup to select the default accumulated depreciation account that is used on GL Book tab in the Equipment hub. The journal entry that is created by depreciation uses this account on the credit side of the entry.
Depreciation Expense Account	Use this lookup to select the default depreciation expense account that is used on the GL Book tab in the Equipment hub. The journal entry that is created by depreciation uses this account on the credit side of the entry.
In Use	<p>Select this option for each asset type on this grid that you want to display in the <b>Asset Type</b> drop-down list on the GL Book tab in the Equipment hub.</p> <p>You can only delete an asset type that is not already assigned to an asset on the GL Book tab in the Equipment hub. If the asset type is assigned to an asset, you must first remove the <b>In Use</b> selection on the asset's row.</p>



## Methods Tab of the Asset Management Settings Form

Asset Management includes the ability to process depreciation and amortization for asset items from the Equipment hub. DPS defaults to using the straight-line method of depreciation. However, you can add other methods and their respective calculations as needed.



Use the Methods tab to set up the methods that your enterprise will use to process depreciation. The depreciation method defines how the costs of assets are distributed, based on time or use.

If you run depreciation and then change an asset's depreciation method, there may be discrepancies or changes with the calculated depreciation. If this happens, DPS displays a warning message to alert you of the condition.

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### Depreciation Methods Grid

Use this grid to set up depreciation methods. The options that you enter in this grid and select as **In Use** display in the **Depreciation Method** drop-down list on the Asset Type tab.

Field	Description
Depreciation Methods Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to enter a new depreciation method.
 Delete	Select the row to delete and then click this option to remove the depreciation method.
Code	Enter the code for the depreciation method, such as <b>SY</b> for Sum of Years or <b>NC</b> for No Calculation. The code displays in the <b>Depreciation Method</b> drop-down list on the Asset Type tab.
Description	Enter a description for the depreciation method. This description displays in the <b>Method</b> drop-down list on the GL Book tab in the Equipment hub.
Useful Life in Years	This setting determines how many periods, in total, should be applied to the depreciation method. For the straight-line method, you can modify this number



Field	Description
	<p>on the Asset Type tab. For all other types of depreciation methods, you can only modify the useful life in years here, on the Methods tab.</p> <p>The number of periods determines the number of grid rows that are entered on the Secondary grid on this tab. Use this information to specify the periods and percentage for the depreciation method. DPS applies this information to the GL Book tab in the Equipment hub.</p>
Recovery Years	<p>This option determines how many periods, in total, should be applied to the depreciation method. DPS defaults to the number that you enter in the <b>Useful Life in Years</b> column. You can edit this number as follows:</p> <ul style="list-style-type: none"> <li>▪ Useful life plus 1</li> <li>▪ Useful life plus 2</li> </ul> <p>For example, if the <b>Useful Life in Years</b> is 5, the <b>Recovery Years</b> can be 5, 6, or 7.</p> <p>The number of recovery years that you specify also determines the number of grid rows in the Secondary grid on this tab.</p>
In Use	<p>Select this option for each method that you want to display in the <b>Depreciation Method</b> drop-down list on the Asset Type tab. If this option is cleared, the depreciation method is not available for selection. You cannot disable the straight-line method.</p> <p>You can only delete a depreciation method that is not already assigned to an asset on the Asset Type tab. If the depreciation method is assigned to an asset, you must first clear the <b>In Use</b> option on the depreciation method's row.</p>

## Secondary Grid

This grid's heading is dynamic, based on the type of depreciation method that you select in the Depreciation Methods grid. Use this grid to specify the periods and percentage for each depreciation method.

Field	Description
Straight-line Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
Year	This field displays the sequential number of the year: 1, 2, 3, 4, and so on. The number of rows that displays in this grid is based on the number of <b>Recovery Years</b> that you enter in the Depreciation Methods grid.
Periods	<p>This field defaults to display the value entered in the <b>Asset Periods per Year</b> field on the General tab of this form. DPS calculates the total value for the year and spreads the amount over the number of periods. You can modify this value.</p> <p>For example, if you need to use a half year convention for an asset with a useful life of three years, you can define the first year to be 6 months, the second year to be 12 months, the third year to be 12 months, and the fourth year to be 6 months.</p> <p>The sum of the number of periods entered displays in the <b>Totals</b> row at the bottom of the grid. If the number of periods on the General tab does not match the sum entered on this grid, DPS displays the following warning: <b>The total number of periods does not match the useful life time X asset periods per year.</b></p>
Percentage	Enter a percentage for each depreciation amount. The sum of the percentages entered displays in the <b>Totals</b> row at the bottom of the grid. This sum of all rows should total 100.

### Property Type Tab of the Asset Management Settings Form

Use the Property Type tab to define the property types that your enterprise wishes to track in the Asset Management application (for example, **LP** for Leased Property, **LR** for Realty - Land, and **LI** for Lease Income). You assign a property type to an asset on the Asset Type tab.



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#### Property Type Grid

Enter your property types in this grid. These property types are then available to assign to each asset on the Asset Type tab. The asset's property type automatically populates with the asset on the GL Book tab in the Equipment hub. You can only change an asset's property type on the Asset Type tab in Asset Management Settings.

Field	Description
Property Type Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul>



Field	Description
	Not all options are available on all grids.
 Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add a property type.
 Delete	Select the row to delete and then click this option to remove the property type. You cannot delete a property type after it is assigned to an asset on the Asset Type tab.
Code	Enter a code for the property type. This is the value that displays in the <b>Property Type</b> drop-down list on the Asset Type tab.
Description	Enter a description for the property type. After you assign a property type to an asset, the <b>Property Type</b> field on the GL Book tab in the Equipment hub populates with this description when the associated asset is selected.
In Use	Select this option for each property type that you want to display in the <b>Property Type</b> drop-down list on the Asset Type tab. You can only delete a property type that is not already assigned to an asset on the Asset Type tab.

### Improvements Tab of the Asset Management Settings Form

Use the Improvements tab to define the types, or classifications, of improvements that are used to improve another asset item (for example, to repair another asset item). You assign an improvement type to an asset on the GL Book tab in the Equipment hub.

When you select an **Improvement Type** on the GL Book tab, you can then specify the asset item that it enhanced. After you associate the two asset items, you can see the association on the Equipment Summary report in **Reporting » Equipment**. Each of the asset items will be depreciated separately.



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#### Improvement Type Grid

Use this grid to specify the improvement types for your assets.

Field	Description
Improvement Type Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group</li> </ul>



Field	Description
	by that column," drag and drop column headers into the field, in the sequence that you want them to display.  Not all options are available on all grids.
 Insert	Click this option to open a new blank row in the grid and then complete the fields in the row to add an improvement type.
 Delete	Select the row to delete and then click this option to remove the improvement type. You cannot delete a improvement type after it is assigned to an asset on the GL Book tab in the Equipment hub.
Code	Enter a code for the improvement type.
Description	Enter a description for the improvement type. This is the value that displays in the <b>Improvement Type</b> drop-down list on the GL Book tab in the Equipment hub.
In Use	Select this option for each improvement type on this grid that you want to display in the <b>Improvement Type</b> drop-down list on the GL Book tab in the Equipment hub.

### Section 179 Tab of the Asset Management Settings Form

Use the Section 179 tab to enter the yearly section 179 deduction limits that are set by the United States government.

This limit applies to any additional books that you set up for an asset item on the Additional Books tab in the Equipment hub for which the section 179 deduction applies (you selected the **Section 179** check box for the additional book on the Additional Books tab).

You can review a summary of the asset items that have section 179 deductions applied to them on the Section 179 Review form in **Asset Management » Section 179 Review**.

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#### Section 179 Deduction Limits Grid

Use this grid to set up the tax year calendar and limit for section 179 deductions. You can create limits for multiple years, with the most current year defaulting to display at the top of the grid.

When you select the **Section 179** check box on the Additional Books tab of this form, the **Less Section 179 Deductions** field displays on the Additional Books tab in the Equipment hub. Enter the deductions for the additional books in this field. DPS validates that the amounts do not exceed the limits that were set for the given tax year. If they do, DPS displays the following error message:

"The amount you have entered will exceed the Section 179 limit set for this tax year."



Field	Description
Section 179 Deduction Limits Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a blank row on the grid. The row with the most recent range of dates displays at the top of the grid. Complete the fields in this row to add a deduction limit.
 Delete	Select the row to delete and then click this option to remove the deduction limit.
Tax Year Start	Enter a start date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the start date in the <b>Select Tax Year</b> drop-down list in <b>Asset Management » Section 179 Review</b> .
Tax Year End	Enter an end date for the section 179 deduction limit. You can also select a date from the calendar. This date displays as the end date in the <b>Select Tax Year</b> drop-down list in <b>Asset Management » Section 179 Review</b> .
179 Limit	<p>Enter the monetary amount for the section 179 deduction limit for the tax year. This is set by the U.S. government and is the total section 179 deduction amount that you can take for asset items combined for the tax year. If you enter a section 179 deduction amount for an asset item in the Equipment hub, and the amount exceeds the specified limit in this field, DPS displays a warning message to alert you that you cannot take any further deductions for the remainder of the tax year.</p> <p>This amount displays in the <b>Section 179 Limit</b> field in <b>Asset Management » Section 179 Review</b>.</p>

### Learn More About...

Review asset management terminology, considerations for enterprises with multiple companies, and depreciation examples.



## Asset Management Terminology

You should be familiar with asset management terminology.

Asset items are stored in the Equipment hub. You can create asset items directly in the Equipment hub, or have DPS create them automatically from purchase orders, change orders, release orders for blanket purchase orders, and AP vouchers. You maintain depreciation and amortization information for asset items in the Equipment hub, and you process depreciation and amortization for asset items in the Asset Management application.

The follow table provides information about the asset management terminology used across the Asset Management, Equipment hub, Transaction Center, and Purchasing applications.

Term	Description
<b>Asset Item</b>	<p>In the Equipment hub, equipment items for overhead projects are referred to as asset items. DPS capitalizes and depreciates asset items over time, or you can amortize them if they are capital leases or prepaid items such as prepaid insurance.</p> <p>Create asset items from a purchasing item with a category type of Capital Items. Asset items are the only Equipment hub items that can be depreciated or amortized in DPS. Maintain information for the depreciation or amortization calculation for asset items, and assign employees to asset items, in the Equipment hub. You process depreciation or amortization for asset items, transfer or split asset items, and dispose of asset items in the Asset Management application.</p>
<b>Amortization</b>	When you run Depreciation Processing in the Asset Management application, DPS calculates depreciation or amortization. You can depreciate asset items from the Equipment hub. You can amortize them if they are capital leases or prepaid items, such as prepaid insurance.
<b>Associate an AP Voucher Line Item with an Existing Asset Item</b>	In <b>Transaction Center » Transaction Entry</b> , use the <b>Associate to Existing Asset</b> field to associate an AP voucher line item with an existing asset item in the Equipment hub. This association increases the depreciation basis for the existing asset item; the two costs are combined for depreciation purposes.
<b>Capital Item</b>	Asset items are also referred to as capital items.
<b>Depreciation Basis</b>	<p>The depreciation basis is the amount of an asset's cost that you can claim as a deduction over the asset's life or recovery period.</p> <p>For your GL book, DPS calculates the depreciation basis for an asset item using the information that you enter on the GL Cost tab in the Equipment hub.</p> <p><b>Calculation of depreciation basis for your GL Book:</b></p> <p>(Acquisition Cost x Business Use Percentage) – Salvage Value</p> <p>For any additional books that you set up, DPS calculates the depreciation basis for an asset item using the information that you enter on the Additional Books tab in the Equipment hub.</p> <p><b>Calculation of depreciation basis for additional books:</b></p>



Term	Description
	$(\text{Acquisition Cost} \times \text{Business Use Percentage}) + \text{Additional Costs} - \text{Salvage Value} - \text{Additional First Year Depreciation} - \text{Section 179 Deductions}$
<b>Equipment Item</b>	<p>In the Equipment hub, equipment associated with regular projects is referred to as equipment items. These are usually billable items that you do not depreciate. Equipment items cannot be depreciated as asset items can. You can create equipment items from a purchasing item whose category type is Equipment.</p>
<b>GL Book and Additional Books</b>	<p>Use Depreciation Processing in the Asset Management application to process depreciation and amortization for your company's general ledger or GL book. Calculations are based on Generally Accepted Accounting Principles (GAAP) for financial statements.</p> <p>If necessary, you can also have DPS calculate depreciation and amortization differently than how it is calculated for your general ledger by using "additional books." For example, you can set up an additional book to calculate depreciation and amortization for tax purposes, based on the United States Internal Revenue Service's (IRS) depreciation guidelines, or for other non-financial reporting.</p> <p>Journal entries that post depreciation and amortization to your general ledger are created for your GL book. However, depreciation and amortization for additional books are not posted to your general ledger.</p>
<b>Impaired Asset Item (Impairment)</b>	<p>A fixed asset becomes impaired when its fair market value suddenly drops below the value of its carrying value (acquisition cost less accumulated depreciation), and the loss is not recoverable. When this occurs, you reduce the asset's value on your Balance Sheet, and you recognize a loss on your Income Statement.</p> <p>In DPS, you process an impairment using Transaction Entry to enter a journal entry. In the Equipment hub, you record the impairment by adding an impairment to the Acquisition Cost grid on the GL Cost tab, reducing the useful life in years on the GL Book tab, or doing both.</p> <p>Entering an impairment changes the depreciation calculation going forward for the asset item.</p>
<b>Purchasing Items, Item Categories, and Item Category Types</b>	<p>Asset items and equipment items are created from purchasing items.</p> <ul style="list-style-type: none"> <li>Asset items are created from purchasing items whose category type is Capital Items.</li> <li>Equipment items are created from purchasing items whose category type is Equipment.</li> </ul> <p>Specify settings for purchasing items in three places:</p> <ul style="list-style-type: none"> <li>Before you set up purchasing items, you must set up enterprise-wide item categories and specify a type for each category on the Item Categories tab in <b>Settings » Purchasing &amp; Inventory » System</b>.</li> </ul>



Term	Description
	<ul style="list-style-type: none"> <li>Set up purchasing items in <b>Settings » Purchasing &amp; Inventory » Items Master</b>.</li> <li>Specify item categories for a company on the Item Categories tab in <b>Settings » Purchasing &amp; Inventory » Company</b>.</li> </ul> <p>If you do not have the Purchasing application but you have the Asset Management application, you still set up a master list of purchasing items in <b>Settings » Purchasing &amp; Inventory » Items Master</b>.</p>
<b>Section 179 Deduction</b>	<p>The section 179 deduction is set by the United States government and allows businesses to deduct the purchase price of assets that are leased or purchased during the tax year. Your enterprise can elect to use the section 179 deduction instead of recovering cost by taking depreciation deductions.</p> <p>The section 179 deduction applies only for any additional books that you set up in DPS, not for your GL book.</p> <p>Set up section 179 limits for your tax years on the Section 179 tab in <b>Settings » Accounting » Asset Management</b>.</p> <p>On the Additional Books tab in the Equipment hub, enter the section 179 deduction amount for an asset item.</p> <p>Review section 179 information in <b>Asset Management » Section 179 Review</b>.</p>
<b>Source Asset Item and Receiving Asset Item</b>	<p>When you split an asset item, the asset item that you are splitting is referred to as the source asset item. The one or more asset items that are receiving amounts from the source asset item are referred to as receiving asset items.</p>
<b>Split an Asset Item</b>	<p>When you split an asset item in <b>Asset Management » Transfer/Split Processing</b>, you move its acquisition cost, salvage value, and any accumulated depreciation to one or more other existing asset items. The asset item that you are splitting is referred to as the source asset item. The asset items that are receiving amounts from the source asset item are referred to as receiving asset items.</p>
<b>Transfer an Asset Item</b>	<p>When you transfer an asset item in <b>Asset Management » Transfer/Split Processing</b>, you are changing the project that is assigned to it on the General tab in the Equipment hub.</p> <p>You must use transfer processing to change a project for asset items that were created from accounts payable vouchers, purchase orders, change orders, and release orders, and for asset items that were created directly in the Equipment hub that have already had depreciation processed for them. If an asset item created directly in the Equipment hub has not had depreciation processed for it, you can change its project directly on the General tab in the Equipment hub.</p>



## Asset Management and Multiple Currencies

When you track multiple currencies in DPS, all of the currency values that are displayed in Asset Management and the Equipment hub are in the functional currency of the company that is associated with an asset's project.

This is the currency that is entered in the **Functional Currency** field on the Currency tab in **Settings » General » Company** for the company that is associated with an asset's project.

## Setting Up Depreciation

Use **Settings » Accounting » Asset Management** to establish enterprise-wide settings for the methods of depreciation that your enterprise uses.

Most setup steps for depreciation occur on the Methods tab. DPS is set up to use the straight-line method of depreciation, but you can add any number of additional methods to reflect your enterprise's requirements.

After you configure depreciation, use the Equipment hub to:

- Assign employees to an asset item. (Optional)
- Review and enter depreciation or amortization classification information for an asset item.
- Enter other required information before the asset item can be depreciated or amortized. This includes changing the status of an asset item from Inactive to Active before you can process depreciation for it.

Then use the Asset Management application to:

- Process depreciation or amortization for an asset item.
- Transfer or split an asset item.
- Dispose of an asset item.
- Review historical and summary information for an asset item.

When you run depreciation processing:

- Depreciation and amortization are processed for the accounting period that you have open in DPS at the time of processing.
- You can process depreciation and amortization for all asset items at once or select asset items individually.
- You process depreciation and amortization for your general ledger (GL book) and additional books separately.

You create additional books if you need to calculate depreciation in additional ways from how you calculate it for your general ledger (for example, if you need to calculate depreciation for tax purposes).

- DPS creates journal entries for depreciation and amortization for your GL Book, but not for additional books.
- If you have multiple companies, you run depreciation processing separately for each company.
- If you use multiple currencies, the journal entries for depreciation and amortization use a company's functional currency.



You can schedule depreciation processing to occur automatically at a future time. You can use the Undo Posting utility (**Utilities » Advanced Utilities » Undo Posting**) to undo depreciation postings.

### Depreciation Methods Examples

DPS is set up to use the straight-line method of depreciation, but you can set up additional methods for calculating depreciation.

Set up depreciation methods on the Methods tab in **Settings » Accounting » Asset Management**. Use this tab to enter the useful life, recovery years, periods, and percentages for each depreciation method that you use. You can distribute asset costs based on time or use, employing either a regular rate or an accelerated rate.

After you configure the Asset Management application and set up the different methods of depreciation that your enterprise will use, you can enter a depreciation method for each asset item in the Equipment hub, in the **Method** field on the GL Book tab.

### Straight-line Method Example

The Asset Management application comes set up to calculate the straight-line method of depreciation. Use this method to calculate depreciation based on the cost of the asset being reduced by an equal amount in each accounting period over the asset's useful life.

Straight-line depreciation is frequently used when the asset's usability remains static regardless of its age.

For example, if an asset's value is \$20,000.00, the useful life is 4 years, and the expected value at the end is \$5000, the depreciation is \$3,750 per year. This is calculated as follows:

Criteria	Calculation
Asset's value	\$20,000
Useful life	4 years
Expected value at end of cycle	\$5,000
Depreciable amount = \$15,000	\$20,000 - \$5,000
<b>Yearly depreciation = \$3750</b>	<b>\$15,000 / 4</b>

DPS uses the following information to calculate straight-line depreciation:

Description	Location in DPS
Depreciation Basis	GL Cost tab of <b>Hubs » Equipment</b>
In Service Date	GL Book tab of <b>Hubs » Equipment</b>
In Service Period	Calculated from the in service date
In Service total periods	Number of periods between the current period and the in service period
Useful life in years	Comes from the assigned asset class (default) or the edited value.  GL Book tab of <b>Hubs » Equipment</b>



Description	Location in DPS
Asset Period per Year	General tab of <b>Settings » Accounting » Asset Management</b>
Averaging Convention	Full month
Depreciation Method	The method defines the percentage per year to depreciate the asset. Straight-line is defined as even across the useful life.  GL Book tab of <b>Hubs » Equipment</b>
Previous Accumulated Depreciation	Amount accumulated to date
Current Accumulated Depreciation	Amount accumulated to date
Period Depreciation	Amount depreciated for asset
Catch-up Posting	Current period

This is how DPS performs straight-line depreciation:

Step	Description
1	Take the depreciation basis from the GL Cost tab of the Equipment hub.
2	Calculate the total number of useful life periods.
3	Calculate the total number of in service periods.
4	Calculate the current cumulative depreciation as follows: (depreciation basis) * (in service period/total periods)
5	Calculate the current period depreciation as follows: Current Cumulative Depreciation - Previous Cumulative Depreciation
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment hub.

### Modified Accelerated Cost Recovery System (MACRS) Example

Use the MACRS tax depreciation method to recover the capitalized cost (basis) of tangible property that was placed in service after 1986.

MACRS is made up of two depreciation systems, the General Depreciation System (GDS) and the Alternative Depreciation System (ADS). These systems offer different methods and recovery periods for determining depreciation deductions. GDS is most commonly used.

DPS uses the following information to calculate MACRS depreciation:

Field	Description	Location
<b>Code and Description</b>	Enter the code and description to use for the depreciation	Methods tab of <b>Settings » Accounting » Asset Management</b>



Field	Description	Location
	method. The code displays in the <b>Methods</b> drop-down list on the Asset Type tab of the Asset Management Settings form, and the Description displays in the <b>Method</b> drop-down list on the GL Book tab in the Equipment hub.	
<b>Useful Life in Years</b>	Determines how many periods, in total, should be applied to the depreciation method. For all depreciation methods except straight-line, you can only modify the useful life in years on the Methods tab.	Methods tab of <b>Settings » Accounting » Asset Management</b>
<b>Asset Periods Per Year</b>	Select the number of asset periods per year to synchronize the asset calendar with the fiscal calendar. This setting applies only if your instance of DPS is set up for 13 periods and allows you to select either 12 or 13 asset periods per year.	General tab of <b>Settings » Accounting » Asset Management</b>

DPS defaults to applying the full month convention for depreciation; however you can configure the depreciation rate to best suit your enterprise's requirements.

For example, when setting up the MACRS half-year convention, you could reference the following table, which is provided by the IRS:



**Table 3: MACRS Half-Year Convention**

Year	Depreciation Rate for Recovery Period					
	3-year	5-year	7-year	10-year	15-year	20-year
1	33.33	20.00	14.29	10.00	5.00	3.750
2	44.45	32.00	24.49	18.00	9.50	7.219
3	14.81	19.20	17.49	14.40	8.55	6.677
4	7.41	11.52	12.49	11.52	7.70	6.177
5		11.52	8.93	9.22	6.93	5.713
6		5.76	8.92	7.37	6.23	5.285
7			8.93	6.55	5.90	4.888
8			4.46	6.55	5.90	4.522
9				6.56	5.91	4.462
10				6.55	5.90	4.461
11				3.28	5.91	4.462
12					5.90	4.461
13					5.91	4.462
14					5.90	4.461
15					5.91	4.462
16					2.95	4.461
17						4.462
18						4.461
19						4.462
20						4.461
21						2.231

Go to the Methods tab in **Settings » Accounting » Asset Management**, enter the MACRS depreciation **Code** and **Description** in the Depreciation Methods grid, and enter **4** as the **Useful Life in Years**. When you select this grid row, the Secondary grid automatically populates with four rows, where you can enter the percentages for the 3-year depreciation rate for recovery method that is defined in the table shown above. For example, enter the following information in the grid:

Year	Periods	Percentage
1	6	44.45%
2	12	33.33%
3	12	14.81%



Year	Periods	Percentage
4	6	7.41%

As you can see, these percentages are in alignment with the three-year column shown on the IRS table. If you then purchase an asset item for \$200,000 that falls into the MACRS three-year, half-year convention schedule, the depreciation calculation will occur as follows:

Year	Periods	Percentage of \$200,000	Depreciation Amount based on \$200,000
1	6	44.45%	<b>\$88,900</b>
2	12	33.33%	<b>\$66,660</b>
3	12	14.81%	<b>\$29,620</b>
4	6	7.41%	<b>\$14,820</b>

IRS Publication 946 provides detailed information for using the MACRS method of depreciation. Refer to this document for further information: <http://www.irs.gov/uac/About-Publication-946>

### Sum of Years Digit Example

Use the Sum of Years Digit method when the asset is more productive when it is new and therefore depreciation should be accelerated.

Depreciation is greater in the earlier years of the asset's useful life and less in the later years. However, the total amount of depreciation over the asset's useful life does not change.

This method uses the following calculation for depreciation:

#### Depreciation basis x (Remaining useful life / Sum of years digits)

For example, a piece of equipment costs \$160,000, the useful life is 5 years, and the expected valued at the end is \$10,000. Because the equipment will be sold at the end of five years for \$10,000, the total depreciable cost is \$150,000.

The digits of the years are summed.  $1 + 2 + 3 + 4 + 5 = 15$ . The sum of the years is then used in the calculation as follows:

Year	Depreciation Amount per Year
1	5/15 of \$150,000 = \$50,000
2	4/15 of \$150,000 = \$40,000
3	3/15 of \$150,000 = \$30,000
4	2/15 of \$150,000 = \$20,000
5	1/15 of \$150,000 = \$10,000
<b>Sum</b>	<b>\$150,000</b>

DPS uses the following information to calculate Sum of Years Digits depreciation:

Description	Location in DPS
Depreciation Basis	GL Cost tab of <b>Hubs » Equipment</b>



Description	Location in DPS
In Service Period	Methods tab of <b>Settings » Accounting » Asset Management</b>
In Service Date	GL Book tab of <b>Hubs » Equipment</b>
Yearly Depreciation Amount	Multiply the <b>% per year</b> times the <b>Depreciation Basis</b> . The % per year comes from the Methods tab of <b>Settings » Accounting » Asset Management</b>
Current Period Cumulative Depreciation	Comes from the assigned asset class (default) or the edited value on the Depreciation tab of <b>Hubs » Equipment</b>

This is how DPS performs Sum of Year Digits depreciation:

Step	Description
1	Take the depreciation basis from the GL Cost tab of the Equipment hub.
2	Calculate the total number of in service periods.
3	Calculate the yearly depreciation amount.
4	Calculate the current period cumulative depreciation.
6	Copy the current accumulated depreciation amount to the previous accumulated depreciation amount.
7	Add this amount to the Depreciation tab of the Equipment hub.

## Advanced Accounting Settings

Advanced Accounting Settings include options for general system-wide settings, intercompany billing, labor types, time analysis, overhead allocation, and more.

### Accounting System Settings

In Accounting System Settings, you establish the system-wide settings that apply to all companies in your enterprise.

#### How to...

In Accounting System Settings, you establish things such as pay rates, labor categories, diary autonumbering, and whether or not you use retainage.

#### Set Up General Accounting System Settings

You must configure the accounting settings that apply to all companies in your enterprise.

To set up general, system-wide accounting features:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » System**.



2. On the Accounting System Settings form, click the General tab.
3. Complete the fields on the tab.  
For example, on the General tab you enable or disable features for timesheets, posting, reporting, and invoicing.
4. Click **Save**.

### Set Up Cost/Pay Labor Tables and Specify Effective Dates

When you set up cost/pay labor tables for labor rates, labor categories, or labor codes, use the grid on the relevant form to specify the effective date and the new rate.

#### To set up cost/pay labor tables and effective dates:

1. In the Navigation pane, select **Settings » Rate Tables**.
2. In the Rate Tables section, select a cost/pay labor table type from the following:
  - **Cost/Pay Labor Rates**
  - **Cost/Pay Labor Categories**
  - **Cost/Pay Labor Codes**
3. Click **+ New Rate Table**.
4. In the cost/pay labor table form, enter a table name and number. Specify the currency to be used in the rate table.
5. In the **Rate Type** field, select **Cost Rate**, **Pay Rate**, or **Both**.
6. Use the grid on the form to add rows in which you specify effective dates and, when appropriate, overtime percentages.  
For example, when you add a cost/pay labor rate table, you specify the employee, effective date of the rate change, the regular rate, and an optional overtime percentage or secondary overtime percentage.  
Each table must contain at least one row.
7. Click **Save**.

### Set Up Project Budgeting

Use Project Budgeting Setup to specify whether or not certain project budgeting data is to be included in the Project Budget Worksheet and included in Project Planning.

#### To set up Project Budgeting:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » System**.
2. On the Accounting System Settings form, click the Project Budgeting tab to open it.
3. Complete the fields on the tab.
4. When you finish, click **Save** to save your entries.



## Set Up Accounting System Reporting Settings

For all companies in your enterprise, you set up the cash-basis, burdened rates, billing rates, and employee realization reporting features.

**To set up reporting features that apply to all companies in your enterprise:**

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » System**.
2. On the Accounting System Settings form, click the Reporting tab.
3. Complete the fields on the tab.
4. Click **Save**.

## Enable and Configure Employee Realization Reporting

You enable and configure Employee Realization Reporting in Advanced Accounting System Settings.

**To enable and configure Employee Realization Reporting:**

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » System**.
2. On the Reporting tab of the Accounting System Settings form, select the **Reporting Realization by Employee** check box.
3. In the Allocation Accounts grid on the Reporting tab, enter a calculation method, frequency, and general ledger accounts.
4. Click **Save**.

## Exclude Unit Revenue from Employee Realization Reporting

You can designate a unit's revenue as employee-specific, then specify that it not be included in the calculation that determines each employee's percentage of realization from an invoice.

**To exclude a unit's revenue from employee realization calculations:**

1. From the desktop application Navigation menu, click **Settings » Units**.
2. On the Unit Tables form, enter a unit table.
3. In the units grids, select the **Employee-specific Revenue** check box for any unit for which you want the revenue to be applied to a specific employee.

For these units, you enter an employee in the **Employee** column when you enter the units in Transaction Entry and Interactive Billing.

On the Unit Tables form, you can select the unit type **Labor** for units that are allocated for employee realization. While unit type does not affect realization processing, it does help you easily distinguish labor unit types from equipment or expense type units for reporting purposes.

4. Click **Save**.



## Fields and Options

Use the Accounting System Settings form to specify settings used throughout the Accounting application.

### Accounting System Settings Form

Use the Accounting System Settings form to enable or establish system-wide settings.

System-wide settings include secondary overtime, retainage, detailed subledgers, project reporting, and labor categories.

#### *Display the Accounting System Settings Form*

You display the Accounting System Settings form in Advanced Accounting.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » System**.

#### *General Tab of Accounting System Settings*

Use the General tab to enable or disable features for timesheets, posting, reporting, and invoicing; to set the project fee entry method; enable detailed subledgers (for Intercompany Billing); and to specify a default account group table.

## Contents

### Enable for Timesheets

Field	Description
Secondary Overtime	<p>Select this check box if you plan to use the secondary overtime feature, which enables you to track two kinds of overtime:</p> <ul style="list-style-type: none"> <li>▪ <b>Standard overtime</b> — This is usually overtime that is costed and paid at 150% of an employee's job cost rate or pay rate.</li> <li>▪ <b>Secondary overtime</b> — Use this for overtime that is costed and paid at a higher or lower rate than the standard overtime rate. (This is often 200% of the employee's job cost rate or pay rate).</li> </ul> <p>This feature is implemented primarily to satisfy the needs of California users, who must sometimes use two different overtime rates to pay hourly employees.</p> <p>When you select this check box, DPS does the following:</p> <ul style="list-style-type: none"> <li>▪ Adds secondary overtime fields to Timesheet and Labor Adjustment Transaction Entry.</li> <li>▪ Adds secondary overtime percentage fields to Employees hub forms for job costing and payroll purposes.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Adds a secondary overtime multiplier field, to the Labor tab of Billing Terms.</li> <li>Adds secondary overtime columns to some reports.</li> <li>Merges secondary overtime hours and amounts with standard overtime hours and amounts on other reports.</li> <li>Allows you to establish provisional rates for secondary overtime for use in Project Reporting.</li> <li>Makes it possible to pay employees and bill clients for secondary overtime.</li> </ul>
Cost Rate Tables	Select this check box if you want cost rate tables to override cost rate and pay rate or one or the other in the Employees hub for project reporting and payroll processing.
Pay Rate Tables	Select this check box to allow the employee pay rate established in pay rate tables to override the pay rate established on the Payroll tab of the Employees hub.
Overtime Percent in Cost/ Pay Rate Tables	Select this check box if you want the percentage for overtime hours in cost rate and pay rate tables to override the percentage for overtime hours in the Employees hub. When you select this check box, <b>Overtime Percent</b> and <b>Overtime-2 Percent</b> fields display in cost rate tables.

## Posting

Field	Description
Update Project Team when Posting Labor	Select this check box to have the Team tab of Projects hub and Employees hub automatically updated when employees post time to a regular or promotional project.
Update Project Vendor Association when Posting Vouchers	Select this check box to have the Team tab of Projects hub and Employees hub automatically updated when employees post time to a regular or promotional project.
Enable Option to Update BTD for Journal Entries to Revenue	BTD means billed-to-date. Select this check box to have DPS include the amount of all journal entries when it calculates job-to-date billings for the referenced project. It is important to select this check box if you use a billing-based revenue method for projects and plan to make journal entries to a revenue account.
Enable Cash-Basis Postings for Labor Transactions	<p>Select this check box if you want DPS to post cash-basis entries when you post timesheets or labor adjustments.</p> <p>This check box is enabled when the Accounting application is enabled and you select the <b>Cash-Basis Reporting</b> check box on the Reporting tab in Advanced Accounting System Settings.</p>



Field	Description
Project Fee Entering Method	<p>The options in this section determine the levels of the work breakdown structure (WBS) at which you can enter project fees and compensation.</p> <ul style="list-style-type: none"> <li>▪ <b>At all levels of the work breakdown structure</b> — You can specify fee and compensation amounts at any level of the WBS.</li> <li>▪ <b>At lowest level only (system will automatically update higher levels)</b> — You can enter fee and compensation amounts only at the lowest level of the WBS; DPS calculates and updates all amounts at higher levels of the WBS.</li> </ul> <p>If you switch this setting from the first option to the second option, DPS refreshes all the Project fee columns (<b>Compensation, Direct Labor, Direct Expense, Direct Consultant, Reimbursable Expense, Reimbursable Consultant, and Reimbursable Allowance</b>) for all your projects and project templates.</p>

### Invoice

Field	Description
Enable Retainage	<p>Select this check box to enable DPS's retainage feature. The retainage feature allows you to put a portion of the invoice "on hold." Retainage is a percentage of billings contractually withheld on the invoice, which is billed to the client upon the project's completion. The Billing application withholds the percentage specified in Billing Terms on the total billings or any combination of the six possible components of an invoice: labor, consultants, expenses, fees, units, or add-ons.</p> <p>After the retainage on the invoice is calculated, DPS posts and tracks it through Billing, Accounts Receivable, Project Control, and the General Ledger.</p>
Enable Retainers	<p>Select this check box to enable DPS's retainer feature. The retainer feature streamlines the capture of your client's retainer in your accounting, billing and reporting systems. You track and apply the retainer to invoices based on your organization's accounts receivable categories.</p> <p>After the project has other accounts receivable activity, you can track the amounts applied, and the retainer balance, on the Accounts Receivable Ledger report. The retainer is also included in Current Receipts on the Office Earnings report.</p>
Display Invoice Leading Zeros	<p>Clear this check box if you do not want leading zeros in a billing invoice number to display in certain dialog boxes and reports. With fewer digits displayed, invoice numbers may be easier to read.</p>

### Account Status Grid

Field	Description
Label/Message	<p>For each account status (<b>Active, Inactive, and Dormant</b>) in the grid, click the <b>Message</b> field to display the drop-down arrow. Click the drop-down arrow and then, from the drop-down list, select <b>None, Warning, or Error</b>.</p>



Field	Description
	<p>This setting determines whether or not a message displays and the type of message that displays when users enter general ledger accounts throughout DPS. For example, to prevent users from entering an inactive account during data entry, select <b>Error</b> in the <b>Message</b> field for the <b>Inactive</b> label.</p> <p>The options in the <b>Message</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>None</b> — No message displays, and the account can be used for data entry.</li> <li>▪ <b>Warning</b> — A message displays the account status, and the account can be used for data entry.</li> <li>▪ <b>Error</b> — A message displays the account status, and the account cannot be used for data entry.</li> </ul> <p>(An account's status is entered on the Chart of Accounts form in <b>Settings » Accounting » Chart of Accounts</b>.)</p>
Synchronize Fees from Contract to Project	<p>Select this option to use the contract amounts from the Contract Management tab in the Projects hub to update the <b>Compensation, Direct Labor, Direct Expense, Direct Consultant, Reimbursable Expense, Reimbursable Consultant, and Reimbursable Allowance</b> fields on the Budget &amp; Revenue tab of the Projects hub.</p> <p>If you select this option and one or more WBS1s have Compensation, Direct Consultant, or Reimbursable Allowance amounts assigned on the Budget and Revenue tab of the associated project, DPS can create a contract based on those amounts, and displays the following prompt:</p> <p>One or more projects already have compensation, direct consultant, or reimbursable allowance amounts assigned on the Budget and Revenue tab of the Projects hub. Use the Delttek Advanced Utility "Create Contracts from Fees" to automatically create a contract based on those amounts for each of those projects.</p> <p>Click <b>OK</b> to close the prompt.</p> <p>Click <b>Help</b> to access the Create Contracts from Fees utility.</p>
Enable Detailed Subledgers for Intercompany Billing	<p>If your firm uses multiple companies, select this check box to enable the detailed subledgers feature, which makes it possible to generate accounts receivable and accounts payable transactions in Intercompany Billing.</p> <p>This enables the following items:</p> <ul style="list-style-type: none"> <li>▪ The <b>Labor Revenue</b> and <b>Expense Revenue</b> fields on the Accounts tab in <b>Settings » Accounting » Company</b>.</li> <li>▪ The Subledger Vendors and Subledger Terms tabs in <b>Settings » Advanced Accounting » Intercompany Billing</b>.</li> <li>▪ The Accounts Receivable reporting features.</li> <li>▪ The ability to create actual invoices and vouchers between companies and have these transactions display on accounts receivable and accounts payable reports.</li> </ul>



Field	Description
Default Account Group Table	<p>Use this field only if you use account group tables and you want a specific account group table to automatically populate for all accounts when you set up accounts in your chart of accounts.</p> <p>From the <b>Default Account Group Table</b> drop-down list, select the account group table that you want to automatically populate in the <b>Account Groups</b> grid on the General tab in <b>Settings » Accounting » Chart of Accounts</b>.</p> <p>You create the account group tables in <b>Settings » Advanced Accounting » Account Group Tables</b>.</p> <p>A scenario in which you could use this field: In a multiple companies environment, the chart of accounts for each of your companies must be consolidated into a enterprise-wide (corporate) chart of accounts. After you set up a corporate account group table, enter it as the default account group table in Accounting System Settings to ensure that all accounts have a corporate account group assigned automatically.</p>

#### *Reporting Tab of Advanced Accounting System Settings*

Use the Reporting tab to enable or disable reporting features, such as cash-basis reporting, reporting at burdened rates, billing rates, or billing currency. You can also enable employee realization reporting and specify related settings.

#### **Contents**

This tab only displays if you have the Project Control, Accounting, and Billing applications all activated.

Field	Description
Cash-basis Reporting	<p>You must select this option if you want to print your accounting reports with the cash-basis method of accounting. Cash-basis reporting is a method of financial accounting in which revenue is not earned until cash is received, and expenses are not incurred until cash is disbursed.</p> <p>You can enable cash-basis reporting at any month start; you must map cash-basis accounts to your accrual accounts and enter your balances at that point. After you enable cash-basis reporting, DPS maintains cash-basis detail from that point forward. For this reason, it is important to enable cash-basis reporting only when you are ready to use the feature fully and you have determined your cut-off date.</p> <p>After you enable this feature, it is enabled in all past and future periods. You must turn the feature off to make entries in a prior period. To avoid this, you can close all prior periods and set up security to not allow for processing in closed periods.</p> <p>You must set up (map) a cash-basis account for any accrual-basis account that you want to post to a different account for cash-basis reporting. You can use existing accounts or set up accounts to use as cash-basis accounts.</p>



Field	Description
	DPS implements accrual-basis accounting by default. Under accrual-basis accounting, revenue is recognized when it is earned, and expenses are recorded when they are incurred rather than paid.
Reporting at Burdened Rates	Select this check box to run project reports at burdened amounts. This effectively combines labor and overhead on a single detail line. When you combine labor and overhead, the overhead for each detail line is estimated using the same calculation that is used when reporting at cost and overhead allocation needs to be run.
Reporting at Billing Rates	Select this check box to generate project reports based on billing and cost rates. If this option is selected, DPS includes Billing and Cost as options in the <b>Options</b> field in Project Reporting. You cannot print reports at billing rates unless the Billing application is installed.
Use Reporting Default Terms for All Projects	<p>Select this check box if you want reports that use billing amounts (for example Project reports, Employee reports, and posting logs) to use the billing terms and multiplier information in <b>Settings » Billing » Report Default Terms</b>.</p> <p>When you select this check box, the <b>Use as Project Reporting Default Terms Only</b> check boxes on the Labor tab and the Expenses/Units tab in <b>Settings » Billing » Default Terms</b> and in <b>Billing » Default Terms</b> are not available.</p> <p>If you are reporting billing in the project currency, there are issues with billing revenue methods and zero cost rates. When you report billing in the billing currency, however, this is not an issue.</p>
Use Billing Currency not Project Currency	<p>Select this check box if you use multiple currencies and your enterprise decides to report project amounts in the billing currency, rather than the project currency. For example, you may want to make it easier to match invoice amounts to the corresponding amounts on project reports.</p> <p><b>Currency and Billing Extensions</b></p> <p>Billing and cost rates for project reporting are defined at the time of posting. When you post a transaction, DPS looks at the applicable billing terms to determine billing rates for project reporting purposes. If you later update the billing terms, your updates are not reflected on the project reports unless you refresh billing extensions.</p> <p>To calculate billing extension values, DPS always first calculates them in the billing currency.</p> <ul style="list-style-type: none"> <li>▪ If you select the <b>Use Billing Currency not Project Currency</b> option, the amount DPS calculates is the billing extension used on project reports.</li> <li>▪ If do not select the <b>Use Billing Currency not Project Currency</b> option, the billing extension values need to be in the project currency.</li> </ul> <p>Therefore, if the project currency is different from the billing currency, DPS makes an extra exchange to translate the billing extension from the billing currency to the project currency.</p> <p><b>Currency and the Planning Application</b></p>



Field	Description
	<p>If this option is selected and a plan's cost currency differs from its billing currency, the following occur:</p> <ul style="list-style-type: none"> <li>▪ Planning calculates cost amounts with the plan's cost currency. It calculates billing amounts with the plan's billing currency.</li> <li>▪ When projects are added to a plan, Planning filters the Project lookup to display only those projects whose project currency matches the plan's cost currency <b>and</b> whose billing currency matches the plan's billing currency.</li> </ul> <p>If this option is cleared and your plan's cost currency is the project currency, then the following occur:</p> <ul style="list-style-type: none"> <li>▪ Planning calculates its own cost and billing amounts with a plan's cost currency as both its cost and its billing currency.</li> <li>▪ When projects are added to a plan, Planning filters the Project lookup to display only those projects whose project currency matches the plan's cost currency.</li> </ul>
Reporting Realization by Employee	<p>Select this check box if you want to track realization amounts for employees.</p> <p>When you select this check box, you must enter a calculation method, frequency, and allocation accounts in the remaining fields on this tab.</p> <p>You can clear or select this check box at any time. When you clear it after it has been selected (and realization amounts have been allocated to employees), previously calculated realization amounts are not removed from records.</p>
Calculation Method	<p>This setting applies only when you select the <b>Reporting Realization by Employee</b> check box.</p> <p>From the drop-down list, select the <b>Cost</b>, <b>Billing</b>, or <b>Hours</b> method. This setting affects how revenue is prorated among employees who work on a project. This setting affects the calculation that determines the percentage of revenue to allocate as realization to each employee who has time records for the invoice (if you select the Invoice frequency for employee realization) or for a period (if you select the Period frequency for employee realization).</p> <p>You can change the calculation method at any time. Changing it does not impact the realization amount for prior records. It impacts only future calculations.</p> <p>This is how the calculation method is used to prorate revenue among employees:</p> <ol style="list-style-type: none"> <li>1. A value is calculated for each employee's total time records that are included on a billing invoice (if you select the Invoice frequency for employee realization) or included in the selected posting periods (if you select the Period frequency for employee realization). The value is a billing amount, cost amount, or hours, depending on which calculation method you choose.</li> </ol>



Field	Description
	<p>2. Each employee's time record value is divided by the total value of all employees' time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). This determines the percentage of the realization that an employee will receive.</p> <p>Employee-specific unit transactions that are included on an invoice are not included in the total of all employees' time records that is used to calculate the percentage of realization that an employee receives. Employee-specific unit revenue is allocated directly to the specific employee.</p> <p>3. The realization that an employee receives is the percentage (determined in step 2) of the amount that is posted to the general ledger revenue accounts that are designated for the Employee Realization feature on this tab.</p> <p>The possible settings for this option are:</p> <ul style="list-style-type: none"> <li>▪ <b>Cost</b> — With this method, the cost value of time records is used to determine the percentage of revenue to allocate to each employee who has time records for an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). The cost amount is calculated from posted timesheet transactions and billing edits made in Interactive Billing (items to be billed, written off, deleted, modified, or inserted).</li> </ul> <p>If you use labor burden rates, the cost amount does not include burden.</p> <ul style="list-style-type: none"> <li>▪ <b>Billing</b> — With this method, the billing extension is used to calculate a billing value that is used to determine the percentage of revenue to allocate to each employee who has time records on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency). You can select this option only if you also select the <b>Reporting at Billing Rates</b> check box on this tab.</li> </ul> <p>For fee-based invoices, the percentages for employee realization are based on the fee amounts entered in Billing Terms for a project.</p> <ul style="list-style-type: none"> <li>▪ <b>Hours</b> — With this method, the total hours for the labor transactions are used to determine the percentage of revenue to allocate to each employee who has labor transactions included on an invoice (if you select the Invoice frequency) or for the selected posting periods (if you select the Period frequency).</li> </ul>
Frequency	<p>This setting applies only when you select the <b>Reporting Realization by Employee</b> check box. This setting affects how employee realization is calculated and whether or not realization is allocated automatically or manually. From the drop-down list, select the frequency for calculating employee realization. The options are:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Invoice</b> — This option is available only if you use the Billing application. When you select this option, the revenue allocated to employees is based on revenue from posted invoices. The allocation occurs automatically when you process invoices in Interactive Billing and Batch Billing.  After you click <b>OK</b> on the Invoice Accept dialog box in Interactive Billing, realization amounts are displayed by employee on the Employee Realization Allocation dialog box. This dialog box does not display in Batch Billing.</li> <li>▪ <b>Period</b> — When you select this option, the revenue allocated to employees is based on revenue posted in a specific accounting period or range of periods.  You must manually run the Employee Realization Allocation program in Billing &gt; Employee Realization to allocate realization. The allocation does not occur as part of Interactive Billing or Batch Billing. On the Employee Realization Allocation form in Employee Realization, you select the projects, a range of periods, and whether or not to include labor adjustments and Interactive Billing modifications in the realization calculation. Realization is calculated only when there is both an invoice and time records posted for a project in the period or periods that you selected for realization processing.</li> </ul> <p>You can change the setting for this option at any time. Changing the frequency setting changes the calculation method going forward. It does not impact records that have already been calculated.</p>

### Allocation Accounts Grid

This grid prefills with the labor account (revenue account for labor billings) that is entered on the Accounts tab in Billing Configuration.



In this grid, enter:

- Labor revenue accounts.
- Unit revenue accounts that are entered for units (in the Units hub in the desktop application) if the units are designated as having employee-specific for revenue (the **Employee specific Revenue** check box has been selected in the Units hub in the desktop application).

If your firm uses multiple companies:

- The labor account (from the Accounts tab in Billing Configuration) for each company prefills in this grid.
- This grid displays columns for **Company**, **Account**, and **Account Name**.
- A revenue account can be used only one time for each company.



Field	Description
Allocation Accounts Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	<p>Click this option to add a blank row to the grid. Enter a new revenue account for the realization calculation in the row.</p> <p>If your firm uses multiple companies, click the drop-down arrow in the <b>Company</b> column to select a company from the list.</p> <p>In the <b>Account</b> column, use the Account lookup to select a revenue account. The name of the account displays in the <b>Account Name</b> column.</p>
 Delete	<p>Select the row that you want to remove from the realization calculation and then click this option to delete it.</p> <p>Deleting accounts affects future calculations but does not affect any realization calculations that have already been made.</p> <p>If you try to delete a revenue account that is associated with units for a specific employee, you receive a warning message that if you proceed with the deletion, the unit will be changed to no longer be employee specific. This helps to ensure that employee-specific units are being credited to a revenue account defined as part of the realization.</p>
Company	If your firm uses multiple companies, click the drop-down arrow in this column and select a company from the list.
Account	Use the Account lookup to select a revenue account for which realization will be allocated.
Account Name	The name of the revenue account that you selected displays in this field.



### *Project Budgeting Tab of Accounting System Settings*

Use the Project Budgeting tab to determine which project budgeting data is included in the Project Budget Worksheet.

#### **Contents**

Field	Description
Show Job-to-Date Amounts	Select this option if you want job-to-date information to display in the Project Budget Worksheet. The job-to-date amounts include all amounts associated with the project since its start date.
Show Estimate-to-complete amounts	Select this option if you want estimate-to-complete (ETC) amounts to display on the Project Budget Worksheet. The estimate-to-complete total hours and amount represents the estimate of what is necessary to complete the project from today.
Show Estimate-at-Completion Amounts	Select this option if you want estimate-at-completion (EAC) amounts to display on the Project Budget Worksheet. The estimate-at-completion hours and amount represents the current estimate of the total that will have been worked or spent at the project's finish.
Show Detail Starting and Ending Dates	Select this option if you want start and end dates for each work breakdown structure (WBS) element that you enter in the planning grids to display in the Project Budget Worksheet.
Enable Budgeting by Vendor	<p>Select this option to see <b>Vendor</b> and <b>Vendor Name</b> columns on the Expense Cost tab and the Expense Billing tab of the Project Budget Worksheet.</p> <ul style="list-style-type: none"> <li>▪ If you select this option, you can budget by account and by vendor. Also, each row in an expense grid has a unique account and vendor combination.</li> <li>▪ If you do not select this option, each row in an expense grid is considered unique based on its account number.</li> </ul>

### *Transaction Auto Numbering Tab of Advanced Accounting System Settings*

Use the Transaction Auto Numbering tab to specify automatic numbering settings for payments, cash receipts, journal entries, and AP voucher entries.

The automatic numbering applies to:

- Payment (check) numbers for vendor and employee payments.
- Reference numbers for journal entries, cash receipts, and employee repayments.
- Voucher numbers for AP vouchers.

Numbers are automatically generated for journal entries, cash receipts, employee repayments, and AP vouchers when you post them. Numbers are automatically generated for payments when you process the payments before you post them.



## Multiple companies

If your firm uses multiple companies, you can use either Transaction Auto Numbering or Diary Auto Numbering for each company. For example, if Company A and Company B use Transaction Auto Numbering, when you enter Company C, you can choose either Transaction Auto Numbering or Diary Auto Numbering.



However, if your firm does not use multiple companies, you can use only Transaction Auto Numbering or Diary Auto Numbering for all of your transactions. In this case, Company A, Company B, and Company C must all use the same auto numbering feature. You set up diary auto numbering on the Diary Auto Numbering tab of this form.

## Contents

### Bank Transactions Grid

Use the Bank Transactions grid to define the automatic numbering settings for the following:

- Payment (check) numbers for AP disbursements and cash disbursements that are entered in Transaction Entry and payments made in Accounts Payable Payment Processing, Employee Payment Processing, and Payroll Payment Processing.
- Reference numbers for cash receipts and employee repayments that are entered in Transaction Entry.

Field	Description
Bank Transactions Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row in the grid, and set up automatic numbering for a bank code.
 Delete	Select a row and click this option to remove the row from the grid.
Company	If your firm uses multiple companies, use the drop-down list to select the company of the bank code.
Bank Code	Use the drop-down list to select a bank code for which to set up automatic numbering.



Field	Description
Receipts	Select this check box to use auto numbering for the reference number for cash receipts and employee repayments that are entered in Transaction Entry. When you post a transaction, DPS applies the number that is entered in the <b>Next Receipt Reference Number</b> field to the receipt.
Next Receipt Reference Number	Enter the reference number for the next receipt entered in DPS. DPS automatically updates the reference with the next sequential number for each additional receipt. You can change this number if needed.
Payments	Select this check box to use auto numbering for check (payment) numbers for AP disbursements and cash disbursements that are entered in Transaction Entry and payments made in Accounts Payable Payment Processing, Employee Payment Processing, and Payroll Payment Processing. When you click <b>Process Payments</b> for the payment processing transactions, DPS applies the next number in the <b>Next Payments Reference Number</b> field to the transaction.
Next Payment Reference Number	Enter the check or payment number for the next payment entered in DPS. DPS automatically updates the reference with the next sequential number for each additional payment after a number is assigned to a payment. You can change this number if needed.

#### Option above the grid



Field	Description
Last System Generated Voucher Reference Number for Companies Not Listed Below	This field displays the last system-generated voucher number. Use this number as a reference to avoid entering duplicates when you enter your next reference number in the Transaction Entry Auto Numbering grid.

#### Transaction Entry Auto Numbering Grid

Use this grid to set up automatic numbering of reference numbers for journal entries and automatic numbering of voucher numbers for AP vouchers. This includes vouchers that you enter in AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and in the Create Voucher from PO application. If you have multiple companies set up in DPS, you can set up automatic numbering by company.

Field	Description
Transaction Entry Auto Numbering Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row on the grid and set up automatic numbering for journal entries or AP vouchers.
 Delete	Select a row and click this option to remove the row from the grid.
Company	If your firm uses multiple companies, use the drop-down list to select the company.
Transaction Type	<p>Use the drop-down list to select the transaction type for which to assign automatic numbering. Options are <b>AP Vouchers</b> and <b>Journal Entries</b>.</p> <p><b>AP Vouchers</b> appears in the drop-down list only if the <b>Require entry of voucher numbers</b> check box is <b>not</b> selected in <b>Settings » Advanced Accounting » System AP</b>. When you select <b>AP Vouchers</b>, this turns on auto numbering for AP vouchers that are entered through AP Voucher Transaction Entry, AP Disbursement Transaction Entry, and Create Voucher from PO in the Accounts Payable application. A voucher number is automatically assigned to these transactions when you post them.</p>
Starting Voucher and Ending Voucher Fields	<p>These fields display only if you have multiple companies in DPS, and you are automatically assigning numbers for AP vouchers. The fields are enabled only when you select <b>AP Vouchers</b> in the <b>Transaction Type</b> field for a row in the grid.</p> <p>Enter a starting and ending voucher number to use for automatically assigned voucher numbers for a company. This allows you to maintain a separate sequence of voucher numbers for each of your companies. The start and end range cannot overlap with the voucher numbers for another company.</p> <p>The voucher numbers are automatically assigned when you post AP vouchers, AP disbursements, and vouchers that are created from purchase orders. If you get to the point where you have used up all the voucher numbers in the range, you receive a message when you post vouchers. To resolve this, you can extend the voucher number range or enter a completely new range to avoid overlapping voucher numbers with another company.</p>
Next Reference Number	Enter the number to automatically use as the next reference number for a journal entry or the next voucher number for an AP voucher, depending on the type of transaction you entered in the <b>Transaction Type</b> field. After you enter a number in this field, DPS automatically updates the field with the next sequential number as transactions are posted. You can change the number in this field at any time, but you cannot change it to a number that has already been used.



Field	Description
	When you enter a starting and ending voucher number in the <b>Starting Voucher</b> and <b>Ending Voucher</b> fields for AP vouchers, the next reference number must be within the starting and ending voucher range. You cannot change the next reference number to a number that has already been used.

### *Diary Auto Numbering Tab of Accounting System Settings*

Use the Diary Auto Numbering tab to manage diaries and set up automatic numbering for the diaries.

## Contents

### Diary Auto Numbering Grid

Use this grid to set up diaries and automatic numbering for them. This allows you to assign diaries to transactions and produce diary reports that contain a subset of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or fiscal periods.

You can set up different types of diaries to assign to a different group of transactions, such as purchase transactions or sales transactions. You set up diaries by diary type and company (if you have multiple companies), and you assign each diary either a fiscal period or fiscal year for which it applies.

When you set up a diary in this grid for the fiscal period or fiscal year in which you are entering transactions, a Diary field displays in various places throughout DPS. You must enter a diary code for all transactions entered in these various places.

If you have multiple companies:



- You must set up diaries and diary auto numbering by company in this grid.
- You must set up a diary using the Deltek-provided **IC** (Intercompany Diary) diary type to capture intercompany transactions.

Deltek recommends that you post all open transaction files and payment processing runs before you set up diaries.

After you set up a diary in the grid, you cannot change any information in the grid for it. Instead, you can delete the diary row in the grid if no transactions have been assigned a diary number for the diary.

Field	Description
Diaries Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row on the grid and set up a diary.
 Delete	Select a row and click this option to delete the diary from the grid. You cannot delete a diary after a transaction has been assigned a diary number for the diary.
Company	If your firm uses multiple companies, use the drop-down list to select the company for which you are setting up the diary.
Diary Type	Use the drop-down list to select a diary type, such as purchases diary or sales diary. You set up diary types in the Diary Code table in <b>Settings » Code Labels and Lists</b> in the browser application. This allows you to produce different diary reports for different types of transactions.
Diary Description	The description for the diary type that you selected in the <b>Diary Type</b> field displays in this field.
Period	<p>Use this drop-down list to select the fiscal period or fiscal year for which the diary applies. After you set up a diary for a fiscal period or fiscal year, a <b>Diary</b> field displays in various places throughout DPS when you have that fiscal period or fiscal year open in DPS. You must enter a diary code for all the various transactions that you enter in that fiscal period or fiscal year. This ensures that diary reports contain the transactions from specific fiscal periods or a fiscal year.</p> <p>In the drop-down list, fiscal periods are designated as <b>&lt;period&gt;/&lt;year&gt;</b>, such as 01/2016 and 02/2016 for January 2016 and February 2016. A fiscal year is designated as 0/&lt;year&gt;. For example, 0/2016 is the fiscal year for 2016. Only active periods and fiscal years display in the list.</p> <p>When you select the fiscal year for a diary, the diary contains transactions for the whole year. When you select a specific fiscal period for a diary, the diary contain transactions for only the specific period.</p> <p>For diaries that you create with the same diary type and company within the same fiscal year, you must set up either one fiscal-year diary or multiple diaries for each fiscal period of the fiscal year. You cannot have a mix of both fiscal year and fiscal periods within the same fiscal year.</p> <p>If you select <b>IC-</b> in the <b>Diary Type</b> field in this grid, you must select a fiscal year in the <b>Period</b> field. IC (Intercompany Diary) is a diary type that comes with DPS if you have multiple companies.</p>



Field	Description
Diary Code	<p>Enter an alphanumeric code (up to 10 digits) for the diary. This is the code that you select from the drop-down list in a <b>Diary</b> field in various places throughout DPS when you assign a diary to a transaction or processing run.</p> <p>You can use the same diary code only for another diary of the same diary type and same company. For example, you can use the same diary code for a diary for company A that has a Sales diary type for period 01/2016 and a diary for company A that has a Sales diary type for period 02/2016. You cannot use the same diary code for different diary types or different companies.</p>
Next Diary Number	<p>Enter the diary number to be automatically assigned to the next transaction for which the diary is entered. The diary number is assigned to a transaction when you save the transaction or when you process a run such as for accounts payable payment processing. When a diary number is assigned to a transaction, the number in this field updates appropriately. You can change the number in this field at any time.</p>

#### Option Below the Grid

Field	Description
Include Diaries Assigned to Closed Periods	Select this check box to include diaries that are assigned to closed periods in the Diary Auto Numbering grid.

#### Learn More About...

You may find it helpful to review information about automatic numbering, diaries, and employee realization reporting.

#### Automatic Numbering for Transactions

Use the Transaction Auto Numbering feature to have DPS automatically assign check, reference, and voucher numbers when you enter transactions and process payments.

You turn on and configure the feature on the Transaction Auto Numbering tab of Advanced Accounting System Settings. If your firm uses multiple companies, you can set up auto numbering for each company on the Transaction Auto Numbering tab.

You can turn on automatic numbering per bank account for the following transaction entry and processing:

- **Payments** — Cash disbursements, AP disbursements, accounts payable payments, employee payments, and payroll payments
- **Receipts** — Cash receipts and employee repayments

You can also turn on automatic numbering for the following entries in the Transaction Center:

- **Journal entries**
- **AP vouchers** (this includes AP vouchers, AP disbursements, and vouchers that you create from purchase orders)



When automatic numbering is in use:

- **[AUTONUMBER]** displays in the **Reference** field when you enter transactions such as cash receipts and journal entries.
- **[AUTONUMBER]** displays in the **Payment** field when you process payments, such as those for accounts payable or payroll.
- The **Voucher** field does not display on the AP Vouchers and AP Disbursements transaction entry forms.
- Check, reference, and voucher numbers are automatically assigned when you post transactions or process checks.

### When You Cannot Use Transaction Auto Numbering

You cannot set up auto numbering for AP Vouchers when the **Require entry of voucher numbers** option is selected in System AP configuration for AP Vouchers.

You should not set up auto numbering when transactions contain open transaction files for the transaction type and designated company/bank.

### Out-of-Sequence Auto Numbering

The following situations will result in transaction auto numbers displaying out of sequence:

- A posting fails for a transaction, or a user unposts a transaction file.
- Transactions are posted for different periods at the same time. You must update the next reference number prior to and after posting data in a prior period.
- A payment run is deleted after Process Payments has occurred.
- Process Payments is run, but not posted. Another payment using the same bank code is processed and posted, which will cause the first process to be out of sequence.

### Diaries

Diaries provide you with a way to produce reports that contain a set of sequentially numbered transactions that have been posted to the general ledger during the fiscal year or for specific fiscal periods.

You assign diaries to transactions when you enter the transactions in the Transaction Center. You also assign diaries when you process accounting transactions such as accounts payable payments or revenue generation. Diary numbers are automatically assigned to each transaction when you save a transaction. The diary numbers tie the specific transactions to debit and credit entries that are posted to the general ledger for the purpose of producing diary reports.

You can set up different types of diaries to assign to different types of transactions. For example, you can set up diary types for purchase transactions and sales transactions. You set up diaries by diary type and company (if you have multiple companies) and assign a specific fiscal period or a fiscal year to which they apply.

Diary numbers are used in addition to other existing reference numbers in DPS. They do not replace the existing reference numbers, such as voucher, payment, receipt, invoice, and other reference numbers.



## Configuration

To set up diaries and auto numbering for them:

- On the Lists tab in **Settings » Labels and Lists** in the browser application, you enter diary types in the **Diary Type** code table. For example, you can set up diary types for purchase transactions and sales transactions.
- On the Diary Auto Numbering tab in **Settings » Advanced Accounting » System**, you set up diaries for your company or for each of your companies, if you have multiple companies. Diaries are assigned a diary type, and you specify whether the diary applies for a specific fiscal period or a fiscal year. You also set up the next diary number to be automatically assigned to the next posted transaction.

### Assigning Diaries to Transactions and Auto-Generated Diary Numbers

If you have set up a diary in Advanced Accounting System Settings for the fiscal period or fiscal year in which you are entering transactions, a **Diary** field displays in various places throughout DPS, and you must enter a diary code for transactions entered in all these various places.

You assign diary codes to transactions when you:

- Enter transactions in the Transaction Center.
- Create processing runs in Accounting, Billing, Time & Expense, and Inventory.
- Create entries using the Key Conversion and Data Import utilities.

A **Diary Number** field also displays on various transaction entry forms. This field prefills with an auto-generated number when you save a transaction. For processing forms that do not display a **Diary Number** field, diary numbers are automatically assigned to the transactions when you process the run, such as for accounts payable payment processing. The automatic numbering ensures that the diary numbers are sequential, based on the order that transactions are posted.

### Deleting a Transaction after it Has Been Saved with a Diary Number

You cannot delete a transaction after it has been saved with a diary number. If a transaction is incorrect and you need to delete it, you must enter zero amounts for the transaction, or enter a reversing transaction.

### Summary Entries to the General Ledger

DPS makes automatic, summary entries to the general ledger in several processing situations. For example, when you post accounts payable vouchers, the general ledger liability account receives a single posting for the sum of all accounts payable vouchers that affect that liability account in the posting run. If a company is using the Auto-Numbering with Diaries feature, DPS breaks down these general ledger summary entries so that each separate diary entry has an offsetting amount. The impact is that general ledger postings and reports on those details will show more entries when using the Auto-numbering with Diaries feature.

### Transactions Created During Scheduled and Recurring Processing

For transactions that are created for scheduled or recurring processing, the diary numbers are assigned when the process runs. The numbers assigned are based on the next diary number that is specified on the Diary Auto Numbering tab in Accounting System Settings for the fiscal period or fiscal year in which the when the process runs at the time the processing occurs.



## Reporting

Use the Diary report in **Reporting » General Ledger** to generate various diary reports based on periods, diary codes, diary types, and diary numbers.

### Employee Realization Reporting

The Employee Realization Reporting feature allows you to measure the realization and profitability of employees who work on a project. Realization is the monetary amount of billed and unbilled revenue attributed to an employee.

You can use realization information for company analysis, compensation and promotion reviews, staffing decisions, project pricing, and so on.

This feature automates the allocation of posted labor and units-related revenue to specific employees who work on a project. Revenue that is associated with time records and employee-specific units is used for employee realization.

### Potential Realization

After you turn on the Employee Realization Reporting feature, realization amounts are assigned automatically to employees when you post timesheets, labor adjustments, and employee-specific units. Realization amounts are calculated using the billing extensions for generating reports at billing rates. This is potential realization because these items have not yet been billed.

### Actual Realization

In addition, realization is calculated and allocated to employees in Billing in Interactive Billing, Batch Billing and Employee Realization. This calculates the actual or true realization based on posted invoices, credit memos, invoice adjustments, and written-off invoices.

### Enable and Configure Employee Realization Reporting

If you want to track and allocate employee realization, you must turn on the Employee Realization Reporting feature on the Reporting tab in Accounting System Settings. You choose a calculation method, frequency, and revenue accounts for employee realization.

In the Units hub, you specify whether or not a unit has employee-specific revenue.

### When Actual Employee Realization Is Calculated

Actual employee realization is calculated and processed differently depending on the frequency that you select when you set up Employee Realization Reporting in Accounting System Settings. The following table provides a high-level overview of the differences:

	Employee Realization Reporting Frequency Setting	
	Invoice Frequency	Period Frequency
<b>Where Actual Employee Realization is Allocated</b>	Realization is allocated automatically when you process invoices in either: <b>Billing » Interactive Billing</b>	You manually allocate realization in: <b>Billing » Employee Realization</b> You select a range of periods and projects on the Employee



Employee Realization Reporting Frequency Setting		
	Invoice Frequency	Period Frequency
	<b>Billing » Batch Billing</b> In Interactive Billing only, you can view and edit the employee realization amounts on the Employee Realization Allocation dialog box.	Realization form. You then view and edit the employee realization amounts on the Employee Realization Allocation dialog box.
<b>How Actual Employee Realization is Calculated</b>	Realization is calculated for time records and units associated with each invoice that is posted in Interactive Billing and Batch Billing.	Realization is calculated for the invoices and posted time records that fall within the range of periods and projects that you select when you run Employee Realization.  Invoices that you enter in the Transaction Center are included in the calculation.

### Reports that Include Employee Realization Data

The following reports include employee realization data:

- Employee Labor Detail (**Reporting » Employees**)
- Time Analysis (**Reporting » Employees**)
- Invoice Transaction Detail (**Reporting » Accounts Receivable**)
- Performance Management Reports (**Reporting » Performance Management**)

The realization amounts that display on reports include the potential realization from posted timesheets, labor adjustments, and employee-specific units.

After you allocate realization in Interactive Billing, Batch Billing, or Employee Realization, realization amounts on the reports also include the actual realization that has been allocated for posted invoices.

### Data Import and History Loading Utilities

You can use the Data Import utility in **Utilities » Data Import** to import realization amounts.

You can use the Project Labor and Expense History utility (in **Utilities » History Loading » Labor and Expense**) to enter employee realization.

### Frequency Examples for Employee Realization Reporting

If you are new to DPS, you may find it helpful to review examples of how the frequencies for the Employee Realization Reporting feature affect the employee realization calculation.

You enter the frequency on the Reporting tab in Advanced Accounting System Settings.



## Invoice Frequency Example

### Employee Realization Reporting Settings on the Reporting Tab in Advanced Accounting System Settings

- The **Reporting Realization by Employee** check box is selected.
- **Frequency = Invoice.**
- **Calculation Method = Billing.**
- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

### Billing Invoice

In **Billing » Interactive Billing**, you create a fixed fee invoice for project A. This invoice includes labor or time and no reimbursable or consultant expenses.

The invoice has \$500 posted to the 401.00 account and \$300 posted to the 407.00 account. Only the \$500 will be allocated to employee realization because the \$500 is designated as a revenue account for employee realization on the **Allocation Accounts** grid on the Reporting tab in Advanced Accounting System Settings; account 407.00 is not designated for employee realization in the grid.

The Employee Realization program allocates a percentage of the \$500 revenue to each employee who has labor on the invoice. There are two employees with time records on the invoice. The percentage to allocate to each employee is calculated using the billing value of the employees' time on the invoice because you selected the **Billing** calculation method for Employee Realization Reporting.

### Employee Realization

The revenue amount of \$500 is allocated as realization between the two employees with time records for the invoice as follows:

Time Records Included in the Invoice	Realization Allocated
<b>Time Record 1 for Mark Miller</b> <b>(Billing value is \$100)</b>	<b>Mark's realization is \$166.67</b> $\$100 / \$300 = 33\%$ $33\% \text{ of } \$500 = \$166.67$  \$100 is Mark's billing value for the invoice. \$300 is the total billing value of all the time records for the invoice (\$100+\$200) \$500 is the total invoice amount to allocate among employees.
<b>Time Record 3 for Karen O'Connell</b> <b>(Billing value is \$200)</b>	<b>Karen's realization is \$333.33</b> $\$200 / \$300 = 67\%$ $67\% \text{ of } \$500 = \$333.33$  \$200 is Karen's billing value for the invoice. \$300 is the total billing value of all the time records for the invoice (\$100+\$200)



Time Records Included in the Invoice	Realization Allocated
	\$500 is the total invoice amount to allocate among employees.

Any employee-specific unit transactions that are included on an invoice are not included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

### Period Frequency Example

#### Employee Realization Reporting Settings on the Reporting Tab in Advanced Accounting System Settings

- The **Reporting Realization by Employee** check box is selected.
- **Frequency = Period.**
- **Calculation Method = Billing.**
- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

#### Time Records and Invoices

1. In period 08/2012, a time record for Mark Miller with a billing value of \$100 is posted for project B. Billing values are used in the calculation because you selected **Billing** as the calculation method.
2. In period 09/2012, a time record for Karen O'Connell with a billing value of \$200 is posted for project B.
3. In period 09/2012, you create a fixed fee invoice \$500 invoice for project B that includes the two time records (Mark's from 08/2012 and Karen's from 09/2012). The invoice includes all labor and no reimbursable or consultant expenses. Because all the revenue for this invoice is posted to the 401.00 account, which is an account designated for employee realization calculations in the **Allocation Accounts** grid on the Reporting tab in Advanced Accounting System Settings, all \$500 will be allocated among employees whose time records are included in the invoice.

### Employee Realization

The following are the employee realization allocation results when you run the Employee Realization program in **Billing » Employee Realization** for project B for various periods:

You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
08/2012	No realization is allocated because no invoice and no time records were posted in period 08/2012.
09/2012	Realization is calculated because an invoice was posted and time records were posted in the 09/2012 period.



You Run the Employee Allocation Process for the Following Periods	Employee Realization Allocated
	The invoice total of \$500 is allocated to only Karen because her time record is the only one posted in period 09/2012.
08/2012 through 09/2012	<p>Realization is calculated because an invoice was posted and time was posted in a period that fell within the 8/2012 to 09/2012 range.</p> <p>The invoice total of \$500 is allocated between Karen and Mark because both of their time records were posted within the periods that you selected when you ran the Employee Realization process.</p> <p><b>Mark's realization is \$166.67</b></p> <p><math>\\$100 / \\$300 = 33\%</math></p> <p><math>33\% \text{ of } \\$500 = \\$166.67</math></p> <p>Notes:</p> <p>\$100 is Mark's billing value for the invoice.</p> <p>\$300 is the total billing value of all the time records for the invoice (\$100+\$200)</p> <p>\$500 is the total invoice amount to allocate among employees.</p> <p><b>Karen's realization is \$333.33</b></p> <p><math>\\$200 / \\$300 = 67\%</math></p> <p><math>67\% \text{ of } \\$500 = \\$333.33</math></p> <p>Notes:</p> <p>\$200 is Karen's billing value for the invoice.</p> <p>\$300 is the total billing value of all the time records for the invoice (\$100+\$200)</p> <p>\$500 is the total invoice amount to allocate among employees.</p>

Any employee-specific unit transactions that are included on an invoice are **not** included in the total revenue amount used to calculate the percentage of revenue for each employee. Employee-specific unit revenue is allocated directly to the specific employee.

#### Calculation Method Examples for Employee Realization Reporting

If you are new to DPS, you may find it helpful to review examples of how the calculation methods for the Employee Realization feature affect the employee realization calculation for an invoice.

You enter the calculation method on the Reporting tab in Advanced Accounting System Settings.



The calculation method is used to calculate the value of employees' time records on an invoice. This value is then used to determine the percentage of an invoice's revenue to allocate as realization to each employee who has time records on the invoice.

In the following examples, the Employee Realization Reporting settings on the Reporting tab in Advanced Accounting System Settings are as follows:

- The **Reporting Realization by Employee** check box is selected.
- **Frequency = Invoice.**
- The general ledger revenue account — **401.00** — is the only account entered in the **Allocation Accounts** grid.

Invoice A is a fixed-fee invoice for \$900. The invoice has \$650 posted to the 401.00 account and \$250 posted to the 407.00 account. Only \$650 will be allocated for employee realization because only account 401.00 is designated for employee allocation in the Allocation Accounts grid on the Reporting tab in Advanced Accounting System Settings.

	Percentage and Amount of Realization Allocated to Each Employee		
	Using the Billing Calculation Method	Using the Cost Calculation Method	Using the Hours Calculation Method
Time records included on Invoice A			
Time Record 1 for Jim Taylor has 1 hour of labor	<b>Jim's realization:</b> <b>\$123.50</b> Jim's billing value for the time is \$100. $\$100 / \$525 = 19\%$ $19\% \text{ of } \$650 = \$123.50$ *see the note below regarding \$525	<b>Jim's realization:</b> <b>\$91</b> Jim's cost for the time is \$40. $\$40 / \$290 = 14\%$ $14\% \text{ of } \$650 = \$91$ *see the note below regarding \$290	<b>Jim's realization:</b> <b>\$110.50</b> Jim's hours for the time are 1. $1 / 6 = 17\%$ $17\% \text{ of } \$650 = \$110.50$ *see the note below regarding 6
Time Record 2 for Jan Carlton has 2 hours of labor	<b>Jan's realization:</b> <b>\$214.50</b> Jan's billing value for the time is \$175 $\$175 / \$525 = 33\%$ $33\% \text{ of } \$650 = \$214.50$	<b>Jan's realization:</b> <b>\$221</b> Jan's cost for the time is \$100. $\$100 / \$290 = 34\%$ $34\% \text{ of } \$650 = \$221$	<b>Jan's realization:</b> <b>\$214.50</b> Jan's hours for the time are 2. $2 / 6 = 33\%$ $33\% \text{ of } \$650 = \$214.50$
Time Record 3 for Ken Brownwell has 3 hours of labor	<b>Ken's realization:</b> <b>\$312.00</b> Ken's billing value for the time is \$250. $\$250 / \$525 = 48\%$	<b>Ken's realization:</b> <b>\$338</b> Ken's cost for the time is \$150. $\$150 / \$290 = 52\%$	<b>Ken's realization:</b> <b>\$325</b> Ken's hours for the time are 3. $3 / 6 = 50\%$



	Percentage and Amount of Realization Allocated to Each Employee		
	Using the Billing Calculation Method	Using the Cost Calculation Method	Using the Hours Calculation Method
Time records included on Invoice A			
	48% of \$650 = \$312.00	52% of \$650 = \$338	50% of \$650 = \$325
Notes:	* For the Billing calculation method, \$525 is the total billing value for all three time records (\$100+\$175+\$250)	* For the Cost calculation method, \$290 is the total cost value for all three time records (\$40 + \$100 + \$150)	* For the Hours calculation method, 6 is the total hours for all three time records (1+2+3)

## System Accounts Payable Settings

In System AP Settings, you establish the accounts payable settings that apply system-wide, for all companies in your enterprise.

You establish the following:

- Voucher options, such as whether a voucher number is required during data entry, warning messages for duplicate invoices, display of leading zeros in voucher numbers, payee, and use of expense codes for Accounts Payable data entry.
- Vendor types, which you use to identify and group vendors so you can then associate liability codes with vendor types to automate transaction postings for vouchers. You can sort and select vendors by type on reports. You can select vendors by type in Accounts Payable Payment Processing. To close out (consolidate) vendor type data into one vendor type, use the Vendor Code Key Conversions utility. You can either consolidate data between two existing vendor types, or you can set up a new vendor type in which to close out vendor types no longer in use.
- Expense code setup, an optional feature that can make accounts payable voucher and accounts payable disbursement entry more efficient by prefilling the expense account based on the vendor and project you enter.

In addition to system-wide accounts payable options, there are other company-wide accounts payable options that you need to set up for each of your companies.

### How to...


You set up system AP accounts, vendor types, and expense codes in Settings.

### Set Up System Accounts Payable

You need to configure voucher settings that apply system-wide for all your companies.

**To specify system AP settings:**




1. On the desktop application Navigation menu, click **Settings » Advanced Accounting » System AP**.
2. On the System AP Configuration form, click the Accounts Payable tab.
3. Complete the fields on this tab.
4. Click  **Save**.

### Set Up System AP Vendor Types

You set up vendor types that are used system-wide for all companies in your enterprise.

You can add vendor types, or modify the description or liability code for a vendor type, at any time. You can delete a vendor type only if no activity has been posted to it in the current fiscal year.

#### To set up vendor types:

1. On the desktop application Navigation menu, click **Settings » Advanced Accounting » System AP**.
2. On the System AP Configuration form, click the Vendor Types tab.
3. Complete the fields on the tab.
4. Click  **Save**.



You set up liability codes for vendor types on the Vendor Types tab in **Settings » Accounting » Company AP**.

### Set Up AP System Expense Codes

If you select the **Enable expense codes** check box on the Accounts Payable tab of the System AP Configuration form, you set up expense codes on the Expense Codes tab.

When you use expense codes, the appropriate general ledger expense account prefills during AP voucher and AP disbursement entry based on the vendor and project you enter. This can help make your data entry more accurate and efficient.

#### To set up expense codes:



1. On the desktop application Navigation menu, click **Settings » Advanced Accounting » System AP**.
2. On the System AP Configuration form, click the Expense Codes tab.
3. On the grid toolbar, click  **Insert**.
4. Complete the fields in the grid.
5. Click  **Save**.



## Delete System AP Expense Codes

You can delete an expense code only if it is not referenced in an expense code override table, on the Vendor tab of the Firms hub as a default expense code, or in any open AP voucher or AP disbursement.

### To delete an expense code:

1. On the desktop application Navigation menu, click **Settings » Advanced Accounting » System AP**.
2. On the System AP Configuration form, click the Expense Codes tab.
3. On the grid, click the row of the expense code that you want to delete.
4. On the grid toolbar, click  **Delete**.
5. Click  **Save**.

## Fields and Options

Use the System Accounts Payable Configuration form to specify system-wide AP settings.

### System AP Configuration Form

Use the System AP Configuration form to create or modify AP vendor types and expense codes.

#### *Display the System AP Configuration Form*

You display the System AP Configuration form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » System AP**.

#### *Accounts Payable Tab of System AP Configuration*

Use the Accounts Payable tab to enter system-level Accounts Payable settings related to vouchers and to enable expense codes.

### Contents

Field	Description
Require entry of voucher numbers	<p>When you select this option, users who enter accounts payable vouchers in Transaction Entry are required to enter the voucher number manually.</p> <p>If you select this option and your firm uses multiple companies, you must enter starting and ending voucher numbers on the Accounts Payable tab in <b>Settings » Accounting » Company AP</b> for each company.</p> <p>If you do not select this option, DPS automatically assigns the voucher number at the time of posting the accounts payable voucher.</p>



Field	Description
	<p>You also have the option to turn on and configure automatic numbering of vouchers (and payments and reference numbers for other transaction types) on the Transaction Auto Numbering tab in <b>Settings » Advanced Accounting » System</b>. If you have multiple companies, you can turn on automatic numbering by company.</p>
Display warning message for duplicate invoices for a Vendor in AP transaction entry	<p>Select this option to have a warning message display in each of these areas of DPS when a user enters a duplicate invoice number there (even if the duplicate's invoice date is different):</p> <ul style="list-style-type: none"> <li>▪ <b>Accounting » Accounts Payable » Create Voucher from PO</b></li> <li>▪ <b>Transaction Center » Transaction Entry » AP Voucher</b></li> <li>▪ <b>Transaction Center » Transaction Entry » AP Disbursement</b></li> </ul>
Display voucher number leading zeros	<p>Clear this check box if you do not want leading zeros in a voucher number to display in certain dialog boxes and reports. This may make them easier to read.</p>
Enable expense codes	<p>Select this check box if you want to use accounts payable expense codes in Accounts Payable Voucher Transaction Entry and Accounts Payable Disbursement Transaction Entry.</p> <p>Accounts payable expense codes eliminate the need to know whether or not an expense is billable to the client at the time of accounts payable voucher or accounts payable disbursement entry. The general ledger expense account prefills during data entry based on the default expense code set up for a vendor, a project's charge type (regular, overhead, or promotional), and whether or not a project's expenses are designated as billable.</p> <p>When you select the <b>Enable expense codes</b> check box, the following items are enabled throughout DPS:</p> <ul style="list-style-type: none"> <li>▪ An Expense Codes tab in the System AP Configuration form. If your firm uses multiple companies, an Expense Codes Accounting tab also displays.</li> <li>▪ A <b>Default Expense Code</b> field on the Vendor tab of the Firms hub.</li> <li>▪ A <b>Bill by Default</b> section that includes <b>Consultants » Other Expenses » Override Table</b> fields on the Accounting tab of the Projects hub.</li> <li>▪ An <b>Expense Code Override</b> menu item in <b>Settings » Advanced Accounting</b>.</li> <li>▪ An <b>Expense Code</b> field in the Accounts Payable Vouchers form and Accounts Payable Disbursements form in <b>Transaction Center » Transaction Entry</b>.</li> </ul>
Require expense code in	<p>If you selected the <b>Enable expense codes</b> check box on this tab, select from the drop-down list the expense code requirements for accounts payable voucher and accounts payable disbursement entry in the Transaction Center.</p>



Field	Description
transaction entry for	<p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Not Required</b> — You can complete accounts payable voucher and accounts payable disbursement entry without expense codes. If a vendor has a default expense code, it prefills for vouchers and disbursements, but users can delete any prefilled expense code and leave the <b>Expense Code</b> field blank.</li> <li>▪ <b>Regular Projects</b> — You are required to enter expense codes only for projects with a regular charge type.</li> <li>▪ <b>All Projects</b> — You are required to enter expense codes for projects with all charge types (regular, overhead, and promotional). Charge type is entered on the Accounting tab of the Projects hub.</li> </ul>
Payment Payee	<p>Use this option to specify the Firms hub field whose data you want to populate the <b>Payee</b> field in <b>Accounting » Accounts Payable » Payment Processing</b> and the <b>Recipients Name</b> field in <b>Accounting » Accounts Payable » Form 1099 Processing</b>.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Name of Vendor</b> (from the Name field on the Overview tab in the Firms hub)</li> <li>▪ <b>Address 1 of Vendor's Address</b> (from the <b>Address 1</b> field on the Overview tab in the Firms hub)</li> </ul>
Project level to check when determining the paid status of invoices	<p>In DPS, you must enter receipts against the correct project, phase, or task level. Otherwise, the invoice is not marked as paid.</p> <p>Use this option to specify the WBS level at which you define an invoice as fully paid.</p>

#### *Vendor Types Tab of System AP Configuration*

Use the Vendor Types tab to set up vendor types. Vendor types enable you to identify and group vendors so they can be associated with liability codes to automate transaction postings for your vouchers.

You set up liability codes for vendor types in **Settings » Accounting » Company AP**.

#### **Contents**

Field	Description
Type	Enter a code by which to identify this vendor type throughout DPS.
Description	Enter a description for this vendor type. This description appears in place of the vendor type code in all lookups and on reports.



Field	Description
Retain Paid Vouchers	Select this option if you want to retain vouchers with a zero balance until the project has been closed.



#### *Expense Codes Tab of System AP Configuration*

If you select the **Enable expense codes** check box on the Accounts Payable tab, use the Expense Codes tab to set up expense codes



If your firm uses multiple companies, after you set up expense codes on the Expense Codes tab, you must associate the expense codes with each of your companies on the Expense Codes Accounting tab.

With multiple companies, only the **Expense Code**, **Description**, and **Expense Code Type** fields display on the Expense Codes tab. The **Reimbursable Account**, **Direct Account**, **Overhead Account**, **Promotional Account**, **Bill by Default**, and **Account Editable** fields display on the Expense Code Accounting tab so that you can set them up appropriately for each company.


#### Contents

Field	Description
Expense Code	Enter a code by which to identify this expense code throughout DPS.
Description	Enter a description for this expense code. For ease of use, the description should match the description of the general ledger accounts entered for this expense code.
Reimbursable Account	<p>Click  in this field and on the Account Lookup dialog box, select the reimbursable general ledger account to associate with this expense code. Only the range of reimbursable accounts as defined on the Accounts tab in <b>Settings, Advanced Accounting, System</b> is included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub:</p> <ul style="list-style-type: none"> <li>▪ The <b>Charge Type</b> is <b>Regular</b>.</li> <li>▪ The <b>Bill by Default</b> setting is <b>Yes</b>.</li> </ul>
Direct Account	<p>Click  in this field and on the Account Lookup dialog box, select the direct general ledger account to associate with this expense code. Only the range of direct accounts as defined on the Accounts tab in <b>Settings » Advanced Accounting » System</b> is included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p>



Field	Description
	<p>The direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub.</p> <ul style="list-style-type: none"> <li>The <b>Charge Type</b> is <b>Regular</b>.</li> <li>The <b>Bill by Default</b> setting is <b>No</b>.</li> </ul>
Overhead Account	<p>Click  in this field, and from the Account Lookup dialog box, select the overhead general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.</p>
Promotional Account	<p>Click  in this field, and from the Account Lookup dialog box, select the promotional general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.</p>
Bill by Default	<p>When a project has a regular charge type, the bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry.</p> <p>The <b>Bill by Default</b> field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Projects hub.</p> <p>By default, the <b>Bill by Default</b> check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client).</p> <p>Because there are two types of expense codes — consultants and other — there is a <b>Consultants</b> and <b>Other Expenses</b> field in the <b>Bill by Default</b> section on the Accounting tab of the Projects hub. The default setting for both of these is <b>Expense Code</b>. This means DPS looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project.</p> <p>If you plan to use the <b>Expense Code</b> feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects.</p>




Field	Description
	If you plan to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select <b>Yes</b> or <b>No</b> for the <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section of the Projects hub for each project.
Account Editable	Select this check box if you want to allow users to change the expense account that prefills per a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.
Expense Code Type	<p>Click  in this field to select <b>Consultant</b> or <b>Other</b>. You set up separate expense codes for consultant expenses and other (non-consultant) expenses. For example, consultant expenses might be part of the fee (not billable), but other expenses might be billable to the client.</p> <p>Assigning <b>Consultant</b> or <b>Other</b> to each expense code lets DPS know which bill by default value to use from the Projects hub. On the Accounting tab of the Projects hub in the <b>Bill by Default</b> section, you determine whether or not consultant type and other type expense codes are billable for the project.</p> <p>Expense code types are intended to correspond with the consultant and non-consultant expense account ranges defined on the Accounts tab in <b>Settings » Advanced Accounting » System</b>, but it is not required.</p>




#### *Expense Codes Accounting Tab of System AP Configuration*

If you use accounts payable expense codes and your firm uses multiple companies, you need to associate expense codes with each of your companies on the Expense Codes Accounting tab.

#### Contents

Field	Description
Expense Code	From the drop-down list, select an expense code. (You set up Expense codes on the Expense Codes tab.)
Company	From the drop-down list, select a company.
Reimbursable Account	<p>Click  in this field, and from the Account Lookup dialog box, select the reimbursable general ledger account to associate with this expense code. Only the range of reimbursable accounts as defined on the Accounts tab in <b>Settings » Advanced Accounting » System</b> is included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The reimbursable account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub.</p>



Field	Description
	<ul style="list-style-type: none"> <li>The <b>Charge Type</b> is <b>Regular</b>.</li> <li>The <b>Bill by Default</b> setting is <b>Yes</b>.</li> </ul>
Direct Account	<p>Click  in this field and on the Account Lookup select the direct general ledger account to associate with this expense code. Only the range of direct accounts as defined on the Accounts tab in <b>Settings » Advanced Accounting » System</b> is included in the lookup list.</p> <p>This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>This direct account from a vendor's default expense code prefills for an AP voucher or AP disbursement, when the project entered for the voucher or disbursement has the following setup on the Accounting tab in the Projects hub.</p> <ul style="list-style-type: none"> <li>The <b>Charge Type</b> is <b>Regular</b>.</li> <li>The <b>Bill by Default</b> setting is <b>No</b>.</li> </ul>
Overhead Account	<p>Click  in this field and on the Account Lookup select the overhead general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The overhead account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has an overhead charge type.</p>
Promotional Account	<p>Click  in this field and on the Account Lookup select the promotional general ledger account to associate with this expense code. This account is required if you do not select the <b>Account Editable</b> check box in this grid.</p> <p>The promotional account from a vendor's default expense code prefills for an AP voucher or AP disbursement when the project for the voucher or disbursement has a promotional charge type.</p>
Bill by Default	<p>When a project's charge type is regular, the Bill by default setting determines whether the reimbursable or direct expense account from a vendor's default expense code is used for AP voucher and AP disbursement entry.</p> <p>The <b>Bill by Default</b> field for the expense code is intended to be used when you first turn on the accounts payable expense code feature. It enables you to start using the feature before you enter the bill by default settings for each project in the Projects hub.</p> <p>By default, the <b>Bill by Default</b> check box for expense codes is selected, meaning the expense code is reimbursable (billable to the client). When unselected, the expense code is direct (not billable to the client).</p> <p>Because there are two types of expense codes — consultants and other — there is a <b>Consultants</b> and <b>Other Expenses</b> field in the <b>Bill by Default</b> section</p>



Field	Description
	<p>on the Accounting tab of the Projects hub. The default setting for both of these is <b>Expense Code</b>. This means DPS looks at the bill by default setting on the expense code instead of the project for consultant type and other type expense codes. Thus, you can use expense codes quickly after setting up expense codes, without setting up the bill by default setting for each project.</p> <p>If you are going to use the <b>Expense Code</b> feature before setting up the bill by default settings for each project, select the bill by default setting for the expense code that is typical for projects.</p> <p>If you are going to enter the bill by default setting for each project before using the expense code feature, you can ignore this field, and select <b>Yes</b> or <b>No</b> for the <b>Consultants</b> and <b>Other Expenses</b> fields in the <b>Bill by Default</b> section of the Projects hub for each project.</p>
Account Editable	Select this check box if you want to allow users to change the expense account that prefills per a vendor's default expense code for AP voucher or AP disbursement entry. If you do not want users to edit the prefilled expense account, leave this check box cleared.

### Learn More About...

You may want to set up expense codes to make AP-related tasks easier.

### Checklist: Configure and Enable Approvals for Accounts Payable Invoices

You can set up a process for approving accounts payable invoices.

Upload and approve AP invoices that you receive from vendors in **Accounting » AP Invoice Approvals** in the desktop application.

### Checklist for Configuring and Enabling Approvals for Accounts Payable Invoices

Step	Description	Location
1	The Accounting application must be activated.	Modules tab in <b>Settings » General Systems</b>
2	You must have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature. FILESTREAM is required for uploading accounts payable vendor invoices into DPS. FILESTREAM also affects access to setup settings for AP invoice approvals.	



Step	Description	Location
3	If you use organizations in DPS and you want accounts payable invoices to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application.</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. This allows you to set up approval roles for all of your organizations in one place without having to look at each organization individually.</li> <li>▪ <b>Settings » Organization » Individual:</b> Assign one or more approval roles to each individual organization, then assign one employee to each approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for accounts payable invoices.	<p><b>Settings » Workflow » Approval Workflows</b> in the desktop application.</p> <p>When you create an approval workflow, select <b>AP Invoice Approvals</b> in the <b>Application</b> field on the General tab.</p> <p>Microsoft SQL Server FILESTREAM must be enabled before you can create an approval workflow for the AP Invoice Approvals application.</p> <p>On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts and/or actions for each step.</p> <p>You can also add a validate error action to an approval step so that an error message displays when an approver tries to approve a step but information is missing in required fields.</p>
5	Enable approvals for accounts payable invoices, and assign an approval workflow	<p><b>Settings » Accounting » Company AP</b> in the desktop application</p> <p>In the AP Invoice Approvals section of the Accounts Payable tab, select the <b>Use Approval Workflow for AP Invoice Approvals</b> check box. In the <b>Approval Workflow</b> field, select the approval workflow to use.</p> <p>This section displays only if you have Microsoft SQL Server FILESTREAM enabled for use with DPS's Transaction Document Management feature.</p> <p>When you save these settings, the next time a user clicks <b>Submit</b> on the toolbar of the AP Invoice Approvals</p>



Step	Description	Location
		form in <b>Accounting » AP Invoice Approvals</b> , the approval process starts for an AP invoice. A Progress tab displays on the AP Invoice Approvals form.

### Accounts Payable Expense Codes

Accounts Payable expense codes allow for easier, more accurate data entry. They eliminate the need to know whether an expense is billable (reimbursable) or not billable (direct) to a client at the time of AP voucher or AP disbursement entry.

The general ledger expense account prefills during data entry based on the vendor and project that you enter for a voucher or disbursement. Accounts payable expense codes are optional.

### Configuration Settings

Enter configuration information in the following locations:

- **Settings » Advanced Accounting » System AP** — On the Accounts Payable tab, complete the two settings to turn on the expense code feature.
- **Settings » Advanced Accounting » System AP** — On the Expense Codes tab, set up expense codes and their general ledger expense accounts. If your firm uses multiple companies, enter setup information on both the Expense Codes tab and Expense Codes Accounting tab.
- **Hubs » Firms** — On the Vendor tab, enter a default expense code that prefills when you enter an AP voucher or AP disbursement for the vendor.
- **Hubs » Projects** in the desktop application — In the **Bill by Default** section of the Accounting tab, designate whether or not consultant type and other type expenses codes are billable by default when applied to a project on an AP voucher or AP disbursement. Enter an expense code override table, as needed.
- **Settings » Advanced Accounting » Expense Code Override** in the desktop application — Enter override tables if you need them. These are exception tables in which you assign bill by default settings to specific expense codes, which override the bill by default setting that applies to all the expense codes for a project. You enter an override table for a project on the Accounting tab in the Projects hub in the desktop application.

### Processing

When you use accounts payable expense codes, a vendor's default expense code from the Firms hub prefills when you enter an AP voucher or AP disbursement.

- An expense code does not prefill for a voucher or disbursement if a default expense code was not entered for the vendor in the Firms hub.
- When an expense code does not prefill, you can manually enter one for the voucher or disbursement. If you do not require expense codes (setting is in System AP Configuration), you can leave the expense code field blank and manually enter the general ledger expense account.

If your firm uses multiple companies, the default expense code is retrieved from vendor's accounting record that is associated with the project's company, not the active company.



Because an expense code has a reimbursable, direct, overhead, and promotional expense account associated with it, to determine which one prefills for the voucher or disbursement, DPS looks at the following settings after you enter a project for the voucher or disbursement.

- A project's **Charge Type (Regular, Overhead, or Promotional)** on the Accounting tab of the Projects hub .
- A project's **Bill by Default** settings on the Accounting tab of the Projects hub.

When you enter a project for an AP voucher or AP disbursement, the general ledger expense account is determined as follows.

Expense Account from the Expense Code Used .....	When.....
<b>Overhead account</b>	The project entered for the voucher or disbursement has an overhead charge type.
<b>Promotional account</b>	The project entered for the voucher or disbursement has a promotional charge type.
<b>Reimbursable account</b>	The project entered for the voucher or disbursement has: <ul style="list-style-type: none"> <li>▪ A regular charge type.</li> <li>▪ Expenses that are billed by default.</li> </ul>
<b>Direct account</b>	The project entered for the voucher or disbursement has: <ul style="list-style-type: none"> <li>▪ A regular charge type.</li> <li>▪ Expenses that are not billed by default.</li> </ul>

## Accrual Schedule Setup

Use an accrual schedule to specify the number of hours that an employee earns, based on months and years of service, for vacation and sick time.

For example, you can set up an accrual schedule for earned vacation hours. You enter the accrual hours earned per year for different time ranges on different lines of the accrual schedule. For example, employees may earn more hours of vacation the second year than the first year.

You can set up as many accrual schedules as you need.

After you create a schedule, it is available for selection on the Absence Accrual Setup tab of the Time Analysis and Absence Accrual form (**Settings » Advanced Accounting » Time Analysis**). Schedules are also available for selection in the Absence Accruals grid on the Accounting tab of the Employees hub.

DPS calculates the number of accrual hours for an employee based on an accrual schedule and the employee's hire date only if the **Use Schedule** check box is selected for an accrual schedule that is entered for the employee in the Absence Accruals grid on the Accounting tab in the Employees hub.

If your firm uses multiple companies, you must set up an accrual schedule for each company. To do this, click **Utilities » Change Company** and select the next company for which you want to set



up benefit accruals. The name of the active company displays at the top of the form. You can use the same accrual schedule ID for different companies in your enterprise.



### How to...


You can set up new accrual schedules or modify existing ones.

### Set Up Accrual Schedules

You can set up as many accrual schedules as your company needs. You can add schedules at any time.

#### To set up accrual schedules:



1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Absence Accrual Schedule**.
2. On the toolbar on the Accrual Schedule Setup form, click  **New** and then perform one of the following actions:
  - To add a new schedule, click **New Schedule**.
  - To add a new schedule that is similar to an existing schedule, click **Select Schedule to Copy**.
  - To add a new schedule based on the schedule that currently displays, click **Copy Current Schedule**.
3. In the **Schedule ID** field, enter a unique identifier for the accrual schedule.
4. Complete the fields on the form.
5. Click  **Save**.


To print a list of the accrual schedules, click  **Print**.

### Modify Accrual Schedules

You can view or modify an existing accrual schedule at any time.

#### To modify accrual schedules:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Absence Accrual Schedule**.
2. On the Accrual Schedule Setup form, click  in the **Search** field and select a schedule on the Schedule Lookup.
3. Modify the fields on the form.
4. Click  **Save**.

To print a list of the accrual schedules, click  **Print**.



## Fields and Options

Use the Accrual Schedule Setup form to create or modify accrual schedules.

### Accrual Schedule Setup Form

Use the Accrual Schedule Setup form when the allowed hours change over time, based on a preset schedule.

#### *Display the Accrual Schedule Setup Form*

You display the Accrual Schedule form in Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Absence Accrual Schedule**.

#### *Contents of the Accrual Schedule Setup Form*




Use these fields and options to set up an accrual schedule.

Field	Description
Schedule ID	<p>Enter an identifier for the accrual schedule. Each identifier must be unique and can be numbers or uppercase letters or any combination of numbers, letters, and punctuation.</p> <p>It is best to determine a method for how you assign IDs and then stick to it. You cannot directly modify the <b>Schedule ID</b> field after the schedule is created.</p> <p>If your firm uses multiple companies, you can use the same accrual schedule IDs for different companies in your enterprise.</p> <p>Deltek recommends the following guidelines:</p> <ul style="list-style-type: none"> <li>▪ All IDs are the same length.</li> <li>▪ If you use a decimal point in the ID, always have the same number of digits to the left of the decimal.</li> <li>▪ If all IDs do not have the same number of digits, they should all include a punctuation mark (such as a period or a hyphen), and always have the same number of digits to the left of the punctuation mark</li> </ul> <p>IDs are sorted as if they were alphabetized words. For example, if you have the following IDs: 1, 2, 11, 50, 100, they are sorted as: 1, 100, 11, 2, 50 on reports.</p>
Description	Enter a title or description for the schedule, which can be used to retrieve or copy the schedule.
Calculate Based on Hours Worked	This option is enabled when the <b>Enable accruals based on hours worked</b> check box is selected on the Timesheets Tab of Accounting Company Settings ( <b>Settings » Accounting</b> ). Select this check box to turn on the ability to calculate benefit accrual based on hours worked.



Field	Description
	When you select this check box, the <b>Hours Earned Per Hour Worked</b> and <b>Max Hours Earned Per Accrual Process</b> columns are enabled on the Accrual Schedules grid. Use these fields to record the number of hours that the employee can earn for each hour worked and the maximum number of hours earned based on the hours worked for an individual accrual process within the accrual schedule.

### Accrual Schedules Grid

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	To add a new accrual schedule, click this option to add a blank row to the grid.
 Copy	You can copy an existing accrual schedule to create a new one. Select the row of the accrual schedule that you want to copy and click this option. A new row that contains the copied information is added below the row that you copied. Modify the information in the new row.
 Delete	To delete an accrual schedule, click the schedule's row to select it and then click this option.
Start Month	<p>Enter the starting month of the time range that this row represents. Month number one is the first month completed after the <b>Hire Date</b> (on the Employment Details tab of Employees hub).</p> <p>For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then:</p> <ul style="list-style-type: none"> <li>The first line represents the first year, so the <b>Start Month</b> would be <b>0</b>.</li> <li>The second line represents the second through fifth years, so the <b>Start Month</b> would be <b>12</b>.</li> </ul>



Field	Description
End Month	<p>Enter the ending months of the time range that this row represents. Month number one is the first month completed after the <b>Hire Date</b> (on the Employment Details tab of Employees hub).</p> <p>For example, if each employee earns five vacation days in their first year and ten days in their second through fifth years, then:</p> <ul style="list-style-type: none"> <li>▪ The first line represents the first year, so the <b>End Month</b> would be <b>11</b>.</li> <li>▪ The second line represents the second through fifth years, so the <b>End Month</b> would be <b>59</b>.</li> </ul>
Hours Earned Per Year	Enter the number of hours per year that the employee will earn for the specified time frame.
Hours Earned Per Hour Worked	<p>This field is enabled when the <b>Calculate Based on Hours Worked</b> check box is selected.</p> <p>Use this field to record the number of hours the employee will earn for each hour worked. This amount applies to all employees who have this accrual schedule associated with an accrual code defined on the Accounting tab in the Employees hub. This amount cannot be changed in the hub.</p> <p>For example, if your enterprise's policy defines an employee earn 1 hour of sick time for every 30 hours worked, enter 0.0333.</p>
Max Hours Earned Per Accrual Process	<p>This field is enabled when the <b>Calculate Based on Hours Worked</b> check box is selected.</p> <p>Use this field to define the maximum number of hours to be earned within an accrual run during the schedule. This maximum amount applies to all employees who have the accrual schedule associated with the accrual code defined on the Accounting tab in the Employees hub. This amount cannot be changed in the hub.</p> <p>For example, an enterprise did not allow an employee to accrue more benefit hours than an expected workweek, so the maximum hours entered was the expected accrual. Or, an enterprise did not allow an employee to accrue extra vacation time when they worked additional hours during a timesheet period, so they entered a maximum amount of earned hours allowed.</p>

### Learn More About...

You can review an example for setting up vacation time accruals.

### Checklist: Configure and Enable Approvals for Absence Requests

You can set up a process for approving employees' absence requests for vacation, sick leave, and so on.

Employees submit absence requests from their timesheet in **My Stuff » Timesheet**. Approvers approve absence requests in **My Stuff » Approval Center**.



### Checklist for Configuring and Enabling Approvals for Absence Requests

Step	Description	Location
1	The Accounting and Time applications must be activated.	Modules tab in <b>Settings » General System</b>
2	Benefit accrual codes must be set up and configured for the type of absences--such as vacation, sick, or personal leave--that you want to go through the approval process.	<b>Settings » Accounting » Time Analysis</b> in the desktop application
3	If you use organizations in DPS and you want absence requests to be approved by someone at the organization level, add approval roles at the organization level. Assign an employee to the approval role.	<ol style="list-style-type: none"> <li>1. Create approval roles for all your organizations in <b>Settings » Organization » General</b> in the desktop application</li> <li>2. Assign approval roles to your organizations and assign one employee to an approval role. You can do this in one of two locations: <ul style="list-style-type: none"> <li>▪ <b>Settings » Organization » General:</b> Assign one or more organizations to an approval role and assign one employee to the approval role. Configuring approval roles here allows you to configure the approval roles for all your organizations from one screen without having to open each individual organization in a separate configuration screen in Individual Organization Setup.</li> <li>▪ <b>Settings » Organization » Individual:</b> Open each organization individually, and assign one or more approval roles (that were set up in Organization General Setup), then assign one employee to an approval role.</li> </ul> </li> </ol>
4	Create an approval workflow for absence requests.	<b>Settings » Workflow » Approval Workflows</b> in the desktop application <ul style="list-style-type: none"> <li>▪ When you create an approval workflow, select <b>Absence Requests</b> in the <b>Application</b> field on the General tab.</li> <li>▪ On the Workflow tab, set up the approval steps for the workflow, and add approvers and notification alerts for each step.</li> <li>▪ You can use the same or different approval workflow for absence requests for each of your benefit accrual codes.</li> </ul>
5	For the appropriate benefit accrual codes:	<b>Settings » Accounting » Time Analysis</b> in the desktop application  In the grid on the Benefit Accrual Setup tab:



Step	Description	Location
	<ul style="list-style-type: none"> <li>Enable approvals for absence requests.</li> <li>Assign an approval workflow for absence requests.</li> </ul>	<ul style="list-style-type: none"> <li>Select the <b>Use Approval Workflow for Absence Requests</b> check box for a company/benefit accrual code.</li> <li>In the <b>Absence Requests Approval Workflow</b> field, select the approval workflow to use.</li> </ul> <p>When you save these settings:</p> <ul style="list-style-type: none"> <li>The next time a user clicks <b>Submit</b> on the Request Absence dialog box in <b>Time &amp; Expense » Timesheets</b>, the approval process starts for the absence request.</li> <li>A Progress tab displays on the Absence Requests form.</li> </ul>

### Accrual Schedule Example

If you are new to DPS, you may find it helpful to review an example of accrual schedule setup.

In this example, employees earn 5 vacation days in their first year, 10 days in their second through fifth years, and 15 days for the remainder of their employment.

Your accrual schedule is set up as follows:

Line	Start Month	End Month	Hours Per Year
Line 1	0	11	40
Line 2	12	59	80
Line 3	60	9999	120

The first line represents the first year, so the Start Month/End Month is 0 to 11. The 5 days of vacation equal 40 hours per year.

The second line represents the second through fifth years, so the Start Month/End Month is 12 to 59. The 10 days of vacation equal 80 hours per year.

The third line represents the years after the fifth year, so the Start Month/End Month is 60 to 9999. The 15 days of vacation equal 120 hours per year.

To determine which line the employee falls into, DPS calculates the number of months between the employee's hire date (**Hire Date** field on the Employment Details tab of Employees hub) and today's date.

For example, if an employee's hire date January 3, 2012 and today is June 8, 2012, the employee has worked for the company for five months and therefore falls into the Line 1 category. Or, if an employee's hire date is January 3, 2007 and today is June 8, 2012, the employee has worked for the company for 65 months and therefore falls into the Line 3 category.



## Account Group Names Settings

An account group name is a label for a grouping of accounts, such as Unbilled Revenue. You create a master list of account group names on the Account Group Names form.

For each account group, you specify the account group name on the Detail Account Group tab. Then you associate each account group name with a group type, which is a standard account category such as Asset, Liability, Net Worth, or Reimbursable. The group type determines where the account group displays on general ledger reports. You also specify the group types on the Summary Account Group tab. You must establish these names before you set up account group tables, which associate the account group name with an account or range of accounts.

You can create two levels of account groups, summary and detail, which provides additional flexibility when you customize your General Ledger reports.

- If you set up a single level of account groups, use the Detail Account Group tab to specify account group names and the corresponding group types.
- If you set up two levels of account groups, first use the Detail Account Group tab to establish detail account groups and then use the Summary Account tab to set up summary account group names. You must specify group types for both the detail and summary account groups. You then associate each detail account group with its "parent" summary account group when you set up account group tables. After you establish that association, the group type for the summary account group overrides the group type for all associated detail account groups.

### How to...

You can set up new account group names or modify existing ones.

#### Add a New Detail Account Group Name Record

To set up a single level of account groups, add detail account group names on the Detail Account Group tab. To set up two levels of account groups, add both detail and summary account group names.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

#### To add a new detail account group name:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Account Group Names**.
2. On the Account Group Names form, click the Detail Account Group tab.
3. Click **Insert**.
4. Enter the account group name and specify its group type.
5. Click **Save**.



### Add a New Summary Account Group Name Record

To set up two levels of account groups, add detail account group names and then use the Summary Account Group tab to add summary account group names.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

#### To add a new summary account group name:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Account Group Names**.
2. On the Account Group Names form, click the Summary Account Group tab.
3. Click **Insert**.
4. Enter the account group name and specify its group type.
5. Click **Save**.

### Fields and Options

Use the Account Group Name form to create a master list of account group names.

#### Account Group Names Form

Use the Account Group Names form to establish account group names and associate them with group types.

To set up a single level of account groups, use the Detail Account Group tab.

To set up two levels of account groups, use both the Detail Account Group tab and the Summary Account Group tab. You can then establish associations between detail and summary account groups when you set up account group tables.

#### *Display the Account Group Name Form*

The Account Group Name form is in the Advanced Accounting settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Account Group Names**.

#### *Account Group Name Toolbar*

Use the toolbar options to save changes to account group names.

#### *Detail Account Group Tab of the Account Group Names Form*

Use the Detail Account Group tab to add or delete names for detail account groups. Use the grid to specify names for the detail account groups and to associate each one with a group type. The



names that you enter on this tab are available on the Detail Account Group tab of Account Group Tables and as labels on general ledger reports.

### Contents

Field	Description
Detail Account Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this option to add a detail account group name. You can associate this name with groups of accounts stored in account group tables. This option's availability depends on your security access rights.
Delete	Select the grid row for the account name that you want to delete and click this option to remove the account group name. You cannot delete account group names that are associated with existing account group tables. This option's availability depends on your security access rights.
Account Group Name	Enter a name for the detail account group. This name displays as a label on general ledger reports and is available on the Detail Account Group tab of Account Group Tables.
Group Type	<p>From the drop-down list of all standard account categories, select the category that applies to the account group. The category that you select determines the placement of the group on general ledger reports if you choose <b>Account Groups</b> as a report sorting/grouping option.</p> <p>If you also use summary account groups, the group type for the summary account group overrides this setting. This occurs after you use the account group tables to associate the summary groups with detail groups.</p>

#### *Summary Account Group Tab of the Account Group Names Form*

If you establish a two-level structure for your account groups, use the Summary Account Group tab to insert or delete names for the summary account groups.

Use the grid to specify names for the summary account groups and to associate each one with a group type. The names that you enter on this tab are available on the Summary Account Group tab of Account Group Tables and as labels on general ledger reports.



## Summary Account Grid

Field	Description
Summary Account Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this option to add a summary account group name. After you add a summary group account name, associate the name with a group of accounts stored in an account group table. This option's availability depends on your security access rights.
Delete	Select the account group name you want to delete and click this option. You cannot delete account group names that are associated with existing account group tables. This option's availability depends on your security access rights.
Account Group Name	Enter a name for the summary account group. This name displays as a label on general ledger reports and is available on the Summary Account Group tab of Account Group Tables.
Group Type	<p>From the drop-down list of all standard account categories, select the category that applies to the account group. The category that you select determines the placement of the group on general ledger reports if you choose <b>Account Groups</b> as a report sorting/grouping option.</p> <p>The group type for the summary account group overrides the group type for the corresponding detail account group when you associate them via account group tables.</p>

### Learn More About...

If you are new to the Account Group Names feature, review basics about how it works.

### Account Groups

Use account groups to group related accounts on your general ledger reports. You can group accounts even if the accounts do not reside in the same account range in your firm's chart of accounts.

To establish account groups, you do two things:



1. Establish names and group types for the account groups in the Account Group Name form.
2. Establish account group tables on the Account Group Table form. Each table defines a scheme for grouping accounts on your general ledger reports. You specify an account or an account range when you define each account group table.

For example, you need to group all revenue and reimbursable expenses under the heading Revenue on your general ledger reports. First, you create an account group called Net Revenue. Then you add the revenue and reimbursable expense account ranges to the Net Revenue account group table. You can generate a report that displays each account separately under the heading Revenue or you can display a single, consolidated entry for all the revenue and reimbursable expenses in the account group.

You cannot use the Account Group feature to cross accounts between the Income Statement and Balance Sheet. Revenue and expense accounts cannot display on the Balance Sheet. Assets, Liabilities, and Net Worth accounts cannot display on the Income Statement.

### Two Levels of Account Groups for General Ledger Reports

You can set up two levels in your account group structure to allow more flexibility when you customize your general ledger reports.

When you create both summary account groups and detail account groups, you make it possible to generate either summarized financial statements or the kind of detailed financial reports necessary for effective project control and billing.

If you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables.

For example, you can establish a structure such as the following:

<b>Summary account group:</b> Current Assets	
<b>Detail account group:</b> Receivables	<b>Detail account group:</b> Cash and cash equivalents
<b>Accounts:</b> <ul style="list-style-type: none"> <li>▪ AR - Fees</li> <li>▪ AR - Consultants</li> <li>▪ AR - Reimbursables</li> </ul>	<b>Accounts:</b> <ul style="list-style-type: none"> <li>▪ Checking</li> <li>▪ Savings</li> <li>▪ Petty Cash</li> </ul>

### Account Group Tables Settings

Use the Account Group Tables form to associate account groups with accounts. You must set up account group names before you create account group tables. Each table provides DPS with one scheme for grouping accounts for financial reporting purposes.

You can group accounts differently on different reports and change your groupings from year to year. For example, your firm wants to present the Income Statement with varying levels of detail to three different audiences — the bank, board members, and partners. You can create three different account group tables, and reference each table when you run each report.



You can create two levels of account group tables, summary and detail, which provides flexibility when you customize your General Ledger reports. When you set up two levels of account group structure, you specify the associations between a summary account group and its detail account groups when you create account group tables.

### **Recommendation: Identify Accounts not yet Included in Account Group Tables**

The **Other** column on General Ledger reports displays amounts for accounts that are not assigned to account groups. For this reason, Deltek recommends that you assign each account in your chart of accounts to an account group. To check this, use the **Test Setup** option on the Detail Account Group tab to display a list of all accounts not yet included in an account group table.

### **How to...**

You can set up account new account tables or modify existing tables.

### **Add a New Summary Account Group Table Record**

On the Summary Account Group tab you associate one or more detail account groups with a summary account group.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

### **To add a new summary account group table:**

1. From the Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.
2. On the Account Group Tables form, click the Summary Account Group tab.
3. Click **New** and select **New Account Group Table** on the toolbar.
4. Enter a name and number for the account group table.
5. Select your settings for the other options.
6. On the **Detail Account Groups** grid, associate one or more detail account groups with the summary account group.
7. Use the **Test Setup** option to check that each detail account group is assigned to a summary account group.
8. Click **Save**.

### **Add a New Detail Account Group Table and Insert Accounts**

In each account group table, you can specify a range of account numbers or a single account number.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.



**To add a new detail account group table and insert accounts:**

1. From the Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.
2. On the Account Group Tables form, click the Detail Account Group tab.
3. Click **New** and then select **New Account Group Table** on the toolbar.
4. Enter a name and a number for the account group table.
5. Select settings for the other options on the tab.
6. Click **Insert** to insert an account or range of accounts.  
To specify a single account number, enter the same account number in the **Start Account** and **End Account** fields.
7. Use the **Test Setup** option to check that each account is assigned to a detail account group.  
If an account is not associated with a group, the account displays with the label of **other** on reports.
8. Click **Save**.

**Copy an Account Group Table Record**

You can copy and modify an existing account group table record to create a new record.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

**To copy an account group table record:**

1. From the Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.
2. Click the Detail Account Group tab or the Summary Account Group tab.
3. Select the account group table record that you want to copy.
4. On the toolbar, click **New** and select **Copy Current Account Group table**.
5. Modify the copied information and give the new record a unique identifier.
6. Click **Save**.

**Delete an Account from a Detail Account Group Table**

When you delete an account from a detail account group table, the account is removed from the grouping but not from the chart of accounts.

**To delete an account from a detail account group table:**

1. From the Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.
2. On the Account Group Tables form, click the Detail Account Group tab.
3. Click the grey box next to the account group table that you want to delete.



4. Click **Delete**.
5. Click **Save**.

### Insert Accounts into an Existing Detail Account Group Table

You can insert a single account or range of accounts in an existing detail account group table.

To insert accounts in an existing detail account group table:

1. From the Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.
2. On the Account Group Tables form, click the Detail Account Group tab.
3. Select a detail account group table.
4. Click **Insert** to insert an account or range of accounts. To specify a single account number, enter the same account number in the **Start Account** and **End Account** fields.
5. Use the **Test Setup** option to check that each account is assigned to a detail account group.

If an account is not associated with a group, the account displays with the label of **other** on reports.

6. Click **Save**.

### Fields and Options

Use the Account Tables Name form to associate account groups with accounts.

### Account Group Tables Form

Use the Account Group Tables form to specify one or more accounts for each account group. You can also specify the sequence in which the account groups display on reports.

You can set up a single level of account group tables on the Detail Account Group tab.

To set up two levels of account group tables, use both the Detail Account Group tab and the Summary Account Group tab. You can then establish associations between detail and summary account groups.

### *Display the Account Group Tables Dialog Box*

The Account Group Tables form is in the Advanced Accounting section of the Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Account Group Tables**.



### *Toolbar of the Account Group Tables Form*

Use the toolbar options to make changes, print, and save account group tables.

#### Contents

Field	Description
New	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ Select <b>New Account Group Table</b> to create a new account group table record.</li> <li>▪ Select <b>Copy Current Account Group Table</b> to copy an existing record. You can then modify the copied record to create a new account group table.</li> <li>▪ Select <b>Select Account Group Table to Copy</b> to open the Account Group Table Lookup and select a table to copy. You can then modify the copied record to create a new account group table.</li> </ul>
Delete Account Group Table	Click this option to delete an account group table.
Print	<p>When you print the Account Group Table List, the following are true:</p> <ul style="list-style-type: none"> <li>▪ If you establish two levels of account groups structure, you see data for both detail and summary account group tables.</li> <li>▪ The report also lists any missing or duplicate accounts.</li> </ul> <p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ Select <b>Print Current Account Group Table</b> to print an Account Group Table List. This lists displays the start and end accounts and other settings for each account group defined.</li> <li>▪ Select <b>Print Active Group</b> to print all account group table records currently active in the Account Group Table Info Center. The Account Group Table List displays start and end accounts and other settings for each account group defined.</li> <li>▪ Select <b>Select Account Group Table to Print</b> to use the Account Group Table lookup to select the account group table record that you want to print. The Account Group Table List shows start and end accounts and other settings for each account group.</li> </ul>
Detail Group Names	Click this option to open the Detail Account Group Names lookup. This dialog box lists all detail account groups created on the Detail Account Group tab. You can also use this dialog box to edit or add account group names from the Account Group Table menu.
Summary Group Names	Click this option to open the Summary Account Group Names lookup dialog box. This dialog box lists all summary account groups created on the Summary Account Group tab. You can also use this dialog box to edit or add account group names from the Account Group Table menu.



Field	Description
	When you set up the account group tables, you associate each of the detail account groups with a summary, or parent, account group name.

#### *Detail Account Group Tab of the Account Group Tables Form*

Use the Detail Account Group tab to associate detail account group names with accounts. You can also use this tab to specify how account group table information prints on General Ledger reports.

#### Contents

Field	Description
Number	Enter the number associated with the new table.
Name	Enter a name to identify this table. This table name displays as a choice for your General Ledger reports.
Lookup fields	<p>Use the lookup fields to associate an organization or account code with the selected account table.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization from the lookup. This field only displays if you use Organizations.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. These codes are defined in the Unit Table Code Table.</li> </ul>

#### Detail Account Group Names Grid

Field	Description
Test Setup	<p>Each account in your chart of accounts must belong to an account group. Amounts for accounts not assigned to account groups display in the <b>Other</b> column on the General Ledger reports.</p> <p>This option works with the <b>Exclude from Report Total</b> option.</p> <p>When you click <b>Test Setup</b>, the following things happen:</p> <ul style="list-style-type: none"> <li>▪ DPS displays a list of all accounts not currently assigned to an account group.</li> </ul> <p>If an account is assigned to an account group, but the account group is marked for exclusion from report totals, that account displays in the list of "missing" accounts.</p> <p>Amounts for accounts not assigned to account groups display in the <b>Other</b> column on the General Ledger reports. However, if an account is assigned</p>




Field	Description
	<p>to an account group marked for exclusion from report totals, that account's amount is not included in the <b>Other</b> column.</p> <ul style="list-style-type: none"> <li>DPS checks for accounts that are assigned to multiple account groups.</li> </ul> <p>DPS considers account assignments as duplicates only if both account groups are marked to be included in report totals. This means that the <b>Exclude from Report Total</b> option is not selected for either account group to which the account is assigned. The duplicates list does not include an account assigned to two account groups if one account group is included in report totals and the other account group is excluded from report totals.</p>
Insert	Open an account group table and click this option to associate the detail account group name with a sort order. Set the options for use on General Ledger reports.
Delete	<p>Open an account group table, select a grid row, and click this option to remove the detail account group name from the account group table.</p> <p>If you specify two levels of account group structure and the detail account group is already associated with a summary account group table, DPS displays a warning message. This message advises you that you must remove the detail account group from the table on the Summary Account Group tab of Account Group Tables.</p>
Sort Order	Enter a number to set the order in which detail account groups display on reports.
Account Group Name	From the drop-down list, select a detail account group name. This name displays as a label on general ledger reports.
Exclude from Report Total	<p>Select this option to define subtotals on general ledger reports without those subtotals impacting the bottom line or the report totals. If you run the <b>Test Setup</b> option, any account assigned to an account group marked for exclusion from report totals displays in the list of accounts not yet assigned. For example, you can create an account group for the sum of current assets less current liabilities, but this account must not impact the total Assets or Total Liabilities on the Balance Sheet.</p> <p>Do not select this option if you want accounts to impact the bottom line and be included in report totals.</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
Show Account Detail	<p>By account group, you specify whether the account number or name displays on general ledger reports. Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li><b>Yes:</b> Select this setting for the account number or name to display beneath each detail account group on the report. Whether just the account name, or both the account name and number, display is based on report options settings. This setting overrides any settings on the report's Sorting/ Grouping tab.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>No:</b> Select this setting if you do not want the account number and account name to display on the report. In this case, the total amount includes amounts from all accounts associated with the detail account group. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>Report:</b> Select this setting for the account name and number to display on the report if you select them on the Sorting/Grouping tab for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
Subtotal	<p>This option is available only if you set the <b>Show Account Detail</b> option to <b>Yes</b>. If you set <b>Show Account Detail</b> to <b>Report</b>, the subtotals are also based on report options.</p> <p>Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Select this setting for the report to include a subtotal for all the accounts associated with the account group; the subtotal displays under the account group name. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>No:</b> Select this setting for the report to not subtotal by account group. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>Report:</b> Select this setting for the subtotal to display only if you select it on the Sorting/Grouping tab for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>

### Accounts in Detail Account Group Names Grid

Use this grid to associate one or more accounts with each detail account group.

Field	Description
Insert	Open an account group table and click this option to insert an account or range of accounts for the detail account group table.
Delete	Open an account group table, select a line, and click this option to remove the account from the detail account group table.
Start Account	<p>Enter the starting account number for the account group, or click  <b>Search</b> to select the account on the Account Lookup.</p> <p>For each account group, you can specify either a single account number or a range of account numbers:</p> <ul style="list-style-type: none"> <li>▪ To specify a single account number, enter the same account number in the <b>End Account</b> field, so your start account and end account are identical.</li> <li>▪ To specify a range, enter an end account number that is greater than the start account number.</li> </ul>



Field	Description
End Account	<p>Enter the ending account number for the account group, or click  <b>Search</b> to select the account on the Account Lookup.</p> <p>For each account group, you can specify either a single account number or a range of account numbers:</p> <ul style="list-style-type: none"> <li>To specify a single account number, enter the same account number that you entered in the <b>Start Account</b> field, so your start account and end account are identical.</li> <li>To specify a range, enter an end account number that is greater than the start account number.</li> </ul>

#### *Summary Account Group Tab of the Account Group Tables Form*

Use the Summary Account Group tab to associate each summary account group with one or more detail account groups.

You can think of the summary account group as the parent to all detail account groups associated with it. The detail account groups define which accounts are included. You can also use this tab to specify how account group table information prints on general ledger reports.

The availability of some options on this tab depend upon your security access rights. See your system administrator if you have questions.

#### **Summary Account Group Names Grid**

Field	Description
Test Setup	<p>Each detail account group should belong to a summary account group. This option works in conjunction with the <b>Exclude from Report Total</b> option.</p> <p>When you click <b>Test Setup</b>, the following things happen:</p> <ul style="list-style-type: none"> <li>DPS displays a list of all detail account groups not currently assigned to a summary account group.</li> </ul> <p>If a detail account group is assigned to a summary account group, but the summary account group is marked for exclusion from report totals, the detail account group displays in the list of "missing" detail account groups.</p> <p>Amounts for accounts associated with any detail account groups not included in a summary account group display in the <b>Other</b> column on the General Ledger reports. However, if the summary account group is marked for exclusion from report totals, corresponding child account amounts are not included in the <b>Other</b> column.</p> <ul style="list-style-type: none"> <li>DPS checks for duplicates, which in this case are detail account groups assigned to more than one summary account group.</li> </ul> <p>DPS considers account group assignments as duplicates only the <b>Exclude from Report Total</b> option is not selected for either summary account group to which the detail account group is assigned. In other words, the list does not include a detail account group assigned to two summary account groups if one of the summary</p>



Field	Description
	account groups is included in report totals and the other summary account group is excluded from report totals.
Insert	Open an account group table and click this option to specify a summary account group name.
Delete	Open an account group table, select a line, and click this option to remove the summary account group name from the table.
Sort Order	Enter a number that indicates the order in which account groups display on reports.
Account Group Name	From this drop-down list, select a summary account group name. This name displays as a label on general ledger reports.
Exclude from Report Total	<p>Your setting for this option for the summary account group overrides the corresponding setting for its constituent detail account groups.</p> <p>Select this option to define subtotals on general ledger reports without those subtotals impacting the bottom line. If you run the <b>Test Setup</b> option, any account assigned to an account group marked for exclusion from report totals displays in the list of accounts not yet assigned.</p> <p>Do not select this option if you want accounts to impact the bottom line.</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
Show Account Detail	<p>Use this option to specify whether or not the detail account groups associated with the current summary account group display on general ledger reports.</p> <p>Select one of the following settings from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes:</b> The names of the detail account groups display beneath each summary account group on the report. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>No:</b> The detail account groups do not display on the report. This setting overrides any settings on the report's Sorting/Grouping tab.</li> </ul> <p>This option does not affect the display of account names and numbers on the report. To control their display, use the <b>Show Account Detail</b> option on the Detail Account Group tab (of Account Group Tables).</p> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>
Subtotal	<p>This option is available only if you set the <b>Show Group Detail</b> option to <b>Yes</b>. If you set <b>Show Group Detail</b> to <b>Report</b>, the subtotals are also based on report options.</p> <p>Select one of the following settings from the drop-down list:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Yes:</b> Select this setting for the report to include a subtotal for the summary account group if more than one account is included in the definitions for any associated detail account groups. The subtotal displays under the account group name. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>No:</b> Select this setting for the report to not subtotal by account group. This setting overrides any settings on the report's Sorting/Grouping tab.</li> <li>▪ <b>Report:</b> Select this setting for the subtotal to display only if you select to subtotal on the account group record on the Sorting/Grouping tab for the report.</li> </ul> <p>This option affects the Balance Sheet, Income Statement, and Profit Planning Monitor.</p>

### Detail Account Group Name in Summary Account Group Grid

Use this grid to associate one or more detail account groups with the summary account group.

Field	Description
Insert	<p>Open an account group table and click this option to insert a detail account group name for the summary account group table.</p> <p>The detail account groups you specify are considered sub accounts of the summary account group. This means that all accounts named as part of each detail account group belong to the summary account group.</p>
Delete	<p>Open an account group table, select a table, and click this option to remove a detail account group name from the summary account group table.</p>
Detail Account Group Name	<p>Detail account groups that you created on the Detail Account Group Tab (of Account Group Names) are available from the drop-down list for this option. You must set up the detail account groups, including your designations of which accounts are associated with the detail account groups, before you can associate them with a summary account group here.</p> <p>If you attempt to select a detail account group that is already associated with another summary account group, DPS displays a warning message.</p>

### Learn More About...

If you are new to using account group tables, review basics about them.



## Rules for Mapping Account Groups to Account Group Tables

The detailed account group tables contain account ranges that you map to account group names. If accounts within a detailed account group are not consecutive, you must reference several account ranges in the account grid associated with the account group.

If you use two levels of account groups, with detailed account groups and summary account groups, the summary account group table contains detailed account groups associated with each summary account group. Each detail account group can only be associated with one summary account group.

### Example

For example, you have the following accounts:

- 401.00 — Fee Revenue
- 402.00 — Unbilled Revenue
- 403.00 — Consultant Revenue
- 404.00 — Reimbursable Revenue

To group accounts 401.00, 403.00, and 404.00 together in an account group called Billed Revenue and leave account 402.00 out of the group, you map the accounts as follows:

Start Account	End Account	Account Group Name	Sort Order
401.00	401.00	Billed Revenue	1
402.00	402.00	Unbilled Revenue	2
403.00	404.00	Billed Revenue	1
405.00	410.00	Other Revenue	3

In the example, the account group called **Billed Revenue** is referenced twice, yet all accounts ranges are unique. Both of the Billed Revenue ranges have the same sort order.

## Account Group Tables and Security Access

Your system administrator sets access limitations on configuration tables, including account group tables. Your system administrator can tailor your view so that you can view or update only those account group tables that you use in association with the projects that you work on.

If you do not see an account group table that you require, contact your system administrator to request that he or she change your access rights in Security Configuration.

There are two types of access rights for account group tables:

- **Record Level View:** This setting determines the account group tables that are available to you on the General Ledger and Consolidated General Ledger reports.
- **Record Level Update:** This setting determines the account group tables that are available to you on the Account Group Table form. You must also have access to the **Account Group Table** menu option on the Roles form in Security Configuration.



## Cash Flow Statement Setup

The Cash Flow Statement reports cash flows on a cash basis, and focuses on liquidity. The net cash flow from one period to the next on the report should equal the change in cash between the two balance sheets that cover the same period.

Many of the items on the Cash Flow Statement also display on the income statement or the balance sheet. In the Cash Flow Statement, they are arranged to highlight the cash generated during the period and to show how it relates to reported earnings.

If your firm uses multiple companies, set up the Cash Flow Statement by company.

### Fields and Options

Use the Cash Flow Statement Settings form to set up the Cash Flow Statement report.

### Cash Flow Statement Settings Form

Use the Cash Flow Statement Settings form to define section headings and map accounts to each section.

#### *Display the Cash Flow Statement Setup Form*

You display the Cash Flow Statement Setup form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Cash Flow Statement**.




#### *Cash Flow Statement Headings Tab of Cash Flow Statement Setup*

Use the Cash Flow Statement Headings tab to define the section headings for each company's Cash Flow Statement. This DPS report is the same as the Statement of Cash Flows (GAAP). It reports inflows and outflows of cash during an accounting period.

### Contents

Field	Description
Total Heading	Enter the text of the label that displays on the Total line for each grouping.
Drop-down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a new grid row at the selected location.
 Copy	Click this option to add a copy of the selected grid row at the end of the grid.
 Delete	Click this option to delete the selected grid row.
Report Column	Enter a number indicating the order of appearance on the report of the section heading defined on this grid row.
Heading	Enter the text of the label to appear on the report for this section heading. Your entry here populates the <b>Report Column</b> field on the Cash Statement Setup tab of this form.
Subtotal	Select this option to have the Cash Flow Statement report display a subtotal for this section.
Subtotal Label	Enter the text of the label to appear on the report for the subtotal defined on this grid row. Your entry here populates the <b>Label</b> field on the Cash Statement setup tab of this form for this company.





*Cash Flow Statement Setup Tab of Cash Flow Statement Setup*

Use the Cash Flow Statement Setup tab to define subsection headings and map the accounts associated with each subsection. These accounts determine the amount that displays for each line item on the Cash Flow Statement.

**Contents**





Field	Description
Drop-down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Test Setup	<p>Click this button to test the Cash Flow Statement Setup. When you click the button, DPS displays a message that identifies any accounts missing from the setup and asks you to check them.</p> <p>The Cash Flow Statement's total cash flow ties to the corresponding balance sheet's current period cash balance only if each general ledger account is associated with a line item in Cash Flow Statement Setup. The account can be a System Account, in a range defined on the Account grid, or an individual row in the Account grid.</p>
 Insert	Click this option to insert a new grid row at the selected location.
 Copy	Click this option to add a copy of the selected grid row at the end of the grid.
 Delete	Click this option to delete the selected grid row.
Company	From the drop-down list, select the company whose data is defined on this row.
Label	Enter the text in this field that will be associated with each heading.
Report Column	Select columns from the drop-down list.
Sort Seq	Enter a number to indicate the label's order of appearance under its <b>Report Column</b> on the report.
System Account	<p>If the label applies to a group of accounts already defined in DPS, you can select an option here rather than specifying an individual account or account range. The available options are:</p> <ul style="list-style-type: none"> <li><b>Net Income</b> — This is the sum of amounts in all Income Statement accounts. This amount should equal Total Profit on the corresponding Income Statement, and should also equal the current period's Retained Earnings on the corresponding Balance Sheet.</li> <li><b>Accounts Payable</b> — This is the sum of amounts in all liability code accounts.</li> <li><b>Accounts Receivable</b> — This is the sum of amounts in all accounts mapped to accounts receivable.</li> </ul>



## Account Grid

Field	Description
Drop-down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a copy of the selected grid row at the end of the Account grid.
 Delete	Click this option to delete the selected grid row.
Start Account	Click  and select the starting account in the range of accounts to associate with a subsection and line item label on the report.
End Account	Click  and select the ending account number in the range of accounts to associate with a subsection and line item label on the report.

## Credit Card Settings

You turn on and configure the Credit Card feature in Advanced Accounting Settings.

Before you can turn on the Credit Card feature, you must set the **Allow company paid expenses** option to **Yes** on the Options tab in **Settings Expense** in the browser application. Then you can turn on the Credit Card feature on the General tab in **Settings » Accounting » Company** in the desktop application.

If your firm uses multiple companies in DPS, you enable the Company-Paid and Credit Card features for each appropriate company in your enterprise.

In Credit Card settings (**Settings » Advanced Accounting » Credit Cards** in the desktop application), you set up information for each of your company's primary credit cards. For each primary credit card, you set up secondary credit cards and the employee who are authorized to use them.

If you will be importing credit card charges from your credit card company into DPS for a primary credit card, you specify the settings for the import file, its contents and formatting, on the Import tab in Credit Card settings.



## How to...

Enable the Credit Card feature and then set up the credit card accounts.

### Set Up the Credit Card Feature

You enable the feature on the Accounting Company Settings form, then set up credit card accounts on the Credit Cards form.

**Prerequisites:** Before you can turn on the Credit Card feature, you must select the **Allow Company Paid Expenses** check box on the Options tab in **Settings » Expense** in the browser application.

#### To turn on and set up the Credit Card feature:

1. From the desktop application Navigation menu, click **Settings » Accounting » Company**.
2. On the General tab of the Accounting Company Settings form, select the **Enable use of Credit Cards** check box and click **Save**.
3. From the Navigation menu, click **Settings » Advanced Accounting » Credit Cards**.
4. On the toolbar of the Credit Cards form, click **New » New Primary Credit Card**.
5. On the General tab, set up and enter basic information for a primary credit card that your company uses.
6. In the Secondary Credit Cards grid on the General tab, add one or more secondary credit cards that are associated with the primary credit card.  
For each secondary credit card, you enter the employee or employees who are authorized to use it.
7. If you will be importing credit card charges into DPS, open the Import tab and enter settings for the import file.  
You enter formatting information for the file and select which fields to include in the file and their order within the file.
8. Click **Save**.
9. Repeat steps 4–9 in Credit Card Configuration to set up each primary credit card that your company uses.

Click the ellipsis icon in the **Expense Report Users** field (in the Secondary Credit Cards grid) to display the Employees Assigned to Credit Card dialog box. Use the dialog box to select the employees who are allowed to pay for company expenses with each credit card.

### Fields and Options

Use the Credit Cards form to set up credit card accounts. Then use the Employees Assigned to Credit Card dialog box to select the employees who are authorized to pay for company expenses with each credit card.



## Credit Cards Form

Use this form to set up the primary credit cards that your company uses.

For each primary credit card, you enter secondary credit cards. For each secondary credit card, you specify the employees who are authorized to pay for company-paid expenses using that secondary credit card. You can set up an unlimited number of primary credit cards.

### *Display the Credit Cards Form*




You display the Credit Cards form in Credit Card settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Credit Cards**.

### *Toolbar of the Credit Cards Form*

Use this toolbar to complete actions on the Credit Cards form.

## Contents

Field	Description
 New	<p>To set up a new credit card, click this option, and then select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>New Primary Credit Card</b> — Click this option to set up a new primary credit card for your company.</li> <li>▪ <b>Copy Current Credit Card Primary Code</b> — Click this option to copy the data from the credit card record that you have open on the Credit Cards form to create a new credit card record.</li> <li>▪ <b>Select Credit Card Primary Code to Copy</b> — Click this option to open the Credit Card lookup, select a credit card record that already exists, and copy its information to create a new credit card record.</li> </ul>
 Delete Credit Card	<p>Click this option to delete the current credit card record that you have open on the Credit Cards form. You can delete only the credit cards that do not have any transactions applied to them. If transactions are associated with a primary credit card that you want to delete, change the status of the primary credit card to <b>Dormant</b>.</p>
 Print	<p>Click this option to view or print the Credit Card Configuration report. This report lists all the primary credit cards that you have set up in DPS, their associated secondary credit cards, and the configuration settings that you specified for each of them.</p>



### General Tab of the Credit Cards Form

Use this tab to enter and view basic information for a primary credit card.

#### Contents

#### Fields

Field	Description
Primary Code	<p>This field is enabled only after you click <b>New</b> on the Credit Cards form toolbar and then select one of the options in the shortcut menu.</p> <p>Enter a code to identify this primary credit card.</p> <p>After you save the setup information for a new credit card, the <b>Primary Code</b> field becomes a display-only field. If you would like to change the primary code, you must set up a new credit card and change the status of the existing credit card to <b>Dormant</b>. You could also delete the existing credit card if it has not yet been associated with any transactions in DPS.</p> <p>When you import credit card transactions from your credit card company into DPS, the import is based on the primary credit card, which is comprised of transactions that are associated with each secondary credit card that is set up for a primary credit card. Within DPS, the transactions for the secondary credit cards are filtered and made available on expense reports for the appropriate employees who are associated with the secondary credit cards. In Credit Card Reconciliation, you reconcile statements based on the primary credit card.</p> <p><b>Multiple Companies</b></p> <p>If you have multiple companies, the primary code must be unique across different companies.</p>
Primary Description	Enter a description for the primary credit card.
Import credit card charges	Select this option if you are importing credit card charges.
Use to separate import into secondary credit cards	<p>From the drop-down list, select the field to use in import files that your credit card company uses on statements to identify a secondary credit card account. This field must be included in the import (text) file that contains the credit card statement charges to import into DPS. In the import file, this field identifies the secondary credit card that is associated with a charge.</p> <p>Options in the list are: <b>CardholderName</b>, <b>SecondaryAccountNumber</b>, and any user-defined field that you set up on the Import tab of the Credit Cards form. You can use <b>CardholderName</b> if your bank masks the account number in exported files.</p> <p>Other fields that are related to this field:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Import Value</b> field in the Secondary Credit Cards grid on this tab — In this field you enter the value for the field that you selected in the <b>Use to separate import into secondary credit cards</b> field. This value identifies each secondary credit card for a credit card.</li> <li>▪ <b>Include</b> check box in the grid on the Import tab of the Credit Cards form — You must select the <b>Include</b> check box for the field that you select in the <b>Use to separate import into secondary credit cards</b> field so that the field is included in the statement information that you import from your credit card company.</li> </ul> <p><b>Examples:</b></p> <p>If you select <b>CardholderName</b> in the <b>Use to separate import into secondary credit cards</b> field, you enter the name of the secondary card holder (for example, William Apple) in the <b>Import Value</b> field in the grid on the General tab. You must enter the name exactly as it will appear in the file downloaded from your credit card company. You select the <b>Include</b> check box for the <b>CardholderName</b> field on the Import tab. When the credit card charges are imported from the bank using the import utility in Credit Card Reconciliation, each record that has William Apple in the <b>CardHolderName</b> field will be associated with the secondary credit card that defined William Apple as the import value.</p> <p>If you select <b>SecondaryAccountNumber</b> in this field, you enter the secondary account number for the secondary credit card in the <b>Import Value</b> field in the grid on the General tab. You select the <b>Include</b> check box for the <b>SecondaryAccountNumber</b> field on the Import tab. The account number should be entered exactly as it will appear in the text file downloaded from your credit card company so DPS can match to the appropriate secondary credit card.</p>
Map to expense report description	<p>From the drop-down list, select the field that was imported from the credit card statement and will be displayed and posted in the expense report.</p> <p>Options in the list are: <b>{None}</b>, <b>MerchantDescription</b>, and any user-defined field that you set up on the Import tab on the Credit Cards form.</p>
Company Paid	<p>Select this option when the primary credit card is paid by the company. When selected, all credit card charges associated on an expense report for this credit card will be company paid.</p>
Employee Paid	<p>Select this option when the company-issued primary credit card is paid by the employee. When selected, all credit card charges associated on an expense report for this credit card will not be company paid. They will instead flow through to Employee Payment Processing for the employee to be reimbursed.</p> <p>If there are unposted expense reports associated with the credit card, you cannot change it from Company Paid to Employee Paid (or vice versa).</p>
Status	<p>From the drop-down list, select the status of the primary credit card.</p> <p>Options are:</p>




Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Active</b> — Select this option if you want the credit card to be available for employees to use in DPS.</li> <li>▪ <b>Dormant</b> — Select this option if you no longer want employees to use the credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transaction.</li> </ul>
Currency	<p>This field applies if you use multiple currencies in DPS. From the drop-down list, select the currency for the credit card. This is the currency in which you pay the credit card company. The credit card reconciliation will be in the currency of the credit card.</p> <p>If the credit card is employee paid, the credit currency is based on the currency of the imported transaction. The payment currency, however, is based on the functional currency of the employee set on the Currency Tab on the General Company Settings form.</p>

### Secondary Credit Card Grid



Use this grid to enter the secondary credit cards that are associated with the primary credit card. You associate the secondary credit cards with the employees who are authorized to use them. You must enter at least one secondary credit card for each primary credit card.

After you import primary credit card statement information into DPS from your credit card company, the secondary credit card transactions display on the Expense Report form. Employees can select the appropriate credit card transaction to add to their expense report. Only the credit card transactions that are applied to the secondary account that an employee is authorized to use displays on the Expense Report form for an employee.

### Secondary Credit Card Grid Toolbar

Field	Description
Secondary Credit Cards Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a new row in the grid and add a new secondary credit card for the primary credit card.



Field	Description
 Copy	Select a row in the grid that you want to copy to create a new secondary credit card record. Then click <b>Copy</b> . The information from the selected row is copied to a new row below it.
 Delete	<p>To remove a secondary credit card from the primary credit card, select a secondary credit card in the grid to delete. Then click this option to delete the row from the grid.</p> <p>If transactions are associated with a secondary credit card, you will not be able to delete it. Instead, change the status of the secondary credit card to <b>Dormant</b>.</p>

### Secondary Credit Card Grid Fields

Field	Description
Code	Enter a code to identify this secondary credit card. You must enter a unique code for each secondary credit card that you enter for a primary credit card.
Description	Enter a description for the secondary credit card.
Status	<p>From the drop-down list, select a status for the secondary credit card.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Active</b> — Select this option if you want the secondary credit card to be available for employees to use in DPS.</li> <li>▪ <b>Dormant</b> — Select this option if you no longer want employees to use the secondary credit card. The card will not display in any drop-down lists in entry fields and cannot be used for new transactions. For example, you would change the status to <b>Dormant</b> when an employee no longer works at your company.</li> </ul>
Company Paid Credit Account	<p>Click this field to display the <b>Find</b> icon. Click the icon to open the Account Lookup dialog box, and select a general ledger credit account for the secondary credit card. This account is commonly a liability or an indirect expense account.</p> <p>You could enter a liability account in this field when one of the following applies:</p> <ul style="list-style-type: none"> <li>▪ As soon as an expense is entered, you consider it to be a liability to the credit card company.</li> <li>▪ You use multiple currencies and employees have a secondary credit card in a currency other than their employee's functional currency. Entering a liability account for the secondary credit card will allow you to define the account as foreign-denominated so that DPS can revalue the balance in the account as part of the gain and loss processing.</li> </ul> <p>You could enter an indirect expense account in this field if you consider the expense report postings as a net zero impact on the income statement and you do not expense the expense report transactions until the credit card statement is entered as a voucher.</p> <p>The company paid credit account is used in the following ways:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>For Expense Reports</b> — The company paid credit account is used in the expense report posting when a record is defined as company paid, and it has a credit card associated with it. Typically, the expense report debits the project expense that is defined on the expense report. For company paid items that specify a credit card, the company paid account is credited. For any record that is associated with a credit card, the company paid account will override the default company paid account that is defined on the Options tab and the company paid account defined on the Expense Categories tab in <b>Settings » Expense</b> in the browser application.</li> <li>▪ <b>For AP Disbursements</b> — The company paid credit account is used in an AP Disbursement transaction when the payment method is defined as Credit Card. Typically, the AP disbursement debits the expense defined in the AP disbursement, and it credits the company paid credit account when the payment method is Credit Card.</li> </ul> <p>When you enter a transaction to pay the credit card company (for example, through an AP Voucher), you must specify the company paid account that is defined in the secondary credit card. The only entries to this account would be the expense report postings, AP disbursement postings, and the payment to the credit card company</p>
Project	Enter the project for the company paid credit account. If the company paid credit account for the secondary credit card is an overhead account, the project defines the organization. If the company paid credit account for the credit card is a balance sheet account, the project defines the organization if you have separate balance sheets or have multiple companies.
Phase	Enter the phase for the company paid credit account.
Task	Enter the task for the company paid credit account.
Available to AP	Select this check box if you want this secondary credit card to be available for data entry in AP Disbursements in the Transaction Center. When this check box is not selected, the credit card will be available only for Expense Report transactions.
Expense Report Users	<p>Click in this field to display the <b>Ellipsis</b> icon that opens the Employee Assigned to Credit Card dialog box. On this dialog box, select one or more employees who are authorized to use this secondary credit card to pay for company expenses. Entering an employee in this field allows the employee to select the credit card transactions that they paid with the secondary credit card when they enter expense reports. These transactions are loaded into Expense when you import credit card statement information from your credit card company into DPS in the Credit Card Reconciliation application.</p> <p>One scenario in which you would enter multiple employees for one secondary credit card is when an employee who pays for company expenses with a company-issued credit card has an administrative assistant or other staff members enter expense report in DPS for them.</p>



Field	Description
	<p>If you have multiple companies in DPS, you can select an employee from any of the companies in this field, even if the company to which the employee belongs does not have the Credit Card feature enabled.</p> <p>After you select employees in the Employee Assigned to Credit Card dialog box, the <b>Expense Report Users</b> field displays the name of the one employee you selected, or it displays <b>&lt;records selected&gt;</b> if you selected multiple employees.</p>
Import Value	<p>Based on what you select in the <b>Use to separate import into secondary credit cards</b> field on this tab, enter the value to use to identify the transactions for this secondary credit card when you import the transactions for a primary credit card into DPS (in <b>Advanced Accounting » Credit Cards » Credit Card Reconciliation</b>).</p> <ul style="list-style-type: none"> <li>▪ If you selected <b>CardholderName</b> in the <b>Use to separate import into secondary credit cards</b> field, enter the name of the employee who is authorized to use this secondary credit card.</li> <li>▪ If you selected <b>SecondaryAccountNumber</b> in the <b>Use to separate import into secondary credit cards</b> field, enter the secondary credit card code in this field.</li> </ul> <p>When you import charges from a credit card statement into DPS, you are importing the charges from all the secondary credit cards that make up a primary credit card. The value that you enter in the <b>Import Value</b> field must exactly match the value in the credit card file that is being imported into DPS.</p>

#### *Import Tab of the Credit Cards Form*

Use this tab to define the contents (fields) and formatting for an import (text) file that is used to import charges from a credit card statement into DPS.

You import charges from a credit card statement into DPS in **Accounting » Credit Cards » Credit Card Reconciliation**.

#### **Contents**

##### **Fields**

Field	Description
Field Delimiter	From the drop-down list, select the character to use as a separator between the values (fields) in the credit card statement files that you will be importing into DPS.
Text Qualifier	<p>From the drop-down list, select the character that you are using as a text qualifier in the credit card statement files to import into DPS.</p> <p>A text qualifier may be used in addition to delimiters in a file that you are importing. Text qualifiers are placed at the beginning and end of a value (field) inside the delimiters. Text qualifiers indicate that the content between them is part of one value (field). For example, if you use comma delimiters, a text qualifier (other than a comma) helps to distinguish commas that are used as delimiters and commas used within the value.</p>



Field	Description
	<p><b>Example:</b></p> <p>You use comma delimiters and a single quotation mark as the text qualifier.</p> <p>A row of data in the file is: 'John Bartlett', 'Marriott International, Inc', '10/20/2014', '\$1,000.00'</p> <p>Using text delimiters ensures that the commas in Marriott International, Inc and in \$1,000.00 are not interpreted as a delimiter. These commas are part of the company name and the monetary amount.</p>
Decimal Symbol	Enter the symbol that you use for decimals in import files.

### Date Handling Section

Field	Description
Order	<p>Select the order in which you want the month, day, and year to appear in dates.</p> <p>Options are: <b>DMY</b>, <b>DYM</b>, <b>MDY</b>, <b>MYD</b>, <b>YDM</b>, and <b>YMD</b>.</p> <p>D=day, M=month, and Y=year</p>
Delimiter	Enter the character that you want to use as the separate between month, day, and year. Examples are / or -.
Leading Zeros	Select this check box if you want leading zeros used for one-digit months or days (for example, use 01 instead of 1 for January).
Four Digit Year	Select this check box if you want all four digits of the year included for years (for example, use 2014 instead of 14).

### Select Fields You Want to Import Grid

Each row in this grid is prefilled with one of the possible credit card statement fields (values) that you can include in an import file. Select the credit card statement fields to include in your import files to import into DPS when you import credit card data for this primary credit card. The fields and their order must match the structure of the contents of the files you are importing.

### Select Fields You Want to Import Grid — Toolbar

Field	Description
Select Field You Want to Import Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Bottom, Down, Up, Top, and Move Included Items Up	<p>Use these icons to re-order a selected field to match the order in your import file.</p> <p>Click <b>Move Included Items Up</b> to move all selected fields to the top of the list.</p>

### Select Fields You Want to Import Grid — Fields

Field	Description
Include	<p>Select this check box for each field that you include in the import file.</p> <p>You must select this check box for the following fields:</p> <ul style="list-style-type: none"> <li>The field that you entered in the <b>Use to separate import into secondary credit card</b> field on the General tab of the Credit Cards form.</li> <li><b>Amount</b> (This is required if you do not use multiple currencies; it is optional if you use multiple currencies.)</li> <li><b>PaymentAmount</b> if you use multiple currencies in DPS</li> <li><b>MerchantDescription</b></li> <li><b>Date</b></li> </ul>
Field Name	<p>This displays the credit card statement field that you can import into DPS.</p> <p>The predefined fields are:</p> <ul style="list-style-type: none"> <li><b>SecondaryAccountNumber</b> — This field identifies a secondary credit card that is associated with a primary credit card. If you selected <b>SecondaryAccountNumber</b> in the <b>Use to separate import into secondary credit cards</b> field on the General tab of Credit Card Configuration, you must include this field in the import file. You enter the account number for a secondary credit card in the <b>Import Value</b> field in the grid on the General tab. If you did not select <b>SecondaryAccountNumber</b> in the <b>Use to separate import into secondary credit cards</b> field, you can still include the <b>SecondaryAccountNumber</b> in the import file, but you do not define the account number in the <b>Import Value</b> field in Credit Card Configuration because it is not the field that identifies the secondary credit account in DPS.</li> <li><b>CardholderName</b> — This field identifies a secondary credit card that is associated with a primary credit card. If you selected <b>CardholderName</b></li> </ul>



Field	Description
	<p>in the <b>Use to separate import into secondary credit cards</b> field on the General tab of Credit Card Configuration, you must include this field in the import file. You enter the credit card holder name for a secondary credit card in the <b>Import Value</b> field in the grid on the General tab. If you did not select <b>CardholderName</b> in the <b>Use to separate import into secondary credit cards</b> field, you can still include the <b>CardholderName</b> in the import file, but you do not define the credit holder name in Credit Card Configuration because it is not the field that identifies the secondary credit account in DPS. You can use <b>CardholderName</b> if your bank masks the account number in export files.</p> <ul style="list-style-type: none"> <li>▪ <b>Date</b> — This is the actual date on which the transaction occurred. It is not the date that the transaction was applied to the credit card. This date is used as the transaction date when a charge is added to an expense report in DPS.</li> <li>▪ <b>MerchantDescription</b> — This is the merchant or description for a charge from a credit card statement.  You could set up this field as a concatenation of several credit card fields from the bank such as merchant, merchant description, merchant address, and so on. You need to do this prior to importing into DPS, either through the website from which you export your credit card statement or through manipulating the text file before you import.  The field displays on the Charges tab in Credit Card Reconciliation to help you identify the charge when you reconcile the credit card statement. It displays in the Credit Card pane on the Expense Report form to help employees identify a charge when they enter expense reports.</li> <li>▪ <b>Amount</b> — This is the transaction amount. If you use multiple currencies in DPS, this amount is in the currency of the transaction, which is not necessarily the currency of the credit card.</li> <li>▪ <b>TransactionID</b> — This number is defined by the credit card company and is unique to each transaction on each statement. Although this is not a required field for importing, the benefit of including it is that it allows you to tie AP disbursements with imported charges and manually tie expense report charges to imported credit card changes if employees enter and post expense report charges without a transaction ID <b>before</b> the charges are imported into DPS. The ideal workflow is to add imported charges to an expense report <b>after</b> the charges from a statement have been imported into DPS. In this scenario, the imported and posted charges are tied together automatically. The other benefit of including the transaction ID when importing is that it allows DPS to check for duplicate entries in Credit Card Reconciliation.</li> <li>▪ <b>AmountCurrency</b> — This is the currency for the transaction amount. Delttek recommends that you use this if you use multiple currencies.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>PaymentAmount</b> — This is the amount in the credit card currency. This field is required if you use multiple currencies.</li> </ul> <p>When you use multiple currencies, it is recommended that you import the <b>Amount</b> field, which is the transaction amount (currency of the receipt), the <b>AmountCurrency</b> field, which is the transaction currency (currency code), and the <b>PaymentAmount</b> field (amount paid by the credit card). When all of these values are imported, DPS will use all these values when charges are added to an expense report. DPS will calculate the exchange rate based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a hotel bill, the transaction currency would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP.</p> <ul style="list-style-type: none"> <li>▪ <b>User-defined fields</b> — The five possible user-defined fields are <b>UserDefined1</b>, <b>UserDefined2</b>, <b>UserDefined3</b>, <b>UserDefined4</b>, <b>UserDefined5</b>.</li> </ul> <p>User-defined fields are optional. They can help employees identify charges when they enter expense reports. These fields display in the Credit Card Transactions pane on the Expense Report form and optionally in the credit card reconciliation and credit card review. However, the user-defined information will not be associated with the posted expense report. For example, if a credit card company tracks the address of the transaction, this additional information could be imported and available to employees when they enter their expense reports.</p> <p>You normally need only one identifier for the secondary credit card, either the <b>SecondaryAccountNumber</b> or the <b>CardholderName</b>.</p>
Label	<p>Enter the label for any user-defined field that you include in the import file. You cannot enter labels for the predefined fields.</p> <p>If you have DPS databases set up in multiple languages, you can log into each language and enter the appropriate label for each language.</p>
Display in Review/ Reconciliation	<p>Select this check box for each user-defined field that you want to display in credit review or credit reconciliation. User-defined fields always display for the user in the Expense Report. Select this option if you also want to display the values in credit card review and credit card reconciliation.</p>
Data Type	<p>This field displays the data type for a field, which indicates the type of characters used for the data:</p> <ul style="list-style-type: none"> <li>▪ <b>Varchar</b> — The field can contain both letters and numbers.</li> <li>▪ <b>Datetime</b> — The field contains a date.</li> <li>▪ <b>Decimal</b> — The field contains numeric amounts.</li> </ul>



## Employees Assigned to Credit Card Dialog Box

Use this dialog box to select the employees who are authorized as secondary credit card holders for a primary credit card. They are allowed to pay for company expenses with the credit card.

### *Display the Employees Assigned to Credit Card Dialog Box*

You display the Employees Assigned to Credit Card dialog box in Advanced Accounting Settings.

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Credit Cards**.
2. On the General tab of the Credit Cards form, click the **Ellipsis** icon in the **Expense Report Users** field in the Secondary Credit Cards grid.

### *Contents of the Employees Assigned to Credit Card Dialog Box*

Use these fields and options to select the employees who are authorized as secondary credit card holders for a primary credit card.

## Employees Grid Toolbar

Field	Description
Insert	Click this option to open the Employee lookup and select an employee to assign to the secondary credit card.
Delete	If an employee is not authorized to use the secondary credit card, select the employee in the grid to delete. Then click this option to delete the row from the grid.

## Employees Grid Fields and Buttons

After you click **Insert** and select an employee on the Employee lookup, the employee displays in the grid.

Field	Description
Employee	This field displays the selected employee's ID.
Name	This field displays the selected employee's name.

## Learn More About...

Learn more about the Credit Card feature and points to consider if you are importing charges or using multiple currencies.



## Credit Card Feature

Use the Credit Card feature to reconcile the credit card charges from your credit card company with the expenses entered in DPS that were paid with the company-issued credit cards.

After you enable and configure the Credit Card feature:

- The employees who are responsible for reconciling credit card statements create the statements in DPS and import the credit card charges from a credit card company into them.
- On expense reports, employees (the cardholders) can add a charge that they made with a company-issued credit card by selecting the charge from a list of imported charges on the Expense Report form. Only the charges that they made are included in the list.
- You can set up alerts to notify employees that imported credit card charges that apply to them are ready to add to an expense report.
- When you enter an AP disbursement, you can specify that the vendor invoice was paid with a credit card rather than a check or electronic payment.
- The employees who are responsible for reconciling credit card statements: clear the imported charges that have a matching posted expense report or AP disbursement transaction in DPS; identify and follow up on missing credit card charges; and when all charges are reconciled, they close the statement.

## Configuration

You enable the Credit Card feature by company, for the appropriate companies in your enterprise. You turn on the Company Paid feature for timesheets on the Options tab in **Settings » Expense** in the browser application. Then you turn on the Credit Card feature on the General tab in **Settings » Accounting » Company** in the desktop application.

You set up primary credit cards, and the associated secondary credit cards that are issued to employees, in **Settings » Accounting » Credit Cards** in the desktop application. You also enter content and formatting information for the credit card charges import file.

You can display user-defined fields in credit card reconciliation and credit card review. On the Import tab in **Settings » Advanced Accounting » Credit Cards** in the desktop application, select the **Display in Review/Reconciliation** check box for the user-defined field that you want to show.

## Alerts

The following alerts in the Expense folder in **Settings » General » Company Alerts** can be set up to notify employee about the imported charges:

- **New Credit Card Transactions Available** — This alert notifies the appropriate employees when a new credit card charge that they made has been imported into DPS, and it is ready to add to an expense report.
- **Past Due Credit Card Transactions** — This alert is sent to employees and, optionally, their supervisors after a certain number of days has passed without the imported expense being posted on an expense report.

## Credit Card Reconciliation

In **Cash Management » Credit Card Reconciliation**:



- You create credit card statements and import charges from your credit card company into the statement.

You can create a credit card statement in DPS before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges into DPS on an ongoing, regular basis throughout the month as your credit card company posts the charges and makes the information available to you through their website. This allows employees to add imported charges to their expense reports in a timelier manner.

You import charges for a primary credit card, which includes the charges for all the associated secondary credit cards.

- The imported credit card charges are matched automatically with the credit card charges that are posted on employee expense reports and AP disbursements.
- The charges that have a matching imported charge and posted DPS expense report or AP disbursement charge can be cleared automatically by DPS, or you can clear them manually.
- You identify the credit card charges that have not yet been entered in DPS, and when all charges are reconciled and cleared, you close the statement.
- If you use cash-basis accounting, you can create a cash-basis journal entry for all the cleared company-paid charges on a statement that is completely reconciled

### Processing Credit Card Expenses in DPS

You record expenses that are paid with company-issued credit cards in the following places in DPS:

- On an expense report in **My Stuff » Expense Report** — If you import credit card charges into DPS for a credit card, the charges made by an employee that have been imported into DPS display in a list on the Expense Report form. Employees add the imported charges from the list to an expense report. After an imported charge is added to an expense report, it displays on the Charges tab in Credit Card Reconciliation. If you do not import credit card charges into DPS, employees enter expenses that they pay with company-issued credit cards as they normally would on an expense report by specifying that the expense is company paid and which credit card it is associated with.
- As an AP disbursement in **Transaction Center » Transaction Entry** — You enter an AP disbursement and specify that it was paid with a company-issued credit card (rather than a check or electronic payment). After the disbursement is posted, it displays on the Charges tab in Credit Card Reconciliation.

### Credit Card Review

In **Cash Management » Credit Card Review** you can enter criteria to search for and view credit card charges that were imported into DPS from your credit card company and charges that were entered on expense reports and as AP disbursements.

### Using the Credit Card Reconciliation Application Without Using the Import Feature

It is possible to use the Credit Card feature without importing credit card charges into DPS. In this scenario, the posted expense report and AP disbursement credit card transactions display automatically in the Credit Card Reconciliation application. You manually compare and reconcile these with your paper credit card statement.



You choose whether or not to import charges on a credit card by credit card basis.

### Import Credit Card Charges Process

You can import credit card charges from your credit card company in the Credit Card Reconciliation application.

First, you download the credit card charges from your credit card company's web site. The credit card data must be in a text file format, such as a .txt or .csv file, before you can import it. The import file must contain the data, delimiters, and other formatting that you specify for a credit card on the Import tab in **Settings » Advanced Accounting » Credit Cards** in the desktop application.

You create a credit card statement in **Cash Management » Credit Card Reconciliation** in which to import the credit card charges. You can create a credit card statement before the actual credit card statement is finalized by your credit card company. This allows you to import credit card charges on an ongoing basis throughout the month as your credit card company posts the charges and makes the information available to you through their web site. This allows employees to add imported charges to their expense reports in a timelier manner.

After you create a credit card statement in DPS, you import charges into it using the **Import » Import Charges** option on the toolbar of the Credit Card Statement Reconciliation form. You can import credit card charges each day, week, month, or as needed.

The import is for the entire primary credit card, which includes the charges for all the secondary credit cards that are associated with a primary credit card. Employees are assigned to secondary credit card accounts.

After you import credit card charges, they display in the following locations for processing:

- **Cash Management » Credit Card Reconciliation » Charges tab** in the desktop application  
Both the imported charges from your credit card company and the posted credit card charges that were entered through employee expense reports and AP disbursements display on this tab. If you selected the **Display in Review/Reconciliation** option for user-defined fields in Credit Cards configuration, the user-defined fields also show as columns on this tab. You clear a charge on this tab if it has a matching imported and posted charge.
- **My Stuff » Expense Report** in the browser application  
From the Credit Card Charges pane on the Expense Report form, employees select imported, company-paid charges to add to an expense report. Only the charges from the secondary credit cards that are assigned to an employee display in the pane. An employee will not see the charges made by other employees.

### Multiple Currencies

When you use multiple currencies, it is recommended that you import the **Amount** field, which is the transaction amount (currency of the receipt), the **AmountCurrency** field, which is the transaction currency (currency code), and the **PaymentAmount** field (amount paid by the credit card).

When all of these values are imported, they are used when charges are added to an expense report. The exchange rate will be calculated based on the imported transaction amount and the imported payment amount. For example, if an employee holds a credit card in GBP (United Kingdom Pounds) and travels to New York and pays for a hotel bill, the transaction currency



would be USD (United States Dollars), the transaction amount would be the value of the expense (hotel bill) in USD, and the payment amount would be the value of the expense (hotel bill) in GBP.

If you only import the payment amount, the process assumes that the transaction currency matches the payment currency.

### Primary and Secondary Credit Cards

When you use the Credit Card feature in DPS, you set up primary credit cards that your company uses in Credit Card Configuration.

Your company is responsible for paying the account balances for the primary credit cards.

For each primary credit card, you set up secondary credit card for each employee (cardholder) who is authorized to use the company-issued credit card to pay for company expenses. Your company (the primary account holder) is responsible for paying the balance of the charges made by employees who use the secondary credit cards.

When you import charges from credit card statements into DPS, you are importing charge records from primary credit cards. Every credit card charge that is imported into DPS must be associated with a secondary credit card account. Each credit card transaction that is entered through Expense Reports and AP Disbursements (in Transaction Entry) must be associated with a secondary account. In Expense Report, employees see only the imported charges that are associated with their secondary account.

The credit card reconciliation is done for primary credit cards, which includes all the associated secondary accounts. In Credit Card Reconciliation, you can filter charges by secondary account for easy review.

### Credit Card Feature and Multicurrency

This information applies if you use multiple currencies and the Credit Card feature in DPS.

When you use the Credit Card feature, you specify the currency for a credit card in **Settings » Advanced Accounting » Credit Cards** in the desktop application. This is the currency of the credit card statement and likely the currency in which you pay the credit card company.

If you import charges from a credit card statement into DPS, you are required to import the charge payment (amount in credit card currency). In addition, you can import the transaction amount and transaction currency. If you only import the payment amount, DPS assumes the transaction amount and currency match the payment amount during the credit card import. The transaction amount and payment amount will be available to the expense report user on an expense report.

If you import charges from a credit card statement into DPS, the credit card reconciliation that you perform in **Accounting » Credit Cards » Credit Card Reconciliation** is based on the credit card's currency.

### Gains and Losses that Are Associated with a Credit Card

When a credit card's currency is the same as a company's functional currency, there are no gains or losses associated with the credit card as a result of exchange rate differences.

When a credit card's currency is different from a company's functional currency, gains or losses are possible due to exchange rate differences between the time that an expense report (company paid) is posted and the voucher is paid to the credit card company. An example of this scenario is



when an employee in a satellite office (that is not defined as a separate company within DPS) has a company-issued credit card in a local currency that is different than the company's functional currency.

DPS provides the necessary information for you to create a journal entry to account for gains and losses due to fluctuating exchange rates. Compare the following amounts to determine the difference to the gains or losses account for the journal entry:

- The Summary tab on the Credit Card Statement Reconciliation form (**Accounting » Credit Cards » Credit Card Reconciliation**) displays the functional currency amount of the original expense report and AP disbursement transactions that are tied to the active credit card statement.
- The AP Payment Processing Posting Log (**Transaction Center » Posting Logs**) that contains the payment to the credit card company displays the functional currency amount paid to the credit card company.

### Foreign Denominated Accounts

If the company-paid credit account for a credit card will hold a balance from month to month and you want to revalue the balance, you can designate the account as foreign denominated on the General tab of **Settings » Accounting » Chart of Accounts**. DPS includes foreign denominated accounts during gain and loss processing to calculate any unrealized gain or loss. If you clear the amount in the company-paid credit account each month, it is not necessary to make it foreign denominated.

### Example of a Text File for Importing Credit Card Charges

You import charges from credit card statements into DPS from a text file, such as a .txt or .csv file.

This shows you an example of the settings that you could enter on the Import tab in **Settings » Advanced Accounting » Credit Cards** and the contents of the text file that must match the settings.

### Settings that You Selected on the Import Tab in Credit Card Settings

Field on the Tab	Entry
Field Delimiter	#
Text Qualifier	'
Decimal Symbol	.
Date Handling Order	MDY
Date Handling Delimiter	/
Leading Zeros	Check box is not selected.
Four Digit Years	Check box is selected.



### Fields that You Selected to Include in the Text File and their Order

In the Select Fields You Want to Import grid on the Import tab, you select which fields to import. You also use the up and down arrows in the grid toolbar to move the fields in the grid to put them in the order in which you want them in the text file.

Include Check Box	Field Name
Selected	CardholderName
Selected	Date
Selected	MerchantDescription
Selected	Amount
Selected	TransactionID

### Contents of the Text (Import) File that Match the Settings You Entered on the Import Tab

One credit card charge is defined in each row in the text file:

Cheryl Jones#3/30/2014#Staples#75.00#8165447

William Apple#4/15/2014#YellowCab#35.00#8432111

William Apple#4/17/2014#Hyatt Regency NYC#795.00#9125473

Patricia Picard#4/23/2014#Jakes#200.00#8421544

James Bartlett#4/24/2014#McMennemins#150.00#2184621

Patricia Picard#4/24/2014#Delta#435.00#9542844

James Bartlett#4/25/2014#Marriott#450.00#7584177

James Bartlett#4/25/2014#Enterprise Rentals#325.00#6485422

## Labor Types Setup

Labor types determine the accounts that DPS uses to charge labor to projects, phases, and tasks.

You create or modify labor types in Advanced Accounting Settings. You assign labor types to employees in the Employees hub. Each employee must be associated with a labor type because DPS uses the labor type to charge labor to projects.

DPS's standard labor types are Employee, Management, and Principal. You can add more types.

Because you categorize your employees by labor type and have their labor posted to separate accounts, the Account Analysis report shows labor expenses separated by labor type. You can post overhead time by project number rather than labor type, as defined in Time Analysis Settings.

### Multiple companies

If your firm uses multiple companies, you must set up labor types for each company:

- You create or modify labor types at the enterprise level (for all your companies) on the General tab of Labor Types Configuration.



- On a company-by-company basis, you assign labor types to direct and indirect accounts on the Accounting tab of Labor Types Settings.
- You assign a labor type to each employee in the Employees hub.

Not all companies in your enterprise necessarily have the same labor types selected. To allow for the possibility that Company A may reference a labor type that Company B does not use, you must specify the direct and indirect accounts to be used if DPS processes timesheets or labor adjustments that reference such a foreign labor type. DPS uses the intercompany account number entered in the **Foreign labor type labor posting accounts-Direct** field on the Accounts tab of Accounting Company Settings.



### How to...

You can create new labor type records or copy and modify existing ones.

### Set Up Labor Types

You can add labor types or modify existing labor type information at any time.



#### To set up labor types:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Types**.
2. On the Labor Types form toolbar, click  **Insert** to add a blank row to the grid.
3. Complete the fields on the form.
4. Click  **Save**.

### Set Up Labor Type Accounts for Multicompany

If your firm uses multiple companies, you need to specify the direct and indirect general ledger accounts for the labor types, for each company in your enterprise.

#### To set up labor type accounts:



1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Types**.
2. On the Labor Types form, click the General tab and create or select a labor type.
3. Click the Accounting tab and click  **Insert**.
4. In the **Direct Account** field, select the direct labor account to use when employees with this labor type post time to a regular project.
5. In the **Indirect Account** field, select the indirect labor account to use when employees with this labor type post time to an overhead or promotional project
6. Click  **Save**.



## Delete Labor Types

You can delete labor types in Labor Types Settings only if no activity is posted to them.

### To delete labor types:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Types**.
2. On the General tab of the Labor Types form, click a row to select the type that you want to delete.
3. On the grid toolbar, click  **Delete**.
4. Click  **Save**.

## Fields and Options

Use the Labor Types form to create or modify labor type records.

### Labor Types Form

Use the Labor Types form to associated employees with labor types. DPS uses the type to direct labor postings.

If your firm uses multiple companies, the Labor Types form has no tabs. You complete the configuration settings directly on the Labor Types form. If you use multiple companies, you complete the General tab and Accounting tab.

### *Display the Labor Types Form*

You display the Labor Types form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Types**.

### *General Tab of Labor Types*

Use the General Tab to define labor types and sort order. This tab displays only if your firm uses multiple companies.

### Contents

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Type	Enter a code by which to identify this labor type throughout DPS.
Description	Enter a description for this labor type. This description displays in place of the labor type code in all lookup lists and on reports.
Sort Order	Enter the sort order for this labor type when it displays on invoices. For example, if you choose to sort on labor type and want principals to display before employees, enter 1 as the sort order for principals and 2 as the sort order for employees.

### *Accounting Tab of Labor Types*


Use this tab to assign a direct and an indirect general ledger account to labor types for your companies.

This tab displays only if you have multiple companies in DPS.

### Contents

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Insert	Click this option on the grid toolbar to add a row to the grid and assign general ledger accounts to a labor type for a company.
Delete	Select a row in the labor types grid to delete, and click this option on the grid toolbar to delete the row.



Field	Description
Type	Click  in this field to select a labor type that is set up on the General tab of the Labor Types form.
Company	Select a company that uses this labor type. If more than one company will use this labor type, create a separate row for each company.
Direct Account	Select the direct labor account to use when employees with this labor type post time to a regular project. An employee's labor type is entered in the <b>Labor Posting Type</b> field on the Accounting tab of the Employees hub.
Indirect Account	Select the indirect labor account to use when employees with this labor type post time to an overhead or promotional project. Enter exceptions in Time Analysis Settings.

## Expense Code Override Table

Expense code override tables are exception tables that let you assign bill by default settings for specific expense codes for a project.

The exception table settings override the bill by default settings that:

- Apply to all expense codes for a project.
- Are located in the **Consultants** field and **Other Expenses** field on the Accounting tab in the Projects hub in the desktop application.

For example, most other expenses might be billable to a client with the exception of meals. In this scenario, on the Accounting tab in the Projects hub, select **Yes** in the **Other Expenses** field in the **Bill by Default** section. Enter the expense code for meals in an expense override table and do not select its **Bill by Default** check box (leave it cleared) in the table.

You can associate an override table with a project at the lowest chargeable level.

After you set up an expense code override table, it becomes available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Projects hub.

If your firm uses multiple companies, you must set up expense code override tables for each company in your enterprise.

### How to...

You can create a new expense code override table or copy and modify an existing one.



### Set Up Expense Code Override Tables

You set up expense code override tables in Advanced Accounting Settings.

#### To set up an expense code override table:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Expense Code Override**.




2. On the Expense Code Override Tables form, click  **New** and then click **New Expense Code Override Tables**.
3. In the **Table Number** field, specify a number.
4. In the **Table Name** field, enter a description.
5. Complete the fields on the form.
6. Click  **Save**.

### Copy an Expense Code Override Table

You can copy an existing table and use it as the basis for a new table.

#### To copy an expense code override table:

1. On the Expense Code Override Table form, open the expense code override table that you want to copy.
2. On the toolbar, click **New** and then click **Copy Current Expense Code Override Tables**.
3. In the **Table Number** field, specify a new number.
4. In the **Table Name** field, enter a new description.
5. Click  **Save**.

### Delete an Expense Code Override Table

You can delete expense code override tables.

#### To delete an expense code override table:

1. On the Expense Code Override Table form, open the expense code override table that you want to delete.
2. On the toolbar, click **Delete Expense Code Override Tables**.
3. Click **Yes** when you receive the message asking whether you are sure that you want to delete the override table.

### Fields and Options

Use the Expense Code Override Tables form to establish or modify the override tables.

#### Expense Code Override Tables Form

Use the Expense Code Override Tables form to create exception tables that let you assign bill by default settings for specific expense codes for a project.

After you set up an override table, it becomes available for selection in the **Override Table** field in the **Bill by Default** section of the Accounting tab in the Projects hub.



### *Display the Expense Code Override Tables Form*



You display the Expense Code Override Tables form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Expense Code Override**.

### *Toolbar of the Expense Code Override Tables Form*

Use options on the toolbar to create, modify, or delete expense code override tables.

#### Contents

Field	Description
 New	<p>After you click this option, select one of the following options:</p> <ul style="list-style-type: none"> <li>Click <b>New Expense Code Override Tables</b> to create a new expense code override table.</li> <li>Click <b>Copy Current Expense Code Override Table</b> to copy the expense code override table that is currently selected to create a new expense code override table.</li> <li>Click <b>Select Expense Code Override Table to Copy</b> to open the Expense Code Override Table Lookup dialog box to select a table to copy to create a new table.</li> </ul>
 Delete	Click this option to delete the selected expense code override table.

### *Contents of the Expense Code Override Tables Form*

Enter the table number and a descriptive name and specify the override details.



#### Contents

Field	Description
Table Number	Enter a code by which to identify this expense code override table.
Table Name	Enter a description for this expense code override table. You may want the name of a table to match a client, group of clients, or a specific project for which it will be used.

#### Expense Override Grid

Field	Description
Drop-down	Click the drop-down arrow on a grid header to complete any of the following actions:



Field	Description
	<ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to insert a entry into the expense override table.
 Delete	Click this option to delete the expense code item that you selected in the grid.
Expense Code	From the drop-down list, select an expense code.
Description	The description of the expense code that you selected displays in this field.
Bill by Default	Select this check box if you want to use the reimbursable account from the expense code configuration. Leave this check box cleared if you want to use the direct account from the expense code configuration.

### Learn More About...

DPS uses a hierarchy for determining whether or not a project's expenses are billable.

### Bill by Default Hierarchy for AP Expense Codes

For projects that have a regular charge type, DPS determines whether or not the project's expenses are billable by looking at the bill by default setting.

DPS checks the following locations in the order that they are listed:

- Expense code override table** — If a project has an expense code override table entered in the **Bill by Default** section on the Accounting tab in the Projects hub in the desktop application, DPS uses the bill by default setting on the project's expense code override table. Override tables are set up in **Settings » Advanced Accounting » Expense Code Override**.
- Project** — If no expense code override table is found for the project or an expense code is not listed on an override table for a project, DPS looks at the bill by default settings for the project in the **Consultants** and **Other Expenses** fields in the **Bill by Default** section on the Accounting tab in the Projects hub. If the vendor's default expense code that automatically populates for the accounts payable voucher or accounts payable



disbursement is a consultant expense code type, DPS looks at the **Consultants** field for the bill by default setting. If the expense code that automatically populates for the accounts payable voucher or accounts payable disbursement is an Other expense code type, DPS looks at the **Other Expenses** field for the bill by default setting.

3. **Expense code** — If a project's bill by default setting in the Projects hub is **Expense Code**, DPS looks at the bill by default setting for the expense code in **Settings » Advanced Accounting » System AP**.

## Intercompany Billing Setup Overview

If your firm uses multiple companies, you can share employees among companies while you maintain accounting for both labor and expense charges associated with shared work efforts.

You can share and track:

- **Labor Charges** — For example, an employee from one company can charge time to another company's project, phase, or task on his or her timesheet.
- **Expense Charges** — Similarly, the employee can charge travel, meals, and other expenses to another company's project on his or her expense report, or a company could incur a voucher, miscellaneous expense, or some other expense for another company's project.

Intercompany Billing configuration is an enterprise-wide application. You set it up for all companies. See the Concepts section of the help for background information.

### Subledger Terms and Taxes

If you use detailed subledgers, you specify the tax codes that apply to intercompany transactions in the Invoice section and Voucher section on the Subledger Terms tab.

Settings on the Tax Codes form (**Settings » Cash Management » Taxes**) for the tax codes you select in the Invoice section control how DPS applies taxes to intercompany transactions. For each tax code that you use for intercompany transactions, you indicate whether or not it applies to each of these types of transactions:

- Labor transactions
- Expense transactions
- Balance sheet transactions

You can also exempt transactions involving specific non-labor accounts from a tax. For example, if you normally apply a value added tax (VAT) to balance sheet transactions but you do not want to apply the tax to rent transactions between two of your companies, you can set up that tax code so that the tax is not calculated for a transaction that involves the rent accounts. Such an exemption applies to both the cost and any markup for the transaction.

### Checklist: Setting Up Intercompany Billing

Use the checklist to set up Intercompany Billing.

Step	Description
1	Decide on your Intercompany Billing approach.
2	Agree on an internal transfer price.



Step	Description
3	Set up new General Ledger accounts, to be used for journal entries (if you plan to move revenue or overhead).
4	<p>Create an <b>intercompany suspense account</b>. When a transaction involves another company, some time will pass between the transaction posting and the point at which you actually run the intercompany billing process. To support the need to balance accounts in the meantime, DPS posts to the intercompany suspense account.</p> <p>Running the intercompany billing process and posting the transaction entry files created by intercompany billing clears this suspense account and allocates amounts to intercompany accounts payable and intercompany accounts receivable accounts, according to the setup information that you specify. Depending on your configuration settings, you may also create invoices, vouchers, labor adjustments, journal entries, and/or cost transfers.</p>
5	Specify an intercompany organization so that DPS knows how to handle implicit entries.
6	<p>Configure the <b>Advanced Accounting » Intercompany Billing</b> settings for intercompany billing:</p> <p>Select the options that support your intercompany billing approach:</p> <ul style="list-style-type: none"> <li>▪ <b>Reclass Intercompany Suspense as Receivable/Payable only</b></li> <li>▪ <b>Create Labor Adjustment to transfer Labor to originating Company</b></li> <li>▪ <b>Create Journal Entry</b></li> </ul> <p>Specify debit and credit account numbers.</p> <p>Select the global rate methods and related settings, such as multipliers, and, if necessary, enter override settings for specific pairs of companies. (You can override these global settings on a project-by-project basis, and you can also override multipliers at the organization level.)</p>
7	If you select the <b>Create Labor Adjustment to transfer Labor to originating Company</b> and/or <b>Create Journal Entry</b> options for any project types on the tabs of the Intercompany Billing Setup form in Advanced Accounting Settings, you also need to set up "transfer to" and "transfer from" projects, on the Intercompany Billing tab of Individual Organization Setup.
8	<p>Create one or more special projects for use with Intercompany Billing. The journal entry and labor adjustment transactions use special projects to direct accounting entries to a company's General Ledger. The special project's charge type, specified on the Accounting Tab of the Projects hub, must match the type of entry made for the project:</p> <ul style="list-style-type: none"> <li>▪ If the special project is used to move overhead, its charge type must be <b>Overhead</b>.</li> <li>▪ If the special project is used to move revenue, its charge type must be <b>Regular</b>.</li> </ul> <p>Assign each project to a single company; that company is responsible for leading the project even if it does not "own" all the phases and tasks. When labor is posted, the</p>



Step	Description
	labor cost is charged to this company. You assign projects to companies through your organization structure.

### Checklist: Setting Up Detailed Subledgers

Detailed subledgers make it possible to generate intercompany invoices and accounts payable vouchers. Use the checklist to configure Intercompany Billing to use detailed subledgers.

**Prerequisites:** Before you complete this checklist, you must complete the steps listed in Checklist: Setting Up Intercompany Billing.

Step	Description
1	Select the <b>Enable detailed subledgers for Intercompany Billing</b> option on the General tab of the / Advanced Accounting System Settings form.
2	<p>Confirm that you have available a liability code that is mapped to the Intercompany Accounts Payable account for the active company.</p> <ul style="list-style-type: none"> <li>You establish the Intercompany Accounts Payable account on the Accounts tab of Accounting Company Settings.</li> <li>You map the account on the Liability Codes tab of Accounting Company AP Settings.</li> </ul>
3	<p>Confirm that you have available a revenue account that is mapped to the Intercompany Accounts Receivable account for the active company.</p> <ul style="list-style-type: none"> <li>You establish the Intercompany Accounts Receivable account on the Accounts tab of the Accounting Company Settings form.</li> <li>You map the account on the Invoice Mapping Accounts tab of the Accounting Accounts Receivable Settings form.</li> </ul>
4	Specify labor revenue and expense revenue accounts on the Accounts tab of the Accounting Company Settings form. DPS uses these accounts when you generate intercompany invoice transaction entry files.
5	<p>In the Firms hub, create a special vendor record for each company to facilitate intercompany accounts payable vouchers (the vendor will represent the company that is being paid when generating intercompany accounts payable vouchers).</p> <p>Example: A vendor, COMPANYA, assigned to company A will need to be set up for accounting for company B if an intercompany transaction exists where company A is the originating company. Company B will not be able to pay vendor COMPANYA unless that vendor has been set up for accounting in company B.</p>
6	Specify the vendor for each company on the Subledger Vendors tab of the Advanced Accounting Intercompany Billing Setup form.
7	Create an intercompany invoice project and an intercompany AP voucher project, to facilitate intercompany invoices and accounts payable vouchers.
8	Set up invoice terms between two companies. For each pair of companies that can generate intercompany invoices and accounts payable vouchers, you specify setup options for the transactions they will share. This is where you select the invoice project



Step	Description
	and the intercompany accounts payable voucher project, as well as the accounts, banks, and liability codes.
9	Select intercompany invoice options, such as invoice dates, numbers, and templates.
10	For tax codes that apply to intercompany billing transactions, specify the types of transactions to which each tax applies on the <b>Accounting » Taxes Tax Codes</b> form.

## Fields and Options

Use the Intercompany Billing Setup form to establish settings for regular, overhead, and promotional labor and expenses, and to set up subledgers.

### Intercompany Billing Setup Form

Use the Intercompany Billing Setup form to specify the regular, overhead, and promotional labor and expense settings used in tracking intercompany billing transactions.

The Journal Entry Override grid only displays when you select **Create Journal Entry**. Use the grid if you want to override the global intercompany billing rate settings for specific pairs of companies. If you make entries in the Journal Entry Override grid, you can clear the **Create Journal Entry** check box (to turn off the override temporarily, for example) without losing those entries. They are disabled until you again select **Create Journal Entry**.

#### *Display the Intercompany Billing Setup Form*

You display the Intercompany Billing Setup form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Intercompany Billing**.

#### *Regular Labor Tab of Intercompany Billing Setup*

Use the Regular Labor tab to specify how to handle regular labor intercompany transactions.



## Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	<p>Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one of the other options on this tab.</li> </ul>
Create Labor Adjustment to	Select this option to have DPS create a labor adjustment transferring an employee's regular labor cost from the target company to the originating company, when Intercompany Billing is run.



Field	Description
transfer Labor to originating Company	<p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>▪ The credit account specified for the employee company.</li> <li>▪ The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information DPS uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

#### Journal Entry Information Grid




Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.</p>
Credit Account	<p>Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).</p>
Debit Account	<p>Click  and select the account to receive the debit entry when this company is the project's company (the target company).</p>



Field	Description
Rate Method	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Billing Terms</b>— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, DPS uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>



## Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 Delete	To delete a row, select the row and click this option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the labor.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company. For non-labor charges, this the company that posted the expense.
Rate Method	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Billing Terms</b>— Select this option to calculate intercompany labor charges based on the project's billing terms. If no billing terms exist for the project, DPS uses the default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

#### *Overhead Labor Tab of Intercompany Billing Setup*

Use the Overhead Labor tab to specify how to handle overhead labor intercompany transactions.

#### Contents

Field	Description
Reclass Intercompany Suspense as	Select this option to move overhead labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.





Field	Description
Receivable/ Payable only	<ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one of the other options on this tab.</li> </ul>
Create Labor Adjustment to transfer Labor to originating Company	<p>Select this option to have DPS create a labor adjustment transferring an employee's overhead labor cost from the target company to the originating company, when Intercompany Billing is run.</p> <p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's overhead labor cost.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the employee company.</li> <li>The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information DPS uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

### Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.</p>






Field	Description
Credit Account	Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).
Debit Account	Click  and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b></p>



Field	Description
	in <b>Rate Method</b> , you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

### Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 Delete	To delete a row, select the row and click this option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
Rate Method	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate</b></li> </ul>



Field	Description
	<p><b>Table.</b> You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</p> <ul style="list-style-type: none"> <li>▪ <b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

#### *Promotional Labor Tab of Intercompany Billing Setup*

Use the Promotional Labor tab to specify how to handle promotional labor intercompany transactions.

#### Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	<p>Select this option to move promotional labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>▪ Selecting this option disables the other two options on this tab.</li> </ul>





Field	Description
	<ul style="list-style-type: none"> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
Create Labor Adjustment to transfer Labor to originating Company	<p>Select this option to have DPS create a labor adjustment transferring an employee's promotional labor cost from the target company to the originating company, when Intercompany Billing is run.</p> <p>The labor adjustment clears out the Intercompany Suspense account and reverses the employee's regular labor cost.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the employee company.</li> <li>The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information DPS uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

### Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.</p>






Field	Description
Credit Account	Click  and select the account to receive the credit entry when this company is the employee's company (the originating company).
Debit Account	Click  and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid. You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b></p>



Field	Description
	in <b>Rate Method</b> , you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

### Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.
 Delete	To delete a row, select the row and click this option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the labor. For labor, this is the employee's company.
Rate Method	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li><b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li><b>Rate Table</b> — Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate</b></li> </ul>



Field	Description
	<p><b>Table.</b> You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</p> <ul style="list-style-type: none"> <li>▪ <b>By Category</b> — Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b> — Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

#### *Regular Expense Tab of Intercompany Billing Setup*

Use the Regular Expense tab to set up an approach involving the transfer of regular expense cost and, optionally, the associated revenue, back to the target company, when Intercompany Billing is run for all companies in your enterprise.

#### Contents

Field	Description
Reclass Intercompany Suspense as Receivable/ Payable only	Select this option to move regular expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.







Field	Description
	<ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one of the other options.</li> </ul>
Transfer cost to originating Company	<p>Select this option to have DPS transfer the regular expense from the target company to the originating company, when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's regular expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>When you select <b>Create Journal Entry</b>, fields in the <b>Journal Entry Information</b> grid and the <b>Journal Entry Override</b> grid are enabled so you can provide information DPS uses to create the journal entries.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

### Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your</p>





Field	Description
	enterprise. DPS uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click  and select the account you want DPS to debit when it transfers a regular expense from the target company to the originating company.
Transfer From Credit Account	Click  and select the account you want DPS to credit when it transfers a regular expense from the target company to the originating company.
Journal Entry Credit Account	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the debit entry when this company is the project's company (the target company).
Rate Method	<p>If you selected <b>Create Journal Entry</b>, select one of the following rate methods for the company:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany charges for regular expenses based on cost and a cost multiplier.</li> <li>▪ <b>Billing Terms</b> — Select this option to calculate intercompany charges for regular expenses based on the project's billing terms. If no billing terms exist for the project, DPS uses the reporting default billing terms specified in Billing Configuration. Specify a multiplier for this method if you want to apply a discount or premium to the normal billing rate defined in the billing terms.</li> <li>▪ <b>By Account</b> — Select this option to calculate intercompany charges for regular expenses based on an expense account billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b> — Select this option to calculate intercompany charges for regular expenses based on an expense category billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Vendor</b> — Select this option to calculate intercompany charges for regular expenses based on an expense by vendor code billing rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> </ul> <p>If you want to use a different rate method for transactions between specific companies, you can specify that method in the <b>Journal Entry Override</b> grid.</p>




Field	Description
	You can also override this global rate method for a specific project on the Intercompany Billing tab of the Projects hub.
Rate Table	<p>If you selected <b>By Account</b>, <b>By Category</b>, or <b>By Vendor</b> in <b>Rate Method</b>, select the expense account, expense category, or expense by vendor table in this field.</p> <p>Note that if the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>Note that a 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> or one of the rate table methods in <b>Rate Method</b>, you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this option.



Field	Description
 Delete	To delete a row, select the row and click this option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will receive the intercompany billing.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Rate Method	<p>Select one of the following rate methods for these companies:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier</b> — Select this option to calculate intercompany labor charges based on cost and a cost multiplier.</li> <li>▪ <b>Rate Table</b>— Select this option to calculate intercompany labor charges based on a labor rate table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Category</b>— Select this option to calculate intercompany labor charges based on a labor category table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table.</li> <li>▪ <b>By Labor Code</b>— Select this option to calculate intercompany labor charges based on a labor code table. Specify the billing rate table in <b>Rate Table</b>. You can specify a multiplier for this method if you want to apply a discount or premium to the normal billing rates defined in the rate table. (If DPS is not configured to use labor codes this option is not available.)</li> </ul> <p>You can override this rate method for a specific project on the Intercompany Billing tab of the Projects hub.</p>
Rate Table	<p>If you selected <b>Rate Table</b>, <b>By Category</b>, or <b>By Labor Code</b> in <b>Rate Method</b>, select the labor rate, labor category, or labor code table in this field.</p> <p>If the user configuring intercompany billing has not been given access to all billing rate tables in role security, only the rate tables to which their role has access are available for selection.</p>
Multiplier	<p>Enter the override multiplier for these companies. You can apply a multiplier regardless of the rate method you select. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p>



Field	Description
	You can override this multiplier for a specific project on the Intercompany Billing tab of the Projects hub. In addition, if you select <b>Multiplier</b> in <b>Rate Method</b> , you can override this multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.

#### *Overhead Expense Tab of Intercompany Billing Setup*





Use the Overhead Expense tab to specify how to handle overhead expense intercompany transactions.

#### Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	<p>Select this option to move overhead expense amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
Transfer cost to originating Company	<p>Select this option to have DPS transfer the overhead expense from the target company to the originating company when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's overhead expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>






## Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click  and select the account you want DPS to debit when it transfers an overhead expense from the target company to the originating company.
Transfer From Credit Account	Click  and select the account you want DPS to credit when it transfers an overhead expense from the target company to the originating company.
Journal Entry Credit Account	If you selected <b>Create Journal Entry</b> , click  and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected <b>Create Journal Entry</b> , click  and select the account to receive the debit entry when this company is the project's company (the target company).
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>



## Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 Delete	To delete a row, select the row and click this toolbar option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Multiplier	<p>Enter the override multiplier for these companies. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>



### *Promotional Expense Tab of Intercompany Billing Setup*

Use the Promotional Expense tab to specify how to handle promotional expense intercompany transactions.





#### Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	<p>Select this option to move regular labor amounts from a company's Intercompany Suspense account to its Intercompany Accounts Payable or Intercompany Accounts Receivable account, when Intercompany Billing is run.</p> <ul style="list-style-type: none"> <li>Selecting this option disables the other two options on this tab.</li> <li>If you leave this option cleared, you must select at least one other option on this tab.</li> </ul>
Transfer cost to originating Company	<p>Select this option to have DPS transfer the promotional expense from the target company to the originating company, when Intercompany Billing is run.</p> <p>The transfer clears out the originating company's Intercompany Suspense account and reverses the target company's promotional expense.</p> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>The credit account specified for the company posting the transaction.</li> <li>The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable only</b> is not selected.</p>

#### Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>






Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.
Transfer To Debit Account	Click  , and select the account you want DPS to debit when it transfers a promotional expense from the target company to the originating company.
Transfer From Credit Account	Click  , and select the account you want DPS to credit when it transfers a promotional expense from the target company to the originating company.
Journal Entry Credit Account	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the credit entry when this company is the company that posted the expense (the originating company).
Journal Entry Debit Account	If you selected <b>Create Journal Entry</b> , click  , and select the account to receive the debit entry when this company is the project's company (the target company).
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### Journal Entry Override

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 Delete	To delete a row, select the row and click this toolbar option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the expense.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will bill the target company for the expense. For non-labor charges, this is the company that posted the expense.
Multiplier	<p>Enter the override multiplier for these companies. Enter <b>1.00</b> if you do not want to apply a multiplier.</p> <p>A 0.00 multiplier means that the cost or billing amount will be multiplied by 0.</p> <p>You can also override this global multiplier for a specific project on the Intercompany Billing tab of the Projects hub, and at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>

### *Balance Sheet Other Tab of Intercompany Billing Setup*

Use this tab to specify how to handle intercompany balance sheet and/or other charge transactions.



### Contents

Field	Description
Reclass Intercompany Suspense as Receivable/Payable only	<p>Select this option to transfer assets from one company's balance sheet to another through a reclassification of accounts receivable amounts.</p> <p>This option is disabled when you select the <b>Create Journal Entry</b> option.</p>






Field	Description
Create Journal Entry	<p>Select this option if you want DPS to create a journal entry in the amount of the markup when Intercompany Billing is run. The markup is based on the transfer price defined by the applicable <b>Rate Method</b> and <b>Multiplier</b> fields. DPS posts the journal entry to the following:</p> <ul style="list-style-type: none"> <li>▪ The credit account specified for the company posting the transaction.</li> <li>▪ The debit account specified for the project's company.</li> </ul> <p>This option is enabled only if <b>Reclass Intercompany Suspense as Receivable/Payable » only</b> is not selected.</p>

### Journal Entry Information Grid

Field	Description
Journal Entry Information drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	<p>This column displays the name of the company for which you are entering journal entry information. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entries between originating and target companies.</p>
Credit Account	<p>If you selected <b>Create Journal Entry</b>, click  and select the account to receive the credit entry when this company is the originating company.</p>
Debit Account	<p>If you selected <b>Create Journal Entry</b>, click  and select the account to receive the debit entry when this company is the project's company (target company).</p>
Multiplier	<p>If you selected <b>Create Journal Entry</b>, enter the default global multiplier for the company.</p> <p>A 0.00 multiplier means that the cost will be multiplied by 0.</p> <p>If you want to use different global multipliers for transactions between specific companies, you can specify those multipliers in the <b>Journal Entry Override</b> grid. You can also override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>



## Journal Entry Override Grid

Field	Description
Journal Entry Override drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this toolbar option to enter a new row of journal entry override information.
 Copy	To create a new row of journal entry override information by copying an existing row, select the existing row and click this toolbar option.
 Delete	To delete a row, select the row and click this toolbar option.
Target Company	<p>If you want to enter override rate information for a pair of companies, select the company that will be billed for the charges.</p> <p>If you also want to enter override information for this company as the originating company and the company in <b>Originating Company</b> as the target company, insert another row in the grid and enter that information.</p>
Originating Company	Select the company that will generate the intercompany billing.
Multiplier	<p>Enter the override multiplier for these companies.</p> <p>A 0.00 multiplier means that the transaction amount will be multiplied by 0.</p> <p>You can override this global multiplier at the organization level on the Intercompany Billing tab of the Individual Organization Setup form.</p>





### *Subledger Vendors Tab of Intercompany Billing Setup*

Use the Subledger Vendors tab to specify an intercompany billing vendor for each company. DPS uses the vendor to create intercompany vouchers for that company, when Intercompany Billing is run.

This tab displays when the **Enable detailed subledgers for Intercompany Billing** option is selected on the General tab of **Settings » Advanced Accounting » System**.

### Contents

#### Vendors used to represent each company for detailed subledgers Grid

Field	Description
Vendors used to represent each company for detailed subledgers drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	This column displays a row for each company in your enterprise.
Vendor	Click  and select the intercompany billing vendor to use when intercompany vouchers are created to pay back this company.
Vendor Name	This column displays the vendor's <b>Name</b> from the Firms hub record.
Address	Click  and select the vendor address to use on intercompany vouchers for this company.

### *Subledger Terms Tab of Intercompany Billing Setup*

Use the Subledger Terms tab to set up invoice terms between two companies in your enterprise. You must establish invoice terms for each pair of companies in your enterprise in order to maintain the paper trail provided by intercompany invoices and Account Payable vouchers.


This tab displays when the **Enable detailed subledgers for Intercompany Billing** option is selected on the General tab of **Settings » Advanced Accounting » System**.



## Contents

Field	Description
Company Running Intercompany Billing	<p>Select from the drop-down list the company generating the intercompany invoice.</p> <p>If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.</p>
Company Receiving Intercompany Voucher	<p>From the drop-down list, select the company for which the intercompany voucher is generated to pay the corresponding intercompany invoice.</p> <p>If your enterprise has only two companies, click in this field and blank it out to enable the drop-down list.</p>



## Invoice

Field	Description
Project	Click  , and select the intercompany invoice project, phase, and task.
Tax Codes	<p>From the drop-down lists, select the tax codes for the intercompany invoice, if the company is charging tax on intercompany invoices.</p> <p>How DPS determines tax amounts for intercompany invoices depends on how these tax codes are set up on the Tax Codes form, on the types of transactions (labor, expense, or balance sheet), and on the accounts involved in the transactions.</p>
Template	<p>To specify a default invoice template for intercompany billing involving this pair of companies, select the template in this field.</p> <p>DPS uses this invoice template by default when the company in <b>Company Running Intercompany Billing</b> generates an invoice for the company in <b>Company Receiving Intercompany Voucher</b>. However, you can select a different template in the Intercompany Billing form.</p> <p>If you do not select a default invoice template for the companies and you do not specify an invoice template in Intercompany Billing, DPS uses its default invoice format when you generate an intercompany invoice.</p>
Labor Section	<p>Select the options to include in the labor section of the intercompany invoice:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Date</b> — displays the date of the original labor transaction.</li> <li>▪ <b>Show Multiplier</b> — displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice.</li> <li>▪ <b>Show Comments</b> — displays the contents of the comment field from the original labor transaction.</li> </ul>
Expense Section	<p>Select the options to include in the expense section of the intercompany invoice:</p> <ul style="list-style-type: none"> <li>▪ <b>Show Date</b> — displays the date of the original expense transaction.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Show Multiplier</b> — displays the multiplier for the original labor transaction, and the markup amount, as a separate line on the invoice. <ul style="list-style-type: none"> <li>▪ You establish the Intercompany Accounts Payable account on the Accounts tab of Accounting Company Settings.</li> <li>▪ You map the account to the liability code on the Liability Codes tab of Accounting Company AP Setup.</li> </ul> </li> </ul>
Billing Currency	This field displays the billing currency of the intercompany invoice project specified above in this form.

### Voucher

Field	Description
Project	Click each  , and select the intercompany voucher project, phase, and task.
Tax Codes	<p>If the <b>Enable tax auditing feature</b> option is selected for the company in <b>Company Receiving Intercompany Voucher</b>, you can select up to three tax codes to be used for intercompany vouchers for that company.</p> <p>Tax codes are optional, even if tax codes are specified in the <b>Invoice</b> group box. If both companies involved are in the same tax jurisdictions, you can specify the same tax codes for each. If they are not, you may prefer to not specify tax codes for intercompany vouchers, and let DPS post all tax expense for those vouchers to a single tax expense account.</p> <p>If the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher, the tax amount is posted to the account you specify in <b>Tax Expense Account</b> on the Subledger Terms tab rather than to a debit account associated with a tax code.</p> <p>You can also have different numbers of tax codes for invoices and vouchers. For example, if you specify tax codes A and B for invoices but only tax code A for vouchers, DPS posts the tax expense amount for tax code A to the debit account for that tax code and posts the tax expense for tax code B to the account in <b>Tax Expense Account</b>.</p>
Tax Expense Account	<p>Click , and select a tax expense account for intercompany vouchers. This account is only used if the intercompany invoice includes a tax for which there is no corresponding tax code specified for the intercompany voucher. In that case, the tax amount is posted to this account rather than to a debit account associated with a tax code.</p> <p>Entries for this account are not posted to the General Ledger.</p> <p>The account must be compatible with the project's <b>Charge Type</b>. For example, if the project is an overhead project, the account must be an indirect or overhead account.</p>



Field	Description
Bank	From the drop-down list, select the bank on which the intercompany voucher accounts payable check is to be drawn.
AP Liability	From the drop-down list, select the accounts payable liability code to use for the intercompany voucher.  You must select a liability code that is mapped to the Intercompany Accounts Payable account.
Payment Currency	If you use multiple currencies, this field displays the voucher's payment currency. The <b>Bank's</b> bank code determines the currency in which the intercompany voucher accounts payable check will be drawn. During bank code setup, you specify an account for which a currency has been specified. This is the payment currency.
Exchange Override Rate	If you use multiple currencies and the <b>Payment Currency</b> differs from the <b>Billing Currency</b> , you can enter the exchange override rate to be used to exchange amounts from the functional currency of the invoicing company to the payment amount.
Delete setup between these companies (button)	This button displays only if your security role has the <b>Full access to all Companies</b> option selected on the Access Rights tab of <b>Settings » Security » Roles</b> .  Click this button to delete the current settings for the two companies specified.

#### *Reclass Projects Tab of Intercompany Billing Setup*

Use this tab to associate a company with its special project for intercompany billing transactions. The special project ensures that journal entry transaction files created for Intercompany Accounts Payable, Intercompany Accounts Receivable, and Intercompany Suspense are associated with the intended office within a company.




The project's organization should match the company's organization for intercompany postings, as specified on the Organization tab of **Settings » Accounting » Company** in the desktop application.

### Contents

#### Projects for Reclassing Intercompany Suspense Grid

Field	Description
Projects for reclassing Intercompany Suspense drop-down	Click the drop-down arrow on a grid header to complete any of the following actions: <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Company	This column displays the name of the originating company. The grid contains a row for each company in your enterprise. DPS uses information from different rows to create journal entry transactions between originating and target companies.
Project	<p>Click  and select the special project created for this company.</p> <p>The project's organization should match this company's <b>Organization for intercompany postings</b>, as specified on the Organization tab of <b>Settings » Accounting » Company</b>.</p>
Phase	Click  and select the special project phase created for this company.
Task	Click  and select the special project task created for this company.

### Learn More About

If your enterprise uses intercompany billing, you may find it helpful to review considerations for setting up special projects, voucher projects, vendors, and rate settings for journal entries.

### Intercompany Billing Special Projects

As part of Intercompany Billing setup, you must create one or more projects for use with Intercompany Billing, and reference them with each organization that will use Intercompany Billing.

Intercompany Billing's Journal entry and labor adjustment transactions use special projects to direct accounting entries to the organization's General Ledger.

Enterprises typically use one of these strategies to create each special project needed:

- Create a unique project for each Organization.
- Create a unique project with multiple phases or tasks, one for each Organization.

To create these new Projects hub records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

Each project record must have:

- An organization that matches the company's Organization for intercompany postings, as specified on the Organization tab of **Settings » Accounting » Company**.



- The **Available to Accounting users** option selected on the General tab of the Projects hub, for each company for which the project will be used in Intercompany Billing.
- A **Status** of Dormant.
- A **Charge Type**, specified on the Accounting tab, matching the type of entry for which the project will be used:
  - If the special project is used to move overhead, its charge type must be Overhead.
  - If the special project is used to move revenue, its charge type must be Regular.
- On the Accounting tab, a **Billing Currency**.

### Intercompany Invoice and Voucher Projects

In Intercompany Billing, if you use the detailed subledgers feature, you must assign an intercompany invoice project and an intercompany voucher project for each set of subledger terms that you define.

Accounts payable and accounts receivable transactions use these projects to ensure that, when you post an intercompany invoice, you can charge a project belonging to your company. These projects are used to generate history intercompany invoices and intercompany vouchers to create a paper trail for intercompany transactions.

To create these new Projects hub records, you need to complete only the required fields. You can also specify a descriptive **Project Name**, or a name beginning with zzz, for easier identification in lookup lists.

In addition, note the following:

- Deltek recommends that you assign each of these projects a status of dormant to ensure that they are not inadvertently charged in other parts of DPS.
- The **Billing Currency** that you specify on the project's Accounting tab determines the currency DPS uses when it creates the intercompany invoice.
- You can preview intercompany invoices for the intercompany invoice project from the Project Review form. From the Preview window, you can also print the invoices or distribute them using email.
- You can also preview, print, and email intercompany invoices for the intercompany invoice project from the Invoice Review form, but only if you specify a client for the intercompany invoice project when you set it up.

### Intercompany Billing Vendors

When you use detailed subledgers with Intercompany Billing, you must set up a special vendor record to represent each company.

DPS uses this vendor when accounts payable vouchers are created between companies in **Accounting » Intercompany Billing** in the desktop application. The company that runs Intercompany Billing creates and posts the invoices due from other companies and the accounts payable vouchers for other companies simultaneously.

When you create a special vendor in the Firms hub, you can use a descriptive vendor name or a name beginning with zzz, for easier identification in lookup lists. You can create these vendor records from any company when you log into DPS.



You must complete the following information in the Firms hub for the special Intercompany Billing vendors:

- Select the **Available to Accounting users** check box on the Overview tab for the company that receives an intercompany voucher, because vendors represent other companies.
- Select **Dormant** in the **Status** field on the Summary pane.
- Specify payment terms in the **Payment Terms** field on the Vendor tab.

If you are using the same vendor for multiple companies, you must set up payments terms for the vendor in each company in DPS. To do this, log into each company separately in DPS, and enter the appropriate payment terms on the Vendor tab of the Firms hub form.

Possible payment terms are:

- **Next** — Select this option to pay intercompany vouchers in the next Accounts Payable Payment Processing run.
- **Hold** — Select this option to put payment for intercompany vouchers on hold until you manually change the payment terms for the voucher in Vendor Review or Accounts Payable Payment Processing.
- **Pay When Paid (PWP)** — This option is **not** useful for intercompany vouchers because there is no client payment that will ever release the voucher.
- **Numeric Value** — Enter a number of days. Intercompany vouchers will be paid in the first Accounts Payable Payment Processing run that occurs after the specified number of days have elapsed from the date that the invoice was generated.

You associate Intercompany Billing vendors with each of your companies on the Subledger Vendors tab in **Settings » Advanced Accounting » Intercompany Billing**.

### Intercompany Billing Rate Settings for Journal Entries

When you process intercompany billing, the rate methods and related information that DPS uses to calculate the journal entries for the transactions can come from several sources:

- Intercompany Billing tab of the Projects hub
- Intercompany Billing Setup form
- Intercompany Billing tab of the Individual Organization Setup form

The remainder of this topic describes how DPS determines which rate method and multiplier to use for each type of charge.

### Labor Charges

1. Check project-specific labor rate settings on the Intercompany Billing tab in the Projects hub.  
  
If labor rate settings exist for the project charged, DPS uses those settings.
2. Check company override settings in the **Journal Entry Override** table on the applicable labor tab of the Intercompany Billing Setup form.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier**, DPS checks for an override multiplier for the



corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.

- If an override multiplier exists for the organization, DPS uses that multiplier.
  - If an override multiplier does not exist for the organization, DPS uses the multiplier from the **Journal Entry Override** table.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains a method other than **Multiplier**, DPS uses the settings from that row.
3. Check company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.
- If **Rate Method** contains **Multiplier** on the row for the target company, DPS checks for an override multiplier for the corresponding labor transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
    - If an override multiplier exists for the organization, DPS uses that multiplier.
    - If an override multiplier does not exist for the organization, DPS uses the multiplier from the **Journal Entry Information** table.
  - If **Rate Method** contains a method other than **Multiplier** on the row for the target company, DPS uses the settings from that row.

In cases in which the applicable labor rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the labor charge, DPS uses a 0.0000 billing rate.

In cases in which the applicable regular labor rate method is **Billing Terms** and no billing terms exist for the project, DPS uses the reporting default billing terms in Billing Configuration.

### Regular Expense Charges

1. DPS checks project-specific expense rate settings on the Intercompany Billing tab in the Projects hub.
  - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, DPS uses the multiplier from the table.
  - If expense rate settings exist for the project charged, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, DPS uses the multiplier from the Intercompany Billing tab in the Projects hub.
  - If expense rate settings exist for the project charged, and **Rate Method** contains a method other than one of the rate table methods, DPS uses the settings from the Intercompany Billing tab in the Projects hub.
2. DPS checks company override settings in the **Journal Entry Override** table on the Regular Expense tab of the Intercompany Billing Setup form.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Multiplier** or one of the rate table methods, DPS checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.



- If an override multiplier exists for the organization, DPS uses that multiplier.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, DPS uses the multiplier from the **Journal Entry Override** table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, DPS uses the multiplier from the rate table.
  - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, DPS uses the multiplier from the **Journal Entry Override** table.
  - If the table contains a row for the correct target and originating companies, and **Rate Method** contains **Billing Terms**, DPS uses the settings from that row.
3. DPS checks company settings in the **Journal Entry Information** table on the applicable labor tab of the Intercompany Billing Setup form.
- If **Rate Method** contains **Multiplier** or one of the rate table methods on the row for the target company, DPS checks for an override multiplier for the corresponding expense transfer type for the project's organization on the Intercompany Billing tab of the Individual Organization Setup form.
    - If an override multiplier exists for the organization, DPS uses that multiplier.
    - If an override multiplier does not exist for the organization, and **Rate Method** contains **Multiplier**, DPS uses the multiplier from the **Journal Entry Information** table.
    - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, and the specified table contains an entry for the expense, DPS uses the multiplier from the rate table.
    - If an override multiplier does not exist for the organization, and **Rate Method** contains one of the rate table methods, but the specified table does not contain an entry for the expense, DPS uses the multiplier from the **Journal Entry Information** table.
  - If **Rate Method** contains **Billing Terms** on the row for the target company, DPS uses the settings from that row.

In cases in which the applicable expense rate method is one of the rate table methods but the specified rate table does not contain rate information that applies to the expense charge, DPS uses a 0.0000 billing rate.

In cases in which the applicable regular expense rate method is **Billing Terms** and no billing terms exist for the project, DPS uses the reporting default billing terms in Billing Settings.

### Overhead and Promotional Expense Charges

1. DPS checks project-specific expense rate settings on the Intercompany Billing tab in the Projects hub.
 

If an expense multiplier exists for the project charged, DPS uses that multiplier.
2. DPS checks settings on the Intercompany Billing tab of the Individual Organization Setup form.
 

If an override multiplier exists for the corresponding expense transfer type for the project's organization, DPS uses that multiplier.



If an override multiplier exists for the corresponding transfer type for the project's organization, DPS uses that multiplier.

3. DPS checks company override settings in the **Journal Entry Override** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.

If the table contains a multiplier for the correct target and originating companies, DPS uses that multiplier.

4. DPS checks company settings in the **Journal Entry Information** table on the Overhead Expense tab or Promotional Expense tab of the Intercompany Billing Setup form.

DPS uses the multiplier on the row for the target company.

### Balance Sheet/Other Charges

1. DPS checks settings on the Intercompany Billing tab of the Individual Organization Setup form.

If an override multiplier exists for the corresponding transfer type for the project's organization, DPS uses that multiplier.

2. DPS checks company override settings in the **Journal Entry Override** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.

If the table contains a multiplier for the correct target and originating companies, DPS uses that multiplier.

3. DPS checks company settings in the **Journal Entry Information** table on the Balance Sheet/Other tab of the Intercompany Billing Setup form.

DPS uses the multiplier on the row for the target company.

## Labor Code Setup

Use labor codes to classify the types of work that your staff performs. Labor codes are a key element in project control operations.

In DPS, all labor costing and budgets are based on labor codes. These labor codes classify work for a project or task in categories or levels that you define. Examples are department and phase (level of progress, service, or staff level). Labor codes are entered on timesheets to identify each hour of labor.

You can establish a labor code structure that is configured for your enterprise. No labor codes are shipped as part of DPS.

Before you can set up individual labor codes, you must specify the labor code structure in **Utilities » Key Formats » Labor Codes**. You determine the number of labor code levels, the names of each level, the delimiters between levels, and the number of positions within each level.

Use the Labor Code Rate tables to assign billing rates based on the labor code to which the employee posted time. Labor Code Rate tables are the only billing tables that let you capture multiple billing rates for the same person on the same job.

### Labor Codes Examples

Labor codes are structured by levels. DPS can be configured with a labor code structure of up to five levels. Most enterprises need one, two, or three levels.



Some typical labor code levels are:

- **Departments**, such as Architectural and Environmental. This is usually a one-digit level.
- **Phases**, such as Pre-Design and Survey. This is usually a one-digit level.
- **Services**, such as Marketing Studies and Field Survey. This is usually a two-digit level.
- **Staff Level**, such as Principal, Non-Technical, Senior Engineer, Engineer. This is usually a one-digit level.
- **Non-billable labor code**. Some enterprises designate a level to distinguish billable from non-billable labor. This would only be necessary if you bill for time and materials contracts and typically do not bill for most of your labor. You can always choose not to bill labor during the Interactive Billing cycle. This is usually a one-digit level.

A labor code is an abbreviation used to refer to the labor that takes place. The code can include letters or numbers. For example, you can assign A as the labor code for Architecture and S as the labor code for Survey. If you have a long list of items to code, you can assign numbers. For example, 63 could represent Model Construction and 58 could represent Hydrogeological Survey.

The following table provides two examples of a three-level labor code structure, with a total character length of five.

Labor Code Section	Labor Code Label	Number of Digits in Code	Labor Code Example 1	Labor Code Example 2
1	Department	1	A Architectural	E Environmental
2	Staff	2	01 Principal	04 Technical
3	Service	2	63 Model Construction	58 Hydrogeologic Survey
Full Labor Code		5	A0163 Architectural/ Principal/Model Construction	E0458 Environmental/ Technical/ Hydrogeologic Survey

### How to...

You can add a new labor code or copy and modify an existing one.

### Set Up Labor Codes

You can add new labor codes to a labor code level or modify labor code descriptions. You can set up five labor code levels.



**Prerequisites:** Before you set up labor codes, you must use **Utilities » Key Formats » Labor Codes** to specify labor code structure.



### To set up labor codes:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Codes**.



2. On the Labor Codes form, select the level at which you want to add or modify a labor code.
3. Complete one of the following actions in the labor code grid:

Option	Description
To add a new labor code	Position the row selector on the row above where you want to add the new code, click  <b>Insert</b> , and complete the new row.
To add a new labor code that is similar to an existing code, copy the existing code and then modify it.	Position the row selector on the row that you want to copy and click  <b>Copy</b> .

4. Modify and complete the fields on the form.
5. Optional. To print the labor code list, click  **Print**.
6. Click  **Save**.

### Fields and Options

Use the Labor Codes form to add or modify labor codes.

### Labor Codes Form

Use the Labor Codes form to add new labor codes or modify labor code labels.

#### *Display the Labor Codes Form*

You display the Labor Codes form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Labor Codes**.

#### *Toolbar of the Labor Codes Form*

Use toolbar options to save your work or print the Labor Code List.




### Contents

Field	Description
Print	Click this option to print the Labor Code List.



### Contents of the Labor Codes Form

Select the labor code level and then add or modify labor codes.

Field	Description
Level	<p>From the drop-down list, select the level of the labor code that you want to add or modify. After you select a level, all the labor codes for that level display in the grid below the <b>Level</b> field.</p> <p>(Labor codes are structured by levels. You set up the labor code structure in <b>Utilities » Key Formats » Labor Codes</b>.)</p>
Drop-down arrow	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this grid option to add a new labor code.
 Copy	To copy an existing labor code to create a new labor code, click anywhere in the row of the labor code that you want to copy and click this option. A new row is inserted in the grid with the label of the labor code that you copied. Enter the information for the new labor code.
 Delete	To delete a labor code, click anywhere in the row of the labor code that you want to delete, and click this option. The labor code is removed from the grid and the DPS database. You cannot delete a labor code that has a transaction posted to it.
Code	Enter the valid code for this labor code level. Codes can be alphanumeric. Typically, enterprises alternate letters and numbers between levels to better distinguish labor code levels.
Label	Enter a descriptive label for each valid code. The label can be displayed on project reports and on invoices.

### Overhead Allocation Configuration

Before your enterprise uses the Overhead Allocation feature, you must enter and define certain company-wide information that all projects use.

Overhead Allocation Configuration enables you to control how overhead expenses are allocated. Overhead expenses are all items charged to an indirect expense account (700.00 - 799.99).



If you allocate overhead on a company-wide basis when organizations are established in your database, you treat the entire company as one organization. For example, you choose assignment or proration as the allocation method; you choose labor or revenue as the allocation base, and you set up an overhead variance project number (if using the assignment method) to store any difference between actual and applied overhead.

If your firm uses multiple companies, you must set up overhead allocation for each company. To do this, click **Utilities » Change Company**, and select the next company for which you want to set up overhead allocation. The name of the active company displays at the top of each tab.

### Checklist: Setting Up Overhead Allocation

If you are new to DPS, review the overall steps for setting up Overhead Allocation before you proceed.

The following checklist describes the process required to set up your system to allocate overhead to your projects.

Step	Description
1	Ensure that all overhead projects are set up.
2	Ensure that all promotional projects are set up.
3	Enter historical overhead amounts for your projects, if needed.
4	Set up the system overhead structure for your enterprise.
5	Set up any additional account number(s) that contain expenses to include in the overhead allocation base.


### How to...

You set up the system overhead structure and then create accounts for overhead allocation.

### Set Up System Overhead Structure

You set up the structure that controls how overhead expenses are allocated to your regular projects.

#### To set up the system overhead structure:

1. On the desktop application Navigation menu, click **Settings » Advanced Accounting » Overhead Allocation**.
2. On the Overhead Allocation Configuration form, click the General tab.
3. Complete the fields on this tab.
4. Click  **Save**.




## Set Up Overhead Allocation Accounts

You define the account numbers that contain additional expenses that you may want to include in the overhead allocation base (the denominator part of the overhead calculation). This is typically associated with the Proration method.

For example, if you want to include temporary contract labor or CADD expense, in addition to labor in the allocation base, you would add the general ledger accounts for these types of expenses on this company.

Generally, you would do this if your company contracts out a good deal of work.

### To set up overhead allocation accounts:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Overhead Allocation**.
2. On the Overhead Allocation Configuration form, click the Accounts tab.
3. Complete the fields on this tab.
4. Click  **Save**.

## Fields and Options

Use the Overhead Allocation form to set up the structure and accounts for overhead allocation.

### Overhead Allocation Configuration Form

Use the Overhead Allocation Configuration form to set up the overhead structure and specify overhead allocation accounts.

#### *Display the Overhead Allocation Configuration Form*

You display the Overhead Allocation Configuration form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Overhead Allocation**.

#### *General Tab of Overhead Allocation Configuration*

Use the General tab to control how overhead expenses are allocated to your regular projects.

### Contents

Field	Description
Scope	The procedure that you select tells DPS whether or not to allocate overhead as well as how to allocate the expenses. Select one of the following:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Company-wide</b> — Overhead Allocation distributes one pool of overhead to regular projects and tasks to which direct labor or revenue has been charged during the accounting year.</li> <li>▪ <b>Organization</b> — Overhead Allocation distributes separate pools of overhead from non-operating organizations to operating organizations. DPS then distributes overhead to projects and tasks to which direct labor or revenue has been changed during the accounting period. If you select this method, no other information is required for overhead allocation. However, the <b>Basis</b> field can be used by Key Financial Metrics to calculate actual overhead rate and <b>Overhead Rate</b> can be used for burden calculations. Setup is done for each individual organization.</li> <li>▪ <b>None</b> — DPS does not allocate overhead. If you select this option, no other information is required. The remaining fields, except <b>Overhead Rate</b>, are disabled. You can, however, use <b>Overhead Rate</b> for burden calculations. You would usually not allocate overhead if your enterprise job costs using billing rates. It is rare for an enterprise to select this method. You would not allocate overhead if your enterprise job-costs using billing rates or does gross margin reporting (comparing revenue to direct labor, direct expenses, and reimbursable expenses).</li> </ul> <p>Delttek recommends that you allocate overhead to analyze project performance.</p>
Method	<p>This field is required if the scope is <b>Company-wide</b>. The method you select determines how DPS allocates expenses. Overhead is the sum of an enterprise's indirect expenses, such as vacation pay, sick time, rent, utilities, office supplies, and administration. Normally, you distribute company-wide overhead costs to all regular projects so that each project absorbs a share of the expenses. Select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign</b> — DPS allocates overhead on a year-to-date basis to regular projects based on a specified percentage of each project's direct labor or revenue, not on the enterprise's actual overhead costs. Because you select the specified percentage, this method generates a consistent overhead number. However, the number is not a true overhead number.</li> <li>▪ <b>Prorata</b> (proration) — DPS allocates on a year-to-date basis to regular projects based on a percentage of the enterprise's actual year-to-date indirect expenses to each regular project. This method generates a true overhead number but will fluctuate.</li> </ul>
Basis	<p>Select one of the following settings:</p> <ul style="list-style-type: none"> <li>▪ <b>Direct Labor</b> — This indicates that you want to base your overhead allocation on your direct labor, including regular hours and overtime hours. For every dollar of direct labor, a certain percentage of overhead should be assigned. Therefore, more labor-intensive projects receive more overhead.</li> <li>▪ <b>Revenue</b> — This indicates that you want to base your overhead allocation on your revenue. For every dollar of revenue, a certain percentage of overhead should be assigned. Therefore, projects generating more revenue receive more overhead.</li> </ul>



Field	Description
Overhead Rate	<p>Enter the default overhead rate to use when assigning overhead. When DPS allocates overhead, it uses this rate for all projects/tasks that do not have a rate defined in the Projects hub.</p> <p>This rate is only used if you are assigning overhead. This overhead rate is also used to calculate burdened rates on all job-to-date labor on project reports that use burdened rates.</p> <p>You do not need to enter decimal points or percent signs. For example, enter 165 for 165%. The overhead rate helps to determine the amount of overhead a project will receive by calculating the amount for every dollar of direct labor and revenue (<math>\\$1.00 * 165\% = 1.65</math> of overhead).</p> <p>You cannot enter a negative number.</p>
Variance Project	<p>Specify the regular project to which DPS will assign all unallocated overhead.</p> <p>To maintain reconciliation between project costs and general ledger costs, you must define this Overhead Variance Project. This project stores the difference between the total year-to-date overhead assigned to projects (via the assignment method) and the actual total indirect expenses incurred. Use the Overhead Allocation report to gauge the variance and whether the rate should be adjusted.</p> <p>You must enter an overhead variance project when using the Assign method (not for Proration).</p>
Variance Phase	If the variance project has phases, specify the phase to which DPS will assign all unallocated overhead.
Variance Task	If the variance project has tasks, specify the task to which DPS will assign all unallocated overhead.

#### *Accounts Tab of Overhead Allocation Configuration*

Use the Accounts tab to define the account numbers that contain expenses to include in the overhead allocation base (the denominator part of the overhead calculation).

#### Contents

Field	Description						
Account	<p>Enter the expense accounts for which you want to include in the allocation base. You can add direct and/or reimbursable expenses within the base. Suggested accounts to add to the base include any expense that is often an alternative to the base, for example, computer expense for Direct Labor allocation. This field applies to the following:</p> <table> <tr> <th>Base</th><th>Apply</th></tr> <tr> <td>Direct Labor</td><td>Yes</td></tr> <tr> <td>Revenue</td><td>No</td></tr> </table>	Base	Apply	Direct Labor	Yes	Revenue	No
Base	Apply						
Direct Labor	Yes						
Revenue	No						



Field	Description	
	Base	Apply
	<b>Total Labor</b>	Yes (only if allocating by organization with the distribute to operating organizations option selected)
	<b>Total Cost</b>	Yes
Description	Enter a description for the account.	

### Learn More About...

You set up overhead and promotional projects as part of overhead allocation configuration.

### Overhead Projects

In DPS you charge all indirect labor costs and indirect expenses to overhead projects. DPS then distributes these overhead costs to all regular projects, according to the allocation method you have chosen.

DPS provides you with the following default overhead projects, which you can change during installation:

Project	Description
1.00	General Overhead
2.00	Vacation
3.00	Sick Leave
4.00	Holiday

Use the Projects hub to set up additional overhead projects or to change the default overhead projects. You may also assign tasks to overhead projects.

When you close out the last period of a fiscal year, DPS automatically sets to zero the job-to-date amounts for all overhead projects, so that overhead projects can track expenses for the new year. As a result, overhead is always calculated year-to-date. Promotional projects are not zeroed out at the start of a new year.

### Promotional Projects

A promotional project is a type of overhead project. It is used to collect project related costs prior to award of the contract, such as during the contract proposal process. DPS distributes costs charged to promotional projects among all regular projects in the same way that it distributes other overhead costs.

If necessary, you can transfer some or all of a promotional project's costs to a regular project number. To do this, transfer the costs using labor adjustments and journal entries.



In the Accounting application, the sum of all the expenses charged to overhead and promotional projects equals the sum of all the expenses charged to indirect expense accounts in the general ledger.

DPS does not set to zero job-to-date amounts for promotional projects at the start of a new fiscal year. Job-to-date amounts on overhead projects are set to zero.

Indirect expenses in your General Ledger are calculated by adding overhead project expenses and promotional project expenses.

## Time Analysis and Absence Accrual Setup

Use Time Analysis and Absence Accrual Setup to set up headings for columns on the Time Analysis report, the Time Analysis projects, and absence accrual data such as codes and carryover limits.

This application is available only if the Billing application is installed.

### Time Analysis

The Time Analysis report shows how effectively employee time is used. It presents various comparisons of direct time, indirect time, and total time worked. An analysis of indirect time helps you monitor absence hours (vacation, sick, holiday, and so on) and control non-billable time. When you make modifications to Time Analysis Configuration, they are automatically reflected on the Time Analysis report.

Use the Time Analysis Setup report to review configuration settings.

### Absence Accruals

After you establish absence accrual codes, you complete the following tasks:

- Identify the codes that apply to each employee, in the Employees hub.
- Identify the codes used in Time Analysis reporting, in Time Analysis Project Setup.
- Enter absence accrual history for your employees, in Absence Accrual History Loading.

The Accrued Time Report gives you the most up-to-date information about your absence hour plans. You can use this report to review how much time each employee has earned and taken during the current benefit year. You can also review information about each employee's absence hour balances.

### Multiple Companies

If your firm uses multiple companies, you set up Time Analysis projects and Absence Accrual data for each company. To switch companies, click **Utilities » Change Company** and select the next company for which you want to set up overhead allocation. The name of the active company display at the top of each tab. You can use the same absence accrual code for different companies in your enterprise.

### How to...



You set up headings and projects for time analysis. You set up absence accrual codes for sick leave, personal leave, and vacation time.



## Set Up Time Analysis Headings

You need to specify the column headings for each user-defined column on the Time Analysis report.

### To set up headings for the Time Analysis report:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Time Analysis**.
2. On the Time Analysis and Absence Accrual form, click the Time Analysis Headings tab.
3. To add a new heading, position the row selector on the row above where you want to add the new heading, and then click  **Insert**.
4. Complete the fields in the blank row for the new heading.
5. Click  **Save**.

To print a Time Analysis Setup report, click  **Print**.




## Set Up Time Analysis Projects

You specify the projects to include on the Time Analysis report. You can enter individual projects or you can specify ranges of projects.

**Prerequisites:** You need to set up Time Analysis headings before you set up projects.

### To set up Time Analysis projects:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Time Analysis**.
2. On the Time Analysis and Absence Accrual form, click the Time Analysis Setup tab.
3. Perform one of the following actions:

Option	Description
To add a new project or range of projects	Position the row selector on the row above where you want to add the new project, and click  <b>Insert</b> . A blank row is inserted in the grid.
To add a new project (or range of projects) that is similar to an existing project, copy the existing project and then modify it.	Position the row selector on the row you want to copy, and click  <b>Copy</b> .
To delete a project (or range of projects)	Position the row selector on the row that you want to delete, and click  <b>Delete</b> .

4. Complete the fields on this tab.



5. Click  **Save**.



To print a Time Analysis Setup report, click  **Print**.

### Set Up Absence Accrual Codes

To set up your enterprise's absence hour plans, you establish an enterprise-wide pool of accrual codes, each of which represents a plan such as vacation, sick, or personal leave.

There is no limit to the number of absence accrual codes that you can define for your enterprise. You can add accrual codes at any time. You can also modify most data in Absence Accrual Settings at any time.



#### To set up absence accrual codes:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Time Analysis**.
2. On the Time Analysis and Absence Accrual form, click the Absence Accrual Setup tab.
3. To add a new code, position the row selector on the row above where you want to add the new code on the grid, and click  **Insert**.
4. Complete the fields in the blank row for absence accrual code that you add.
5. Click  **Save**.

### Delete Absence Accrual Codes

You can delete an accrual code only if the code has not been applied to any employees. This is generally when you first set up absence accruals in DPS.

#### To delete absence accrual codes:

1. From the desktop application Navigation menu, click **Settings » Advanced Accounting » Time Analysis**.
2. On the Time Analysis and Absence Accrual Setup form, click the Absence Accrual Setup tab.
3. In the grid, click the row for the absence accrual code that you want to delete.
4. On the toolbar, click  **Delete**.
5. Click  **Save**.

### Fields and Options

Use the Time Analysis and Benefit Accrual form to set up time analysis headings and projects and establish or modify benefit accrual codes.



## Time Analysis and Absence Accrual Form

Use the Time Analysis and Absence Accrual form to establish headings and projects for the Time Analysis report and to set up absence accrual codes.

### *Display the Time Analysis and Absence Accrual Form*



You display the Time Analysis and Absence Accrual form in Advanced Accounting Settings.

From the desktop application Navigation menu, click **Settings » Advanced Accounting » Time Analysis**.

### *Time Analysis Headings Tab of Time Analysis and Absence Accrual Setup*

Use the Time Analysis Headings tab to specify the column headings for each user-defined column on the Time Analysis Report.

## Contents

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	To enter a new heading, click this option to add a blank row.
 Delete	To delete a heading in the grid, click anywhere in the heading's row to select it, and click this option. You can delete a heading only if they have not been used.
Report Column	Indicate the report column number for which to enter a heading. You can specify as many report columns as you like, but you can only include 10 columns on any single Time Analysis report. Columns display at the top of the Time Analysis report in the order that you specify on the Time Analysis tab of Employee Reporting.






Field	Description
Label	Enter a descriptive label for this column. For example, you may set up a column for Vac or Sick Lv. Deltek recommends that you keep the column headings short. Otherwise, you may find that columns overlap on the report.
Absence	<p>Select this option if this column represents an employee absence. For example, you select this option for Vacation or Sick Leave columns, but you not select it for a column such as Civic Duty.</p> <p>Absence hours are excluded from two of the ratios on the Time Analysis report. These two ratios indicate employee chargeability that are based on the hours actually worked.</p> <p>The exclusion of lets employees charge certain time that does not affect their chargeability ratio.</p>



#### *Time Analysis Setup Tab of Time Analysis and Absence Accrual Setup*

Use the Time Analysis Setup tab to indicate which projects are included on the Time Analysis report.

#### Contents

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	To enter a project to include on the Time Analysis report, click this option to add a blank row to the grid.
 Copy	<p>You can copy an existing project on the Time Analysis report to create a new one project to include on the report. In the grid, select the row of the project that you want to copy, and click . A new row is added below the row that you copied. The account, report column, and accrual code populate from the row that you copied, and you enter the appropriate company, starting project, and ending project in the new row.</p>



Field	Description
 Delete	To delete projects, click anywhere in the project's row to select it and then click this option.
Company	If your firm uses multiple companies, select the company to which you want to apply the absence accrual information.
Start Project	<p>Enter the first project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report.</p> <p>If you want to specify only one project, enter that project number in both the <b>Start Project</b> and <b>End Project</b> fields.</p> <p>You cannot overlap Time Analysis ranges if a <b>Report Column</b> field is specified for the range.</p>
End Project	<p>Enter the last project in the range of regular, overhead, or promotional project numbers whose time is to be included on the Time Analysis report.</p> <p>If you want to specify only one project, enter that project number in both the <b>Start Project</b> and <b>End Project</b> fields.</p> <p>You cannot overlap Time Analysis ranges if a <b>Report Column</b> field is specified for the range.</p>
Account	<p>Enter the account number to use to debit all time posted to the specified project (or range of projects) if you want to debit time to an account other than the one set up in Labor Types Configuration.</p> <p>You can enter an account or click  and select an account on the Account Lookup.</p> <p>If you enter an account in this field, it overrides all accounts set up in Labor Types Configuration when you post time to the associated projects.</p> <p>If you enter an account in this field, you must use one of the following:</p> <ul style="list-style-type: none"> <li>▪ An indirect account with all overhead and promotional projects</li> <li>▪ A direct or reimbursable account with all regular projects</li> </ul>
Report Column	<p>Enter the report column on the Time Analysis report in which you want to include the amounts posted to this project (or range of projects). For example, you may have amounts for project 0000002.00, Vacation, appear in the <b>Vac</b> column of the Time Analysis report. You define report column headings in Time Analysis Headings Configuration.</p> <p>Only overhead and promotional projects can be assigned to the report column headings on the Time Analysis report. Any indirect project not assigned to a report column prints in the <b>Other</b> column on the report.</p>
Accrual Code	Identify the absence accrual code to which this project or range of projects is associated. Time posted to this project or range of projects is considered time taken against the accrual plan.



Field	Description
	You set up accrual codes on the Absence Accrual tab of the Time Analysis and Absence Accrual form.



### *Absence Accrual Setup Tab of Time Analysis and Absence Accrual Setup*

Use the Absence Accrual Setup tab to enter information about your enterprise's absence hour plans.

You establish an enterprise-wide pool of accrual codes, each of which represents a plan such as vacation, sick, or personal leave.

You assign absence accrual codes to employees in the Employees hub on the Accounting tab. You specify if you want absence accruals to be process automatically with payroll on the Timesheets tab of Accounting Company Settings. If you do not process accruals automatically with payroll, you can process them manually in **Human Resources » Absence Accruals » Accruals**.

### Contents

Field	Description
Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	To enter a new absence accrual code, click this option to add a blank row to the grid.
 Delete	<p>To delete an absence accrual code in the grid, click the absence accrual code's row to select it and click this option.</p> <p>You can delete an absence accrual code only if it has not been used.</p>
Company	If your firm uses multiple companies, select the company to which you want to apply the absence accrual information.
Code	Enter the accrual code. A dash (-), underscore ( _ ), and period (.) count as a character. DPS comes with two standard accrual codes set up: <b>Vacation</b> and <b>Sick Leave</b> .



Field	Description
	If your firm uses multiple companies, you can use the same code for different companies in your enterprise.
Description	Enter a name for the accrual code.
Maximum	<p>Enter the maximum number of absence hours that any individual employee can have at any given time. For example, if you enter 200 in this field for the vacation accrual code, an employee can never carry a balance of more than 200 hours of vacation time.</p> <p>After an employee reaches this maximum, DPS no longer accrues hours for this absence plan for this employee.</p>
Pre-Accrue Hours	<p>Select this option if you want to pre-accrue annual absence hours when you open a new absence accrual year. DPS locates the hours per year for each employee who receives this benefit in Employees hub (Accounting Tab in the Absence Accruals grid) and applies the full amount at the beginning of the benefit year.</p> <p>Benefit years are system-wide and cannot be defined on an employee-by-employee basis.</p>
Print on Check	Select this option if you want to print accrual information on the paycheck stub. If you do not select this option, DPS does not print this information on the paycheck stub (this is the default). This option is only available if the Payroll application is installed.
Limit Hours Carried Over to a New Accrual Year	<p>Select this check box if you want to limit the number of absence hours that can be carried over into a new accrual year. For example, if your enterprise allows employees to carry over only 80 hours of sick time and at the end of the accrual year the employee has 90 hours, DPS deducts 10 hours and begins the employee at 80 hours for the year.</p> <p>Benefit years are system-wide and cannot be defined on an employee-by-employee basis.</p>
Carry over Limit	This field is required if you selected the <b>Limit hours carried over to a new accrual year</b> check box on this tab. Enter the maximum number of hours for this accrual that can be carried over into a new accrual year.
Show on Timesheet	<p>Select this check box if you want employees to be able to view the absence hours on their timesheet. For each absence hours selected, DPS displays the description, starting balance, current year earned, current year taken, and current balance.</p> <p>To view this information from the timesheet, select <b>Absence Hours</b> from the <b>Show</b> menu.</p>
Default Schedule	If your company set up accrual schedules, those schedules display in the drop-down list. Select the appropriate schedule.



Field	Description
Check Hours Entered Against Earned	<p>For each accrual code (sick or vacation, for example) listed on the Absence Accrual Setup tab, this feature checks and validates whether or not the hours entered on a timesheet exceed the employee's actual available hours. Choose one of the following options from the <b>Check Hours Entered Against Earned</b> drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> When employees save and submit timesheets, absence hours are not checked.</li> <li>▪ <b>Warning:</b> When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive a warning about the discrepancy, but they can still save and submit the timesheets.</li> <li>▪ <b>Error:</b> When employees save and submit timesheets that contain absence hours in excess of the current number available, they receive an error message, and they cannot save or submit the timesheets.</li> </ul>
Use Approval Workflow for Absence Requests	<p>For each absence accrual code in the grid, select this check box if you want to use an approval process for employee absence requests that are based on the absence accrual code. You can select this check box only if you have created an approval workflow for absence requests in <b>Settings » Workflow » Approvals Workflow</b>.</p> <p>If you clear this check box after it was selected and there are absence request approvals in progress, you will receive a message informing you that the in-progress absence request approvals will be canceled if you clear the check box.</p>
Absence Requests Approval Workflow	<p>After you select the <b>Use Approval Workflow for Absence Requests</b> check box, click in this field, and from the drop-down list, select the approval workflow to use for absence requests for the absence accrual code. You create an approval workflow for absence requests in <b>Settings » Workflow » Approval Workflows</b>. Only approval workflows for absence requests that have an Active status display in the drop-down list. You can use the same or different absence request approval workflows for each of your absence accrual codes.</p> <p>If you change the approval workflow and there are absence request approvals in progress, you will receive a message informing you that the in-progress absence request approvals will be restarted using the new approval workflow that you enter.</p>
Projects to Exclude from Hours Worked	<p>This option is enabled when the <b>Enable accruals based on hours worked</b> check box is selected on the Timesheets Tab of Accounting Company Settings (<b>Settings » Accounting</b>). Use the lookup for this option to select the projects that should not be included in the hours worked calculation. For example, the employee may not earn sick time while taking vacation time, or vacation time while taking short term disability leave, so you can select the projects that are associated with vacation time or short term disability leave. The time charged to the projects selected are excluded from the accrual calculation.</p>



## Learn More About

Refer to a checklist that helps you set up an approval process for employee absences.

## User-Defined Revenue Setup

Revenue methods are used to calculate revenue when you run Revenue Generation. DPS includes standard revenue methods. You can also set up new revenue methods.

If you select the **Enable option to update BTD for journal entries to revenue** option on the General tab of Advanced Accounting System Settings, users system-wide can make journal entries which also increase the job-to-date billed amount used by Revenue Generation in calculating project revenue.

Your company might select this billed-to-date option if both of the following apply:

- You have projects using Revenue Method B, W, or any user-defined method that includes **JTD Billings** in its formula.
- You are adjusting the project's revenue by posting a journal entry that references that project and a revenue account, for example, when recording miscellaneous revenue.

## How to...

After you enable revenue generation, you can create or modify user-defined revenue methods. You can also review the Revenue Method List to make sure that you have the revenue methods in place that your enterprise needs.

## Enable Revenue Generation

When you enable Revenue Generation, DPS recognizes project revenue when the Revenue Generation process is run. If Revenue Generation is not enabled, DPS recognizes project revenue when invoices are posted.

If you use multiple companies, you enable and set up Revenue Generation options individually for each company in your enterprise. For each company, you choose the revenue methods, upset limits, revenue groups, and revenue categories that are most suitable for that company. You run Revenue Generation separately for each company in your enterprise.

## To enable Revenue Generation:

1. From the desktop application Navigation menu, click **Settings » Accounting » Company**.
2. On the Revenue tab, select the **Enable Revenue Generation Feature** check box.
3. To enable the Revenue Groups and the Overall Revenue Calculation feature, select the **Enable additional revenue calculations at Project and group levels** check box.
4. To track only one unbilled services account and one uninvoiced revenue account, enter those accounts in the **Unbilled Services** and **Uninvoiced Revenue** fields.
5. To use the Revenue Categories feature to track multiple unbilled services and uninvoiced revenue accounts, select the **Enable tracking for this many revenue categories** check box, and select the number of unbilled accounts to track.



6. If you choose to track multiple unbilled services and uninvoiced revenue accounts, enter the unbilled services and uninvoiced revenue accounts for each revenue category in the fields below the **Enable tracking for this many revenue categories** check box.
7. If **Enable Entry of Fee by Billing Category** is selected on the Fees tab of the Billing Setup form (**Settings » Billing » General**), you can also enter a **Fee Invoice Billed** account for each revenue category. This is the revenue account to which you want to post fee billed revenue for that revenue category.

After you enable Revenue Generation in Accounting Company Settings, you must complete additional Revenue Generation setup steps. After Revenue Generation is enabled, you should not make journal entries to any **Revenue** or **Unbilled Services** account. When you run Revenue Generation, DPS excludes projects whose revenue method is N.

### Enable or Disable Revenue Methods

DPS uses a number of standard revenue methods and other user defined revenue methods that you can enable or disable depending on the requirement of your firm.

**If you use multiple companies, enabling or disabling revenue methods are applied to all the companies.**


1. From the desktop application Navigation menu, select **Settings » Advanced Accounting » User Defined Revenue**.
2. On the User Defined Revenue form, select or clear the **Active** option for the corresponding standard revenue method that your firm needs or does not need in the Standard Methods grid.
3. Repeat the process for user defined revenue methods in the User Defined Methods grid as needed.
4. Click **Save**.

### Create a User-Defined Revenue Method

When you create a user-defined revenue method, you select the fields and operators for the method.

If your firm uses multiple companies, the user-defined revenue methods that you set up here are available to all companies in your enterprise.

#### To create a user-defined revenue method:

1. From the desktop application Navigation menu, select **Settings » Advanced Accounting » User Defined Revenue**.
2. On the User Defined Revenue form, click  **Insert** on the User Defined Methods grid toolbar.
3. On the Revenue Methods dialog box, enter a **Code** and a **Description** for the new revenue method.
4. Select fields and operators to construct the revenue method formula.




Select each field and operator in the order that you want it to appear in the new formula. You can use up to 30 fields and operators for each revenue method.

5. Click **Save** and then click **Close**.

### Modify a User-Defined Revenue Method

You can modify a user-defined revenue method's description or formula.


#### To modify a user-defined revenue method:

1. From the desktop application Navigation menu, select **Settings » Advanced Accounting » User Defined Revenue**.
2. In the User Defined Methods grid of the User Defined Revenue form, click anywhere in the row of the method that you want to modify.
3. Click  **Edit**.
4. On the Revenue Methods dialog box, modify the revenue method's description and the fields and operators that make up the custom formula.
  - To remove the last item from the **Custom Formula** box, click **<<Remove**.
  - To add a field or operator to the **Custom Formula** box, click a field in the **Fields** box and then click **Add>>**, or click an **Operators** button to the left of the **Custom Formula** box.
5. Click **Save**, then **Close**.

### Specify a Project's Revenue Method

For any regular project, you can specify a revenue method.

#### To specify a project's revenue method (to be used with the Revenue Generation feature):

1. From the desktop application Navigation menu, click **Hubs » Projects**.
2. On the Projects form, click  and select the project on the Project Lookup.


Revenue Generation can be used only with projects whose **Charge Type** is **Regular**. If a project has phases or tasks, DPS asks you to specify a revenue method for each phase and task. If you do not want DPS to recognize revenue for a project/phase/task, specify method **N**.

3. Click the Budget & Revenue tab.
4. If you track only one unbilled services and one uninvoiced revenue account for Revenue Generation, select a revenue method from the drop-down list in the **Revenue Method**.

This list contains the standard revenue methods and any user-defined methods that you create.

When Revenue Generation is enabled and you are tracking one unbilled account, DPS assumes that revenue equals billings by entering revenue method **B** in the **Revenue Method** field on the Budget & Revenue tab of the Projects hub for all projects whose **Charge Type** is **Regular**. You must specify otherwise for each project whose revenue method should not be method **B**.




5. If you use revenue categories to track multiple unbilled services and uninvoiced revenue accounts, use the drop-down lists in the fields in the **Revenue Categories** section to select the user-defined revenue method for each revenue category.
6. Click  **Save**.

### Delete a User-Defined Revenue Method

When you delete a user-defined revenue method, DPS first determines whether or not that method is assigned to any projects. If it is, DPS prompts you to specify another method for each of those projects before it lets you proceed with the deletion.

#### To delete a user-defined revenue method:

1. From the desktop application Navigation menu, select **Settings » Advanced Accounting » User Defined Revenue**.
2. In the User Defined Methods grid on the User Defined Revenue form, click in the row of the revenue method to delete.
3. Click  **Delete** to delete the user-defined revenue method.
4. In response to the confirmation prompt, click **Yes**.


DPS removes the user-defined revenue method from the User Defined Methods grid.

### Print the Revenue Method List

Review this report to make sure that your database has the revenue methods and calculations that you need.

This report shows all of the standard methods and all of the user-defined methods.

#### To print the Revenue Method List report:

1. On the Navigation menu, click **Settings » Advanced Accounting » User Defined Revenue**.
2. On the toolbar of the User Defined Revenue form, click **Print**.  
The Revenue Method List report displays on the screen. You can check each revenue method, description, and calculation formula.
3. On the preview window, click  **Print** to print a hard copy of the report.

### Fields and Options

On the User Defined Revenue form you review standard methods and existing user-defined methods. Use the Revenue Methods dialog box to create new user-defined revenue methods.

### User Defined Revenue Form

On the User Defined Revenue form, you can view standard revenue methods that are provided by DPS or create user-defined revenue methods.



### *Display the User Defined Revenue Form*

You display the User Defined Revenue form in Advanced Accounting Settings.

From the Navigation menu, click **Settings » Advanced Accounting » User Defined Revenue**.

### *Toolbar of the User Defined Revenue Form*

Use toolbar options to print the Revenue Method List or display help.

### Contents

Field	Description
Save	Click the option to save the changes you made in the User Defined Revenue form.
Print	Click this option to print the Revenue Method List.

### *Contents of the User Defined Revenue Form*

Use the grids to see the standard methods and set up user-defined methods.

### Standard Methods Grid

This grid displays the six standard revenue methods provided by DPS if you set up Revenue Generation to track one unbilled account. You cannot delete standard revenue methods from DPS.






Field	Description
Standard Methods Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
Code	<p>This field displays the code for a standard revenue method.</p> <p>This field displays <b>N — No revenue recognition</b> if you set up Revenue Generation to track multiple unbilled accounts using revenue categories.</p>



Field	Description
Description	This field displays the description for a standard revenue method.
Active	This column displays a check box for each row item. Select this option to enable the corresponding standard revenue method in DPS.

### User Defined Methods Grid

Use this grid to establish or modify user-defined revenue methods.

Field	Description
 Edit	To modify a user-defined revenue method that you already created, select it in the User Defined Methods grid and click  <b>Edit</b> . Use the Revenue Methods dialog box to edit the revenue method formula.
 Insert	Click this option to display the Revenue Methods dialog box, on which you create new user-defined revenue methods.
 Delete	To delete a user-defined revenue method, click anywhere in its row in the User Defined Methods grid, and click this option. You can delete user-defined revenue methods if they are not currently used for any project.
Code	This field displays the code for each user-defined revenue method.
Description	This field displays the description for each user-defined revenue method.
Category	This column displays in the grid only if Revenue Generation is set up to track multiple unbilled accounts using revenue categories. It displays the revenue category assigned to the revenue method.
Active	This column displays a check box for each row item. Select this option to enable the corresponding user defined revenue method in DPS.
User Defined Formula Group Box	This field displays the formula for the revenue method that you select in the User Defined Methods grid. To select a revenue method in the grid, click anywhere in its row. Click  <b>Review</b> to open the complete formula in the Text Viewer dialog box.

### Revenue Methods Dialog Box



Use the Revenue Methods dialog box to create a user-defined revenue method.

#### *Display the Revenue Methods Dialog Box*

You display the Revenue Methods dialog box in Advanced Accounting Settings.

1. From the Navigation menu, select **Settings » Advanced Accounting » User Defined Revenue**.



2. On the User Defined Revenue form, click  **Edit** or  **Insert**.

*Contents of the Revenue Methods Dialog Box*

Use these fields and options to create a user-defined revenue method.

Field	Description
Code	Enter a unique code for the revenue method.
Description	Enter a description for the revenue method.
Category	<p>This column displays in the grid if Revenue Generation is set up to track multiple unbilled accounts using revenue categories.</p> <p>Enter a revenue category for the revenue method.</p> <p>After you associate a revenue method with a project, you cannot change the revenue category for a revenue method.</p>
Fields	<p>Click the item you want to add to the revenue formula and then click <b>Add&gt;&gt;</b>. Select each field and operator in the order in which you want it to appear in the new formula.</p> <p>For each revenue method, you can use up to 30 fields.</p> <p>If you use multiple currencies, an asterisk (*) beside a field indicates that any condition that results in a transaction with a zero cost amount can cause unexpected results when Revenue Generation translates from billing currency to functional currency to project currency. This revenue method is not recommended for multiple currency situations that may have a zero cost transaction.</p>
Operators	<p>Click the appropriate <b>Operator</b> button to connect the previous field you selected to the next field you select to create the revenue formula. Select each field and operator in the order you want it to appear in the new formula.</p> <p>For each revenue method, you can use up to 30 operators.</p>
Add>>	After you select a field in the <b>Fields</b> box, click this button to add the field to the user-defined revenue formula. The field displays in the <b>Custom Formula</b> box.
<<Remove	Click this button to remove the last item listed in the <b>Custom Formula</b> box.
Close	Click this button to close the form after responding to the prompt <b>Do you want to save your changes?</b>
Custom Formula	<p>This area displays the formula for the revenue method as you build it using the items in the <b>Fields</b> box and the <b>Operator</b> buttons.</p> <p>Select an item from the <b>Fields</b> box, click <b>Add&gt;&gt;</b>, and then click an <b>Operator</b> button to connect the next piece of the formula. Select each field and operator in the order you want it to appear in the new formula.</p>



Field	Description
	For each revenue method, you can use up to 30 fields and operators.

### Learn More About...

You may find it helpful to see examples of user-defined revenue methods, learn about standard revenue methods, and review the fields and operators available for creating revenue methods.

### Examples of User-Defined Revenue Methods When You Use Revenue Categories

When you set up Revenue Generation to track multiple unbilled accounts using revenue categories, you must create a user-defined revenue method for each revenue category that you set up in Accounting Company Settings.

Below are some examples of user-defined formulas that could replace the standard revenue method W or M when you track multiple unbilled accounts.

Standard Revenue Method	Equivalent User-Defined Revenue Methods When Using Revenue Categories
<b>Revenue Method W</b> <b>JTD Revenue = JTD Billings + WIP @ Billing</b>	Projects that previously used revenue method W could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories: <ul style="list-style-type: none"> <li>▪ A labor revenue method of JTD Labor Billings + Unbilled Labor @ Billing Rates.</li> <li>▪ A consultant revenue method of JTD Consultant Billings + Unbilled Consultants @ Billing Rates.</li> <li>▪ A Reimb revenue method of JTD Reimb Billings + Unbilled Expenses @ Billing Rates.</li> </ul>
<b>Revenue Method M</b> <b>JTD Revenue = (JTD Direct Labor x Multiplier) + JTD Reimbursable Expenses</b>	Projects that previously used revenue method M could have the following three user-defined revenue methods for labor, consultant, and reimbursable revenue categories: <ul style="list-style-type: none"> <li>▪ A labor revenue method of JTD Direct Labor @ Cost times a Multiplier.</li> <li>▪ A consultant revenue method of JTD Reimb Consultant @ Cost.</li> <li>▪ A Reimb revenue method of JTD Reimb Other @ Cost.</li> </ul>

### Revenue Methods

Revenue methods are formulas used for calculating revenue when you run Revenue Generation. After you consider a project's contract type and other factors, you specify a revenue method in the Projects hub that accurately recognizes each project's revenue.

You specify a revenue method for each project whose **Charge Type** is **Regular**.



- When you set up Revenue Generation to track one unbilled account, you can choose from the six standard revenue methods. If none of these are appropriate for a project's billing or contract terms, you can create your own user-defined revenue methods.
- When you set up Revenue Generation to track multiple unbilled accounts with revenue categories, you must create a user-defined revenue method for each revenue category that you set up in Accounting Company Settings.

If your firm uses multiple companies, user-defined revenue methods that you set up here are used by all companies in your firm.

### User-defined Revenue Methods

After you create a user-defined revenue method, the next time you open a project's Accounting tab in the Projects hub, the new revenue method appears in either the **Revenue Type** drop-down list (if you track one unbilled account) or in the drop-down lists for the revenue category fields in the **Revenue Method** section (if you track multiple unbilled accounts).

You can delete any user-defined revenue method as long as it is not currently referenced in any Projects hub record.

### Standard Revenue Methods

DPS provides standard revenue methods

None of the standard revenue methods uses the operators **Subject to Max**, **Greater of**, or **Lesser of**. To use any of these operators in recognizing revenue for a project, you must specify a user-defined revenue method for the project.

#### *Revenue Method B*

Revenue Method **B** sets job-to-date revenue equal to job-to-date billings.

When Revenue Generation is not enabled on the Revenue tab in **Settings » Accounting » Company**, the **Revenue Type** on the Accounting tab of the Projects hub defaults to B for projects whose **Charge Type** is **Regular**. In these situations, the billing procedure generates the revenue. Each time invoices are posted, DPS debits Accounts Receivable and credits Revenue.

When you enable Revenue Generation, you can leave the **Revenue Type** as the default (Method B) for projects/phases/tasks whose revenue equals billings, that is, projects/phases/tasks which are billed monthly and whose invoices are posted in the accounting period when their expenses are incurred.

If you assign method B to a project whose revenue is not equal to billings, Revenue Generation makes adjusting entries to Unbilled Services and Unbilled Revenue for the difference between billings and revenue, which forces revenue to equal billings. If you do not want Revenue Generation to adjust a project's revenue so that it equals Job-to-Date Billings, you can specify a different revenue method for the project.

Revenue Generation can only be used with projects whose **Charge Type** is **Regular**. It cannot be used with **Overhead** or **Promotional** projects. If the project has phases or tasks, DPS asks you to assign a revenue method to each phase and task.

### Example



When Revenue Generation is enabled, DPS enters Revenue Method B in **Revenue Method** field on the Budget & Revenue tab of the Projects hub for all projects whose charge type is regular.

When you post an invoice for a project with revenue method B, but do not run Revenue Generation, DPS reclassifies amounts on the Balance Sheet, but does not recognize revenue. It debits the appropriate Accounts Receivable account(s) on the Balance Sheet and credits the revenue account(s) specified on the invoice. The net effect on the Income Statement is zero.

These transactions appear on the General Ledger Account Analysis, with the label **Invoice Postings**:

	Debit	Credit
Accounts Receivable (111.00)	100.00	
Billed Revenue (401.00)		100.00
Unbilled Revenue (402.00)	100.00	
Unbilled Services (121.00)		100.00

To recognize revenue while using revenue method **B**, you must run Revenue Generation.

After running Revenue Generation and posting the RevGen journal entry and invoice data entry files, print the General Ledger Account Analysis again. You will see these journal entries:

	Debit	Credit
Unbilled Services Receivable (121.00)	100.00	
Unbilled Revenue (402.00)		100.00

DPS increases the project's current, year-to-date, and job-to-date billings by the total amount on the invoice.

#### *Revenue Method M*

Revenue Method **M** recognizes job-to-date earned revenue as job-to-date direct labor cost times a multiplier, plus job-to-date reimbursable expenses at cost rates. It is appropriate for projects billed on an hourly or percent complete basis.

#### **Job-to-Date Revenue = (Job-to-Date Direct Labor x Multiplier) + Job-to-Date Reimbursable Expenses**

Percentage of construction cost contracts base revenue recognition on an estimate of progress made, often linked to the completion of phases. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M). Method P generates the most accurate revenue figures, but only if the project's percent complete data is updated regularly. If your enterprise does not have time to update percent completes, consider Method M, which uses estimated multipliers. Although it provides less exact revenue amounts, it involves less maintenance.

If a project is using Method M, the multiplier is specified in **Multiplier/Amount** on the Accounting tab of the Projects hub. The multiplier is a job-specific ratio based on estimates of Total Labor Revenue divided by Total Labor Cost:



### Multiplier = (Estimated) Total Labor Revenue / (Estimated) Total Labor Cost

A breakeven multiplier for a project whose budgeted overhead rate is 175% would be **1.75** for overhead plus **1.00** for Labor, to equal **2.75**. To arrive at the multiplier, add the profit margin percent to this amount.

DPS does not calculate the multiplier. Deltek recommends that a manager determine the multiplier to be entered, and evaluate it periodically for accuracy.

### Revenue Method N

A project with Revenue Method **N** is unaffected when you enable or disable Revenue Generation because Revenue Generation processing ignores **N** projects.

### Job-to-Date Revenue = Unchanged

Revenue method **N** is suitable for projects in any of the following situations:

- You want to accrue revenue manually for the project.
- You do not want to earn revenue for the project.
- The project, for whatever reason, does not accrue revenue accurately with any standard or user-defined revenue method.
- The project is set up as a special project for use with DPS's Labor Cross Charge feature.

When you post an invoice for a project whose revenue method is N, DPS makes the following entries to reclassify revenue:

1. The appropriate Accounts Receivable account(s) are debited, and the Billed Revenue account(s) are credited.
2. The Unbilled Services account is credited and the Unbilled Revenue account is debited with the total invoice amount of billings to revenue accounts.

For example:

	Debit	Credit
Invoice Postings:		
Accounts Receivable (111.00)	100.00	100.00
Billed Revenue (401.00)		
Revenue Reclassification:		
Unbilled Services (121.00)	100.00	100.00
Unbilled Revenue (402.00)		

The net effect of these entries on the Income Statement is zero.

3. It increases the project's current, year-to-date, and job-to-date billings by the total amount of invoices to revenue accounts on the invoice. Because Unbilled Revenue offsets Accounts Receivable, revenue is zero.



### *Revenue Method P*

Revenue Method **P** recognizes job-to-date earned revenue as a percent complete @ billing of the fee, plus job-to-date reimbursable expenses.

#### **Job-to-Date Revenue = (Percent Complete\*Fee) + Job-to-Date Reimbursable Expenses**

To specify an overriding percent complete, use **Update %** on the Revenue Generation toolbar or enter it on the Budget & Revenue tab of the project record.

Revenue Method P is typically used for lump sum contracts. Some enterprises also use Method P on projects using time-based contracts with an upset limit.

Revenue recognition is based on an estimate of progress made, often linked to the completion of phases of a project. This progress estimate is usually based on a percent complete that has been calculated and updated for each accrual (Method P) although it can also be based on an estimated multiplier (Method M).

Method P generates the most accurate revenue figures, provided that the project's percent complete data is updated regularly. If your enterprise does not have the staff resources to maintain current percent completes, consider assigning Method M, which uses estimated percent completes. It generates less exact revenue amounts but involves less maintenance.

**The hierarchy for determining the percent complete to use for Revenue Method P is:**

1. The **Overall Percents Complete** on the Budget & Revenue tab in the Projects hub; if none is specified, DPS uses the sum of **Labor Percents Complete** and **Expense Percents Complete**.
2. The calculated percent complete in the Billing budget in the Project Budget Worksheet.

DPS calculates revenue as Overall Percent Complete times Compensation, plus job-to-date reimbursable expenses at Cost. You specify both **Compensation** and **Overall Percent Complete** on the Budget & Revenue tab of the Projects hub.

The Job-to-Date Reimbursable Expenses portion of the equation is retrieved from the project's expense postings, not from its billing terms.

If you use method P, determine whether the percent complete you use is a weighted average of the percentage of in-house and consultant labor. Otherwise DPS may recognize revenue ahead of expenses, which causes financial performance to appear better than it actually is.

### *Revenue Method R*

Revenue Method **R** calculates the job-to-date earned revenue as the total cash received, excluding value added tax (VAT) receipts.

#### **Job-to-Date Revenue = Job-to-Date Receipts, excluding value added tax receipts**

This is the only standard revenue method that is cash-based rather than accrual-based. It is appropriate for high-risk projects/tasks/phases that are speculative or whose revenue or payment for services is uncertain.

If a project's Revenue Method is **R**, DPS calculates the job-to-date earned revenue as the total of cash receipts posted to the project.



### Revenue Method W

For Revenue Method **W**, DPS recognizes revenue as job-to-date billings plus work-in-progress at billing rates.

#### Job-to-Date Revenue = Job-to-Date Billings + Work-in-Progress @ Billing

Method **W** allows you to recognize revenue based on both billed amounts (Job-to-Date Billings) and on labor and expense amounts not yet billed, calculated at billing rates (Work-in-Progress @Billing).

These are the entries DPS makes for a project using Method W:

Entry	Debit	Credit
Invoice Postings: Accounts Receivable (111.00) Billed Revenue (401.00)		
Unbilled Services (121.00) Unbilled Revenue (402.00)	100.00	100.00



### Fields and Operators Used in Revenue Method Definitions

All revenue method definitions, whether standard or user-defined, consist of fields and operators.

#### Operators

Operator	Description
+	This operator inserts an addition sign in a revenue method formula. DPS adds together the two values that border this operator.
-	This operator inserts a subtraction sign in a revenue method formula. DPS takes the difference between the two values that border this operator.
*	This operator inserts a multiplication sign in a revenue method formula. DPS multiplies together the two values that border this operator.
\	This operator inserts a division sign in a revenue method formula. DPS divides the two values that border this operator.
()	This operator inserts left and right parentheses in a revenue method formula. For the values that are between the left and right parentheses, DPS calculates an amount and then uses it in the rest of the definition.
<b>Subject to Max</b>	<p>This operator is available only for user-defined revenue method formulas.</p> <p>It sets a maximum on the value preceding it in a formula by accruing revenue up to the project's total fee, as specified in <b>Compensation</b> on the Accounting tab of the Projects hub.</p>



Operator	Description
	<p>If a project's <b>Compensation</b> is zero, or not specified, this operator has no effect on revenue calculations for that project.</p> <p>DPS applies Subject to Max to the entire section of formula preceding it, regardless of parentheses. These equations each calculate the same amount:</p> <p><b>JTD Billings + JTD Direct Expenses @ Cost [Subject to Max]</b>  <b>(JTD Billings + JTD Direct Expenses @ Cost) [Subject to Max]</b></p> <p>In this example, to apply the Subject to Max operator to direct expenses only, build the formula this way:</p> <p><b>JTD Direct Expenses @ Cost [Subject to Max] + JTD Billings</b></p> <p><b>Compensation</b> is the only revenue field designed to work with this operator.</p>
<b>Greater of...</b>	<p>Use this operator to create a formula taking the greater of the two values calculated by the method formulas bordering it. You specify the two methods.</p> <ol style="list-style-type: none"> <li>1. Click <b>Greater of...</b></li> <li>2. On the Greater of Two Methods dialog box, click  in the <b>First Method</b> field.</li> <li>3. From the drop-down list that contains the six standard revenue methods and all user-defined methods, select the method that you want.</li> <li>4. Click  in the <b>Second Method</b> field and select the other method.</li> <li>5. Click <b>OK</b>.</li> </ol> <p>The dialog box closes, and the formula that you defined displays in the User Defined Formula column, with the two methods separated by brackets [].</p>
<b>Lesser of...</b>	<p>Use this operator to create a formula taking the lesser of the two values calculated by the method formulas bordering it.</p> <p>You specify the two methods.</p> <ol style="list-style-type: none"> <li>1. Click <b>Lesser of...</b></li> <li>2. On the Lesser of Two Methods dialog box, select a method from the drop-down list in the <b>First Method</b> field.</li> <li>3. From the drop-down list in the <b>Second Method</b> field, select the other method.</li> <li>4. Click <b>OK</b>.</li> </ol> <p>The dialog box closes, and the formula that you defined displays in the User Defined Formula column.</p>



## Revenue Method Fields

Field	Report and Location
<b>Cur Billings</b>	This is the total billings for the project for the current period. Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>YTD Billings</b>	This is the total billings for the project year-to-date. Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>JTD Billings</b>	This is the total billings for the project job-to-date. Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>Cur Add-on Billings</b>	<p>This is the total add-on billings for the project for the current period. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Add-on Billings</b>	<p>This is the total add-on billings for the project year-to-date. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Add-on Billings</b>	<p>This is the total add-on billings for the project job-to-date. Add-ons billings are amounts posted to revenue accounts that have <b>Add-on</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Cur Fee Billings</b>	This is the total fee billings for the project for the current period. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b> . This setting controls the column in which the revenue amount is included on the Office Earnings report.



Field	Report and Location
	Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>YTD Fee Billings</b>	<p>This is the total fee billings for the project year-to-date. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Fee Billings</b>	<p>This is the total fee billings for the project job-to-date. Fee billings are amounts posted to revenue accounts that have <b>Fees</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Cur Consultant Billings</b>	<p>This is the total consultant billings for the project for the current period. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Consultant Billings</b>	<p>This is the total consultant billings for the project year-to-date. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Consultant Billings</b>	<p>This is the total consultant billings for the project job-to-date. Consultant billings are amounts posted to revenue accounts that have <b>Consult</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>



Field	Report and Location
	Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>Cur Labor Billings</b>	<p>This is the total labor billings for the project for the current period. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Labor Billings</b>	<p>This is the total labor billings for the project year-to-date. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Labor Billings</b>	<p>This is the total labor billings for the project job-to-date. Labor billings are amounts posted to revenue accounts that have <b>Labor</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Cur Reimb Billings</b>	<p>This is the total reimbursable billings for the project for the current period. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Reimb Billings</b>	<p>This is the total reimbursable billings for the project year-to-date. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p>



Field	Report and Location
	Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.
<b>JTD Reimb Billings</b>	<p>This is the total reimbursable billings for the project job-to-date. Reimbursable billings are amounts posted to revenue accounts that have <b>Reimb</b> entered in the <b>Project</b> column on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>. This setting controls the column in which the revenue amount is included on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Cur Other Billings</b>	<p>This is the total billings for the project in the current period that are not associated with a project column on the Office Earnings report.</p> <p>This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b> are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the Other Billed column on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Other Billings</b>	<p>This is the total billings for the project year-to-date that are not associated with a project column on the Office Earnings report.</p> <p>This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b> are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts posted to it are included in the Other Billed column on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Other Billings</b>	<p>This is the total billings for the project job-to-date that are not associated with a project column on the Office Earnings report.</p> <p>This means that invoice amounts posted to a revenue account that has not been associated with a project column (for the Office Earnings report) on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b> are considered to be "Other Billings." Because the revenue account has no column designation, the invoice amounts</p>



Field	Report and Location
	<p>posted to it are included in the Other Billed column on the Office Earnings report.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Cur Unit Billings</b>	<p>This is the total unit billings for the project for the current period.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>YTD Unit Billings</b>	<p>This is the total unit billings for the project year-to-date.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>JTD Unit Billings</b>	<p>This is the total unit billings for the project job-to-date.</p> <p>Billing amounts include any journal entries made to revenue accounts when <b>Enable option to update BTD for journal entries to revenue</b> is selected.</p>
<b>Retainage</b>	<p>This is the total accounts receivable retainage balance for the project.</p>
<b>Cur Interest Received</b>	<p>This is the interest received for the project for the current period. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>YTD Interest Received</b>	<p>This is the year-to-date interest received for the project. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>JTD Interest Received</b>	<p>This is the job-to-date interest received for the project. This is interest posted from cash receipts, not invoices.</p> <p>This field enables you to add interest to a revenue method calculation such as P (Percent complete times compensation) that does not include billing amounts, and thus interest is omitted.</p>
<b>Cur Receipts</b>	<p>This is the total receipts, excluding value added tax amounts received, for the project for the current period.</p>
<b>YTD Receipts</b>	<p>This is the total year-to-date receipts, excluding value added tax amounts received, for the project.</p>
<b>JTD Receipts</b>	<p>This is the total job-to-date receipts, excluding value added tax amounts received, for the project.</p>



Field	Report and Location
<b>Prior Year JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date as of the prior year.
<b>Prior Pd JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date as of the prior period.
<b>YTD Revenue</b>	This is the total amount of revenue recognized for the project year-to-date.
<b>JTD Revenue</b>	This is the total amount of revenue recognized for the project job-to-date.
<b>Cur Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project for the current period.
<b>YTD Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Exp @ Cost</b>	This is the direct expense amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project for the current period.
<b>YTD Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project for the current, year-to-date, or job-to-date period.
<b>JTD Direct Exp @ Billing</b>	This is the direct expense amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>YTD Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>JTD Reimb Exp @ Cost</b>	This is the reimbursable expense amounts at cost rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>Cur Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project for the current period. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>YTD Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project year-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>JTD Reimb Exp @ Billing</b>	This is the reimbursable expense amounts at billing rates charged to the project job-to-date. Reimbursable expenses include both reimbursable consultant and reimbursable other amounts.
<b>Cur Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project for the current period.



Field	Report and Location
<b>YTD Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Consultant @ Cost</b>	This is the direct consultant amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project for the current period.
<b>YTD Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Consultant @ Billing</b>	This is the direct consultant amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project for the current period.
<b>YTD Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Other @ Cost</b>	This is the direct other amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project for the current period.
<b>YTD Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Other @ Billing</b>	This is the direct other amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project for the current period.
<b>YTD Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Unit @ Cost</b>	This is the direct unit amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project for the current period.
<b>YTD Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project year-to-date.
<b>JTD Direct Unit @ Billing</b>	This is the direct unit amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Unit @ Cost</b>	This is the reimbursable unit amounts at cost rates charged to the project job-to-date.



Field	Report and Location
<b>Cur Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project for the current period.
<b>YTD Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project year-to-date.
<b>JTD Reimb Unit @ Billing</b>	This is the reimbursable unit amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Consultant @ Cost</b>	This is the reimbursable consultant amounts at cost rates charged to the project job-to-date.
<b>Cur Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project for the current period.
<b>YTD Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project year-to-date.
<b>JTD Reimb Consultant @ Billing</b>	This is the reimbursable consultant amounts at billing rates charged to the project job-to-date.
<b>Cur Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project for the current period.
<b>YTD Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project year-to-date.
<b>JTD Reimb Other @ Cost</b>	This is the reimbursable other amounts at cost rates charged to the project job-to-date.
<b>Cur Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project for the current period.
<b>YTD Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project year-to-date.
<b>JTD Reimb Other @ Billing</b>	This is the reimbursable other amounts at billing rates charged to the project job-to-date.
<b>Cur Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project for the current period.
<b>YTD Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project year-to-date.
<b>JTD Direct Labor @ Cost</b>	This is the labor amounts at cost rates charged to the project job-to-date.
<b>Cur Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project for the current period.
<b>YTD Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project year-to-date.



Field	Report and Location
<b>JTD Direct Labor @ Billing</b>	This is the labor amounts at billing rates charged to the project job-to-date.
<b>Cur Total Spent @Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at cost rates.
<b>YTD Total Spent @Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at cost rates.
<b>JTD Total Spent @Cost</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at cost rates.
<b>Cur Total Spent Hours</b>	This is the total hours spent for the project's direct labor for the current period.
<b>YTD Total Spent Hours</b>	This is the total hours spent for the project's direct labor year-to-date.
<b>JTD Total Spent Hours</b>	This is the total hours spent for the project's direct labor job-to-date.
<b>Cur Total Spent @Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead for the current period, at billing rates.
<b>YTD Total Spent @Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead year-to-date, at billing rates.
<b>JTD Total Spent @Billing</b>	This is the total spent for the project's direct labor, direct expenses, reimbursable expenses, units, and overhead job-to-date, at billing rates.
<b>Budgeted Labor @ Cost</b>	This is the labor, from the cost rate budget for the project.
<b>Budgeted Labor @ Billing</b>	This is the labor, from the billing rate budget for the project.
<b>Budgeted Directs @ Cost</b>	This is the direct expenses, from the cost rate budget for the project.
<b>Budgeted Directs @ Billing</b>	This is the direct expenses, from the billing rate budget for the project.
<b>Budgeted Reimb @ Cost</b>	This is the reimbursable expenses, from the cost rate budget for the project.
<b>Budgeted Reimb @ Billing</b>	This is the reimbursable expenses, from the billing rate budget for the project.
<b>Budgeted Direct Consultant @ Cost</b>	This is the direct consultant expenses, from the cost rate budget for the project.
<b>Budgeted Direct Other @ Cost</b>	This is the direct other expenses, from the cost rate budget for the project.
<b>Budgeted Direct Consultant @ Billing</b>	This is the direct consultant expenses, from the billing rate budget for the project.



Field	Report and Location
<b>Budgeted Direct Other @Billing</b>	This is the direct other expenses, from the billing rate budget for the project.
<b>Budgeted Reimb Consultant @ Cost</b>	This is the reimbursable consultant expenses, from the cost rate budget for the project.
<b>Budgeted Reimb Other @ Cost</b>	This is the reimbursable other expenses, from the cost rate budget for the project.
<b>Budgeted Reimb Consultant @ Billing</b>	This is the reimbursable consultant expenses, from the billing rate budget for the project.
<b>Budgeted Reimb Other @ Billing</b>	This is the reimbursable other expenses, from the billing rate budget for the project.
<b>Labor ETC Amount</b>	This is the labor estimate-to-complete amounts, as entered on the Project Budget Worksheet.
<b>Labor ETC Hours</b>	This is the labor estimate-to-complete hours, as entered on the Project Budget Worksheet.
<b>Direct Exp ETC Amount</b>	This is the estimate-to-complete amounts for direct expense accounts, as entered on the Project Budget Worksheet.
<b>Reimb Exp ETC Amount</b>	This is the estimate-to-complete amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.
<b>Labor EAC Amount</b>	This is the labor estimate-at-completion amounts, as entered on the Project Budget Worksheet.
<b>Labor EAC Hours</b>	This is the labor estimate-at-completion hours, as entered on the Project Budget Worksheet.
<b>Direct Exp EAC Amount</b>	This is the estimate-at-completion amounts for direct expense accounts, as entered on the Project Budget Worksheet.
<b>Reimb Exp EAC Amount</b>	This is the estimate-at-completion amounts for reimbursable expense accounts, as entered on the Project Budget Worksheet.
<b>Work-in-progress @Cost</b>	This is the monetary value of the project's unbilled work-in-progress at cost rates.
<b>WIP @Cost (incl. Held)</b>	This is the monetary value of the project's unbilled work-in-progress, including held time, at cost rates.
<b>Work-in-progress @ Billing</b>	This is the monetary value of the project's unbilled work-in-progress at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>WIP @Billing (incl. Held)</b>	This is the monetary value of the project's unbilled work-in-progress, including held time, at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>WIP @Billing (incl. Add-ons)</b>	This is the monetary value of the project's unbilled work-in-progress, including add-ons, at billing rates. If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>WIP @Billing (incl. Held and Add-ons)</b>	This is the monetary value of the project's unbilled work-in-progress, including held time and add-ons, at billing rates. If the effective dates



Field	Report and Location
	feature is enabled in the Billing application, it can affect the value in this field.
JTD Write-offs @Cost	This is the sum of all billing transactions for the project with a status of W (to be written off) or X (previously written off), at cost rates.
JTD Write-offs @Billing	This is the sum of all billing transactions for the project with a status of W (to be written off) or X (previously written off), at billing rates.
Percent Complete	This is the overall percent complete at billing rates, if <b>Reporting at Billing Rates</b> is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b> ; otherwise at cost rates.
Percent Complete @ Cost	This is the overall percent complete at cost rates, even if <b>Billing</b> is selected in <b>Report at</b> on the General tab of the Options screen for the Project Summary Report.
Percent Complete (Lab/OH/Dir)	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables.  This amount is at billing rates, if <b>Reporting at Billing Rates</b> is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b> ; otherwise at cost rates.
Percent Complete (Lab/OH/Dir) @ Cost	This is the total percent complete for labor, overhead, and direct expenses, but not for reimbursables. This amount is at cost rates even if <b>Billing</b> is selected in <b>Report at</b> on the General tab of the Options screen for the Project Summary Report.
Labor Percent Complete	This is the labor percent complete at billing rates, if <b>Reporting at Billing Rates</b> is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b> ; otherwise at cost rates.
Labor Percent Complete @ Cost	This is the labor percent complete. This percentage is based on cost rates even if <b>Billing</b> is selected in <b>Report at</b> on the General tab of the Options screen for the Project Summary Report.
Expense Percent Complete	This is the percent complete for all expenses, both direct and indirect.  This amount is at billing rates, if <b>Reporting at Billing Rates</b> is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b> ; otherwise at cost rates.
Expense Percent Complete @ Cost	This is the percent complete for all expenses. This percentage is based on cost rates even if <b>Billing</b> is selected in <b>Report at</b> on the General tab of the Options screen for the Project Summary Report.
Expense Percent Complete (Dir)	This is the percent complete for direct expenses only.  This amount is at billing rates, if <b>Reporting at Billing Rates</b> is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b> ; otherwise at cost rates.
Expense Percent Complete (Dir) @ Cost	This is the percent complete for direct expenses only. This percentage is based on cost rates even if <b>Billing</b> is selected in <b>Report at</b> on the General tab of the Options screen for the Project Summary Report.



Field	Report and Location
<b>Unbilled Expenses @ Cost</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. Units are included as part of unbilled expenses.
<b>Unbilled Expenses @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at cost rates. It also includes reimbursable expenses with a billing <b>Hold</b> status at cost rates. Units are included as part of unbilled expenses.
<b>Unbilled Consultants @ Cost</b>	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates.
<b>Unbilled Consultants @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's consultant expenses at cost rates. It also includes consultant expenses with a billing <b>Hold</b> status at cost rates.
<b>Unbilled Units @ Cost</b>	This is the monetary value of work-in-progress for a project's unit expenses at cost rates.
<b>Unbilled Units @ Cost (incl. Held)</b>	This is the monetary value of work-in-progress for a project's unit expenses at cost rates. It also includes unit expenses with a billing <b>Hold</b> status at cost rates.
<b>Unbilled Expenses @ Billing</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Expenses @ Billing (incl. Held)</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing <b>Hold</b> status at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Expenses @ Billing (incl. Add-ons)</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes any add-on multipliers applied to expenses at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Expenses @ Billing (incl. Held and Add-ons)</b>	This is the monetary value of work-in-progress for a project's reimbursable expenses at billing rates. It also includes reimbursable expenses with a billing <b>Hold</b> status and any add-on multipliers, both at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.
<b>Unbilled Consultants @ Billing</b>	This is the monetary value of work in progress for a project's consultant expenses at billing rates.  If the effective dates feature is enabled in the Billing application, it can affect the value in this field.



Field	Report and Location
<b>Unbilled Consultants @ Billing (incl. Held)</b>	<p>This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing <b>Hold</b> status at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Consultants @ Billing (incl. Add-ons)</b>	<p>This is the monetary value of work in progress for a project's consultant expenses at billing rates. It also includes add-on multipliers at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Consultants @ Billing (incl. Held and Add-ons)</b>	<p>This is the monetary value of work-in-progress for a project's consultant expenses at billing rates. It also includes consultant expenses with a billing <b>Hold</b> status and add-on multipliers, both at billing rates.</p> <p>If the effective dates feature is enabled in the Billing application, it can affect the value in this field.</p>
<b>Unbilled Units @ Billing</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates.
<b>Unbilled Units @ Billing (incl. Held)</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing <b>Hold</b> status at billing rates.
<b>Unbilled Units @ Billing (incl. Add-ons)</b>	This is the monetary value of work in progress for a project's unit expenses at billing rates. It also includes add-on multipliers at billing rates.
<b>Unbilled Units @ Billing (incl. Held and Add-ons)</b>	This is the monetary value of work-in-progress for a project's unit expenses at billing rates. It also includes unit expenses with a billing <b>Hold</b> status and add-on multipliers, both at billing rates.
<b>Compensation</b>	This is the project's <b>Compensation</b> , as specified on the Budget & Revenue tab of the Projects hub.
<b>Reimb Allowance</b>	This is the project's <b>Reimb Allowance</b> , specified on the Budget & Revenue tab of the Projects hub.
<b>Direct Consultant</b>	This is the project's <b>Direct Consultant</b> , specified on the Budget & Revenue tab of the Projects hub.
<b>Contract Compensation</b>	This is the project's <b>Contract Compensation</b> , specified on the Contract Management tab of the Projects hub.
<b>Contract Reimb Allowance</b>	This is the project's <b>Contract Reimb Allowance</b> , specified on the Contract Management tab of the Projects hub.
<b>Contract Direct Consultant</b>	This is the project's <b>Contract Direct Consultant</b> , specified on the Contract Management tab of the Projects hub.
<b>Budgeted Overhead Rate</b>	This is the project's <b>Budgeted OH Rate</b> , specified on the Budget & Revenue tab of the Projects hub.



Field	Report and Location
<b>Project Specific Amount</b>	This is the project's <b>Multiplier or Amount</b> , specified on the Budget & Revenue tab of the Projects hub.
<b>Method Specific Amount</b>	When you select this field for a revenue method formula, DPS prompts you to enter a value, which becomes a constant in the formula.
<b>User-defined numeric field(s)</b>	This is the value entered in any user-defined field in the Projects hub for the project, where the field's <b>Data Type</b> is <b>Numeric</b> , as specified in the Custom Fields grid of <b>Settings » General » User Defined Components</b> .

## Time Settings

Use Time Settings to set up and maintain timesheet entry and processing settings.

For example, you set up timesheet periods, time groups, time categories, and non-work days in Time Settings. You also determine some of the items that employees can or must enter on their timesheets, such as overtime, electronic signatures, and comments.

If you have multiple companies, you must enter Time Settings for each company. The active company that you have open displays at the top of a Time Settings tab. Use ▼ beside the active company name that displays on the right side of the DPS title bar to switch to a different company and enter settings for another company.

The options that you set up in Time Settings apply only to the Timesheet application in the My Stuff section of the Navigation pane. They do not apply to the timesheet transactions that you enter in the Transaction Center in the desktop application.

In addition to the settings in Time Settings, other settings in the following locations also affect how the Timesheet application works:

- On the General tab in **Settings » Advanced Accounting » System** in the desktop application, you define processing options for timesheets. These settings apply to a single company or to all your companies, if you have multiple companies.
- Settings that you enter on the Time & Expense tab in the Employees hub affect timesheet entries on an employee-by-employee basis.
- Settings that you enter on the Time & Expense tab in the Projects hub in the desktop application affect timesheet entries on a project-by-project basis.

### Checklist: Setting Up the Timesheet Application

Review this checklist for an overview of all the steps that you must complete to set up the Timesheet application.

This checklist applies whether you have a single company or multiple companies set up in DPS.

### Time Settings

You enter the following settings for a single company or for each of your companies, if you have multiple companies. To access these settings, go to the Navigation pane and select **Settings » Time**.



Step	Setting	Location in Time Settings
1	Determine the items that display on a timesheet and the items that employees must enter on their timesheets in Timesheets.	Options form
2	Set up timesheet periods that define the start and end dates of timesheet periods.	Time Periods form
3	Identify the days of the week on which employees normally do not work, including holidays.	Non-Work Days form  This tab is also accessible from Resource Planning Settings if you have the Resource Planning application.
4	Set up time groups and assign employees to the groups.	Time Groups form
5	Select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.	Ratios form
6	Turn on auditing that tracks the revisions made to employee timesheets, billing transfers for timesheet hours, or both.	Timesheet Audit form
7	Require timesheets, timesheet line items, or both to be approved and enter settings for the approval process.	Time Approvals form
8	Define time categories for projects that employees regularly charge time to.	Time Categories form
9	Create global comments that employees can use to classify timesheet entries on a timesheet.	Global Comments form

### Advanced Accounting Settings

The following settings are on the General tab in **Settings » Advanced Accounting » System** in the desktop application. These settings apply to a single company or all of your companies, if you have multiple companies.

Step	Setting
1	Allow employees to enter secondary overtime hours.
2	Allow the cost rate and/or pay rate tables for reporting and payroll processing that are entered in Advanced Accounting Settings to override the cost rate and/or pay tables that are entered for an employee on the Accounting tab and Payroll tab in the Employee hub.



## Company Alerts

You set up timesheet alerts for a single company or for each company, if you have multiple companies. You set up alerts in **Settings » General » Company Alerts** in the desktop application.

Step	Setting
1	Select <b>Time</b> in the <b>Folders</b> field.
2	Set up an alert to remind employees that timesheets are due.

## Timesheet Settings on the Time & Expense Tab in the Employees Hub

For each employee, you specify the following timesheet-related settings on the Time & Expense tab in the Employees hub:

Step	Setting
1	Timesheet administration level, access rights, and editing capabilities.
2	Default labor codes and whether or not the employee can change them on timesheets.
3	Whether or not to disable timesheet revision auditing for the employee.
4	Whether or not the employee can enter units on timesheets.

## Timesheet Settings on the Accounting Tab in the Employees Hub

For each employee, specify the cost rate table method and cost rate table.

## Timesheet Settings on the Payroll Tab in the Employees Hub

For each employee, specify the pay rate table method and pay rate table.

## Timesheet Settings in the Projects Hub

For each project, you specify the following timesheet-related settings on the Time & Expense tab of the Projects hub in the desktop application:

Step	Setting
1	The budgeted labor codes that employees are allowed to enter for the project on timesheets.
2	Whether or not to check a project's plan and verify that an employee has planned hours for the project for the timesheet period. If the project does not have planned hours for the employee for the timesheet period, you can have a warning or error display during timesheet entry.
3	Whether or not to check a project's plan and verify that the timesheet entries for an employee have not exceeded the planned hours for the employee for the project. If the planned hours have been exceeded, you can have a warning or error display during timesheet entry.
4	Override the company-wide <b>Require Comments</b> setting on the Options tab in Time Settings on a project-by-project basis.



Step	Setting
5	Whether or not to override the company-wide setting on the Time Approvals tab in Time Settings for approving timesheet line items for a project.

## Users Settings

In **Settings » Security » Users**, you set up a user record for each DPS user. For each user record, you specify the employee (entered in the Employees hub) who is associated with the user record. This association is required if you want an employee to have access to the Timesheet application for entering timesheets.

## How to...

For timesheets, you set up time periods, non-work days, time groups, ratios, approvals, and more.

### Add a Timesheet Period

Add a timesheet period in Time Settings.

If you have multiple companies, you must complete these steps for each company.

#### To add a timesheet period:

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. On the Time Periods form, click one of the following links below the Time Periods grid to add one or multiple timesheet periods:
  - **+ Add Time Period:** Click this link to add a new time period in the blank row that is added to the grid.
  - **+ Add Multiple Time Periods:** Click this link to add multiple timesheet periods. Complete the information on the Add Multiple Time Periods dialog box, and click the **Add** button to return to the Time Periods tab.
3. Click **Save**.

After you add and save a timesheet period, you can change the timesheet period status, but you cannot change the start date or end date. To change the start date or end date, delete the timesheet period and add it to the grid again.

### Change the Status of a Timesheet Period

Change the status of a timesheet period in Time Settings.

#### To change the status of a timesheet period:

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. In the Time Periods grid on the Time Periods form, navigate to the timesheet period whose status you want to change.
3. Click in the **Status** field and select a different status setting.
4. Click **Save**.




## Delete a Timesheet Period

You delete timesheet periods in Time Settings.

When you delete a timesheet period, the following occur:

- The timesheet period is removed from the Time Periods grid on the Time Periods form in Time Settings.
- All timesheets that are entered for that period are deleted from DPS. However, the timesheet **data** that was posted for that period remains in DPS. The posted data is still reflected in employee and project reports.

### To delete a timesheet period:

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. In the Time Periods grid on the Time Periods form, navigate to the timesheet period that you want to delete, hover over the row, and click  at the end of the row.
3. Select **Delete** from the shortcut menu.
4. On the Delete Time Period dialog box that warns you that all corresponding timesheet data will be deleted, click **Delete**.
5. Click **Save**.

## Specify Non-Work Days

To identify the days of the week on which your employees normally do not work, and to specify your holidays, go to the Non-Work Days form in either the Resource Planning Settings or Time Settings.

Entries that you make on the form in either Resource Planning Settings or Time Settings are updated on both forms.


On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them. When DPS spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

If you have multiple companies, you specify non-work days and holidays separately for each company.

### To specify non-work days and holidays:

1. If you have multiple companies in DPS, select the company for which you want to specify non-work days as the active company.
2. In the Navigation pane, select **Settings » Resource Planning » Non-Work Days** or **Settings » Time » Non-Work Days**.
3. Under **Non-Work Days**, select the days of the week that your employees normally do not work.
4. To add a holiday, click **+ Add Holiday** below the Holidays grid to add a blank row.
5. Click in the **Date** field and select the date of the holiday.
6. In the **Type** field, select **Holiday** or **Other**.
7. In the **Description** field, enter the name of the holiday.



8. If the holiday includes more than one day, click  at the end of the row and select **Copy** to copy the holiday information into a new row, and change the date in that row.  
You can also use the copy feature if you want to create rows for a holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays chronological order.
9. To add other holidays, repeat steps 4 - 9.
10. Click **Save**.



### Add a Time Group and Assign Employees to It

You add a time group and assign employees to it in Time Settings.

Time groups allow you to organize employees by groups for timesheet entry, editing, submitting, approval, and posting purposes.

If you have multiple companies, you must complete these steps for each company.

#### To add a time group and assign employees to it:

1. In the Navigation pane, select **Settings » Time » Time Groups**.
2. On the Time Groups form, click the **+Add Time Group** link below the Time Groups grid.
3. Enter a time group in the blank row that is added to the grid.
  - In the **Group** field, enter an alphanumeric code to identify the time group.
  - In the **Description** field, enter a description for the time group.
4. Click  at the end of the row and select **Assign Employees** from the shortcut menu.
5. On the Assign Employees to Group dialog box, select the employees in the list of available employees to assign to the expense group.  
Select the **Available Employees** check box to select all the employees in the list. Or, select employees individually in the list.
6. Click .  
The employees that you selected are moved to the list of employees for the group on the dialog box.
7. Click **Apply**.  
The entries that you made on the dialog box are saved, and you are returned to the Time Groups form.
8. On the Time Groups form, click **Save**.

### Assign Time Categories to a Time Group

You assign time categories to time groups in Time Settings.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training. The projects prefill automatically in the first rows in the timesheets grid when employees enter timesheets.

**Prerequisite:** You must first set up time groups on the Time Groups form in Time Settings. You can assign time categories to each time group as needed, and you can also assign a set of time categories to all time groups.



**To assign time categories to a time group:**



1. In the Navigation pane, select **Settings » Time » Time Categories**.
2. In the **Time Group** field on the Time Categories tab, select the time group to assign time categories to.  
The list of time groups is based on what you entered on the Time Groups tab in Time Settings. To assign one set of time categories to all time groups, select **[All Groups]** in the **Time Group** field.
3. Click the **+ Add Category** link below the Time Categories grid.
4. In the blank row that is added to the grid, enter the information for the time category, such as description, sort order, and project, phase, task, labor code, and labor category information.  
The time categories that you add in the grid apply only for the time group that you selected in the **Time Group** field.
5. Repeat steps 2–4 to add time categories for another time group.
6. Click **Save**.

**Remove an Employee from a Time Group**

You can remove an employee from a timesheet time group in Time Settings.

**Prerequisite:** You have already added a time group in Time Settings and assigned employees to it.

**To remove an employee from a time group:**

1. In the Navigation pane, select **Settings » Time » Time Groups**.
2. On the Time Groups form, navigate to the time group in the Time Groups grid, hover over the row, and click  at the end of the row.
3. Select **Assign Employees** from the shortcut menu.
4. On the Assign Employees to Group dialog box, select the employee to remove from the time group in the list below the **Employees in the Group** check box.
5. Click .  
The employee is removed from the time group and moved back to the Available Employees list on the dialog box.
6. Click **Apply**.  
The entries that you made on the dialog box are saved, and you are returned to the Time Groups form.

**Set Up Timesheet Ratios to Display in Timesheets**

A system administrator can specify whether or not employees can view their timesheet ratios when they enter timesheets under My Stuff.

If you have multiple companies, you complete the timesheet ratio settings for each company.

**To make employees' timesheet ratios viewable from timesheets for the active company:**



1. In the Navigation pane, select **Settings » Time » Ratios**.
2. In the Show Ratios section of the Ratios form, select the check boxes for the timesheet ratios that you want employees to be able to view when they enter timesheets.
3. In the Show Totals section, select the timeframes for which to display the selected ratios from a timesheet.
4. Click **Save**.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form in **My Stuff » Timesheets**. This opens the Employee Card, where employees can view their own timesheet ratios on the Ratios tab.

### Require Comments for Hours Entered on Timesheets

You can require employees to enter comments for all the hours that they enter on their timesheets.

If you have multiple companies, you must complete these steps for each company.

#### To require comments for hours that employees enter on timesheets in My Stuff:

1. In the Navigation menu, select **Settings » Time » Options**.
2. On the Options form, select **Yes** for the **Require Comments** option.
3. Click **Save**.

Employees must now enter a comment in the **Comment** field that displays in the day/date field drop-down box in the timesheet grid before they can save a timesheet.

You can also:

- Enter standardized comments on the Global Comments form in Time Settings. This allows employees to select from a list of standard comments when they enter a comment in the **Comment** field in the day/date field drop-down box on a timesheet.
- Use the **Require Comments for Hours** settings on the Time & Expense tab in the Projects hub in the desktop application to override the company-wide **Require Comments** setting in Time Settings on a project-by-project basis.
- Require employees to enter a revision explanation when they revise timesheets.

### Require Revision Explanations for Timesheets

You can require that employees enter an explanation for revisions that they make to timesheets.

If you have multiple companies, you must complete these steps for each company.

#### To require comments for revisions made to timesheets:

1. In the Navigation menu, select **Settings » Time » Timesheet Audit**.
2. On the Timesheet Audit form, select **Yes** for the **Enable Revision Audit** option.
3. In the **Revision Audit Frequency** field, select when to start the auditing (when employees start or submit a timesheet).



4. In the **Require Revision Explanation** field, select when the explanation entry is required (after submitting a timesheet or when revisions are made to timesheet entries that were made for previous days).
5. Optional. Click **+ Add Explanation** below the Global Revision Explanation grid to add a row to the grid and add a standardized revision explanation that employees can select when they make revisions to timesheets.
6. Click **Save**.

Employees must now enter a revision explanation on the Revision Explanation dialog box when they revise and then save or submit a timesheet.

After you enable revision auditing, if there are some employees for whom you do not want to require revision explanations, you can turn off revision auditing on an employee-by-employee basis on the Time & Expense tab in the Employees hub.

### Turn on Auditing for Timesheet Revisions

You turn on auditing for timesheet revisions in Time Settings. This tracks the changes that are made to a timesheet whenever employees, approvers, or timesheet administrators update, delete, submit, or approve a timesheet.

If you have multiple companies, you must complete these steps for each company.

#### To turn on timesheet auditing:

1. In the Navigation menu, select **Settings » Time » Timesheet Audit**.
2. On the Timesheet Audit form, select **Yes** for the **Enable Revision Audit** option.
3. In the **Revision Audit Frequency** field, select when to start the auditing (when employees start a timesheet or when they submit a timesheet).
4. In the **Require Revision Explanation** field, select whether to require employees to enter revision explanations on timesheets.  
You specify when the explanation entry is required (after submitting a timesheet or when revisions are made to timesheet entries that were made for previous days).
5. Optional. Click **+ Add Explanation** below the Global Revision Explanation grid to add a row to the grid and add a standardized revision explanation that employees can select when they make revisions to timesheets.
6. Click **Save**.

After you enable revision auditing, if there are some employees for whom you do not want to require revision explanations, you can turn off timesheet revision auditing on an employee-by-employee basis on the Time & Expense tab in the Employees hub.

### Turn on Auditing for Billing Labor Transfers

You turn on auditing for billing labor transfers in Time Settings. This allows you to transfer timesheet labor hours in Interactive Billing or Interactive Approvals in Billing in the desktop application.

This also allows you to send a timesheet alert to the affected employee after the transfer is processed.

If you have multiple companies, you must complete these steps for each company.



**To turn on billing labor transfer auditing:**

1. In the Navigation menu, select **Settings » Time » Timesheet Audit**.
2. On the Timesheet Audit form, select **Yes** for the **Enable Billing Transfer Audit** option.
3. Optional. Click **+ Add Reason** below the Global Transfer Reason grid to add a row to the grid and add a standardized transfer reason that employees can select when they make a labor transfer in Interactive Billing or Interactive Approvals.
4. Click **Save**.

In the Time folder in **Settings » General » Company Alerts** in the desktop application, set up the Labor Billing Transfer Audit alert to be sent automatically to employees who are affected by labor transfers.

**Add Global Comments for Timesheets**

You can create global comments that all employees can use to identify and classify entries on their timesheets.

The comments display in a drop-down list when you click ▼ beside the **Comment** field name in the day/date drop-down box in the timesheets grid in Timesheets.

If you have multiple companies, add global comments for each company.

**To add global comments for timesheets:**

1. In the Navigation menu, select **Settings » Time » Global Comments**.
2. On the Global Comments form, click the **+Add Comment** link below the Global Timesheet Comments grid.
3. In the blank row that is added to the grid, enter comment text that employees can use on timesheets.
4. Optional. Click ✎ at the end of the row to open the text editor and format the comment text.
5. Repeat steps 3–5 to add more comments.
6. Click **Save**.

**Require Timesheets to Be Approved**

You can require that timesheets go through an approval process.

**Prerequisites:**

- You must have at least one employee entered in the Employees hub.
- If you want to use an approval workflow for timesheets that is different than the ones that are provided in DPS, you must set up the approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application.

If you have multiple companies, you must complete these steps for each company.

**To require that timesheets go through an approval process:**

1. In the Navigation menu, select **Settings » Time » Time Approvals**.



2. On the Time Approvals form, select **Yes** for **Use Time Approvals**.
3. In the **Approval Workflow** field, select the approval workflow to use for timesheets.  
You can select an approval workflow that comes with DPS or any approval workflow that you created for timesheets in Approval Workflows Settings that has an Active status.
4. In the **Approval Administrator** field, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing for timesheets.  
If the approval workflow that you entered in the **Approval Workflow** field already has an approval administrator assigned to it in Approval Workflows Settings, the name of that approval administrator prefills in the **Approval Administrator** field on the Time Approvals tab. If you change the approval administrator in this field, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.
5. Click **Save**.

## Fields and Options

Review the field and option descriptions for the Time Settings forms and related dialog boxes.

### Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the forms in Time Settings.

#### Display the Summary Form

You display the Summary form in Time Settings.

In the Navigation menu, select **Settings » Time » Summary**.

### Contents of the Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the forms in Time Settings.

#### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form.
Options Section	View a summary of the entries that are made on the Options form, such as whether or not employee signatures are required on timesheets, whether or not overtime can be entered on timesheets, and so on.
Time Periods Section	View the time period increment (such as weekly) that is selected for timesheets and the first start date and last end date as entered on the Time Periods form.
Non-Work Days Section	View the number of company holidays and the non-work days as entered on the Non-Work Days form.



Field	Description
Time Groups Section	View the number of time groups that are set up on the Time Groups form.
Ratios Section	View a list of the ratios that are selected to display on timesheets and the timeframe for the ratios, as set up on the Ratios form.
Timesheet Audit Section	This section identifies whether or not revision auditing and billing transfer auditing are enabled on the Timesheet Audit form.
Time Approvals Section	This sections shows whether or not approvals are enabled for timesheets and if so, the approval workflow as entered on the Time Approvals form.
Time Categories Section	View the number of time categories that are entered on the Time Categories form.
Global Comments Section	View the number of global comments that are entered on the Global Comments form.

### Options Form

Use the Options form to decide what displays on a timesheet and the items that employees must enter on their timesheets in **My Stuff » Timesheet**.

### Display the Options Form

You display the Options from in Time Settings.

In the Navigation menu, select **Settings » Time » Options**.

### Contents of the Options Form



Use this form to specify the items that display on a timesheet and the items that employees must enter on their timesheets in Timesheets in My Stuff.

If you use multiple companies, you must enter the settings on this form for each company. The active company's name displays on the right side of the DPS title bar. Use the company drop-down list beside the active company's name to open a different company and enter Time Settings for a different company.

### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form.




Field	Description
Employee Signature Required	<p>Select whether or not employees must enter their DPS user name and password as their signature when they submit timesheets.</p> <p>You enter user names and passwords for employees on the Users form in <b>Settings » Security » Users</b>.</p>
Signer's Text	<p>This field displays if you selected <b>Yes</b> for <b>Employee Signature Required</b>.</p> <p>Enter the text that you want to display in a message that employees will receive after they enter their DPS user name and password (signature) before they submit their timesheets.</p> <p>Click  above the field to open the text editor and format the text.</p>
Time Entered In	<p>Select the hourly increment that employees must use when they enter their hours in a timesheet:</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Any</b></li> <li>▪ <b>Tenth</b></li> <li>▪ <b>Quarter</b></li> <li>▪ <b>Half</b></li> <li>▪ <b>Whole</b></li> </ul>
Entering Overtime	<p>Select whether or not employees can enter overtime hours on their timesheets.</p> <p>When you select <b>Yes</b>:</p> <ul style="list-style-type: none"> <li>▪ An <b>Overtime</b> field displays in the day/date field drop-down box in Timesheets.</li> <li>▪ Employees can also choose whether or not to display an Overtime totals column on their timesheets by clicking  to the right of the timesheet grid and making the selection on the Right Grid Column Selections dialog box.</li> </ul> <p>The <b>Overtime-2</b> field displays on a timesheet if you select the <b>Secondary Overtime</b> check box on the General tab in <b>Settings » Advanced Accounting » System</b> in the desktop application.</p>
Allow Staff to Resubmit	<p>This field displays only if you have <b>not</b> enabled timesheet approvals on the Time Approvals form in Time Settings.</p> <p>Select whether to allow employees to modify submitted timesheets and then resubmit them for processing. This setting applies only to employees whose level is set to Staff in the <b>Timesheet Administration Level</b> field on the Time &amp; Expense tab of the Employee hub.</p> <p>Employees with group and/or system administration levels can resubmit their own timesheets if the appropriate options are specified on the Time &amp; Expense tab of the Employees hub.</p>



Field	Description
	If you enable timesheet approvals on the Time Approvals form in Time Settings, you determine whether employees can resubmit their timesheets in the approval workflow that you set up for timesheets in Approval Workflows Settings.
Require Comments	<p>Select whether or not to require employees to enter comments for all hours that they enter on their timesheets. When you select <b>Yes</b>, employees must enter a comment in the <b>Comment</b> field that displays in the day/date field drop-down box in the timesheet grid in Timesheets before they can save a timesheet.</p> <p>You can use the <b>Required Comments for Hours</b> setting on the Time &amp; Expense tab of the Projects hub in the desktop application to override the <b>Require Comments</b> settings on the Options form in Time Settings on a project-by-project basis. The setting in the Projects hub does not apply to time categories that you set up for projects, such as vacation and sick leave.</p>
Enable Start/End Time	<p>Select whether or not to use start and end times on timesheets. The start and end times that employees enter on their timesheets are used to calculate the actual number of hours that they work. The number of hours worked is rounded to the nearest tenth, quarter, half or whole hour increment. This setting does not apply when employees enter units on their timesheets.</p> <p>When you select <b>Yes</b> to enable start and end times:</p> <ul style="list-style-type: none"> <li>▪ The <b>Start End Time Entry</b> field displays below the <b>Enable Start/End Time</b> field on this form. Select whether not to have employees enter start and end times by project or by day.</li> <li>▪ The following check boxes are added to the Time &amp; Expense tab of the Employees hub: <ul style="list-style-type: none"> <li>▪ <b>Require Employee to Enter Start and End Times:</b> This allows you to require entry of start and end times on a timesheet on an employee-by-employee basis. When you select this check box for an employee, <b>Start Time</b> and <b>End Time</b> fields are included on the Timesheets form for the employee.</li> <li>▪ <b>Allow Employees to Enter Meals and Breaks:</b> This allows you to specify the employees who will enter on their timesheets the time taken for meals and the number of breaks taken. When you select this check box for an employee, meal time fields and a <b>Breaks Taken</b> field are included on the Timesheets form for the employee.</li> </ul> </li> </ul>
Start End Time Entry	<p>This field displays when you select <b>Yes</b> for <b>Enable Start/End Time</b>. In this field, specify how employees will enter start and end times on timesheets.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>By Project:</b> On a timesheet, employees enter start and end times for each project by clicking in the hours entry field for a day/date in the Timesheet grid. <b>Start Time</b> and <b>End Time</b> fields are included in the drop-down box that opens.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>By Day:</b> On a timesheet, employees enter start and end times for each day by clicking  to the right of a day's heading at the top of the Timesheet grid. A <b>Start and End Time</b> field is included in the drop-down box that opens.</li> </ul>

### Advanced Time Options Section

Field	Description
Treat Inactive Projects as Dormant	<p>Select whether or not you want to prevent employees from entering inactive projects on their timesheets. Normally, DPS allows you to use inactive projects for transactions. When you do this, you receive a warning to let you know that you are entering a dormant project, but you are allowed to continue with the entry. DPS does not allow you to use dormant projects for transactions.</p> <p>When you select <b>Yes</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees will be prevented from entering inactive projects on timesheets. This setting does not affect the use of inactive projects for any other types of transactions in DPS, such as Billing or Accounts Receivable transactions.</p> <p>When you select <b>No</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees are allowed to enter inactive projects on timesheets. Employees will receive a warning to let them know that they are entering a project with an inactive status, but they are allowed to continue with the entry.</p> <p>If your enterprise uses the Resource Planning application, you can also use this setting to prevent users from auto-populating their timesheets with data from inactive plans. Only data from active plans is available for timesheet entry.</p>
Check Hours Against Expected	<p>In this field, specify whether you want DPS to compare the total regular hours that an employee enters on a timesheet with the total regular hours that an employee is expected to work. Total overtime hours are not compared.</p> <p>An employee's expected total regular hours for a timesheet are calculated as follows:</p> <p>(Expected hours entered for an employee in the <b>Hours/Day</b> field on the Employment Details tab of the Employees hub) x (Number of days in a timesheet period less any non-working days entered on the Non-Work Days form in Time Settings)</p> <p>You specify whether employees will receive a warning or error message when they submit timesheets and there are discrepancies between total timesheet hours entered and total expected work hours. A warning alerts employees to the discrepancy, but allows them to submit the timesheet without changing the timesheet hours. An error alerts employees to the discrepancy and prevents them from submitting the timesheet if the hours entered are greater than expected. Employees can, however, submit the timesheet if the hours entered are fewer than expected.</p> <p>Select one of the following options in the <b>Check Hours Against Expected</b> field:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>None:</b> Regular hours submitted on a timesheet will not be checked against expected hours.</li> <li>▪ <b>Warning if Over:</b> A warning message displays if the regular hours submitted on a timesheet are greater than expected.</li> <li>▪ <b>Warning if Under:</b> A warning message displays if the regular hours submitted on a timesheet are fewer than expected.</li> <li>▪ <b>Warning if Either Over or Under:</b> A warning message displays if the regular hours submitted on a timesheet are greater or fewer than expected.</li> <li>▪ <b>Error if Over:</b> An error message displays if the regular hours submitted on a timesheet are greater than expected. Employees must correct the hours before they can submit the timesheet.</li> <li>▪ <b>Error if Under:</b> An error message displays if the regular hours submitted are fewer than expected.</li> <li>▪ <b>Error if Either Over or Under:</b> An error message displays if the regular hours submitted on a timesheet are either greater than or fewer than expected. Employees must correct a timesheet if the regular hours are greater than expected.</li> </ul> <p>The <b>Check Hours Against Expected</b> setting applies to all employees. However, you can override this setting on an employee by employee basis as needed in the <b>Check Hours Entered Against Expected</b> field on the Time &amp; Expense tab of the Employees hub.</p>
Enable Unit Entry	<p>Select whether or not to allow employees to charge units when they enter timesheets.</p> <p>When you allow employees to charge units:</p> <ul style="list-style-type: none"> <li>▪ You must also specify which employees are allowed to charge units. You do this by selecting <b>Allow Employee to Charge Units in Timesheet</b> for an employee on the Time &amp; Expense tab of the Employees hub.</li> <li>▪ An <b>Hours/Units</b> toggle displays at the top of the Timesheets form to allow employees to switch the grid on the Timesheets form to allow units and/or hours entries.</li> <li>▪ The <b>Post Units with Timesheets</b> setting displays on this tab, which you must complete.</li> </ul>
Autopopulate from Plan Assignments	<p>If you use the Resource Planning application, select this option if you want to automatically populate employees' timesheets with data from resource assignments in project plans. Each time that an employee opens a new or in-progress timesheet, a row is automatically added to the timesheet for each assignment for which the employee has planned hours in the timesheet period. The row is populated with the project, phase, task, and labor code from the resource assignment. If a row already exists for the project information in the assignment, a row is not added.</p>



Field	Description
	<p>Timesheets are updated with project planning data if you have selected the following other settings:</p> <ul style="list-style-type: none"> <li>▪ <b>Yes</b> is selected for the <b>Approved for Use Processing</b> field for the project on the Accounting tab of the Project hub, and the project's status is set to <b>Active</b> or <b>Inactive</b>.</li> <li>▪ The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/2017–8/15/2017 and the timesheet periods are weekly, then timesheets will be populated with Project B data for 7/31/2017–8/6/2017, 8/7/2017–8/13/2017, and 8/14/2017–8/20/2017.</li> </ul> <p>Keep these points in mind:</p> <ul style="list-style-type: none"> <li>▪ If you select <b>Treat Inactive Projects as Dormant</b> on this tab, only data from active projects/plans are populated on timesheets.</li> <li>▪ If an employee who is charging time to a project is removed from that project, timesheet entries for that project are <b>not</b> automatically reversed on the timesheet.</li> <li>▪ Timesheets autopopulate with Resource Planning data only when an employee opens his/her own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet.</li> </ul>
Post Units with Timesheets	<p>This setting displays when you select <b>Yes</b> for <b>Enable Units Entry</b> on this form.</p> <p>Select whether or not you want unit transactions from timesheets posted at the same time when you post the timesheets.</p> <p>When you select <b>No</b> and you post timesheets that have unit transactions, a batch entry file for the unit transactions is automatically created. You must post this in addition to the timesheets. You can review the batch entry file before you post it. The name that is assigned to the units batch entry file is in the following format: TKUN-<i>&lt;period in which the batch entry file was generated&gt;</i>-<i>&lt;postseq&gt;</i> (Example of a batch entry file name: TKUN-201703-956, where 201703 is the third accounting period in 2017 and 956 is the posting sequence number)</p>


### Display on Time Entry Section

Field	Description
Labor Code	<p>This field displays only if you use labor codes.</p> <p>Select one of the following options that determine whether or not employees must enter labor codes on their timesheets.</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Select this option if you do not want employees to enter labor codes for entries on timesheets. The <b>Labor Code</b> field will not display on the Timesheet form. Instead, the default labor code that is entered for employees on the Time &amp; Expense tab of the Employees hub is always</li> </ul>



Field	Description
	<p>used for timesheet entries. <b>Warning:</b> If you do not enter a default labor code for an employee in the Employees hub, the employee will not be able to make an entry to their timesheets.</p> <ul style="list-style-type: none"> <li>▪ <b>Number:</b> Select this option to include the <b>Labor Code</b> field on the Timesheet entry form. This field prefills with the name of the default labor code that is assigned to an employee on the Time &amp; Expense tab in the Employee hub. Employees can select a different labor code in this field on a timesheet.</li> </ul>
Labor Category	<p>This field displays only if you are using Accounting, Billing, or Resource Planning.</p> <p>Select one of the following options to determine whether or not employees will enter labor categories on their timesheets.</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Select this option if you do not want employees to enter labor categories on timesheets. Instead, an employee's default labor category (from the Time &amp; Expense tab of Employees hub) will be applied to all labor charges that the employee enters on a timesheet. Employees cannot change the labor category.</li> <li>▪ <b>Name:</b> Select this option to include the <b>Labor Category</b> field on the Timesheet entry form. This field prefills with the name of the labor category that is assigned to an employee on the Accounting tab in the Employees hub. Employees can select a different labor category in this field on a timesheet.</li> </ul>

### Detailed Timesheet Report Options Section

These settings apply to the Detailed Timesheet report that is generated from the Timesheets form in **My Stuff » Timesheet**. The report includes all information that is entered on an employee's timesheet. Employees choose whether or not they want this report to print automatically when they submit a timesheet, and they can also print the report at any time by using  and the **Actions** option on the Timesheets form.

Field	Description
Include Client Name	Select whether or not to display the client name for each project on the Detailed Timesheet reports.
Include Comments	Select whether or not to display comments for each labor charge on the Detailed Timesheet reports. When you select <b>Yes</b> , the <b>HTML Formatting</b> field displays on this form.
HTML Formatting	This field displays if you selected <b>Yes</b> for <b>Include Comments</b> . Select whether or not you want the comments that are entered on timesheets to be HTML formatted on the Detailed Timesheet reports.



## Time Periods Form

Use this form to set up and manage timesheet periods.

### Display the Time Periods

You access the Time Periods form in Time Settings.

In the Navigation menu, select **Settings » Time » Time Periods**.

### Contents of the Time Periods Form

Use this form to set up and manage timesheet periods.


#### Contents

Field	Description
Company Name	If you have multiple companies, the name of the active company displays at the top of the form. You enter timesheet periods for each company.

## Time Periods Grid

Set up timesheet periods in this grid.

### Grid Tools

Field	Description
+ Add Time Period	Click <b>+Add Time Period</b> below the grid to add a blank row to the grid, and set up a timesheet period in the row.
+ Add Multiple Time Periods	Click <b>+ Add Multiple Time Periods</b> below the grid to open the Add Multiple Time Periods dialog box. The information that you enter on this dialog box is used to automatically add multiple timesheet periods in rows in the Time Period grid.
⋮	<p>Hover over a row in the grid, click <b>:</b> at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Click this option to copy the selected timesheet period into a blank row to create a new timesheet period. You can then edit the fields in the row for the new timesheet period as needed.</li> <li>▪ <b>Delete:</b> Click this option to delete the selected timesheet period from the grid. When you delete a timesheet period, all timesheets that are entered in that period are deleted from DPS. However, the timesheet data that was posted is not removed from DPS. The posted data is still reflected in employee and project reports.</li> </ul>
	Click this icon at the top right of the grid to filter the list of timesheet periods in the grid. When you click this icon, a blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the timesheet periods that fit the criteria that you entered in the field. For example, in the blank



Field	Description
	row, select <b>Closed</b> in the <b>Status</b> field to see only the closed timesheet periods in the grid. To clear the filter criteria, select the value in the field and delete it. Click ▼ again to close the filter.
▼ or ▲	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click ▼ or ▲ to the right of the column heading.

### Grid Fields

Field	Description
Start Date	Specify or view the start date for the timesheet period. After you enter and save a row in the grid, you cannot change the start date. To change the start date you must delete the row and re-enter the correct information in a new row.
End Date	Specify or view the end date for the timesheet period. After you enter and save a row in the grid, you cannot change the start date. To change the start date you must delete the row and re-enter the correct information in a new row.
Status	<p>Click this field and select a status for the timesheet period. The status determines which timesheet processing options are available to employees for the timesheet period. An employee's administrative level, which is set up on the Time &amp; Expense tab of the Employees hub, affects the processing options available to them based on the timesheet period status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Open:</b> The timesheet period is open to all employees. Employees with a Staff administrative level can enter, edit, and submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>Administrators:</b> The timesheet period is closed to employees with a Staff administrative level, but is open to employees with a Group, Company, and System administrative level. Employees with Staff access cannot enter, edit, or submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>System Administrators:</b> The timesheet period is closed to employees with a Staff, Group, or Company administrative level, but is open to employees with a System administrative level. <ul style="list-style-type: none"> <li>▪ Employees with a Staff administrative level cannot enter, edit, or submit timesheets.</li> <li>▪ Employees with a Group administrative level cannot enter, edit, submit, or approve timesheets.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Employees with a Company administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>Employees with a System administrative level can still enter, edit, submit, and approve any timesheet to which they have access.</li> <li><b>Closed:</b> The timesheet period is closed to employees with a Staff, Group, Company, or System administrative level. All employees are prevented from entering, editing, submitting, or approving timesheets in the period.</li> </ul> <p>All employees can open and print any timesheet to which they have access, whether the timesheet period status is <b>Open, Administrators, System Administrators</b>, or <b>Closed</b>.</p>
Week or Timesheet Period Number	<p>If you select <b>Yes</b> for the <b>Enable Period Number</b> field on this form, a fourth column displays in the timesheet periods grid with the heading that you selected in the <b>Time Period Label</b> field on this form. The column headings choices are <b>Week</b> or <b>Timesheet Period Number</b>.</p> <p>This column displays the sequential week number or period number for the timesheet period. These numbers are automatically assigned and are based on the number that you entered in the <b>First Timesheet Period Number</b> field on the Add Multiple Time Periods dialog box when you initially set up Time.</p>

### Fields

Field	Description
Enable Period Number	<p>Select <b>Yes</b> to refer to timesheet periods by a number (for example "Time Period 5") instead of by date range on timesheet screens and reports. A sequential number is assigned to each timesheet period, based on the number that you enter in the <b>First Timesheet Period Number</b> field on the Add Multiple Time Periods dialog box. The number assigned to a timesheet period displays in the <b>Week</b> or <b>Timesheet Period Number</b> field in the Time Periods grid on this form.</p>
Time Period Label	<p>This field displays if you selected <b>Yes</b> in the <b>Enable Period Number</b> field. In the <b>Time Period Label</b> field, select the label that will display beside the timesheet period numbers on the timesheet screens and reports to identify the timesheet periods. A fourth column is also added to the Time Periods grid on this form using the label you select in this field.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li><b>Week:</b> Select this option if you have weekly timesheets. Example: the screen or a report displays "Week x"</li> <li><b>Timesheet Period Number:</b> Select this option if your timesheet periods are not weekly. Example: the screen or a report displays: "Timesheet Period Number x"</li> </ul>



## Non-work Days Form

Use the Non-Work Days form in Time Settings or the Non-work Day tab on the Resource Planning Settings form to identify the days of the week on which your employees normally do not work and to specify your holidays.

Entries that you make on either form are updated on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When DPS spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

## Display the Non-work Days Form

You access the Non-work Days form in Time Settings.

In the Navigation menu, select **Settings » Time » Non-Work Days**.

## Contents of the Non-Work Days Form

Use the Non-Work Days form in either Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays.

Entries that you make on either form are update on both forms.


On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When DPS spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

## Contents

Field	Description
Active company	If you have multiple companies, the active company displays at the top of the form. If that company is not the company for which you want to specify non-work days, select the correct company from the drop-down list on the DPS toolbar.
Non-Work Days	Select the check boxes for the days of the week that your employees normally do not work.
Holidays grid	Use this grid to specify the holidays or other special days on which your employees do not normally work.
Date	Click in this field and specify the date of the holiday. If you add holidays in an order other than chronologically, you can click the heading for this column to sort the grid rows by date.
Type	Select the type of time off: <b>Holiday</b> or <b>Other</b> .
Description	Enter the name or other description of the holiday.



Field	Description
	<p>To create a copy of a holiday immediately below it, hover over the row and click this icon. If a holiday includes two days, for example, you can add the first day, copy it for the second day of the holiday, and then change the date for the new row to the next day.</p> <p>You can also use the copy feature if you want to create rows for a particular holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays in chronological order.</p>

## Time Group Form

Use this form to set up time groups and assign employees to the groups.

Time groups allow you to organize employees by groups for timesheet entry, editing, submitting, approval, and posting purposes. For example, you can establish groups for the employees who share the same job function, work in the same department, or work in the same office. Time groups allow you to distribute timesheet administration responsibilities by time group and define timesheet categories.

Time groups are optional.

## Display the Time Groups Form

You access the Time Groups form in Time Settings.

In the Navigation menu, select **Settings » Time » Time Groups**.

## Contents of the Time Groups Form

Set up time groups and assign employees to the groups on this form.

Time groups are optional.

Time groups allow you to do the following:

- Distribute timesheet administration responsibilities for groups of employees among different administrators.

For example, you can establish time groups for the employees who share the same job function, work in the same department, or work in the same office.

You set up time groups on the Time Groups form. You can assign employees to the time groups if the employees are already set up in the Employees hub. Alternatively, after you set up time groups on the Time Groups form, you can assign time groups to an employee on the Time & Expense tab in the Employees hub. Also on the Time & Expense tab in the Employees hub, you give group-level administrative rights to certain employees that allow them to perform the administrative tasks for time groups, such as edit, submit, and post timesheets for a time group.

- Set up time categories for each time group, instead of having one set of time categories that applies for all employees.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training.



## Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You enter time groups for each company.

## Time Groups Grid

Use this grid to set up time groups.

### Grid Tools

Field	Description
+ Add Time Group	To add a time group to the grid, click this option below the Time Groups grid. This adds a blank row to the grid. Complete the information in the row.
⋮	<p>Hover over a row in the grid, click ⋮ at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li>▪ <b>Assign Employees:</b> Click this option to open the Assign Employees to Group dialog box and assign employees to the selected time group. The assignments that you make here prefill in the <b>Group</b> field on the Time &amp; Expense tab in the Employees hub for an employee. If you change the time group for an employee in either location, the change is updated in both locations.</li> <li>▪ <b>Delete:</b> Click this option to delete the selected time group. If a time group is already in use, you cannot delete it.</li> </ul>
⌵	Click this icon at the top right of the grid to filter the list of time groups in the grid to display only the time groups that fit the criteria that you enter. In the <b>Group</b> or <b>Description</b> field in the blank row that is added to the top of the grid, enter text to filter the list. For example, if you enter M in the <b>Group</b> field, only the time groups whose group ID starts with an M display in the grid. To clear the filter criteria, select the value in the field and delete it. Click ⌵ again to close the filter.
⌵ or ⌶	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click ⌵ or ⌶ to the right of the column heading.

### Grid Fields

Field	Description
Group	Enter an alphanumeric code to identify the time group. After you add a time group, you cannot change the group code. To change the group code, delete the time group, add a new time group to the grid, and enter the new code for it.
Description	Enter a description for the time group. The description that you enter here displays in the <b>Group</b> field drop-down list on the Time & Expense tab of the Employees hub. You assign a time group to each employee. After you add a time group, you can change the description information for a time group.



## Ratios Form

Use the Ratio form in Time Settings to select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.

Each of the ratios compares an employee's direct (billable) hours with some variation of totals hours, which allows you to review utilization within a specific timeframe.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the employee card, where employees can view their own ratios on the Ratios tab.

## Display the Ratios Form

You access the Ratios form in Time Settings.

In the Navigation menu, select **Settings » Time » Ratios**.

## Contents of the Ratios Form

Use this form to select the timesheet ratios that employees can view from their timesheets and the timeframes for the ratios.

Each of the ratios compares an employee's direct (billable) hours with some variation of totals hours, which allows you to review utilization within a specific timeframe.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the Employee Card, where employees can view their own ratios on the Ratios form.

## Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You specify the ratios that display on timesheets for each company.

## Show Ratios Section

In this section, select the ratios that employees can view from their timesheets.



Field	Description
Direct / Total	Select this check box to display the percentage of total hours that are direct (billable) hours. This ratio is also known as the gross chargeable ratio.
Direct / (Total - Absence)	Select this check box to display the percentage of total hours, less benefit hours that are direct (billable) hours. This ratio is also known as the net chargeable ratio.
Target	Select this check box to display the expected percentage of direct (billable) hours for an employee, as defined in the <b>Target Ratio</b> field on the Accounting tab of the Employee hub for an employee (in the desktop application).
Direct / Standard	Select this check box to display the percentage of standard hours that are direct (billable) hours.
Direct / (Standard - Absence)	Select this check box to display the percentage of standard hours, less benefit hours, that are direct (billable) hours.

### Show Totals Section

In this section, select the timeframes for which you want the ratios to display:

Field	Description
Current	Select this check box to display ratios for the current timesheet period.
Month-to-Date	Select this check box to display ratios for the current month.
Quarter-to-Date	Select this check box to display ratios for the current quarter.
Show Year-to-Date	Select this check box to display ratios for the current year.

### Time Audit Form

Use the Time Audit form of Time Settings to turn on auditing that tracks the revisions made to employee timesheets, billing labor transfers for timesheet hours, or both.

### Display the Timesheet Audit Form

You access the Timesheet Audit form in Time Settings.

In the Navigation menu, select **Settings » Time » Timesheet Audit**.











## Contents of the Timesheet Audit Form

Use this form to turn on auditing that tracks the revisions made to employee timesheets, billing labor transfers for timesheet hours, or both.









### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You turn on timesheet auditing for each company.
Enable Revision Audit	<p>Select whether or not to enable revision auditing for timesheets. This tracks the changes that are made to a timesheet whenever employees, approvers, or timesheet administrators update, delete, submit, or approve a timesheet.</p> <p>When you select <b>Yes</b> to enable revision auditing, you also:</p> <ul style="list-style-type: none"> <li>▪ Determine when the auditing starts for timesheets.</li> <li>▪ Set up standard revision explanations for employees and timesheet administrators to enter on timesheets.</li> </ul> <p>The Timesheet Audit Detail report (located in <b>Reporting » Employee</b> in the desktop application) tracks the following information when you select <b>Enable Revision Audit</b>:</p> <ul style="list-style-type: none"> <li>▪ Date and time of change</li> <li>▪ Employee or approver name of the person responsible for the change</li> <li>▪ Action that was taken (update, submit, and approve)</li> <li>▪ Day on the timesheet to which the change applies</li> <li>▪ Fields that were updated and their original and new values</li> <li>▪ Revision explanations, if revision explanations are enabled</li> </ul>
Revision Audit Frequency	<p>This field displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field.</p> <p>Select one of the following options that determines when auditing starts for timesheets:</p> <ul style="list-style-type: none"> <li>▪ <b>Start When Employee Submits Timesheet:</b> Auditing starts when employees submit a timesheet for the first time. The auditing information on the Timesheet Audit Detail report consists of the employee name and the date and time on which the timesheet was submitted. Auditing continues while the timesheet is in progress.</li> <li>▪ <b>Start When Employee Starts Timesheet:</b> Auditing starts when employees starts a timesheet for the first time. If a timesheet is updated and saved frequently, each update will be reflected in the Timesheet Audit Detail report. In addition, if a timesheet is entered daily, a revision will be created each day that the time is entered and saved.</li> </ul>



Field	Description
Require Revision Explanation	<p>This field displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field.</p> <p>Select whether or not to require employees and timesheet administrators to enter an explanation when they revise a timesheet. If you require an explanation, you specify when the explanation is entered. When you require revision explanations, the explanations are entered on a timesheet, but they are not listed on the Timesheet Audit Detail report.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>None:</b> Do not require a revision explanation.</li> <li>▪ <b>After the Employee Submits:</b> Require that employees and timesheet administrators enter an explanation for each revision that they make to a timesheet after the timesheet is submitted.</li> <li>▪ <b>After Any Updates Prior to the Current Day:</b> Require that employees and administrators enter an explanation when they revise hours on a timesheet for a previous day. Changes that are entered for the day that is the current date do not require an explanation.</li> </ul>
Global Revision Explanation	<p>This grid displays if you select <b>Yes</b> for the <b>Enable Revision Audit</b> field.</p> <p>Use this grid to set up standard explanations for employees to select when they enter an explanation for a timesheet revision. The explanations that you enter here display on the Revisions Explanation dialog box that displays when you make a revision and then save or submit a timesheet.</p> <p>Click <b>+ Add Explanation</b> below the grid to add a row to the grid, and enter a revision explanation in the row.</p> <p>Click  at the end of the revision explanation field to open the Global Revision Explanation dialog box and format the explanation text, with bolding, bullets, and so on. If  does not display, click in the row.</p> <p>To copy a row to create another revision explanation, hover over the explanation to copy, and click  at the end of the row. Select <b>Copy</b> from the shortcut menu. A new row in the grid prefills with the copied text, which you can revise to create a new revision explanation.</p> <p>To delete a revision explanation from the grid, hover over the explanation, click  at the end of the row, and select <b>Delete</b> from the shortcut menu.</p> <p>To sort the rows in alphabetical ascending or descending order, click  or  to the right of the grid title.</p> <p>To filter the list of revision explanations, click  to the right of the grid title. In the blank row that is added to the top of the grid enter filter criteria, such as a word in a revision explanation. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.</p>
Enable Billing Transfer Audit	<p>You must have access to Billing for this option to display.</p> <p>Select whether or not to allow labor transfers of timesheet hours from one project, phase, task, or labor code to another to occur in Interactive Billing or Interactive Approvals in Billing in the desktop application. When you select <b>Yes</b>,</p>



Field	Description
	<p>this allows a biller or project manager to do a labor transfer in Billing without requiring approval from the employee who originally entered the time.</p> <p>When you enable billing transfers, you can also have a timesheet alert sent to the affected employee after the transfer is processed so that they are aware of the transfer. You set up the Labor Billing Transfer Audit alert in the desktop application in <b>Settings » General » Company Alerts</b> in the Time folder. Affected employees (or their supervisor/administrator) receive an alert through the Notification Center. When they click the alert, it opens the Timesheet form. On the form, they select <b>Acknowledge Transfers</b> from the <b>Actions</b> drop-down menu. In the Billing Transfer Audit dialog box they review the transfer information and acknowledge the transfer.</p>
Global Transfer Reason	<p>This grid displays if you select <b>Yes</b> for the <b>Enable Billing Transfer Audit</b> field.</p> <p>Use this grid to add standard global transfer reasons for labor transfers that employees can select when they enter billing transfers. The explanations that you enter here display in the drop-down list in the xx field &lt;where?&gt;</p> <p>Click <b>+ Add Reason</b> below the grid to add a row to the grid, and enter a transfer reason in the row.</p> <p>Click  at the end of the transfer reason field to open the Global Transfer Reason dialog box and format the explanation text, with bolding, bullets, and so on. If  does not display, click in the row.</p> <p>To copy a row to create another transfer reason, hover over the row to copy, click  at the end of the row, and select <b>Copy</b> from the shortcut menu. A new row in the grid prefills with the copied text, which you can revise to create a new transfer reason.</p> <p>To delete a transfer reason from the grid, hover over it, click  at the end of the row, and select <b>Delete</b> from the shortcut menu.</p> <p>To sort the rows in alphabetical ascending or descending order, hover over the grid title and click  or  to the right of the grid title.</p> <p>To filter the list of transfer reasons, click  to the right of the grid title. In the blank row that is added to the top of the grid enter filter criteria, such as a word in a transfer reason. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.</p>

## Time Approvals Form

Use the Time Approvals form to require that timesheets go through an approval process, and enter some settings for the approval process.

### Display the Time Approvals Form

You access the Time Approvals form in Time Settings.

In the Navigation menu, select **Settings » Time » Time Approvals**.



## Contents of the Time Approvals Form

Use this form to require that timesheets go through an approval process, and enter some settings for the approval process.

### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You turn on timesheet approvals for each company.
Use Time Approvals	Select whether or not to use an approval process for approving timesheets. You must have at least one employee set up in the Employee hub before you can select <b>Yes</b> .
Approval Workflow	<p>If you select <b>Yes</b> to use time approvals for timesheets, select the approval workflow to use. An approval workflow identifies the steps in the approval process, the employees who are assigned to each approval step, and the notification alerts to send for each step to keep the approval process on schedule.</p> <p>You can select one of the approval workflows that comes with DPS:</p> <ul style="list-style-type: none"> <li>▪ <b>Timesheet Default:</b> An employee's supervisor must approve the overall timesheet.</li> <li>▪ <b>Timesheets &amp; Lines Default:</b> An employee's supervisor must approve the overall timesheet and project managers must approve individual line items for projects on a timesheet.</li> <li>▪ <b>Timesheet Line Default:</b> Project managers must approve individual line items for projects on a timesheet.</li> </ul> <p>You can also create your own approval workflows in <b>Settings » Workflow » Approval Workflows</b> in the desktop application. After you create an approval workflow for timesheets and give it an Active status, it displays in the drop-down list in the <b>Approval Workflow</b> field on the Time Approvals tab.</p> <p>If you use an approval workflow that requires line items on timesheets to be approved, you can override the requirement for line item approvals on a project-by-project basis in the <b>Timesheet Line Item Approval</b> field on the Time &amp; Expense tab in the Projects hub in the desktop application.</p>
Approval Administrator	<p>If you select <b>Yes</b> to use time approvals, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing.</p> <p>If the approval workflow that you entered in the <b>Approval Workflow</b> field on this tab already has an approval administrator assigned to it in <b>Settings » Workflow » Approval Workflows</b> in the desktop application, the name of that approval administrator prefills in the <b>Approval Administrator</b> field on this tab. If you change the prefilled approval administrator in the <b>Approval Administrator</b> field on this tab, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.</p> <p>The approval administrator can:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Edit workflow steps in Approval Workflows Settings when there are in-progress approvals.</li> <li>Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> </ul> <p>The approval administrators must:</p> <ul style="list-style-type: none"> <li>Have role security that gives access to Timesheets and Approval Workflows Settings.</li> <li>Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> </ul> <p>If you use multiple companies, you can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>

### Time Categories Form

Use the Time Categories form to assign time categories to time groups for timesheet entry purposes.

You must set up time groups on the Time Groups tab in Time Settings before you set up time categories.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training. The projects then prefill automatically in the first rows in the timesheets grid on the Timesheets form when employees enter timesheets. This allows employees to charge time to a project, such as vacation or holidays, without having to enter the project data. You can assign time categories for each time group and/or specify one set of time categories for all time groups.

### Display the Time Categories Form

You access the Time Categories form in Time Settings.

In the Navigation menu, select **Settings » Time » Time Categories**.

### Contents of the Time Categories Form

Use this form to assign time categories to time groups for timesheet entry purposes.

You must set up time groups on the Time Groups form in Time Settings before you set up time categories.

Time categories define the projects that employees charge time to regularly, such as vacation, holidays, and training. The projects prefill automatically in the first rows in the timesheets grid on the Timesheets form. This allows employees to charge time to a project, such as vacation or



holidays, without having to enter the project data. You can assign time categories for each time group and/or specify one set of time categories for all time groups.

### Contents

Field	Description
Company Name	If you have multiple companies, the name of the active company displays at the top of the form. You enter time categories for each company.
Time Group	<p>Select a time group for which to set up time categories. The time groups in the drop-down list are the time groups that you defined on the Time Groups form in Time Settings. You can also select <b>[All Groups]</b> from the drop-down list to set up a set of time categories that apply to all time groups.</p> <p>A number in parenthesis beside a time group in the drop-down list indicates the number of time categories that have been set up for the time group.</p>

### Time Categories Grid

Use this grid to define time categories for the time group that you selected in the **Time Group** field. The information in this grid prefills on timesheets when employees in the time group enter their timesheets.

### Grid Tools

Field	Description
+ Add Category	Click <b>+Add Category</b> below the grid to add a blank row to the grid, and set up a time category in the row.
⋮	<p>Hover over a row in the grid, click <b>:</b> at the end of the row, and select one of the following options from the shortcut menu to apply to the row:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Click this option to copy the selected time category into a blank row to create a new time category. You can then edit the fields in the row for the new timesheet period as needed.</li> <li>▪ <b>Delete:</b> Click this option to delete the selected time category from the grid. When you delete a time category, it is removed from all unposted timesheets. The deleted time category and hours charged to it remain on posted timesheets.</li> </ul>
▼	Click this icon at the top right of the grid to filter the list of time categories in the grid. When you click this icon, a blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the time categories that fit the criteria that you entered in the field. To clear the filter criteria, select the value in the field and delete it. Click ▼ again to close the filter.
▼ or ▲	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click ▼ or ▲ to the right of the column heading.



## Grid Fields

Field	Description
Category	Enter a unique ID for the category. Use up to six numbers and/or letters. This field prefills with the next sequential number starting with 1, which you can override and enter what you prefer.
Description	Enter a description for the time category. This description appears on employees' timesheets.
Sort Order	Enter a sort order number for the time category. This determines the order in which time categories appear in the grid on employees' timesheets.
Project Method	<p>Select one of the following options to determine the project to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Project:</b> Select this option to associate a single project with the time category. Then enter the project in the <b>Single Project</b> field in this grid. This project applies for all employees in the time group.</li> <li>▪ <b>Project Query:</b> Select this option if the project for a time category will vary by employee. Then enter a SQL query to identify the appropriate project per employee in the <b>Project Query</b> field in this grid.</li> </ul>
Single Project	If you select <b>Single Project</b> in the <b>Project Method</b> field in this grid, specify a project to associate with the time category. Enter a project number directly in this field, or click <b>Q</b> and use the Project lookup.
Project Query	If you select <b>Project Query</b> in the <b>Project Method</b> field in this grid, enter a SQL query to identify the appropriate project for the time category.
Phase Method	<p>If a project has phases, select one of the following options to determine the phase to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Phase:</b> Select this option to associate a single phase with the time category. Then enter the phase in the <b>Single Phase</b> field in this grid. This phase applies for all employees in the time group.</li> <li>▪ <b>Phase Query:</b> Select this option if the phase for a time category will vary per employee. Then enter a SQL query to identify the appropriate phase per employee in the <b>Phase Query</b> field in this grid.</li> </ul>
Single Phase	If you select <b>Single Phase</b> in the <b>Phase Method</b> field in this grid, enter a phase to associate with the time category. Enter a phase number directly in this field, or click <b>Q</b> and use the Phase/Task lookup.
Phase Query	If you select <b>Phase Query</b> in the <b>Phase Method</b> field in this grid, enter a SQL query to identify the appropriate phase for the time category.
Task Method	<p>If a phase has tasks, select one of the following options to determine the task to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Task:</b> Select this option to associate a single task with the time category. Then enter the task in the <b>Single Task</b> field in this grid. This task applies for all employees in the time group.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Task Query:</b> Select this option if the task for a time category will vary by employee. Then enter a SQL query to identify the appropriate task per employee in the <b>Task Query</b> field in this grid.</li> </ul>
Single Task	If you select <b>Single Task</b> in the <b>Task Method</b> field in this grid, enter a task to associate with the time category. Enter a task number directly in this field, or click <b>Q</b> and use the Phase/Task lookup.
Task Query	If you select <b>Task Query</b> in the <b>Task Method</b> field in this grid, enter a SQL query to identify the appropriate task for the time category.
Labor Code Method	<p>Select one of the following options to determine the labor code to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Labor Code:</b> Select this option to associate a single labor code with the time category. Then enter the labor code in the <b>Single Labor Code</b> field in this grid. This labor code applies for all employees in the time group.</li> <li>▪ <b>Labor Code Query:</b> Select this option if the labor code for a time category will vary by employee. Then enter a SQL query to identify the appropriate labor code per employee in the <b>Labor Code Query</b> field in this grid.</li> </ul>
Single Labor Code	If you select <b>Single Labor Code</b> in the <b>Labor Code Method</b> field in this grid, enter a labor code to associate with the time category. Enter a labor code number directly in this field, or click <b>Q</b> and use the Labor Code lookup.
Labor Code Query	If you select <b>Labor Code Query</b> in the <b>Labor Code Method</b> field in this grid, enter a SQL query to identify the appropriate labor code for the time category.
Labor Category Method	<p>Select one of the following options to determine the labor category to associate with the time category:</p> <ul style="list-style-type: none"> <li>▪ <b>Single Labor Category:</b> Select this option to associate a single labor category with the time category. Then enter the labor category in the <b>Single Labor Category</b> field in this grid. This labor category applies for all employees in the time group.</li> <li>▪ <b>Labor Category Query:</b> Select this option if the labor category for a time category will vary by employee. Then, enter a SQL query to identify the appropriate labor category per employee in the <b>Labor Category Query</b> field in this grid.</li> </ul>
Single Labor Category	If you select <b>Single Labor Category</b> in the <b>Labor Category Method</b> field in this grid, select a labor category to associate with the time category.
Labor Category Query	If you select <b>Labor Category Query</b> in the <b>Labor Category Method</b> field in this grid, enter a SQL query to identify the appropriate labor category for the time category.



Field	Description
Require Start/End Time	This field displays if you selected <b>Yes</b> for <b>Enable Start/End Time</b> and <b>By Project</b> for the <b>Start/End Time Entry</b> on the Options form of Time Settings. Select this check box to require employees to enter start and end times on timesheets for this time category project.

### Global Comments Form

Use this form to create global comments that all employees can use to identify and classify entries on their timesheets.

To select a global comment for hours entered on a timesheet, employees click ▼ beside the **Comment** field name in the day/date field drop-down box in the timesheet grid.

### Display the Global Comments Form

You access the Global Comments form in Time Settings.

In the Navigation menu, select **Settings » Time » Global Comments**.

### Contents of the Global Comments Form

Use this form to create global comments that all employees can use to identify and classify entries on their timesheets.

To select a global comment for hours entered on a timesheet, employees click ▼ beside the **Comment** field name in the day/date field drop-down box in the timesheet grid. This applies for hours and not units.

### Contents

Field	Description
Company Name	If you have multiple companies, the name of the active company displays at the top of the form. You enter global comments for each company.
Global Timesheet Comments Grid	<p>Click <b>+Add Comment</b> below the grid to add a blank row to the grid and enter a comment in the row.</p> <p>Click ✎ at the end of the row to format the comment using the text editor.</p> <p>Click ✕ at the end of a row to delete a comment.</p> <p>Click ▼ at the top right of the grid to filter the list of global comments in the grid. In the blank row that is added to the top of the grid, enter text to filter the list. The grid then displays only the global comments that fit the criteria that you entered in the field. Click ▼ again to close the filter.</p>

### Add Multiple Time Periods Dialog Box

Use this dialog box to enter settings that will automatically add multiple timesheet periods to the time grid on the Time Periods form in Time Settings.



### Display the Add Multiple Time Periods Dialog Box

You display this dialog box from the Time Periods form in Time Settings.

1. In the Navigation pane, select **Settings » Time » Time Periods**.
2. Below the Time periods grid on the Time Periods form, click **+ Add Multiple Time Periods**.

### Contents of the Add Multiple Time Periods Dialog Box

Use the fields on this dialog box to enter settings that will automatically add multiple timesheet periods to the time grid on the Time Periods tab in Time Settings.

#### Contents

Field	Description
Frequency	Select the frequency of the timesheet periods. Options are: <b>Monthly</b> , <b>Semi-monthly</b> (twice a month), <b>Biweekly</b> (every two weeks), and <b>Weekly</b> .
New Time Period Status	<p>Click this field and select a status for the timesheet period. The status determines what timesheet processing options are available to employees for the time period. An employee's administrative level that is set up on the Time &amp; Expense tab of the Employees hub affects the processing options available to them based on the time period status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Open:</b> The time period is open to all employees. Employees with a Staff administrative level can enter, edit, and submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>Administrators:</b> The time period is closed to employees with a Staff administrative level, but is open to employees with a Group, Company, and System administrative level. Employees with Staff access cannot enter, edit, or submit timesheets. Employees with a Group, Company, or System administrative level can enter, edit, submit, and approve any timesheet to which they have access.</li> <li>▪ <b>System Administrators:</b> The time period is closed to employees with a Staff, Group, or Company administrative level, but is open to employees with a System administrative level. <ul style="list-style-type: none"> <li>▪ Employees with a Staff administrative level cannot enter, edit, or submit timesheets.</li> <li>▪ Employees with a Group administrative level cannot enter, edit, submit, or approve timesheets.</li> <li>▪ Employees with a Company administrative level cannot enter, edit, submit, or approve timesheets.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Employees with a System administrative level can still enter, edit, submit, and approve any timesheet to which they have access.</li> <li><b>Closed:</b> The time period is closed to employees with a Staff, Group, Company, or System administrative level. All employees are prevented from entering, editing, submitting, or approving timesheets in the period.</li> </ul> <p>All employees can open and print any timesheet to which they have access, whether the time period status is <b>Open</b>, <b>Administrators</b>, <b>System Administrators</b>, or <b>Closed</b>.</p> <p>After you make entries on the Add Multiple Time Periods dialog box, when you return to the Time Periods tab of the Time Settings form where the multiple timesheet periods have been added to the grid, you can change the status of an individual timesheet period in the grid.</p>
Start Date	Specify the start date for the first timesheet period.
End Date	Specify the end date for the last timesheet period.
First Week Number or First Timesheet Period Number	<p>The label for this field depends on whether you selected <b>Week</b> or <b>Time Period Number</b> in the <b>Time Period Label</b> field on the Time Periods tab.</p> <p>If you selected <b>Yes</b> for the <b>Enable Period Number</b> field on the Time Periods tab (meaning that the timesheet period number displays on timesheet screens and reports instead of a timesheet period date range) enter the first period's number in this field.</p>
Add	Click this button when you finish entering the information on this dialog box. You are returned to the Time Periods tab. Timesheet periods are added to the time period grid based on the entries that you made on this dialog box.

### Assign Employees to Group Dialog Box

Use this dialog box in Settings to assign employees to a time group or expense group.

You organize employees by groups for timesheet and expense report entry, submitting, approval, and posting purposes.

### Display the Assign Employees to Group Dialog Box

You display this dialog box from the Time Groups form in Time Settings or from the Expense Groups form in Expense Settings.

Complete one of the following actions:

Location	Steps
Display the dialog box in Time Settings	<ol style="list-style-type: none"> <li>In the Navigation pane, select <b>Settings » Time » Time Groups</b>.</li> </ol>










Location	Steps
	<ol style="list-style-type: none"> <li>On the Time Groups form, complete one of the following: <ul style="list-style-type: none"> <li>For a new time group, click the <b>+Add Time Group</b> link below the Time Groups grid to add a time group. Complete the information in the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing time group, hover over the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>
Display the dialog box in Expense Settings	<ol style="list-style-type: none"> <li>In the Navigation pane, select <b>Settings » Expense » Groups</b>.</li> <li>On the Expense Groups form, complete one of the following: <ul style="list-style-type: none"> <li>For a new expense group, click the <b>+Add Expense Group</b> link below the Expense Groups grid to add an expense group. Complete the information in the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing expense group, hover over the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>

### Contents of the Assign Employees to Group Dialog Box

Use the fields on this dialog box to assign employees to a time group or expense group in Settings.

Field	Description
Available Employees	<p>Select this check box to select all the available employees in the list below the check box to assign to the group.</p> <p>To sort the list of available employees in ascending or descending alphabetical order, hover over <b>Available Employees</b>, and click <b>^</b> or <b>v</b> to the right of <b>Available Employees</b>.</p>
List of Available Employees	<p>The list of available employees to assign to the group displays below the <b>Available Employees</b> check box. Instead of clicking the <b>Available Employees</b> check box to select all employees, you can select the check box for individual employees in the list to assign to the group.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>



Field	Description
	After you select employees to assign to the group, click  to assign the selected employees to the group. The employees are moved from the list of available employees to the list of employees in the group.
	To remove employees from the group, select the employees to remove from the list of employees in the group, and click  . The employees are moved back to the list of available employees.
Employees in the Group	Select this check box to select all the employees in the group to remove from the group.  To sort the list of employees for the group in ascending or descending alphabetical order, hover over <b>Employees in the Group</b> and click  or  to the right of <b>Employees for the Group</b> .
List of Employees in the Group	When you select employees from the list of available employees to assign to a group and then click  , the employees are assigned to the group and moved to the employees for the group list.  An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employee hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.
Clear Selections	When you click a check box for an employee in the list of available employees or the list of employees in the group, <b>Clear Selections</b> displays below the list. Click <b>Clear Selections</b> to clear the check box for all employees that have the check box selected.
x/x selected	When you click a check box for an employee in the list of available employees or in the list of employees for the group, the number of employees that you select in the list and the total number of employees in the group display below the list.
Apply	Click this button to save the entries that you made on the dialog box and return to the Time Groups or Expense Groups form.

## Learn More About...

Review conceptual information related to Time Settings.

### Time Groups for Timesheets

Time groups allow you to distribute timesheet administration responsibilities among different administrators based on groups of employees and set up time categories by groups of employees.

For example, you can establish time groups for the employees who share the same job function, work in the same department, or work in the same office.

On the Time Groups tab in Time Settings, a system administrator sets up time groups and assigns employees to them. Alternatively, you can assign a time group to an employee on the Time & Expense tab in the Employees hub. On the Time & Expense tab, you also give an



employee group-level administrative access, which allows them to edit new and in-progress timesheets and submit and post timesheet for the employees in a time group.

When you use time groups, you can set up time categories by time groups, instead of having one set of time categories for all employees. Time categories define projects that employees charge time to regularly, such as vacation time. The categories display automatically on timesheets, allowing employees to charge time to the category without having to enter project data. You set up time categories **Settings » Time » Time Categories**.

Time groups are optional; you are not required to establish them.

### **Example: Employee Timesheet Groups**

Employee groups can make the timesheet process more efficient.

Assume that, in the past, your enterprise relied on one person to review, edit, and post employee timesheets. The task was overwhelming because the person was not familiar with certain project numbers, labor codes, or other timesheet entries. This led to late and inaccurate timesheet submissions.

To improve the situation, you decide to set up employee timesheet groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the group administrator. This person is responsible for ensuring the timely and accurate submission of timesheets from all members of the group.

For best results, you ensure that each group administrator knows:

- The employees in the group and how best to contact them when timesheets are due.
- The project numbers, labor codes, and other values that are appropriate entries for employees in the group.

By spreading timesheet administration across your company, you are able to improve the speed and accuracy of timesheet submission, approval, and posting.

### **Time Categories for Timesheets**

You can set up time categories for projects that employees regularly charge time to on timesheets and assign time categories to time groups.

Time categories define projects that employees charge time to regularly, such as vacation time and training. The time categories prefill automatically in a row in the timesheets grid on timesheets, which allows employees to charge time to the project without having to enter project data. On the Time Category tab in Time Settings, you can set up time categories individually for each time group or set up the same set of time categories for all time groups in one step.

Before you set up time categories for time groups you must first add the employee time groups in **Settings » Time » Time Groups**.



If you use multiple companies, you must configure time categories on the Time Categories tab for each company in Time Settings. For timesheet-related queries, it is important to note that an employee may be associated with more than one company. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAILCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

### SQL Queries Used When Setting Up Time Categories

When you set up a time category for timesheets in Time Settings, you can use an SQL query to define the project, phase, task, labor code, or labor category for a time category if you want these entries to differ by employee.

You enter an SQL query in the **Project Query**, **Phase Query**, **Task Query**, **Labor Code Query**, or **Labor Category Query** fields to determine the employee-specific entry that prefills for the time category on a timesheet.

Commonly used variables for these SQL queries are:

- :emp
- :wbs1
- :wbs2
- :wbs3
- :laborcode
- :billcat
- :activecompany (Multicompany)

### Multiple Companies and Time Categories for Timesheets

If you use multiple companies, you must configure time categories on the Time Categories tab for each company in Time Settings. For timesheet-related queries, it is important to note that an employee may be associated with more than one company. For this reason, queries that reference a company-specific field (such as **Organization**) should use the **EMAILCompany** view to search all the companies associated with the employee, and then use the **:activecompany** variable to look at the company-specific record for the timesheet's active company.

For example, to select the correct WBS2 for an employee who is associated with more than one company and is entering a timesheet, you need to know all of the company records for that employee, as well as which company record matches the active company for the timesheet.

```
SELECT WBS2 FROM PR INNER JOIN EMAILCompany ON LEFT(EMAILCompany.Org.2) =
LEFT(PR.Org.2) WHERE PR.WBS1 = 'SPECIAL' AND EMAILCompany Employee = :emp AND
EMAILCompany.EmployeeCompany = :activecompany AND PR.WBS2 <> ''
```

### Checking Timesheet Hours Against Expected Hours

You can set up DPS to compare the total regular hours that an employee enters on a timesheet with the total regular hours that an employee is expected to work.

To turn on this feature, a system administrator selects one of the options in the **Check Hours Against Expected** field on the Options form in Time Settings. Only total regular hours are compared, not total overtime hours. This setting applies for all employees. However, you can



override this setting on an employee by employee basis as needed in the **Check Hours Entered Against Expected** field on the Time & Expense tab of the Employees hub.

You can have warning or error messages display when employees submit timesheets with total regular hours that are over and/or under their expected hours. A warning alerts employees to the discrepancy, but allows them to submit the timesheet without changing the timesheet hours. An error alerts employees to the discrepancy and prevents them from submitting the timesheet if the hours entered are greater than expected. Employees can, however, submit the timesheet if the hours entered are fewer than expected.

You enter an employee's expected hours in the **Hours/Day** field on the Employment Details tab of the Employee hub.

An employee's expected total regular hours for a timesheet are calculated as follows:

(Expected hours entered for an employee in the **Hours/Day** field on the Employment Details tab of the Employee hub) x (Number of days in a timesheet period less any non-working days entered on the Non-Work Days tab in Time Settings)

### Timesheet Ratios

Timesheet ratios compare an employee's direct (billable) hours with some variation of totals hours, which allows you to review an employee's utilization within a specific timeframe.

Standard hours for ratio calculations are based on the following:

- The non-working days and holiday settings that you define in Time Settings on the Non-Working Days form.
- An employee's expected work hours per day that are entered in the **Hours/Day** field on the Employment Details tab in the Employee hub.

Timesheet ratios are displayed as percentages.

Ratios can help employees determine the following:

- What percentage of their time is billable time.
- What percentage is not billable.
- How these percentages compare to planned targets for billable hours.

On the Ratios form in Time Settings, a system administrator selects whether or not the timesheet ratios can be viewed by employees when they enter their timesheets in **My Stuff » Timesheets**.

Possible ratios to display are:

- Direct / Total (also known as gross chargeable ratio)
- Direct / (Total – Absence) (also known as the net chargeable ratio)
- Direct / Standard
- Direct / (Standard – Absence)
- Target (the expected percentage of direct (billable) hours for an employee)

You also choose whether to display totals for each of the ratios for the current timesheet period, month-to-date, quarter-to-date, and year-to-date.

If you use multiple companies, you complete the timesheet ratio settings on the Ratios form in Time Settings for each company in your enterprise.



Employees view their ratios from a timesheet by clicking their name at the top of the Timesheets form. This opens the Employee Card, from which they can view their ratios on the Ratios form.

### Automatically Populating Timesheets with Resource Planning Data

If you use Resource Planning, timesheets can be automatically populated with data from projects that have planned hours.

Each time that an employee opens a new or in-progress timesheet, a row is automatically added to the timesheet for each assignment for which the employee has planned hours in the timesheet period. The row is populated with the project, phase, task, and labor code from the resource assignment. If a row already exists for the project information in the assignment, a row is not added.

To have timesheets automatically populated with data from Resource Planning, you select **Yes** for **Autopopulate from Plan Assignments** on the Options form in Time Settings.

Data from a project plan will automatically populate a timesheet if all of the following apply:

- A project has the following settings specified in the Projects hub:
  - The **Status** field in the Summary pane is set to **Active** or **Inactive**.
  - The **Approved for Use in Processing** check box on the Accounting tab is selected.
- A project is included in utilization. For information on which projects are included in utilization, see [Resource Utilization Calculation](#).
- The employee has planned hours that fall within the timesheet period. For example, if an employee has planned hours on Project B from 8/1/2017–8/15/2017 and the timesheet periods are weekly, then timesheets will be populated with Project B data for 7/31/2017–8/6/2017, 8/7/2017–8/13/2017, and 8/14/2017–8/20/2017.

### Special Considerations

- If an employee is removed as a resource from a plan after charging time to the project, the charged time is not automatically removed from the employee's in-progress timesheet.
- Timesheets are autopopulated with Resource Planning data only when an employee opens his/her own timesheet. Timesheets are not autopopulated when an administrator opens an employee's timesheet.
- If you select **Yes** for **Treat inactive projects as dormant** on the Options form in Time Settings, only data from active plans are retrieved.

## Expense Settings

Use Expense Settings to set up and maintain expense report entry and processing settings.

You set up expense groups, expense categories, signature requirements, general ledger accounts for posting, approvals, reimbursement options, and more.

If you have multiple companies, you must enter expense settings for each company. The active company that you have open displays at the top of a Expense Settings tab. Use ▼ beside the active company name that displays in the DPS title bar to switch to a different company and enter settings for another company.



In addition to the settings in Expense Settings, other settings in the following locations also affect expense reports:

- On the Time & Expense tab in the Employees hub, you assign access rights (Staff, Group, Company, or Admin) to the Expense Report application for each employee.
- On the General tab in **Settings » Accounting » Company** in the desktop application, you select a check template, default bank, and other options for expense payments.
- If you enabled the tax auditing feature (on the Tax Auditing tab in **Settings » Accounting » Company** in the desktop application), the taxes entered on the Tax Auditing tab are applied by default for expense reports. As needed, you can override these default taxes for expense reports by specifying the tax codes to apply for an expense category on the Categories form in Expense Settings.
- On the Time & Expense tab in the Projects hub in the desktop application, you specify whether or not expense reports items charged to a project should be billed to the client (bill by default). You specify whether or not to display a warning or error message in the Expense application when employees charge certain expenses to a project. You also determine whether or not to turn on expense line item approvals for a project, which overrides the system setting for expense line item approvals.

### Checklist: Setting Up the Expense Report Application

Review this checklist for an overview of the steps that you must complete before employees can process expense reports in My Stuff.

This checklist applies whether you have a single company or multiple companies set up in DPS. If you have multiple companies, you must define company-specific processing options for each company in your enterprise.

#### Expense Report Settings

Step	Description	Location
1	Determine the items that display on an expense report and the items that employees must enter on their expense reports	<b>Settings » Expense » Options</b>
2	Set up expense groups and assign employees to them.	<b>Settings » Expense » Groups</b>
3	Assign expense categories to expense groups.	<b>Settings » Expense » Categories</b>
4	Enter settings for expense report payments.	<b>Settings » Payments</b>
5	Enable expense report approvals.	<b>Settings » Expense » Approvals</b>
6	Define employee access rights for expense report processing.	Time & Expense tab in <b>Expense » Hubs » Employees</b>
7	Enter settings that affect expenses applied to a project.	Time & Expense tab in the Projects hub in the desktop application.



Step	Description	Location
8	If you enabled the tax auditing feature (on the Tax Auditing tab in <b>Settings » Accounting » Company</b> in the desktop application), the taxes entered on the Tax Auditing tab are applied by default for expense reports. However, as needed, you can override these default taxes for expense reports by specifying the tax codes to apply for an expense category on the Categories form in Expense Settings.	<b>Settings » Expense » Categories</b>  To access the Tax Override grid for an expense category, on the Categories form, hover over its row in one of the grids, click <b>:</b> and select <b>Edit</b> . The Tax Override grid is on the Expense Categories dialog box.

## How to...

For expense reports, you set up expense groups, expense categories, approvals, and more.

### Specify General Settings that Affect the Entries that Employees Make in Expense Reports

Determine distance reimbursement rates, general ledger accounts for posting, employee signature requirements, and more.

#### To enter general settings that affect expense report entry:

1. In the Navigation menu, go to the Settings section and select **Expense » Options**.
2. On the Options form, enter settings in the various sections of the form.
3. Click **Save**.

### Add an Expense Group and Assign Employees to It

Enter expense groups and assign employees to them when you initially set up Expense Reports or any time after.

#### To enter an expense group and assign employees to it:

1. In the Navigation pane, go to the Settings section and select **Expense » Groups**.
2. On the Groups form, click **+Add Expense Group** below the Expense Groups grid.
3. In the blank row in the grid, enter an alphanumeric code in the **Group** field to identify the expense group.
4. In the **Description** field, enter a description for the expense group.
5. Click **:** at the end of the row, and select **Assign Employees** from the shortcut menu.
6. On the Assign Employees to Group dialog box, select the employees in the list of available employees to assign to the expense group.  
Select the **Available Employees** check box to select all the employees in the list. Or, select employees individually in the list.
7. Click **►**.  
The employees that you selected are moved to the list of employees for the group on the dialog box.





8. Click **Apply** to assign the selected employees to the expense group and return to the Groups form.
9. Click **Save**.

### Remove an Employee from an Expense Group

You can remove employees from an expense group at any time.

#### To remove an employee from an expense group:

1. In the Navigation pane, go to the Settings section and select **Expense » Groups**.
2. In the grid on the Groups form, hover over the row of the expense group from which you want to remove an employee, and click  at the end of the row.
3. Select **Assign Employees** from the shortcut menu.
4. In the Assign Employees dialog box, select the employee (or multiple employees) in the Employees in the Group list to remove from the group, and click .  
The employees that you selected are moved to the Available Employees list on the dialog box.
5. Click **Apply** to remove the selected employees from the expense group and return to the Groups form.
6. Click **Save**.

### Add Expense Categories to All Expense Groups or Individual Expense Groups

Add expense categories to expense groups to allow employees to enter line items on expense report more easily.

**Prerequisites:** You must set up expense groups on the Groups form in Expense Settings before you can add expense categories to them.

#### To add expense categories to expense groups:

1. In the Navigation pane, go to the Settings section and select **Expense » Categories**.
2. On the Categories form, complete either or both of the following:
  - Set up expense categories that apply to all expense groups:
    1. Click **+ Add Expense Category** below the Categories for All Expense Groups grid.
    2. In the blank row in the grid, enter information to define the category.
    3. Continue to add as many expense categories as needed to the grid.
  - Set up expense categories that apply to an individual expense group:
    1. In the field to the right of the Categories by Expense Group grid title, select an expense group for which to add expense categories.
    2. Click **+ Add Expense Category** below the Categories by Expense Group grid.
    3. In the blank row in the grid, enter information to define the category.
    4. Continue to add as many expense categories as needed.




5. Repeat steps a–d to add expense categories to more expense groups.
3. Click **Save**.

### Override Default Tax Codes for Expense Reports

If you use the Tax Auditing feature, you can override the default tax codes for expense reports based on expense report categories.

If you enabled the tax auditing feature (on the Tax Auditing tab in **Settings » Accounting » Company** in the desktop application), the taxes entered on the Tax Auditing tab are applied by default for expense reports. As needed, you can override these default taxes for expense reports by specifying the tax codes to apply for an expense category in Expense Settings.

#### To specify the tax codes to use for an expense category:

1. In the Navigation pane, go to the Settings section and select **Expense » Categories**.
2. In the grids on the Categories form, hover over the expense category whose tax code you want to override, click , and select **Edit**.
3. In the Expense Categories dialog box, click **+ Add Tax** below the Tax Override grid.
4. In the blank row in the grid, enter a tax code to use for the expense category.
5. Repeat steps 3 and 4 to add more tax codes for the expense category.

### Enter Settings for Processing Expense Report Payments

Select the bank and payment format information for expense report payments.

#### To enter settings for processing expense report payments:

1. In the Navigation menu, go to the Settings section and select **Expense » Payments**.
2. On the Payments form, enter payment format information in the Employee Expense Payment Format section.
3. In the Additional Options section, select the bank from which the expense report payments will be made and other settings.
4. Click **Save**.

### Require Expense Reports to Be Approved

You can require that expense reports go through an approval process.

#### Prerequisites:

- You must have at least one employee entered in the Employee hub.
- If you want to use an approval workflow for expense reports that is different than the ones that are provided with DPS, you must set up the approval workflow in **Settings » Workflow » Approval Workflows** in the desktop application.

If you have multiple companies, you must complete these steps for each company.

#### To require that expense reports go through an approval process:

1. In the Navigation menu, go to Settings and select **Expense » Approvals**.



2. On the Approvals form, select **Yes** for **Use Expense Approvals**.
3. In the **Approval Workflow** field, select the approval workflow to use for expense reports.  
You can select an approval workflow that comes with DPS or any approval workflow with an Active status that you created for expense reports in **Settings » Workflow » Approval Workflows** in the desktop application.
4. In the **Approval Administrator** field, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing for expense reports.  
If the approval workflow that you entered in the **Approval Workflow** field already has an approval administrator assigned to it in Approval Workflows Settings, the name of that approval administrator prefills in the **Approval Administrator** field on the Approvals form. If you change the approval administrator in this field, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.
5. Click **Save**.

## Fields and Options

Use the forms in Expense Settings to enter expense report entry and processing setup.

If you have multiple companies, you must enter Expense Settings for each company. The active company that you have open displays at the top of the selected form. To enter settings for another company, click ▼ beside the active company name that displays in the DPS title bar and select another company.

### Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the other forms in Expense Settings.

#### Display the Summary Form

You can display the Summary form in Expense Settings.

In the Navigation menu, go to the Settings section and select **Expense » Summary**.

#### Contents of the Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the other forms in Expense Settings.

#### Contents

Field	Description
Company Name	If you have multiple companies in DPS, the name of the active company displays at the top of the form.
Options Section	View a summary of the entries that are made on the Options form, such as whether or not employee signatures are required on expense reports, whether advances can be applied to expense reports, and so on.



Field	Description
Expense Groups Section	View the number of expense groups that are set up on the Expense Groups form.
Expense Categories Section	View the number of expense categories that are entered on the Expense Categories form.
Expense Approvals Section	This sections shows whether or not overall expense report approvals and line item approvals are enabled on the Time Approvals form. It also shows the approval administrator's name that is entered on that form.
Payments Section	This section shows the default bank for expense report payments that is entered on the Payments form.

### Options Form

Use this form in Expense Settings to enter expense report setup information, such as entry requirements, reimbursement rate for distance driven, general ledger accounts for posting, and more.

### Display the Options Form

You can display the Options form in Expense Settings.

In the Navigation menu, go to the Settings section and select **Expense » Options**.

### Contents of the Options Form

Use the fields on this form in Expense Settings to enter expense report setup information, such as entry requirements, reimbursement rate for distance driven, general ledger accounts for posting, and more.

### Contents

Field	Description
Company Name	If you have multiple companies in DPS, the name of the active company displays at the top of the form. You enter expense setting options for each company.
Employee Signature Required	Select whether or not employees must enter their DPS user name and password as their signature when they submit expense reports.  You enter user names and passwords for employees on the General tab in <b>Settings » Security » Users</b> .
Signer's Text	This field displays if you selected <b>Yes</b> for <b>Employee Signature Required</b> .  Enter the text that you want to display in a message that employees will receive after they enter their DPS user name and password (signature) before they submit their expense reports.  Click ✎ above the field to open the text editor and format the text.





Field	Description
Apply Advances	Select whether or not to allow employees to enter advance amounts on their expense reports. An advance is money that your company pays an employee in anticipation that the employee will use the money to pay for a business expense, such as an airline ticket. When an employee adds expense items and an advance amount to an expense report, the advance amount is subtracted from the total expense amount for the expense report to determine the correct reimbursement due the employee.
Distance Measure	In the first field, enter the monetary amount that you will reimburse employees for each mile or kilometer traveled. In the second field, select the unit of measure for travel— <b>Mile</b> or <b>Kilometer</b> .

### Advanced Options Section

Field	Description
Treat Inactive Projects as Dormant	<p>Select whether or not you want to prevent employees from entering inactive projects on their expense reports. Normally, DPS allows you to use inactive projects for transactions. When you do this, you receive a warning to let you know that you are entering a dormant project, but you are allowed to continue with the entry. DPS does not allow you to use dormant projects for transactions.</p> <p>When you select <b>Yes</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees will be prevented from entering inactive projects on expense reports. This setting does not affect the use of inactive projects for any other types of transactions in DPS, such as Billing or Accounts Receivable transactions.</p> <p>When you select <b>No</b> for the <b>Treat Inactive Projects as Dormant</b> field, employees are allowed to enter inactive projects on expense reports. Employees will receive a warning to let them know that they are entering a project with an inactive status, but they are allowed to continue with the entry.</p>
Allow to Edit Distance Rate	Select whether or not you want to allow employees to edit the reimbursement rate for distance traveled on their expense reports.
Allow Company Paid Expenses	<p>Select whether or not to allow users to enter company-paid items on their expense reports. A company-paid item is any expense for which your company sends payment directly to a vendor instead of reimbursing the employee who incurred the expense. The expense is paid through AP Payment Processing, not through Employee Expense Payment Processing.</p> <p>For example, an airline may bill your company directly for a ticket purchased by one of your employees. Your company pays the airline directly for the cost of the ticket and does not reimburse the employee for this expense. However, the employee would include the cost of the airline ticket on an expense report to provide an audit trail for the expense.</p> <p>If you enable company-paid credit cards, you must select <b>Yes</b> for <b>Allow Company Paid Expenses</b>. (You enable company-paid credit cards on the</p>



Field	Description
	General tab in <b>Settings » Advanced Accounting » Credit Cards</b> in the desktop application.)
Company Paid Credit Posting — Account, Project, Phase, and Task	<p>These fields display if you select <b>Yes</b> for <b>Allow Company Paid Expenses</b>.</p> <p>Enter the general ledger account to credit for company-paid expenses when expense reports are posted. You also enter the project, phase, and task (if you use them) for company-paid expense postings.</p>
Employee Expense Credit Posting — Account, Project, Phase, and Task	<p>Enter the general ledger account to credit for employee expenses when expense reports are posted. You must select a balance sheet account. This account applies for expense reports entered in Expense Reports in My Stuff and transaction entries for employee expenses in the Transaction Center in the desktop application.</p> <p>You also enter a project, phase, and task (if you use them) for the employee expense credit postings. If you have implemented organizations in DPS, you enter a project only if you maintain separate balance sheets and you do not distribute the employee expense credit by organization.</p> <p>Click  in these fields to use the lookup to make a selection.</p> <p>These same employee expense credit posting fields are also on the Posting tab in <b>Settings » Accounting » Company</b> in the desktop application. When you enter a credit account, project, phase, or task in one location, it updates it in the other location.</p>
Employee Advance Credit Posting — Account, Project, Phase, and Task	<p>Enter the general ledger account to credit for employee advances when expense reports are posted. You must select a balance sheet account. This account applies to expense reports entered in Expense Reports in My Stuff and transaction entries for employee expenses in the Transaction Center in the desktop application.</p> <p>You also enter a project, phase, and task (if you use them) for the employee advance credit postings. If you have implemented organizations in DPS, you enter a project only if you maintain separate balance sheets and you do not distribute the employee expense credit by organization.</p> <p>Click  in these fields to use the lookup to make a selection.</p> <p>These same employee advance credit posting fields are also on the Posting tab in <b>Settings » Accounting » Company</b> in the desktop application. When you enter a credit account, project, phase, or task in one location, it updates it in the other location.</p>

#### Display on Expense Report Section

Field	Description
Account	If you want to display the <b>Account</b> and/or <b>Account Name</b> fields on the Expense Report form in Expense Reports, select one of the following from the drop-down list: <b>Number</b> , <b>Name</b> , or <b>Both</b> . This allows employees to enter the general ledger debit account for an expense item, or the debit account may prefill based on the



Field	Description
	<p>default debit accounts that you specify on the Expense Categories form in Expense Report Settings.</p> <p>If you do not want to display the <b>Account</b> and/or <b>Account Name</b> fields on the Expense Report form in Expense Reports, select <b>None</b>.</p>
Line Numbers	Select whether or not to have line numbers display for each expense report line item on the Expense Report form in Expense Reports.

### Groups Form

Use this form in Expense Settings to set up expense groups and assign employees to the groups.

For example, you can establish groups for the employees who share the same job function, work in the same department, or work in the same office. This allows you to more easily distribute expense administration responsibilities among different administrators. You can also assign expense categories to an expense group so that the information for that category is used by all employees in an expense group on their expense reports.

### Display the Groups Form

You can display the Groups form in Expense Settings.

In the Navigation menu, go to the Settings section and select **Expense » Groups**.

### Contents of the Groups Form

Use this form in Expense Settings to set up expense groups and assign employees to the groups.

### Contents

Field	Description
Company Name	If you have multiple companies in DPS, the name of the active company displays at the top of the form. You enter expense groups for each company.



### Expense Groups Grid

Use this grid to set up expense groups.

### Grid Tools

Field	Description
+ Add Expense Group	Click <b>+ Add Expense Group</b> below the grid to add a blank row to the grid, and set up an expense group in the row.
⋮	Hover over a row in the grid, click <b>:</b> at the end of the row, and select one of the following options from the shortcut menu:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Assign Employees:</b> This opens the Assign Employees to Group dialog box where you assign employees to the selected expense group. The assignments that you make here prefill in the <b>Expense Group</b> field on the Time &amp; Expense tab in the Employee hub for an employee. If you change the expense group for an employee in either location, the change is updated in both locations.</li> <li>▪ <b>Delete:</b> This deletes the selected expense group from the grid. If an expense group is already in use, you cannot delete it.</li> </ul>
	Click this icon at the top right of the grid to filter the list of expense groups in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid displays only the expense groups that fit the criteria that you entered in the field. For example, if you enter a <b>C</b> in the filter <b>Description</b> field, only employee groups that have a description that starts with a <b>C</b> display in the grid. To clear the filter criteria, select the value in the field and delete it. Click  again to close the filter.
▼ or ▲	To sort the grid rows by one of the grid columns in ascending or descending order, hover over the column heading and click ▼ or ▲ to the right of the column heading.

### Grid Fields

Field	Description
Group	Enter an alphanumeric code to identify the expense group. After you add an expense group, you cannot change the group code. To change the group code, delete the expense group, add a new expense group to the grid, and enter the new code for it.
Description	Enter a description for the expense group.

### Categories Form

Use the Categories form in Expense Settings to add expense categories to expense groups.

You must set up expense groups on the Groups form in Expense Settings before you add expense categories to them.

Employees can assign an expense category to each expense item that they enter on their expense reports. Information for the expense item, such as the general ledger debit account and whether or not the expense item will be billed to a client prefills on the expense report based on the information that is set up for the expense category on this Categories form in Expense Settings. This allows employees to enter line items on expense report more easily and allows you to limit the general ledger accounts to which employees can charge expense items on expense reports. You set up expense categories for specific categories of expenses, such as hotel, meals, and airfare.

On the Categories form, you specify the expense categories that each employee group or all employees can use when they enter expense reports. In addition to general ledger accounts and



billable status, an expense category can also define override values for distance reimbursement, company-paid expenses, and taxes (for expenses such as meals that are not taxable).

### Display the Categories Form

You display the Categories form in Expense Settings.

In the Navigation menu, go to the Settings section and select **Expense » Categories**.

### Contents of the Categories Form

Use this form in Expense Settings to add expense categories to expense groups.

#### Contents

Field	Description
Company Name	If you have multiple companies in DPS, the name of the active company displays at the top of the form. You enter expense categories for each company.
Require Categories	<p>Select whether or not to require employees to enter expense categories for each expense item that they enter on expense reports.</p> <p>When you select <b>Yes</b>, employees must assign an expense category in the <b>Category</b> field for each expense item on an expense report.</p> <p>When you select <b>No</b>, assigning an expense category to an expense item on an expense is optional.</p>



### Categories for All Expense Groups Grid

Use this grid to set up expense categories that apply to employees from all expense groups.


#### Grid Tools

Field	Description
+ Add Expense Category	Click <b>+Add Expense Category</b> below the grid to add a blank row to the grid, and set up an expense category in the row for all expense groups.
⋮	<p>Hover over a row in the grid, click <b>:</b> at the end of the row, and select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> This copies the selected row to create another expense category. A new row added to the grid prefills with the copied information, which you can edit to create the new expense category.</li> <li>▪ <b>Edit:</b> This opens the Expense Categories dialog box for the row, where you enter additional information for the expense category, such as the project, phase, task, default tax codes, and distance and company paid override information.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Delete:</b> This deletes the expense category from the grid. The expense category is removed from all expense reports that have not yet been posted. The expense category remains on posted expense reports.</li> </ul>
	Click this icon at the top right of the grid to filter the list of expense categories in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the expense categories that fit the criteria that you entered in the field. Click  again to close the filter. For example, if you select <b>Warning</b> in the <b>Billable Message</b> field, only the expense categories with a warning billable message display in the grid.

### Grid Fields

Field	Description
Category	Enter a unique name for the category.
Expense Report Detail Type	<p>Select the detail type for the expense category. This determines which dialog box opens when employees click  in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows employees to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</li> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul> <p>Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.</p>
Reimbursement Account	Enter the reimbursable account to debit when this expense category is entered for a billable expense item that is charged to a regular project on an expense report. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Direct Account	Enter the direct account to debit when this expense category is entered for a non-billable expense item that is charged to a regular project on an expense report. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.



Field	Description
Overhead Account	Enter the indirect account to debit when this expense category is entered for an expense item that is charged to an overhead project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in DPS or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Promotional Account	Enter the indirect account to debit when this expense category is entered for an expense item that is charged to a promotional project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in DPS or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Bill by Default	Select this check box to bill the project's client for an expense item on an expense report with this category if the project is a regular project. This setting prefills for the <b>Bill</b> check box in the expense item grid on the Expense Reports form. However, the entries in the <b>Bill by Default</b> field on the Time & Expense tab in the Project hub in the desktop application will override the Bill by Default setting on the Categories form in Expense Settings on a project by project basis for an expense item on expense reports.
Billable Message	Use the drop-down list to select a message that displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options: <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>

### Categories by Expense Group Grid

Use this grid to set up expense categories that apply to each expense group.

#### Grid Tools

Field	Description
+Add Expense Category	Click <b>+Add Expense Category</b> below the grid to add a blank row to the grid, and set up an expense category for the selected expense group.



Field	Description
⋮	<p>Hover over a row in the grid, click ⋮ at the end of the row, and select one of the following options from the shortcut menu:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> This copies the selected row to create another expense category. A new row added to the grid prefills with the copied information, which you can edit to create the new expense category.</li> <li>▪ <b>Edit:</b> This opens the Expense Categories dialog box for the row, where you can enter additional information for the expense category, such as the project, phase, task, default tax codes, and distance and company paid override information.</li> <li>▪ <b>Delete:</b> This deletes the expense category from the grid. The expense category is removed from all expense reports that have not yet been posted. The expense category remains on posted expense reports.</li> </ul>
▼	<p>Click this icon at the top right of the grid to filter the list of expense categories in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the expense categories that fit the criteria that you entered in the field. Click ▼ again to close the filter. For example, if you select <b>Warning</b> in the <b>Billable Message</b> field, only the expense categories with a warning billable message display in the grid.</p>

### Grid Fields

Field	Description
Unlabeled field	In the field to the right of the Categories by Expense Group grid label, select the expense group for which to set up expense categories.
Category	Enter a unique name for the category.
Expense Report Detail Type	<p>Select the detail type for the expense category. This determines which dialog box opens when employees click ✎ in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows employees to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</li> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul>



Field	Description
	Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.
Reimbursement Account	Enter the reimbursable account to be debited when this expense category is entered for a billable expense item that is charged to a regular project on an expense report. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Direct Account	Enter the direct account to be debited when this expense category is entered for a non-billable expense item that is charged to a regular project on an expense report. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Overhead Account	Enter the indirect account to be debited when this expense category is entered for an expense item that is charged to an overhead project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in DPS or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Promotional Account	Enter the indirect account to be debited when this expense category is entered for an expense item that is charged to a promotional project on an expense report. The indirect account is also used when no project is selected for an expense item if you do not use organizations in DPS or have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Reports form.
Bill by Default	Select this check box to bill the client for any expense items in this category.
Billable Message	<p>Use the drop-down list to select a message that displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>



## Payments Form

Use the Payments form in Expense Settings to enter settings for processing expense report payments.

### Display the Payment Form

You can display the Payments form in Expense Settings.

In the Navigation menu, go to the Settings section and select **Expense » Payments**.

### Contents of the Payments Form

Use this form in Expense Settings to enter settings for processing expense report payments.

#### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You enter expense report payment information for each company.

### Employee Expense Payment Format Section

In this section, enter information about expense report payment methods.

Field	Description
Format	<p>Select the country whose payment format most closely matches the payment format that you use for employee advances and expense reimbursement payments. The country that you select in this field and the template that you select in the <b>Template</b> field determine the how your employee expense payments print.</p> <p>If you are printing paper checks, the settings that you enter in this field and the <b>Template</b> field must be suited to the check stock that you use.</p> <p>The format options are:</p> <ul style="list-style-type: none"> <li>▪ <b>United States:</b> This is the default setting.</li> <li>▪ <b>United Kingdom:</b> This format is designed for use with A4-sized paper.</li> <li>▪ <b>Canada:</b> When you select this format, you can use the <b>Payment Face Date</b> field and the <b>Print date format indicator on payment face</b> check box on this form to choose the date format and determine whether or not the date format indicator prints on the payment face.</li> </ul>
Currency	Click the currency that displays in this field to open the Format Currency dialog box and enter currency format information to apply to the check face and stub for expense payments. Your selections apply to any selected check format and template, including custom templates.
Payment Face Date	Click the date in this field to open the Format Date dialog box, and enter date format information for the date that prints on the check face. Your selections apply to any selected check format and template, including custom templates.



Field	Description
	<p>How the payment date is shown on the check stub:</p> <ul style="list-style-type: none"> <li>For the <b>Deltek two-part</b> and <b>Deltek three-part</b> check templates, the date on the check stub is in the Short Date format that is currently specified in your workstation's Regional and Language Settings.</li> <li>For the <b>Deltek payment on bottom</b> check template, the settings that you enter in the <b>Payment Face Date</b> field apply to the date on the check stub.</li> </ul> <p>The dates for expense report detail lines on the check stub are shown in the Short Date format that is currently specified in your workstation's Regional and Language settings.</p>
Template	<p>Select the template to use for employee advance and expense reimbursement checks:</p> <ul style="list-style-type: none"> <li><b>Deltek two-part:</b> The check face prints on the top third, and the stub prints on the bottom two thirds of the check stock.</li> <li><b>Deltek three-part:</b> The check face prints on the top third, and two complete (duplicate) stubs print on the bottom two thirds of the check stock.</li> <li><b>Deltek payment on bottom:</b> The check face prints on the bottom third, and the stub prints on the top two thirds of the check stock. This option displays only if you select <b>United Kingdom</b> in the <b>Format</b> field on this form. This template is formatted to fit A4-sized paper.</li> <li><b>&lt;Custom template&gt;:</b> If you create custom templates for expense checks, they are included in this drop-down list with their actual file names.</li> </ul> <p>The setting that you choose in this field and the country that you choose in the <b>Format</b> field on this form determine how your employee expense checks print.</p> <p>For all of the templates:</p> <ul style="list-style-type: none"> <li>The payment date prints on each check stub.</li> <li>The employee's address prints on the check stub based on the format that is selected for the employee's country in the Lists in <b>Settings » Labels and Lists</b>.</li> <li>The employee addresses include the country if the employee's country is different than your company's country.</li> <li>User-defined field tables are available so that you can easily add them if you customize the check templates with Microsoft SQL Server® Reporting Services.</li> </ul>
Print Date Format Indicator in Payment Face	<p>This field displays if you select <b>Canada</b> in the <b>Format</b> field.</p> <p>Select <b>Yes</b> if your check stock does not have the required date format indicator preprinted on the check stock. The format indicator will be printed on the check face according to the settings that you enter in the <b>Date Order</b> and</p>



Field	Description
	<b>Type</b> fields on the Format Date dialog box. This dialog box displays when you click the date in the <b>Payment Face Date</b> field on this form.
Print Bank ID and Account Number on Payments and Remittances	Select <b>Yes</b> to print the ID of the selected bank and the account number.

### Additional Options Section

Enter more expense report information in this section.

Field	Description
Default Bank	Select the bank to whose account you want employee expense reimbursements and advances posted, unless otherwise specified.
Print Social Security Number on Journals and Direct Deposits	<p>Select whether or not to display the Social Security number of all your employees on the following reports and files:</p> <ul style="list-style-type: none"> <li>▪ Draft Payroll Journal</li> <li>▪ Payroll Journal Posting Log (including the hyperlink from Employee Review)</li> <li>▪ Payroll Direct Deposit report and ACH file</li> <li>▪ Employee Expenses Direct Deposit report and ACH file</li> </ul>
Enable Originating Vendor for Expenses and AP Vouchers	<p>This field displays only if the <b>Enable Tax Auditing Feature</b> check box is selected on the Tax Auditing tab in <b>Settings » Accounting » Company Settings</b> in the desktop application.</p> <p>Select whether or not you want the ability to enter an originating vendor for the line items that you enter for employee expense reports, accounts payable vouchers, and accounts payable disbursements, in addition to entering the actual employee or vendor who is getting paid for those line items. This allows you to identify and track amounts that are directly and indirectly paid to a vendor. For example, an employee's expense report can include purchases from a number of different vendors, such as a hotel or airline. The employee already paid the hotel and airline vendor on your behalf. Now you are reimbursing the employee for your company's expenses, but you want to associate the hotel and airline vendor with the expense report payment to more accurately track your expenses for those vendors.</p> <p>When you enable originating vendors:</p> <ul style="list-style-type: none"> <li>▪ An <b>Originating Vendor</b> entry field displays in the grid in Expense Reports in My Stuff and in AP Voucher, AP Disbursements, and Employee Expenses Transaction Entry in the Transaction Center in</li> </ul>



Field	Description
	<p>the desktop application. Entering a vendor in the these fields is optional.</p> <ul style="list-style-type: none"> <li>You see the originating vendors for line items on expense reports, transaction posting logs, and transaction lists for informational purposes.</li> <li>You can use the Tax Analysis Report to view tax amounts that are paid both directly and indirectly to a vendor.</li> </ul> <p>The following reports display the originating vendor:</p> <ul style="list-style-type: none"> <li>Tax Analysis Report</li> <li>AP Voucher, AP Disbursement, and Expenses Transaction Lists</li> <li>AP Voucher, AP Disbursement, and Expenses Posting Logs</li> <li>Time &amp; Expense Employee Expense Detailed Report</li> </ul> <p>This same check box is also on the Tax Auditing tab in <b>Settings » Accounting</b> in the desktop application. When you update the setting in one location it is automatically updated in the other.</p>

### Approvals Form

Use the Approvals form in Expense Settings to require that expense reports go through an approval process, and enter settings for the approval process.

### Display the Approvals Form

You can access the Approvals form in Expense Settings.

In the Navigation menu go to the Settings section and select **Expense » Approvals**.

### Contents of the Approvals Form

Use the fields on this form in Expense Settings to require that expense reports go through an approval process, and enter settings for the approval process.

### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form. You turn on expense report approvals for each company.
Use Expense Approvals	<p>Select whether or not to use an approval process for approving expense reports. You must have at least one employee set up in the Employees hub before you can select <b>Yes</b>.</p> <p>If you have been using an approval process for expense reports and then you change <b>Use Expense Approvals</b> to <b>No</b>, all in-progress approvals will be canceled.</p>



Field	Description
Approval Workflow	<p>If you select <b>Yes</b> to use expense approvals for expense reports, select the approval workflow to use. An approval workflow identifies the steps in the approval process, the employees who are assigned to each approval step, and the notification alerts to send for each step to keep the approval process on schedule.</p> <p>You can select one of the approval workflows that comes with DPS:</p> <ul style="list-style-type: none"> <li>▪ <b>Expense Report Default:</b> An employee's supervisor must approve the overall expense report.</li> <li>▪ <b>Expense Reports &amp; Lines Default:</b> An employee's supervisor must approve the overall expense report and project managers must approve individual line items for projects on an expense report.</li> <li>▪ <b>Expense Line Default:</b> Project managers must approve individual line items for projects on an expense report.</li> </ul> <p>You can also create your own approval workflows in <b>Settings » Workflow » Approval Workflows</b> in the desktop application. After you create an approval workflow for expense reports and give it an Active status, it displays in the drop-down list in the <b>Approval Workflow</b> field on the Approvals form.</p> <p>If you use an approval workflow that requires line items on expense reports to be approved, you can override the requirement for line item approvals on a project-by-project basis in the <b>Expense Report Line Item Approval</b> field on the Time &amp; Expense tab in the Projects hub in the desktop application.</p> <p>If you have been using an approval process for expense reports and then you change the approval workflow in this field, the approval process for any existing in-progress expense reports will be restarted using the new approval workflow.</p>
Approval Administrator	<p>If you select <b>Yes</b> to use expense report approvals, select the employee who will have administrative responsibilities and provide assistance for approval workflow processing.</p> <p>If the approval workflow that you entered in the <b>Approval Workflow</b> field on this form already has an approval administrator assigned to it in <b>Settings » Workflow » Approval Workflows</b> in the desktop application, the name of that approval administrator prefills in the <b>Approval Administrator</b> field on this form. If you change the prefilled approval administrator in the <b>Approval Administrator</b> field on this form, the approval administrator is also changed in Approval Workflows Settings for the approval workflow.</p> <p>The approval administrator can:</p> <ul style="list-style-type: none"> <li>▪ Edit workflow steps in Approval Workflows Settings when there are in-progress approvals.</li> <li>▪ Reassign employees to an approval step when there are approval workflow failures. These failures occur whenever an approval assignment cannot be made to the employee (role) who is specified for an approval step.</li> </ul> <p>The approval administrators must:</p>



Field	Description
	<ul style="list-style-type: none"> <li>Have an Active status in the Employees hub.</li> <li>Have role security that gives access to Expense Reports and Approval Workflows Settings.</li> <li>Be specified as an approver of a step to take approval action for an approval workflow step. Alternatively, an approval administrator can reassign an approval step to themselves, so that they can approve a record for a step.</li> </ul> <p>If you use multiple companies, you can enter an employee from any company in this field. The Employee lookup in this field includes employees from all of your companies.</p>

### Assign Employees to Group Dialog Box

Use this dialog box in Settings to assign employees to a time group or expense group.

You organize employees by groups for timesheet and expense report entry, submitting, approval, and posting purposes.



### Display the Assign Employees to Group Dialog Box

You display this dialog box from the Time Groups form in Time Settings or from the Expense Groups form in Expense Settings.

Complete one of the following actions:









Location	Steps
Display the dialog box in Time Settings	<ol style="list-style-type: none"> <li>In the Navigation pane, select <b>Settings » Time » Time Groups</b>.</li> <li>On the Time Groups form, complete one of the following: <ul style="list-style-type: none"> <li>For a new time group, click the <b>+Add Time Group</b> link below the Time Groups grid to add a time group. Complete the information in the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing time group, hover over the row, click <b>:</b> at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul> </li> </ol>
Display the dialog box in Expense Settings	<ol style="list-style-type: none"> <li>In the Navigation pane, select <b>Settings » Expense » Groups</b>.</li> <li>On the Expense Groups form, complete one of the following:</li> </ol>



Location	Steps
	<ul style="list-style-type: none"> <li>For a new expense group, click the <b>+Add Expense Group</b> link below the Expense Groups grid to add an expense group. Complete the information in the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> <li>For an existing expense group, hover over the row, click  at the end of the row, and select <b>Assign Employees</b> from the shortcut menu.</li> </ul>

### Contents of the Assign Employees to Group Dialog Box

Use the fields on this dialog box to assign employees to a time group or expense group in Settings.

Field	Description
Available Employees	<p>Select this check box to select all the available employees in the list below the check box to assign to the group.</p> <p>To sort the list of available employees in ascending or descending alphabetical order, hover over <b>Available Employees</b>, and click  or  to the right of <b>Available Employees</b>.</p>
List of Available Employees	<p>The list of available employees to assign to the group displays below the <b>Available Employees</b> check box. Instead of clicking the <b>Available Employees</b> check box to select all employees, you can select the check box for individual employees in the list to assign to the group.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employees hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>
	After you select employees to assign to the group, click  to assign the selected employees to the group. The employees are moved from the list of available employees to the list of employees in the group.
	To remove employees from the group, select the employees to remove from the list of employees in the group, and click  . The employees are moved back to the list of available employees.
Employees in the Group	<p>Select this check box to select all the employees in the group to remove from the group.</p> <p>To sort the list of employees for the group in ascending or descending alphabetical order, hover over <b>Employees in the Group</b> and click  or  to the right of <b>Employees for the Group</b>.</p>



Field	Description
List of Employees in the Group	<p>When you select employees from the list of available employees to assign to a group and then click ►, the employees are assigned to the group and moved to the employees for the group list.</p> <p>An image for an employee displays beside an employee name in the list if an image has been uploaded for an employee in the Employee hub. You can click the employee name in the list to open an info bubble that displays more information about the employee.</p>
Clear Selections	<p>When you click a check box for an employee in the list of available employees or the list of employees in the group, <b>Clear Selections</b> displays below the list. Click <b>Clear Selections</b> to clear the check box for all employees that have the check box selected.</p>
x/x selected	<p>When you click a check box for an employee in the list of available employees or in the list of employees for the group, the number of employees that you select in the list and the total number of employees in the group display below the list.</p>
Apply	<p>Click this button to save the entries that you made on the dialog box and return to the Time Groups or Expense Groups form.</p>

### Expense Categories Dialog Box

Use this dialog box in Expense Settings to enter additional information for an expense category, including default tax codes and distance and company paid override settings.

This dialog box includes:

- Some of the same fields from the Expense Categories tab in Expense Settings. When you change information in the fields on this dialog box that are also located on the Expense Categories tab, the changes are automatically updated on the tab when you move off a field.
- The following additional fields that are not on the Expense Categories tab: **Status**, **Allow User to Edit**, **Distance Measure**, **Allow User to Edit Measure**, **Calculate from Amount**, work breakdown structure fields if you allow employees to enter company-paid expense items, Tax Code grid, **Allow User to Edit Tax Code**, and **Allow User to Edit Tax Amount**.

### Display the Expense Categories Dialog Box

You display the Expense Categories dialog box in Expense Settings.

- In the Navigation menu, go to the Settings section and select **Expense » Categories**.
- On the Categories form, hover over a row in either grid, click ⋮ at the end of the row, and select **Edit** from the shortcut menu.




## Contents of the Expense Categories Dialog Box

Use these fields and options on this dialog box to enter additional information for an expense category or edit existing information for a category.

### Fields

When you change information in the fields on this dialog box that are also located on the Categories form, the changes are automatically updated on the form when you move off the field.

Field	Description
Category	This field prefills with the name of the category that you entered on the Categories form.
Detail Type	<p>This field prefills with the detail type that you entered in the <b>Expense Report Detail Type</b> field on the Categories form. Detail type determines which dialog box opens when employees click  in the <b>Detail</b> field in the Expense Report grid when they enter an expense item for this expense category.</p> <p>Detail types are:</p> <ul style="list-style-type: none"> <li>▪ <b>General:</b> The General Detail dialog box allows users to enter a business reason for the expense item.</li> <li>▪ <b>Business Meals:</b> The Business Meals Detail dialog box allows employees to enter a business reason for the expense item and the names of those persons whose meals are included as part of the expense item.</li> <li>▪ <b>Travel:</b> The Travel Detail dialog box allows employees to enter a business reason for the expense item, where they traveled from and to, the distance traveled, the rate per kilometer or mile, and the total reimbursement monetary amount.</li> <li>▪ <b>No Detail:</b> No detail dialog box is available when employees enter an expense item for this category.</li> </ul> <p>Each of the three detail dialog boxes also allows employees to determine whether or not to include the business reason when they print the Detailed Expense report.</p>
Bill by Default	This field prefills with the setting that you entered for this check box on the Categories form. This setting determines whether or not the client will be billed for an expense item that is entered with this expense category on an expense report.
Billable Message	<p>This field prefills with the type of message that you entered for this field on the Categories form. The type of message displays when an employee enters an expense item on an expense report and selects a billing status for the item that differs from the billing status set up for the associated expense category. Select from the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Warning:</b> Displays a warning message. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> <li>▪ <b>Error:</b> Displays an error message. The billing status is reset to the default billing status set up for the expense category.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>No Message:</b> No message displays. Employees can complete the expense report with the billing status they selected, even though it differs from the default billing status set up for the expense category.</li> </ul>
Status	Select the status for the expense category. Options are <b>Active</b> and <b>Inactive</b> . The status determines whether the expense category is available to members of the expense group when they enter an expense report line item. This prevents employees from using the expense category. It also allows you to keep the expense category rather than permanently delete it, in case you want to use it again in the future.

### Account Information Fields

Field	Description
Reimbursable Account	This field prefills from the entry made on the Categories form in Expense Settings. This is the reimbursable account to debit when this expense category is entered for an expense item on an expense report that is billable and is charged to a regular project. This reimbursable account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
Direct Account	This field prefills from the entry made on the Categories form in Expense Settings. This is the direct account to debit when this expense category is entered for an expense item on an expense report that is non-billable and is charged to a regular project. This direct account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
Overhead Account	This field prefills from the entry made on the Categories form in Expense Settings. This is the indirect account to debit when this expense category is entered for an expense item on an expense report that is charged to an overhead project. The indirect account is also used when no project is selected for an expense item if you do not use organizations or do not have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
Promotional Account	This field prefills from the entry made on the Categories form in Expense Settings. This is the indirect account to debit when this expense category is entered for an expense item on an expense report that is charged to a promotional project. The indirect account is also used when no project is selected for an expense item if you do not use organizations or do not have separate balance sheets. You can enter the following types of accounts in this field: indirect, asset, liability, other charges, or net worth. This account prefills in the <b>Account</b> field in the expense item grid on the Expense Report form.
Allow User to Edit	Select whether or not to allow employees to change the reimbursable, direct, overhead, or promotional account number when they enter an expense for this expense category on the Expense Report form.



Field	Description
	If you select <b>Yes</b> , you do not have to enter default account numbers on this dialog box for this expense category.

### Distance Override Fields

These fields display only when you select **Travel** in the **Detail Type** field.

Field	Description
Distance Measure	If you want to use a reimbursement rate for this expense category that is different from the standard rate entered on the Options form of the Expense Settings form, enter the monetary amount in the first field and select the unit of measure— <b>Mile</b> or <b>Kilometer</b> — in the second field.
Allow User to Edit Measure	Select whether or not to allow employees to edit the prefilled distance/travel reimbursement rate and measure when they enter an expense for this expense category on the Expense Report form.
Calculate From Amount	Select whether or not to have a distance reimbursement amount calculated for an expense item using the distance measure reimbursement rate entered for this expense category. For example, you may not want it to be calculated for an expense category for airline travel.

### Company Paid Override Fields

The following fields display only if you selected **Yes** for **Allow Company Paid Expenses** on the Options form in Expense Settings. If you do not want an expense category to use the company-paid project, phase, task, and account that are entered in the Company Paid Credit Posting section on the Options form in Expense Settings for company-paid items on an expense report, enter a different project, phase, task, and account here.

Field	Description
Project	Enter the project that you want to credit when employees enter company-paid expense items for this expense category on an expense report.
Phase	Enter the phase that you want to credit when employees enter company-paid expense items for this expense category.
Task	Enter the task that you want to credit when employees enter company-paid expense items for this expense category.
Account	Enter the account that you want to credit when employees enter company-paid expense items for this expense category.



### Tax Override Grid

This grid displays only if you select the **Enable Tax Auditing Feature** check box on the Tax Auditing tab in **Settings » Accounting » Company** in the desktop application.

If you do not want an expense category to use the default tax codes that are entered on the Tax Auditing tab in **Settings » Accounting » Company** in the desktop application to calculate taxes for expense report items, enter different tax codes in this grid. You can enter as many default tax codes as you need for an expense category.



### Tax Override Grid Tools

Field	Description
+Add Tax	Click <b>+ Add Tax</b> below the grid to add a row to the grid, and enter the default tax codes to use to calculate taxes when employees enter this expense category for an item on an expense report.
X	To delete a tax code from the grid, hover over a row and click <b>X</b> at the end of the row.
	Click this icon at the top right of the grid to filter the list of tax codes in the grid. A blank row is added to the top of the grid. In any of the fields in the row, enter text to filter the list. The grid then displays only the tax codes that fit the criteria that you entered in the field. Click  again to close the filter.

### Tax Override Grid Fields

Field	Description
Tax Code	Select a tax code to use to calculate taxes when employees enter this expense category for an item on an expense report. The drop-down list includes the tax codes that are set up in <b>Settings » Accounting » Taxes</b> in the desktop application with the <b>Employee Expenses</b> check box selected in the Inputs section on the Tax Codes tab. The tax code can also have any of the check boxes in the Outputs section on the Tax Codes tab selected. Only taxes with an Active status are included in the <b>Tax Code</b> drop-down list.
Description	This field prefills with the description of the tax code that you select.

### Tax Fields

Field	Description
Allow staff users to change tax codes	Select whether or not to allow employees to change the default tax code on their expense reports when they charge expenses to this expense category.
Allow staff users to change tax amount	Select whether or not to allow employees to change the calculated tax amount on their expense reports when they charge expenses to this expense category.

### Buttons

Field	Description
Apply	Click this button to apply your changes and return to the Categories form. The changes are saved when you click <b>Save</b> on the Categories form.

### Format Currency Dialog Box

Use this dialog box in Expense Settings to select the formatting for the currency that you use for employee expense payments.



### Display the Format Currency Dialog Box

You display the Format Currency dialog box from the Payments form in Expense Settings.

1. In the Navigation pane, go to Settings and select **Expense » Payments**.
2. On the Payments form, click the entry in the **Currency** field.

### Contents of the Format Currency Dialog Box

Use this dialog box in Expense Settings to select the currency format for employee expense payments.

#### Contents

Field	Description
Currency Sample with Your Settings Applied	As you make selections on this dialog box, samples of the positive number and negative number for the currency display at the top of the dialog box with your selections applied. This allows you to easily see how the formatted currency will look, based on your selections. The number 123,456,789.00 is used for the positive and negative numbers. If you chose a format for displaying zero numbers in the <b>Zero Number</b> field, that format also displays at the top of the dialog box.
Symbol Display	Use this field to specify whether the currency symbol, currency code, or neither displays.
Symbol Location	Use this field to determine whether the currency symbol or currency code (the one that you selected in the <b>Symbol Display</b> field) displays to the left or right of the currency number.
Use Default Number of Decimal Places	When you select this option, DPS uses the default number of decimal places for that field.  The currency's default number of decimal places is determined in <b>Settings » General » Currency</b> in the desktop application. For normal numbers, the default is the number of decimals that are displayed for that field by default on the report.
Decimal Places	If you selected <b>Yes</b> in the <b>Use Default Number of Decimal Places</b> field, this field prefills with the default number of decimal places (from <b>Settings » General » Currency</b> ), which you cannot change.  If you selected <b>No</b> in the <b>Use Default Number of Decimal Places</b> field, select the number of decimal places to use for the currency. Options are: <b>0</b> , <b>1</b> , and <b>2</b> . For example, if you selected <b>2</b> , then one thousand would be displayed as 1000.00.
Digit Grouping	From this drop-down list you can select how the numbers are grouped. The digit grouping options are: <ul style="list-style-type: none"> <li>▪ <b>123,456,789</b>: The number is grouped by three digits.</li> <li>▪ <b>123456789</b>: There is no digit grouping.</li> </ul>



Field	Description
Negative Number	Select how you want negative currency amounts to display. The options are: <ul style="list-style-type: none"> <li>▪ <b>Parentheses:</b> The number is surrounded by parentheses.</li> <li>▪ <b>Sign on Front:</b> The negative sign displays before the number.</li> <li>▪ <b>Sign on Back:</b> The negative sign displays after the number.</li> </ul>
Zero Number	Select how you want zero currency amounts to display. The options are: <ul style="list-style-type: none"> <li>▪ <b>0:</b> Zero values are represented by a 0.</li> <li>▪ <b>-:</b> Zero values are represented by a dash.</li> <li>▪ <b>Do not display:</b> Zero values are remain blank.</li> </ul>

### Format Date Dialog Box

Use this dialog box in Expense Settings to select the format for the date that you use for employee expense payments.

### Display the Format Date Dialog Box

You display the Format Date dialog box from the Payments form in Expense Settings.

1. On the Navigation pane, go to Settings and select **Expense » Payments**.
2. On the Payments form, click the entry in the **Payment Face Date** field.

### Contents of the Format Date Dialog Box

Use this dialog box in Expense Settings to select the date format for employee expense payments.

### Contents

Field	Description
Type	Select the format type. The options are: <ul style="list-style-type: none"> <li>▪ <b>Short Date:</b> This displays the month, day, and year with the month expressed as a number with separators. The order of the elements of the date is determined by the <b>Date Order</b> field (month/day/year or day/month/year, for example).</li> <li>▪ <b>Medium Date:</b> This displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the <b>Date Order</b> field (October 29, 2017, for example).</li> </ul>
Date Order	Select the order that the elements appear in the date. Options are: <ul style="list-style-type: none"> <li>▪ <b>Month Day Year</b></li> <li>▪ <b>Day Month Year</b></li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Year Month Day</b></li> </ul>
Date Sample with Your Settings Applied	A sample of the date with your format selections applied displays below the fields.

## Learn More About..

Review topics that have conceptual information about Expense Settings.

### Expense Group Example for Expense Reports

This example shows how you can use expense groups to make entering expense reports more efficient.

Assume that in the past, your company relied on one person to review, modify, and post employee expense reports. This person was often overwhelmed because he or she was not familiar with certain project numbers, expense categories, or other expense report entries. This led to late and inaccurate expense report submissions.

To alleviate this problem, your company decides to set up employee expense report groups based on departmental functions. You classify departmental functions into five groups and identify the employees who belong in each group.

- Accounting (8 employees)
- Administration (10 employees)
- Executive (4 employees)
- Project Management (12 employees)
- Sales and Marketing (8 employees)

You identify one person from each group as the Group Administrator. This person is responsible for ensuring the timely and accurate submission of expense reports from all members of the group.

For best results, you ensure that each Group Administrator:

- Knows the employees in the group and how best to contact them when expense reports are due.
- Knows the project numbers, expense categories, and other values that are appropriate entries for employees in the group.

By spreading expense report administration across your company, you improve the speed and accuracy of expense report submission, approval, and posting.



## Billing Settings (Desktop)

Before you use Billing, you must choose settings and provide information that DPS uses on a firm-wide basis for all projects for which you generate invoices. You can override most of this setup information on a project-by-project basis.

If your firm uses multiple companies, you must configure Billing for each company. On the Navigation menu, click **Utilities » Change Company**, and select the next company for which you want to select billing configuration options.

### Checklist: Setting Up Billing

To set up the Billing application, perform company-wide setup steps, then enter billing terms for individual projects.

On a project-by-project basis, you can keep or override many of the company-wide settings.

Step	Description	Location
1	Set up company-wide invoice and Interactive Billing session options.	<b>Settings » Billing » General</b> in the desktop application
2	Set up company-wide tax codes.	<b>Settings » Accounting » Taxes</b> in the desktop application
3	Establish default billing terms for your projects.	<b>Settings » Billing » Default Terms</b> in the desktop application
4	Establish billing terms to use for project reports at billing rates.	<b>Settings » Billing » Reporting Default Terms</b> in the desktop application
5	Add clients for your projects.	<b>Hubs » Firms</b> with the <b>Client</b> Firm Type
6	Add units in unit tables for your projects.	<b>Settings » Units</b>
7	Add projects and associate clients with them.	<b>Hubs » Projects</b> in the desktop application
8	Set up labor categories.	<b>Settings » Labels and Lists » Lists</b>
9	Add billing labor rate tables for your projects.	<b>Settings » Rate Tables: Billing Labor Rates, Billing Labor Categories, Billing Labor Code and Billing Labor Overrides</b>
10	Add billing expense tables for your projects.	<b>Settings » Rate Tables: Billing Expense Accounts, Billing Expense Categories, and Billing Expenses by Vendor</b>
11	Set up billing terms for individual projects.	<b>Billing » Billing Terms</b>
12	Change your invoice template if necessary.	<b>Billing » Billing Terms</b>



## Company-wide Billing Settings

Before you enter billing terms for individual projects, you must define company-wide billing settings. You must also define company-wide tax codes for use on all invoices, as well as in other DPS applications.

If you have multiple companies, you usually select billing settings on a company-by-company basis.

Billing Settings Area	Description
<b>General</b>	<p>In <b>Settings » Billing » General</b> in the desktop application, enter settings for your invoices and for Interactive Billing sessions. Examples are:</p> <ul style="list-style-type: none"> <li>▪ Invoice printing options, such as whether to print the company name and where to position the address.</li> <li>▪ An invoice numbering system.</li> <li>▪ Interactive Billing session options settings, such as the default settings for disabling upset limits, and whether or not users can change this default when opening a billing session.</li> <li>▪ Labels for various accounts, such as Fees, when you use the fee billing method.</li> <li>▪ Invoice accounts to use for various types of billing methods.</li> <li>▪ Whether or not to release invoice holds automatically.</li> <li>▪ Whether to enable or disable the Invoice Approvals feature.</li> </ul> <p>You can change general billing settings in Billing Settings at any time. When posting or opening an Interactive Billing session, DPS uses the last saved Billing Settings.</p>
<b>Default Billing Terms</b>	<p>In <b>Settings » Billing » Default Terms</b> in the desktop application, set up the default billing terms for all of the company's projects. For example, if your company usually bills based on time and materials, set up your default billing terms to reflect typical time and materials billing practices.</p> <p>Default billing terms act as a template for creating individual billing terms for new projects. When you open a new project from the Billing Terms form, the form is populated with the defaults. After you save the project, the default terms become the project's individual terms.</p> <p>If the project has phases or phases and tasks, and you choose to add billing terms at the phase or task level, DPS also populates the sub-levels with these default terms.</p> <p>You still need to enter billing information that is specific to the project, such as the client's name and billing address. If a project is going to be billed in a way that is very different from your typical billing practices, you may need to enter entirely new billing terms.</p> <p>You can also copy existing project billing terms to create billing terms for a new project.</p>



Billing Settings Area	Description
<b>Reporting Default Terms</b>	<p>In <b>Settings » Billing » Reporting Default Terms</b> in the desktop application, enter default reporting terms for reports that are based on billing rates. You can also use reporting default terms to generate revenue for projects that have no billing terms defined.</p> <p>To bill a project, or to calculate revenue, you must define billing terms for that project. However, you can create reports or generate revenue for projects that do not have billing terms, by using Reporting Default Terms. A project may not have billing terms if:</p> <ul style="list-style-type: none"> <li>▪ You never want to bill the project.</li> <li>▪ Billing terms have not yet been defined.</li> </ul> <p>In these cases, you can use Reporting Default Terms.</p> <p>You can also use Reporting Default Terms to create a report that will help you determine how much to bill for a fee-based contract. In this case you use labor, expense, and/or unit billing amounts to calculate the fee, but don't show these amounts on invoices.</p>

## General Billing Setup

Use the Billing Setup form to configure Billing. You can modify setup options at any time.

If you use the Multicompany feature, you must set up Billing separately for each company. On the Vision Navigation menu, click **Utilities » Change Company**, and select the next company for which you want to select billing configuration options.

### Fields and Options

Use the Billing Setup form to specify invoice settings and related accounts and fees.

### Billing Setup Form

You use the Billing Setup form to specify how you want to use the Billing application.

#### *Display the Billing Setup Form*

You display the Billing Setup form in Settings.

From the desktop application Navigation menu, click **Settings » Billing » General** in the desktop application.



### *Toolbar of the Billing Setup Form*

Use the toolbar options to save the settings that you enter, to print a Billing Setup report, and to access the online help for Billing Setup.

#### **Contents**

Field	Description
Print	Select this option to print a report showing the current state of your Billing Setup. The report shows the choices you have made on all of the Billing Setup tabs.

### *General Tab of Billing Setup Form*

Use the General tab to specify general billing setup options, including the Information you want to display on invoices, billing session options, and an invoice numbering method.

#### **Contents**

Field	Description
Print Firm Name	<p>Select this option to print your firm's name on your invoices. You specify the firm name on the General tab in <b>Settings » General » Company</b> in the desktop application.</p> <p>This option applies to projects using the default invoice template.</p> <p>Do not select this option if your invoices print on letterhead or stationery that already has your firm's name.</p>
Print Firm Byline	<p>Select this option to print your firm's byline. You specify the firm byline in the <b>Byline</b> field on the General tab in <b>Settings » General » Company</b> in the desktop application.</p> <p>This option applies to projects using the default invoice template.</p>
Print Firm Address	<p>Select this option to print your firm's address on the first page of your invoices. You specify the firm address on the General tab in <b>Settings » General » Company</b> in the desktop application.</p> <p>This option applies to projects using the default invoice template.</p>
Print Project Number	<p>Select this option to print the project number on your invoices.</p> <p>This option applies to projects using the default invoice template.</p>
Print Invoice Number	<p>Select this option to print the invoice number on your invoices.</p> <p>This option applies to projects using the default invoice template.</p>
Combine Project and Invoice	<p>Select this option to print the project and invoice number together. For example, assume that you print an invoice for project 92005.00 and the next invoice number is 0000222; DPS prints 92005.00-0000222.</p> <p>This option applies to projects using the default invoice template.</p>



Field	Description
Print Project Name	<p>Select this option to print the project name on your invoices.</p> <p>This option applies to projects using the default invoice template.</p>
Print Invoices with only AR	<p>Select this option to print an invoice if there are outstanding accounts receivable on file for the project (and no billable detail), and one or more of the <b>Print AR</b> options in the project's billing terms is selected.</p> <p>This feature is used only with Batch Billing (both draft and final).</p>
Print Total Now Due	<p>Select this option to display the Total Now Due amount after the Outstanding Invoices section of the invoice. This amount represents the amount currently outstanding plus the Total This Invoice amount from the current invoice.</p> <p>This option applies to projects using the default invoice template.</p> <p>If you do not have one or more of the Print AR options selected in the project's billing terms, this amount will not appear on the project's invoice.</p> <p>If you are displaying outstanding accounts receivable by phase or task, only the total now due will be listed for each phase or task and not for the total invoice. If you are displaying outstanding accounts receivable by project, the total now due will be listed for the entire invoice.</p> <p>Note that if the billing terms use a custom invoice template, you need to select the <b>Print Total Now Due</b> option from the General tab of the Invoice Template Editor for that template, in addition to selecting the option here, for this feature to be enabled.</p>
Print Assigned Invoice Number	<p>Select this option if you want assigned invoice numbers to print on draft invoices in Interactive or Batch Billing. The invoice number that you enter in the Assign Invoice Number form in Interactive Billing prints on the first page of the invoice, in the header on subsequent invoice pages, and on the Billing Backup report when you generate draft invoices. <b>&lt;Draft&gt;</b> also prints below the assigned invoice number on the first page of the invoice.</p> <p>In Interactive Billing, the assigned invoice number also displays when you select <b>Invoice</b>, <b>Edit</b> to edit an invoice in a third-party software application. For an invoice edited outside of DPS, you must manually delete <b>&lt;Draft&gt;</b> before printing final invoices.</p>
Invoice Addressee	<p>This field allows you to select the line of text (such as Billing Client, Billing Contact) that DPS will use for the first line of the client's address on invoices. The address you enter will be the default addressee for session options in Interactive and Batch billing.</p> <p>The available lines of text (such as Billing Client, Billing Contact) are established in Project hub.</p>
Address Start	<p>Enter the number of inches or millimeters below the standard address placement for the address to start printing.</p> <p>The units in which you enter the measurement should match the type of units currently selected in the <b>Unit of Measure</b> field on the Miscellaneous tab of Billing Setup.</p>



Field	Description
	If you enter zero, DPS does not change the standard address placement.
Page 2 Start	<p>Enter the number of inches or millimeters below the standard page two start placement for the first line on the second (and subsequent) pages of your invoices to start printing. This dimension is used for invoices if no dimension is entered in <b>2nd Page Top</b> for the invoice template.</p> <p>The units in which you enter the measurement should match the type of units currently selected in the <b>Unit of Measure</b> field on the Miscellaneous tab of Billing Setup.</p> <p>You cannot enter a negative number in this field.</p> <p>If this field value is used for an invoice, white space equal to the sum of this dimension and <b>2nd Page Header Height</b> in the invoice template will also appear on the first page of the invoice, though the second page header itself is not displayed on the first page. Microsoft SQL Server Reporting Services 2008 R2 and later versions were intentionally designed to insert this white space when suppressing the header on the first page.</p>
Print Contact Title	Select this option if you want to include the Contact title on the invoice.
Print Contact Prefix and Suffix	Select this option if you want to include the contact prefix and suffix on the invoice.
Invoice Footer	<p>Enter a default footer message to print at the end of the invoice.</p> <p>DPS automatically wraps to a second footer line when you enter more than 70 characters. You do not have to enter a carriage return to get a second line. To create more than two footer lines, however, set the insertion point where you want each line to break and press ENTER.</p> <p>If you are using SQL Server 2005 Reporting Services and you press ENTER to break a footer line, "garbage" characters appear in the footer if you export the invoice to the RTF file format or to Microsoft Word. This is due to a limitation of SQL Server 2005 Reporting Services. If that occurs, you can edit the RTF or DOC file to clean up the footer text.</p>

### Invoice Numbers Options

Field	Description
Numbering Method	<p>Select a method for automatically assigning numbers to invoices and credit memos that you create in Interactive Billing and Batch Billing. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Companywide</b> — Use this method if you want one invoice numbering system applied across all projects. You enter the starting (next) invoice number on this tab.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Project</b> — Use this method if you want to assign a separate invoice numbering system for each project. You enter the starting (next) invoice number on the Miscellaneous tab in Billing Terms for each project.</li> </ul>
Next Company Wide Invoice Number	<p>When you select <b>Companywide</b> in the <b>Numbering Method</b> field, enter the next (starting) invoice number to use.</p> <p>This number prefills in the <b>Next Company Wide Invoice Number</b> field on the Billing Session Options dialog box in Interactive Billing or Batch Billing when you create an invoice. When you override the prefilled invoice number on the Billing Session Options dialog box, the <b>Next Invoice Number</b> field on the General tab of Billing Setup is updated with that invoice number.</p>
Allow Changes to Next Invoice Number	<p>Select this check box if you want users to be able to change the automatically assigned invoice number for invoices and credit memos on the:</p> <ul style="list-style-type: none"> <li>▪ Billing Session Options dialog box in Interactive Billing or Batch Billing, if you selected the <b>Companywide</b> numbering method.</li> <li>▪ Miscellaneous tab of Billing Terms for a project, if you selected the <b>Project</b> numbering method.</li> <li>▪ Assign Invoice dialog box in Interactive Billing, if you selected either the <b>Companywide</b> or <b>Project</b> numbering method.</li> </ul>

### Interactive Billing Session Options

Field	Description
Default to Show Non-billables	<p>Select this option to include all non-billable transactions by default on the Labor and Expenses detail tabs in Interactive Billing. DPS will not display these items on the invoice.</p> <p>By default, the detail tabs will show all expense/unit charges (units billed as expenses) posted to reimbursable expense accounts and labor charges posted to any labor code except the non-billable labor code. This feature is useful to find items that may have been posted to the wrong account or labor code.</p> <p>If you select this option, the following transactions appear on the detail tabs in Interactive Billing:</p> <ul style="list-style-type: none"> <li>▪ Any labor posted to the non-billable labor code on the Labor detail tab.</li> <li>▪ Any expenses posted to direct expense accounts on the Expenses detail tab.</li> </ul> <p>Typically, this feature can be used with fee jobs. By displaying non-billable transactions, you can better estimate the fee amount or the fee percent complete. This flag may also help you catch any item that was incorrectly posted for a non-fee project. Deltek suggests enabling this feature.</p>




Field	Description
Allow Changes to Show Non-billables	Select this option if, during Interactive Billing, you want users to have the ability to change the <b>Show non-billables on detail tabs</b> option on the Billing Session Options dialog box.
Default to Disable Upset Limits	Select this option if you want DPS to calculate final invoices by default in Interactive and/or Batch Billing without applying any upset limits. This feature is useful if you are using upset limits to budget your projects, but do not bill them in this way.
Allow Changes to Disable Upset Limits	Select this option if you want users to have the ability to change the <b>Disable Upset Limits</b> option on the Billing Session Options dialog box.  Use the <b>Disable Upset Limits</b> option if you want to calculate final invoices in Interactive and/or Batch Billing without applying upset limits. This feature is useful if you are using upset limits to budget your projects, but are not required to bill them in this way.

#### *Accounts Tab of Billing Setup Form*

Use the Accounts tab to specify the default revenue accounts to be used for billing categories, such as Fee, Labor, and Consultants. During final invoice processing, DPS automatically creates invoice transaction records charged to these accounts.

However, any or all of these accounts can be overridden on the Misc tab of Billing Terms for individual projects.

For any account, you can enter an account in the field or click  **Search** in the field and select an account on the Account Lookup.

#### Contents

Field	Description
Fee	Enter the revenue account number for fee billings.  In the <b>Invoice Label</b> column, enter the label used for the fee section in the <b>Billing to Date</b> section on invoices.
Labor	Enter the revenue account number for labor billings.  In the <b>Invoice Label</b> column, enter the label used for the labor section in the <b>Billing to Date</b> section on invoices.
Consultant	Enter the revenue account number for consultant expense billings.  In the <b>Invoice Label</b> column, enter the label used for the consultant section in the <b>Billing to Date</b> section on invoices.
Expense	Enter the revenue account number for reimbursable expense billings.  In the <b>Invoice Label</b> column, enter the label used for the expense section in the <b>Billing to Date</b> section on invoices.



Field	Description
Unit	Enter the revenue account number for unit billings.  In the <b>Invoice Label</b> column, enter the label used for the unit section in the <b>Billing to Date</b> section on invoices.
Add-on	Enter the revenue account for add-on fees.  In the <b>Invoice Label</b> column, enter the label used for the add-on section in the <b>Billing to Date</b> section on invoices.
Tax	In the <b>Invoice Label</b> column, enter the label used for the tax section in the <b>Billing to Date</b> section on invoices.
Interest	In the <b>Invoice Label</b> column, enter the label used for the interest section in the <b>Billing to Date</b> section on invoices.

### *Fees Tab of Billing Setup Form*

Use the Fees tab to specify options for fee billing.

When you select either **Enable Entry of Fee by Billing Category** or **Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail**, this change does not update the billing terms for existing projects.

If you want to apply these options to existing projects, and you do not want to update the billing terms for each of those projects individually, you can use the Search and Replace utility to set the value of the **BT.FeeByDetailEnabled** field to **Y** for multiple projects.

### Contents

Field	Description
Enter Prior Fee Billing in Billing Terms	Select this check box to enter the prior fee billings-to-date manually in Billing Terms. If you do not select this check box, DPS calculates prior fee billings-to-date based on actual posted invoice amounts.
Enable Scheduled Billing	<p>Select this check box to enable the Scheduled Billing feature. Use this feature to set up fee-based contracts so that invoices are automatically generated in Batch Billing and Interactive Billing. Invoices are based on a schedule of invoicing dates and percent complete or milestone amounts entered in the project's billing terms.</p> <p>When you select this check box, the following items display in DPS:</p> <ul style="list-style-type: none"> <li>▪ A <b>Scheduled Billing</b> check box and grid on the Fees tab on the Billing Terms form.</li> <li>▪ A <b>Bill Scheduled Invoices Thru</b> field in the Billing Session Options dialog box in Interactive Billing and Batch Billing.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>The <b>Exclude Previously Billed</b> and <b>Scheduled Billing Date Range</b> fields on the General tab of the Options dialog box for the Fee Remaining report (<b>Reporting » Billing</b>).</li> </ul> <p>You can turn the Scheduled Billing feature on or off at any time. If you turn it off after you have turned it on and entered scheduled billing information in Billing Terms, the scheduled billing information in Billing Terms no longer applies. You may need to adjust the billing terms for those projects. If you turn the Scheduled Billing feature back on again, the scheduled billing information previously entered in Billing Terms is available again; you do not have to reenter it.</p> <p>If you have multiple companies, you must turn on and set up the Scheduled Billing feature for each company in your enterprise, as needed. All lower work breakdown structure levels of a project follow the scheduled billing settings for the main project to which they belong.</p> <p>For example, if a main project belongs to a company that has the Scheduled Billing feature enabled and several of the project's phases or tasks belong to a company that does not have the Scheduled Billing feature enabled, you can still set up scheduled billing for the phases or tasks because the main project belongs to a company that has the Scheduled Billing feature enabled.</p> <p>If you use billing groups, all projects in a billing group follow the Scheduled Billing settings for the main project of the group.</p>
Enable Entry of Fee by Billing Category	<p>Select this check box if you want to enter separate fee amounts by billing category in Billing Terms. This setting can be overridden in the billing terms for individual projects.</p> <ul style="list-style-type: none"> <li>If <b>Enable tracking for this many revenue categories</b> is selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts on the Billing Terms form for each revenue category defined on the Accounting Company Settings form. For projects with phase billing, you can enter fee amounts for those categories for each billing phase. Those fee amounts are posted to the accounts in <b>Fee Invoice Billed</b> on the Accounting Company Settings form for each of the revenue categories. (After you select this option, go to the Revenue tab of the Accounting Company Settings form and enter a revenue account in <b>Fee Invoice Billed</b> for each of your revenue categories.)</li> <li>If <b>Enable tracking for this many revenue categories</b> is <b>not</b> selected on the Revenue tab of the Accounting Company Settings form, you can enter separate fee amounts for labor, consultants, and expenses on the Fees tab of the Billing Terms form. For projects with phase billing, you can enter these three fee amounts for each billing phase. The fee amounts are posted to fee billed revenue accounts specified for labor, consultants, and expenses, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project.</li> </ul>



Field	Description
	<p>If you do not select this check box, fee entry by category is not available, and the related fields do not appear on the Billing Terms form.</p> <p>If you select this check box, you cannot also select <b>Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail</b>.</p>
Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail	<p>Select this check box to enable the allocation of fee revenue based on the detailed transactions associated with the invoice. This setting can be overridden in the billing terms for individual projects.</p> <p>If you select this check box, the fee amount is allocated to labor, consultants, expenses, and units based on the total amount of transactions for each of these billing categories. Those allocated amounts are posted to fee billed revenue accounts associated with the billing categories, either the default revenue accounts on the Accounts tab of the Billing Setup form or override accounts specified on the Billing Terms form for the project. (For units, you can override the company default account either in the Units hub in the desktop application or on the Billing Terms form for the project.)</p> <p>If you do not select this check box, the fee amount is not allocated by billing category. The entire fee amount is posted to the billed revenue account for fees specified on the Accounts tab of the Billing Setup form.</p> <p>If you select this check box, you cannot also select <b>Enable Entry of Fee by Billing Category</b>.</p>
Calculate Transaction Values At	<p>If you select <b>Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail</b>, indicate in this field if you want DPS to calculate the value of transactions based on their billing value or their cost amounts.</p> <p>If you select <b>Billing</b>, DPS allocates fee revenue to each billing category equal to the total billing value of the transactions for that category that are associated with the invoice.</p> <ul style="list-style-type: none"> <li>Because the billing amounts of transactions included in fee billing are 0, DPS uses the current project billing terms to calculate the transaction billing values, not the billing information from the transactions themselves. If the project does not have applicable billing terms for a transaction (no labor billing terms, for example), DPS uses the reporting default billing terms to calculate the billing value.</li> <li>The transaction billing totals include non-billable charges (expenses posted to direct expense accounts, for example) in addition to the billable charges (those with Bill status).</li> <li>The billing value for a direct expense is its cost, unless another value is specified in an applicable billing rate table.</li> <li>Labor transactions with a non billable labor code have a 0.00 billing value.</li> <li>Held, written off, deleted, and Suppress Bill charges are not included in the calculation of the total billing values.</li> </ul>



Field	Description
	<p>If you select <b>Cost</b>, DPS allocates fee revenue to each billing category equal to the total cost amount of the transactions for that category that are associated with the invoice.</p> <ul style="list-style-type: none"> <li>Costs for written off and deleted charges are included along with those for billable charges.</li> <li>Costs for held and Suppress Bill charges are not included.</li> </ul> <p>Any difference between the fee amount for the invoice and the sum of allocated fee revenue amounts is posted to the account you specify in the <b>Over/Under Billed Account</b> field.</p>
Over/Under Billed Account	<p>Enter the revenue account to which you want DPS to post the difference between the fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.</p> <p><b>Example:</b> If the fee amount for the invoice is 10,000, and the total allocated revenue calculated from transaction detail is 9,000, DPS posts the remaining 1,000 of revenue to this account.</p> <p>This account must be mapped on the Invoice Mapping Accounts tab of the Accounts Receivable Configuration form (<b>Settings » Accounting » Accounts Receivable</b> in the desktop application).</p> <p>If your firm has multiple companies, you specify an over/under billed account for each of your companies. DPS always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, DPS posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.</p>

### Include Transactions From

The transaction types that you select determine the transactions included in the calculation of the fee billed revenue amounts for billing categories. These selections apply to all projects for which fee revenue is allocated based on transaction detail.

For example, if you select only Labor and Consultant - Direct, DPS only calculates fee revenue for those billing categories and only includes transactions for those categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.

Field	Description
Labor	<p>Select <b>Labor</b> to include labor transactions in the calculation of fee revenue allocations.</p> <p>If you select <b>Billing</b> in <b>Calculate Transaction Values At</b>:</p> <ul style="list-style-type: none"> <li>Billable labor charges are included.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>All other labor charges are excluded.</li> </ul> <p>If you select <b>Cost</b> in <b>Calculate Transaction Values At</b>:</p> <ul style="list-style-type: none"> <li>Billable, written off, deleted, and non-billable labor charges (charges with non-billable labor codes) are included.</li> <li>Held and Suppress Bill labor charges are excluded.</li> </ul>
Consultants Expenses	<p>Select <b>Consultant - Direct</b> to include direct consultant expense transactions in the calculation of fee revenue allocations.</p> <p>Select <b>Consultant - Reimb</b> to include reimbursable consultant expense transactions in the calculation of fee revenue allocations.</p> <p>Select <b>Expense - Direct</b> to include direct expense transactions in the calculation of fee revenue allocations.</p> <p>Select <b>Expense - Reimb</b> to include reimbursable expense transactions in the calculation of fee revenue allocations.</p> <p>These options enable you to allocate fee revenue correctly when, for example, you include direct expense and direct consultant transactions in the fee but bill reimbursable expense and reimbursable consultant transactions separately.</p> <p>If you select <b>Billing</b> in <b>Calculate Transaction Values At</b>:</p> <ul style="list-style-type: none"> <li>Billable and non-billable charges of the designated type are included.</li> <li>Held, written off, deleted, and Suppress Bill charges are excluded.</li> </ul> <p>If you select <b>Cost</b> in <b>Calculate Transaction Values At</b>:</p> <ul style="list-style-type: none"> <li>Billable, written off, deleted, and non-billable charges are included.</li> <li>Held and Suppress Bill charges are excluded.</li> </ul> <p>These options do not apply to unit transactions. Use the <b>Unit - Direct</b> and <b>Unit - Reimb</b> check boxes to include unit transactions.</p>
Units	<p>Select <b>Unit - Direct</b> to include unit transactions posted to direct expense accounts in the calculation of fee revenue allocations.</p> <p>Select <b>Unit - Reimb</b> to include unit transactions posted to reimbursable expense accounts in the calculation of fee revenue allocations.</p> <p>These options enable you to allocate fee revenue correctly when, for example, you include direct unit transactions in the fee but bill reimbursable unit transactions separately.</p> <p>Whether or not the unit is billed as an expense or has a billing amount defined does not matter.</p>



### Miscellaneous Tab of Billing Setup Form

Use this tab to specify miscellaneous Billing setup options.

#### Contents

Field	Description
Release Holds Automatically	Select this check box if you want all Held (H) detail items for a project to be changed automatically to Billable (B) when you accept an invoice.
Enable effective dates for labor billing rates	<p>Select this check box to add an <b>Effective Date</b> field to the following billing rate tables in <b>Billing » Billing Rate Tables</b>: Labor Rate Tables, Labor Category Tables, and Labor Override Tables. This field allows you to establish multiple billing rates that each apply based on a different effective date. This is helpful if you have escalating billing rates that span multiple years for projects.</p> <p>When you select this check box, the following apply:</p> <ul style="list-style-type: none"> <li>You enter a date in the <b>Effective Date</b> column in the billing rate tables, although an entry in the field is not required.</li> <li>You use effective dates in conjunction with the Date Based Rates feature.</li> <li>Revenue Generation honors effective dates for billing labor rate tables, labor category tables, and labor code tables when calculating rates and extensions.</li> <li>The Refresh Billing Extensions utility honors the effective dates for billing labor rate tables, labor category tables, and labor code tables when recalculating billing extensions for transactions.</li> <li>The <b>Use Rate Tables with Effective Dates</b> option becomes available on the Rates tab of Resource Planning Settings.</li> </ul> <p>After you enable this feature and create rate tables with effective dates, you cannot turn off effective dates for rate tables until you delete all effective dates from existing rate tables. However, it is probably rare that this feature will ever be turned off once turned on.</p>
Include Add-ons when Reporting at Billing Rates	Select this check box to include add-on fee charges when calculating billing extensions for project reports at billing rates. This setting lets you include add-ons in the billing extension calculation in postings and in the Billing/Refresh Billing Extension procedure.
Non-billable Labor Code	Enter the labor code (for example, A009) or labor code mask (for example, __9) that you want DPS to treat as non-billable. If employees enter this labor code combination on their timesheets, the billing rate for the timesheet line item is 0.
Unit of Measure	<p>From the drop-down list, select the unit of measure to use for the measurements that you enter in the <b>Address Start</b> and <b>Page 2 Start</b> fields on the General tab of the Billing Setup form.</p> <p>The <b>Unit of Measure</b> options are <b>Inches</b> and <b>Millimeter</b>.</p>



Field	Description
	<p>When you switch from one unit of measure to the other, the measurements in the measurement fields on the General tab are automatically converted to the new unit of measure.</p> <p>(1 inch = 25.4 millimeter)</p>
Enable Invoice Approvals	<p>Select this check box to turn on the Invoice Approval feature. After you turn it on:</p> <ul style="list-style-type: none"> <li>The <b>Invoice Approval Process</b> menu item displays in <b>Settings » Billing</b> in the desktop application.</li> </ul> <p>On the Invoice Approval Process form, you set up invoice approval processes to use for your projects. An approval process defines who can approve and reject invoices and how and when notification center alerts are sent.</p> <ul style="list-style-type: none"> <li>An <b>Enable Invoice Approvals</b> check box and an <b>Approval Process</b> field display on the Misc tab in <b>Settings » Billing » Default Terms</b> in the desktop application and on the Misc tab in <b>Billing » Billing Terms</b>.</li> </ul> <p>In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.</p> <p>For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects.</p> <p>If your firm uses multiple companies, you enable invoice approvals for each company.</p>
Default Approval Process	<p>From the drop-down list, select the invoice approval process to use for projects that require invoice approvals when the <b>Approvals Process</b> field on the Misc tab in <b>Billing » Billing Terms</b> for a project is blank.</p> <p>Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the <b>Approvals Process</b> field in a project's billing terms. The default approval process that you enter on the Misc tab in <b>Settings » Billing » Default Terms</b> in the desktop application prefills in the <b>Approvals Process</b> field in <b>Billing » Billing Terms</b> for new projects that you create.</p> <p>Until you set up your own approval processes in Invoice Approvals (<b>Settings » Billing » Invoice Approval Process</b> in the desktop application), only the <b>Default</b> approval process displays in the drop-down list in the <b>Default Approval Process</b> field.</p>
Enable Pre-Invoices	<p>Select this check box to turn on the Pre-Invoices feature for the active company. This feature allows you to produce a "request for payment" invoice that is not recorded in the general ledger.</p> <p>When you select this check box:</p>



Field	Description
	<ul style="list-style-type: none"> <li>A Pre-Invoice tab displays in <b>Billing » Billing Terms</b>. Use it to toggle between generating pre-invoices and regular invoices for a project in Interactive Billing and Batch Billing and to enter other pre-invoice settings for a project.</li> <li>A <b>Pre-Invoice</b> item displays in the Section Order section of the Sections tab in the <b>Billing » Invoice Template Editor</b>. This allows you to add a pre-invoice section to an invoice template and select other options for the section.</li> <li>A <b>Pre-Invoice</b> column displays in the grid for cash receipts entry in <b>Transaction Center » Transaction Entry</b>, to allow you to apply cash receipts to a pre-invoice.</li> <li>A <b>Pre-Invoices</b> column and a <b>Cancel</b> button display on the Invoices on File dialog box in <b>Billing » Interactive Billing</b>. These allow you to preview pre-invoices and manually cancel unpaid pre-invoices.</li> <li>A <b>Print Pre-Invoices</b> check box displays on the Options tab for the AR Aged report in <b>Reporting » Accounts Receivable</b>.</li> </ul>
Pre-Invoice Receipt Offset	This field is enabled when you select the <b>Enable Pre-Invoices</b> check box. Use the Account lookup in this field to select the general ledger account to credit when cash receipts are posted to pre-invoices. This account must be set up in the Accounts hub as a balance sheet account or an Other Charges account (type of account). This account is typically a liability account.
Overtime Indicator	This field defaults to display <b>Ovt</b> as the indicator for overtime amounts on Invoice reports. You can change this indicator to any three-digit alphanumeric indicator to support your business requirements. For example, the Dutch indicator for overtime is <b>Ovw</b> for "Overwerk."

### Learn More About...

If you're new to DPS Billing, you may want to review guidelines before you complete setup.

### Fee Billed Revenue Posting Options

As part of configuring Billing, you should consider how you want to post fee billed revenue to the general ledger.

By default, when you generate a final invoice, all fee billed revenue is posted to a single account, either a company-level default account specified on the Accounts tab of the Billing Setup form (**Settings » Billing » General** in the desktop application), or an override account entered for the individual project on the Misc tab of the Billing Terms form.

If the project has work breakdown structure (WBS) levels below the level at which the fee is billed, DPS does not distribute fee billed revenue to those lower levels.

### Alternative Approaches

For many firms, this approach is adequate. However, DPS offers two alternatives that offer a more detailed breakdown of fee billed revenue:



- Post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.
- Post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

Firms that implement one of these alternatives generally do so for these reasons:

- They want to match up income with related expenses on their financial statements.
- They want improved alignment of fee income with expenses on project reports such as the Project Earnings report.
- They want a more accurate distribution of fee income to phases and tasks.
- They want more precise employee realization data.

### Allocating Fee Revenue Based on Transaction Detail

An alternative to posting all fee billed revenue to a single account is to have DPS post to multiple accounts based on the transaction detail that underlies the fee.

For example, if your fee contracts commonly include labor, direct consultants, and direct expenses in the fee, you can set up DPS to automatically calculate revenue amounts for each of those types of charges, based on either their total billing value or total cost, and post those amounts to three separate revenue accounts.

Any difference between the actual fee amount and the sum of the revenue amounts calculated from transaction detail is posted to a revenue account that you specify (usually a labor billed revenue account).

For projects with lower WBS levels, DPS posts the revenue to those levels based on the transaction detail and also allocates the over/under billed amount based on each lower level WBS component's proportion of the total amount for labor transactions.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. DPS calculates and displays fee billed amounts, percent completes, prior billing totals, and so on, in exactly the same way on invoices, whether or not you select this option.

The option to post to multiple accounts based on the transaction detail works best if your fee billing amounts tend to closely approximate the actual billing value or cost of the transactions associated with each invoice.

### Example: When You Bill

Assume that the following are true for your company:

- The default fee billed revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- On the Fees tab of Billing Setup, you select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transactions Detail** and specify these settings:
  - **Calculate Transaction Values At:** Billing
  - **Over/Under Billed Account:** 409.00
  - **Include Transactions From:** Labor and Consultant – Direct



You set up a new project with fee billing terms at the project level and select **Allocate Billed Revenue on Fee Invoices Based on Transactions**. The project has two WBS levels, project and phase. You do not enable posting by billing phase, and you do not override the default fee billed revenue accounts.

When you generate an invoice with a \$10,000 fee billing amount, DPS calculates transaction amounts as follows:

- Total billing value of the labor transactions = \$5,000: \$2,000 for Phase 1 and \$3,000 for Phase 2.
- Total billing value of the direct consultant transactions = \$4,000: \$1000 for Phase 1 and \$3000 for Phase 2.
- Difference between the actual fee billing amount (\$10,000) and the sum of the included labor and direct consultant transactions (\$9,000): \$1000

Based on these calculations, DPS posts to accounts as follows:

- \$5,000 to account 401.00 based on the labor transactions
- \$4,000 to account 421.00 based on the direct consultant transactions
- \$1,000 to account 409.00 for the over/under billed amount

These posted amounts are further broken down by phase:

- Labor: \$2,000 to Phase 1, \$3,000 to Phase 2
- Direct consultants: \$1000 to Phase 1, \$3000 to Phase 2
- Over/under billed (based on percentage of the total billing value of labor transactions):
  - \$400 to Phase 1:  $(2,000 / 5,000) \times 1,000$  over-billed amount
  - \$600 to Phase 2:  $(3,000 / 5,000) \times 1,000$  over-billed amount

When you display the invoice information in the Invoice Accept dialog box, the grid displays these allocations by account and phase, all with **Fee** in the **Invoice Section** column of the grid.

### Invoice Transaction Detail Report

The Invoice Transaction Detail report (**Reporting » Accounts Receivable**) is designed to support the option to post fee invoice revenue based on transaction detail. Use that report to review the transaction detail that DPS uses to allocate and post fee billed revenue amounts for invoices to revenue accounts and WBS levels.

For each invoice, the report provides complete transaction detail, grouped and subtotaled by general transaction type (labor, consultant, and expenses). You have the option to also display the invoice total amount and totals for each of the invoice sections: fees, labor, reimbursable expenses, and so on.

In addition to posted transactions, the report includes any billing-only transactions created in Interactive Billing. The detail on this report matches the detail displayed in Interactive Billing when the invoice is posted.

### Multicompany

If you have multiple companies:



- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.
- If you have projects for which some lower WBS levels belong to other companies, the company for the top WBS level determines whether the option to post fee billed revenue based on transactions is available at any level of the project, whether or not the option is enabled for the company of a lower WBS level component.
- If you have projects for which a fee is specified at the project level but some lower WBS levels belong to other companies, it is recommended that you select the same option—**Cost** or **Billing**—in **Calculate Transaction Values At** for all companies.
- You specify an over/under billed account for each of your companies. DPS always uses the account defined for the company associated with the fee. For example, if a project has phases that belong to a different company than the project and you set up a fee for a phase, DPS posts the variance amount for that fee to the over/under billed account specified for the company that is associated with the phase for which you billed the fee.

### Multicurrency

If Deltek is set up to use multiple currencies, both billing and cost amounts are calculated in the billing currency.

### If No Transaction Detail Exists

If an invoice has a fee amount but no associated transaction detail, the full fee amount is allocated and posted to the over/under billed account. Even if the project has more than one WBS level, only one WBS component receives the full fee amount.

### If You Consolidate Posting

If you select **Consolidate All Posting** on the Sub-Level Terms tab of the Billing Terms form, DPS allocates fee billed revenue to the applicable revenue accounts based on transaction detail. However, rather than allocating the fee to WBS components based on transactions, DPS posts the entire fee amount for the invoice to the phase specified in **Phase to Post** (or to the phase in **Phase to Post** and the task in **Task to Post**, if the project has three WBS levels).

### If You Enable Posting by Billing Phase

If you enable posting by billing phase for a fee, DPS determines allocations for each billing phase separately. For example, if the Schematic Design billing phase is set up to post to phase 01, DPS only considers transactions for phase 01 when determining how to allocate the fee billed revenue for the Schematic Design billing phase to labor, consultant, expenses, and unit.

### Fees for Multiple WBS Levels

Deltek recommends that you do not set up fees at more than one WBS level for the same project (for example, a fee at the project level and another fee at the phase level). The fee billed revenue allocations would probably not be correct in that case.



## Setting Up Allocation of Fee Revenue Based on Transaction Detail

As part of configuring Billing, you may decide to post fee billed revenue to separate revenue accounts for labor, consultants, expenses, and units, based on the transaction detail associated with the invoice.

### Enable the Option in Billing Setup

To enable this option for your company, go to the Fees tab of Billing Setup (**Settings » Billing » General** in the desktop application):

1. Under **Invoice Posting**, select **Enable Allocation of Billed Revenue on Fee Invoices Based on Transactions Detail**.
2. In **Calculate Transaction Values At**, indicate if you want DPS to calculate the value of transactions based on their billing values or their cost amounts.
3. In **Over/Under Billed Account**, enter the revenue account to which you want DPS to post the difference between the actual fee amount and the sum of fee billed revenue amounts calculated from transaction detail. Most companies use a labor billed revenue account.
4. Under **Include Transactions From**, select the transaction types you want to include in the calculation of fee revenue amounts.

For example, if you select only **Labor** and **Consultant - Direct**, DPS only calculates fee revenue for labor and direct consultant expense, and only includes transactions for those two categories in the calculation. Transactions for the other billing categories are ignored, and no fee revenue is posted to the revenue accounts associated with them.

For detailed instructions, see the Fees Tab of Billing Setup help topic.

### Apply to Existing Projects

When you enable this option, existing projects are not affected. If you want to implement this option for existing projects, do either of the following:

- Display each project's billing terms and select **Allocate Billed Revenue on Fee Invoices Based on Transactions** on the Fees tab.
- Use the Search and Replace utility (**Utilities » Advanced Utilities » Search and Replace**) to select **Allocate Billed Revenue on Fee Invoices Based on Transactions** for multiple projects with one update process.

### Select the Option in Billing Terms

If you enable the option to post fee billed revenue based on transaction detail, the **Allocate Billed Revenue on Fee Invoices Based on Transactions** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms.

If posting revenue based on transaction detail is not appropriate for the project, you can clear that check box. In that case, DPS posts fee billed revenue to a single account.

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form. The default accounts that you can override include the account entered in **Over/Under Billed Account** on the Fees tab of Billing Setup.



If you select a fee method other than No Fee Billing, you can select **Allocate Billed Revenue on Fee Invoices Based on Transactions** at any level of the WBS at which you can set up fee billing.

### Allocating Fee Revenue by Billing Category

An alternative to posting all fee billed revenue to a single account is to have DPS post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

DPS allocates revenue to the accounts linked to billing categories based on information you enter in individual billing terms prior to generating the invoice. The disadvantage of this option is that it requires more data entry than posting revenue based on transaction detail, but one advantage is that you have more control over the allocated amounts because they are not tied to the associated transactions.

This option works best if you bill ahead or if, for other reasons, your fee billing amounts are not directly linked to the actual billing value or cost of the transactions associated with each invoice.

If your company uses revenue categories in DPS, you can set up billing terms to calculate revenue amounts for any of your revenue categories. If you do not use revenue categories, you can set up the billing terms to calculate revenue amounts for any combination of labor, consultants, and expenses.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

### Example: When You Bill

Assume that the following are true for your company:

- Your company is not using revenue categories.
- The default revenue accounts on the Accounts tab of Billing Setup are 401.00 for labor and 421.00 for consultants.
- On the Fees tab of Billing Setup, you select **Enable Entry of Fee by Billing Category** under **Invoice Posting**.

Your firm negotiates a contract that calls for a \$40,000 fee billed as a lump sum based on overall percent complete. When you create the billing terms for the project, **Allocate Billed Revenue on Fee Invoices Based on Category** is selected by default on the Fees tab of the Billing Terms form. You then make these additional entries:

- **Fee Method:** Overall Percent Complete
- **Fee Basis:** Lump Sum
- **Fee Billing:**

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
Labor	25,000.00			
Consultant	15,000.00			



In preparation for the first invoice for the project, you enter a percent complete for each of the categories on the Fees tab of the Billing Terms form, and DPS calculates the fee-to-date amounts:

	Fee	Pct Compl	Fee to Date	Prior Fee Billing
<b>Labor</b>	25,000.00	20.0000	5,000.00	
<b>Consultant</b>	15,000.00	10.0000	1,500.00	

Because there has been no prior fee billing, the fee amount to be billed on the invoice is \$6,500. The overall percent complete displayed on the invoice is 16.2500:  $(6,500 / 40,000) \times 100$ .

When you generate the invoice, DPS does the following:

- Allocates \$5,000 to account 401.00 based on the fee information entered for the labor category
- Allocates \$1,500 to account 421.00 based on the fee information entered for the consultant category

When you display the invoice information in the Invoice Accept dialog box, the grid displays those two revenue account distributions for the Fee invoice section.

The revenue posted to each of the accounts is calculated as **Fee to Date – Prior Fee Billing**. For subsequent invoices, the posted amounts will be less than the amounts in **Fee to Date** because the prior fee billing amounts will no longer be 0.00.

### Billing Phase Fee Calculation for the Percent Complete by Phase, as Percent of Fee Method

If you select **Percent Complete by Phase, as Percent of Fee** as the **Fee Method** on the Billing Terms form, DPS calculates the current fee for a billing phase/billing category combination based on the overall category fees.

For example, assume that the total fee for labor for the project is \$80,000 (80% of the overall fee) and the total fee for consultants is \$20,000 (20% of the overall fee). If the total billing phase fee for an invoice is \$10,000, DPS allocates \$8,000 (80%) of that phase fee to the labor category and \$2,000 (20%) to the consultants category.

### Setting Up Allocation of Fee Revenue by Billing Category

As part of configuring Billing, you may decide to post fee billed revenue to separate revenue accounts either for revenue categories or for labor, consultants, and expenses billing categories, with the posted amounts calculated based on fee allocation information that you enter in project billing terms.

### Enable the Option in Billing Setup

To enable this option for your company, select **Enable Fee Entry by Billing Category** under **Fee Invoice Posting** on the Fee Options form (**Settings » Billing » Fee Options**).

If your company is using revenue categories, go to the Revenue tab of the Accounting Company Settings form (**Settings » Accounting » Company** in the desktop application) and select fee billed revenue accounts for each of your revenue categories.



When you enable this option, existing projects are not affected. If you want to implement this option for an existing project, display that project's billing terms, activate the feature on the Fees tab, and enter the fee information for the applicable billing categories.

For detailed instructions, see the Fees Tab of Billing Setup help topic.

### Set Up the Option in Billing Terms

If you enable the option to enter fee information by billing category, the **Allocate Billed Revenue on Fee Invoices Based on Category** check box on the Fees tab of the Billing Terms form is selected by default when you set up new billing terms.

If entering fee information by category is not appropriate for the project, you can clear the check box. In that case, DPS posts fee billed revenue to a single account. (You cannot select **Allocate Billed Revenue on Fee Invoices Based on Category** for billing terms for which you select **Unit Based** in **Fee Basis**, or for billing terms with both **Percent Complete by Phase, as Fixed Amount** in **Fee Method** and scheduled billing enabled.)

If the option is appropriate for the project but you want to post revenue to accounts other than the default accounts, you can specify alternate accounts under **Invoice Override Accounts** on the Misc tab of the Billing Terms form.

When you select a fee method and fee basis on the Fees tab of the Billing Terms form, DPS displays the fields you use to enter fee information by category. Those fields vary based on the fee method and basis. For example, when you set up new billing terms for a fee with **Overall Percent Complete** in **Fee Method** and **Lump Sum** in **Fee Basis**, you enter the amount that each category will contribute to the total fee over the life of the project. The sum of those amounts is the total fee. In preparation for billing, instead of entering a single percent complete, you enter a percent complete for each category included in the fee, and DPS uses that to calculate the fee amount earned to date for each category. Alternatively, you can enter fee-to-date amounts for each category, and let DPS calculate the percents complete.

For projects for which you bill by billing phase, you can enter fee information by category for each billing phase.

Using this option for allocating fee billed revenue to revenue accounts does not affect the appearance of the invoice itself. DPS calculates and displays fee billed amounts, percents complete, prior billing totals, and so on, exactly the same on the invoices whether or not **Allocate Billed Revenue on Fee Invoices Based on Category** is selected.

### Pre-Invoices

Use the Pre-Invoices feature to produce a "request for payment" invoice that is not recorded in the general ledger.

#### Enabling Pre-Invoices

Enable the Pre-Invoices feature by company on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.

#### Pre-Invoice Templates

Use the Invoice Template Editor to create a different invoice template for each of the following: pre-invoices, pre-invoice cancellations, and regular invoices (final or draft).



The invoice template for each of these invoice types has a Pre-Invoice section. The Pre-Invoice section lists pre-invoices and identifies the fee amounts that have been paid, cancelled, and applied to a regular invoice.

### Billing Terms

For each project that you plan to pre-invoice, update the project's billing terms to specify:

- The default pre-invoice and cancellation invoice template to use for the project.
- Pre-invoice notes that display in the **Note** column in the Pre-Invoice section of the invoice.
- A phase and task for cash receipts that are posted to pre-invoices (if you use phases and/or tasks).

### Processing Pre-Invoices

Before you generate the pre-invoice in Interactive Billing or Batch Billing, complete the following actions in the project's billing terms :

- On the Fees tab, select **Cumulative unit or fee** as the **Fee Method** .
- On the Pre-Invoice tab, select the **Process Pre-Invoice** check box. This check box is a toggle that enables and disables pre-invoice processing in Interactive Billing and Batch Billing for a project. When the check box is selected, Interactive Billing and Batch Billing produce pre-invoices instead of regular invoices for a project. When the check box is cleared, Interactive Billing and Batch Billing produce regular invoices. Be sure that this check box is appropriately selected or not selected for a project before you produce invoices.
- Enter billing information and the fee amount for the pre-invoice.

### Cash Receipts for Pre-Invoices

When you receive payments for pre-invoices, you apply the cash receipts to the pre-invoices in Cash Receipt Transaction Entry. Specify the default general ledger account to credit for pre-invoice cash receipts on the Miscellaneous tab in **Settings » Billing » General** in the desktop application. This is typically a liability account.

### Regular Invoices

#### Paid Pre-Invoices

The fee amount from paid pre-invoices is applied automatically to the next regular invoice (final or draft) that you generate for a project. It reduces the total billed amount on the regular invoice. The paid pre-invoices display in the Pre-Invoice section of a regular invoice.

#### Canceled Pre-Invoices

When you create a regular invoice (draft or final) in Interactive Billing or Batch Billing for projects with pre-invoices, all unpaid pre-invoices are canceled automatically. You can add the unpaid pre-invoice fee amounts to a regular invoice by entering them in the **Fee** field on the Fees tab in Billing Terms. The unpaid pre-invoices display in the Pre-Invoice section of a regular invoice as canceled.



## Invoices on File

In Invoices on File, in Interactive Billing, you can see all pre-invoices that are created for a project and print or preview them. You can also manually cancel any unpaid pre-invoices on the Invoices on File dialog box.

## Reports

You can include unpaid pre-invoices on the AR Aged report in **Reporting » Accounts Receivable** in the desktop application.

Other accounts receivable and project reports do not include pre-invoices. Job-to-date billing and job-to-date receipt amounts on reports do not include pre-invoices or any cash receipts applied to them. Tax reports do not include pre-invoice tax amounts until they are paid.

## Default Billing Terms Setup

Default billing terms can help you save time setting up billing terms for each new project.

You define default billing terms in **Settings » Billing » Default Terms** in the desktop application. For example, if your company performs mostly time and materials projects, you can establish default billing terms that reflect your time and materials billing practices.

After you define default billing terms, when you set up billing terms for a new project on the Billing Terms form (in **Billing » Billing Terms** or in the Project hub by clicking **Billing Terms** on the toolbar), the form prefills with the default billing terms from Billing Configuration. You can change the prefilled billing terms as needed for a project.

When you define default billing terms, you cannot specify client name or address information or phase or task billing terms. These billing terms are defined on a project-by-project basis.

Changes made to in Default Billing Terms does not affect the billing terms of projects whose billing terms are already defined. Changes are used as default entries going forward for new projects that are created after the changes are made.

## Multicompany

If you use multiple companies, you must set up default billing terms for each company.

## How to...

When you set up default billing terms, you specify things such as invoice templates, credit templates, labor methods, and more.

### Set Up Default Billing Terms


You set up standard billing terms that will act as a starting point when you create individual billing terms for projects.

The Billing section of the help provides field descriptions for the Billing Terms form, which has the same contents as the Default Billing Terms form.

### To set up default billing terms for new projects:

1. From the desktop application Navigation menu, click **Settings » Billing » Default Terms**.



2. On the tabs of the Default Billing Terms form, complete the default billing terms information.
3. Click  **Save**.

## Fields and Options

Use the Default Billing Terms form to specify invoice templates and other defaults.

### Default Billing Terms Form

Use this form to set up default billing terms to help you save time when you enter billing terms for projects.

The billing terms that you enter on this form prefill on the Billing Terms form that you use to enter billing terms for projects in either of the following locations:

- **Billing » Billing Terms**
- **Hubs » Projects** — Click **Billing Terms** on the toolbar of the Project Hub form.

You can change the prefilled entries on the Billing Terms form as needed.

#### *Display the Default Billing Terms Form*


You display the Default Billing Terms form in Configuration.

From the desktop application Navigation menu, click **Settings » Billing » Default Terms**.

#### *Toolbar of the Default Billing Terms Form*

Use the toolbar options on the form to save and print default billing terms and access the Help system.

### Contents

Field	Description
 Print Default Terms	Click this option to print the Default Billing Terms report that shows you all the default billing terms that are entered.




### *Rates Tab of the Default Billing Terms Form*

Use this tab enter the default labor method, invoice detail, and reporting default terms options to use when billing.

#### Contents

#### Contents

Field	Description
Billing Client, Billing Contact, and Billing Address Fields	When you define default billing terms, you cannot specify a billing client name or address information, so these fields are not enabled. You enter a specific billing client in Billing Terms for each project.
Notes	<p>Enter internal notes for project billing; for example, "Backup needed for invoice use." These notes are helpful if someone is creating an invoice for the project other than the person who usually processes bills for the project.</p> <p>You may want to enter the following type of information in this field:</p> <ul style="list-style-type: none"> <li>▪ The backup that accompanies the invoice.</li> <li>▪ The billable/non-billable expenses.</li> <li>▪ The reports the project manager likes to receive with draft invoices.</li> <li>▪ The frequency in which invoices are sent out (for example, bi-monthly, monthly).</li> </ul> <p>Notes are for internal reference only and do not display on the invoice. The notes do display in the <b>Notes</b> field on the General tab of the Interactive Billing form.</p>
Description	<p>Enter additional information to describe the billing terms, such as a purchase order reference. If you enter a description here, it displays in the header section of the invoice below the project number and project name.</p> <p>To format description text, click  <b>Edit</b> to open the text editor.</p> <p>Most formatting that you add with the text editor, including the table format, does not display on invoices that you print from DPS. However, the formatting does display when you preview or download the invoices. This is due to limitations in Microsoft SQL Server Reporting Services.</p> <p>By default, a default invoice template will be shown with HTML formatting in this field.</p>
Invoice Template	From the drop-down list, select the invoice template to use when an invoice is created for a project. The list can include default templates provided by Deltek and custom templates that you create with the Invoice Template Editor.



Field	Description
	<p>If your firm sets up <b>Record Level View</b> access for invoice templates, you may be limited to only those templates selected by your Vision administrator. Record Level View settings are on the Record Access tab in <b>Configuration » Security » Roles</b>.</p> <p>Changing the invoice template in Default Billing Terms does not affect the invoice template selected for projects whose billing terms are already defined. It affects only the billing terms for the new projects that you create after you change the default template.</p>
Credit Template	<p>From the drop-down list, select the credit template to use when credit memos are created in Interactive Billing for an invoice for a project.</p> <p>The drop-down list in the <b>Credit Template</b> field includes the Deltek-provided <b>Default</b> template and any custom invoice templates that are created using the Invoice Template Editor. These are the same templates that are included in the <b>Invoice Template</b> drop-down list. When you use the <b>Default</b> template for credit memos, the credit memo displays a Credit Memo box at the top, instead of an Invoice Box.</p> <p>If your firm sets up <b>Record Level View</b> access for invoice templates, these settings also apply to the credit template. This affects whether or not you can select templates in this field. Record Level View settings are on the Record Access tab in <b>Configuration » Security » Roles</b>.</p> <p>Changing the credit template in Default Billing Terms does not affect the credit template selected for projects whose billing terms are already defined. It affects only the billing terms for the new projects that you create after you change the default template.</p>

#### *Labor Tab of Default Billing Terms*

Use this tab to enter a default labor method, invoice detail, and reporting default terms options to use when billing labor for projects.

### Contents



#### Contents

Field	Description
Method	Select the labor method to determine how DPS extends labor charges on an invoice.
Overtime Method	<p>Enter the method to use when extending overtime charges for labor charged to the project. There are three overtime methods:</p> <ul style="list-style-type: none"> <li>▪ <b>Bill ovt premium as cost:</b> Bills the premium part of overtime at the end of the labor billing section, as if it were a cost.</li> </ul>




Field	Description								
	<p>The premium is the portion of overtime pay that is greater than straight time pay. To generate an overtime premium, at the time of labor costing, the employee must have an overtime markup greater than 100%. The standard overtime markup is specified in the Job Cost <b>Ovt Pct</b> field on the Accounting tab of the Employee hub. Secondary overtime markup is specified in the Job Cost <b>Ovt-2 Pct</b> field.</p> <p>For standard overtime hours, you can apply a multiplier to the premium by entering one of the following in the <b>Ovt Multiplier</b> field:</p> <table border="1"> <thead> <tr> <th>Overtime Multiplier</th><th>Result</th></tr> </thead> <tbody> <tr> <td>1.0</td><td>Bills the premium at cost.</td></tr> <tr> <td>Greater than 1.0</td><td>Marks up the premium.</td></tr> <tr> <td>0.0</td><td>Prevents the premium cost from being billed.</td></tr> </tbody> </table> <p>If you track secondary overtime hours, you can enter a separate multiplier, just for secondary overtime hours, in the <b>Ovt-2 Multiplier</b> field.</p> <ul style="list-style-type: none"> <li>▪ <b>Sep ovt with employee percent:</b> Bills hours at a multiple of the employee's billing rate (set in Employee hub) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to control labor billing markups by employee.</li> <li>▪ <b>Sep ovt with project multiplier:</b> Bills hours using a project multiplier (set from Labor tab of Billing Terms) and separates standard and secondary overtime hours from regular hours on the invoice. Use this method to establish the same labor billing markup for all employees working on the project.</li> </ul>	Overtime Multiplier	Result	1.0	Bills the premium at cost.	Greater than 1.0	Marks up the premium.	0.0	Prevents the premium cost from being billed.
Overtime Multiplier	Result								
1.0	Bills the premium at cost.								
Greater than 1.0	Marks up the premium.								
0.0	Prevents the premium cost from being billed.								
Multipliers	Enter the multipliers to apply to the labor billing amount. You can specify up to three multipliers. If you choose to show these multipliers, the first multiplier is included in the rate for the employee (not shown on the invoice). The other two multipliers appear on the invoice at the end of the labor section. Labor multipliers are cumulative. DPS applies the first multiplier, then applies the second multiplier to the result, and so on.								
Overtime Multiplier	<p>Enter an overtime multiplier to use with employees who receive a premium rate on overtime hours, rather than a straight time rate. For example, if you want to bill at the regular overtime rate, as specified on the Accounting tab of the Employee hub, enter <b>1</b> here. If you want to bill the employee's overtime hours using the straight time rate, enter <b>0</b>.</p> <p>The employee must designate hours worked as overtime on his or her timesheet for this multiplier to be applied to overtime hours.</p>								
Overtime 2	Enter a percentage by which to multiply secondary overtime hours. Secondary overtime is overtime costed at a higher or lower rate than standard overtime (often at 200% of the employee's job cost rate). DPS applies the Overtime-2 Percentage you enter in the Ovt-2 Multiplier field to hours entered in the								




Field	Description
	<p>Overtime-2 fields on the timesheet and labor adjustment transaction entry forms and through the Time &amp; Expense application.</p> <p>Use this field in addition to the <b>Ovt-2 Pct</b> field on the Accounting tab of the Employee hub if you want to track secondary overtime in addition to standard overtime.</p> <p>This field is available only if the secondary overtime feature is enabled on the Accounting System Settings form General tab (<b>Settings » Advanced Accounting » System</b>).</p>
Rate Table	<p>Enter or select the rate table that contains the employee rates to use when generating the invoice for the project. You must specify a rate table if you specified <b>Rate Table » By Category</b>, or <b>By Labor Code</b> as your labor method.</p> <p>You can enter the full name or number of the rate table directly in this field, or use the  <b>Search</b> field to look up a rate table.</p> <p>If you use multiple currencies, the list of available rate tables is limited to those with a currency matching the billing currency of the project (as shown in the <b>Billing Currency</b> field on the General tab of the Billing Terms form). If the drop-down list is blank, you must set up a rate table with the same currency as the project's billing currency.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your DPS administrator.</p>
Override Table	<p>Select the labor override table to use (if any) when calculating labor on the invoice. The override table stores exceptions to the employee's usual rate. You can specify an override table if you are using the <b>Rate Table</b>, <b>Rate times multiplier</b>, <b>By Category</b>, or <b>By Labor Code</b> method for billing labor charges.</p>
Labor Sorting section: Primary	<p>From the drop-down list in this field, select one of the following options to sort and group labor charges on invoices:</p> <ul style="list-style-type: none"> <li>▪ <b>None</b></li> <li>▪ <b>By name</b></li> <li>▪ <b>By employee type</b></li> <li>▪ <b>By category</b> (When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.)</li> <li>▪ <b>By labor code</b> (When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.)</li> </ul>
Labor Sorting section: Table (below the Primary field)	<p>This field is enabled when you select <b>By category</b> or <b>By labor code</b> in the <b>Primary</b> field.</p> <p>Click  in this field to select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.</p>



Field	Description
Labor Sorting section: Secondary	From the drop-down list in this field, select one of the following options as the secondary sort that is used after the primary sort to sort and group labor charges on an invoice.
Labor Sorting section: Table (for secondary labor sort)	<ul style="list-style-type: none"> <li>▪ <b>None</b></li> <li>▪ <b>By name</b></li> <li>▪ <b>By employee type</b></li> <li>▪ <b>By category</b> (When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.)</li> <li>▪ <b>By labor code</b> (When you select this option, you must select a rate table in the <b>Table</b> field below the <b>Primary</b> field.)</li> </ul> <p>This field is enabled when you select <b>By category</b> or <b>By labor code</b> in the <b>Secondary</b> field.</p> <p>Click  in this field to select a rate table from the Billing Rate Table Lookup to use to retrieve information such as the rate established for an employee. You can use the same category or labor code table for sorting that you used to determine the rates.</p>
Timesheet Detail, Show Employee As, Table, Show Comments, and Show Dates	<p>Select this check box to enable the <b>Show Employee As</b> and <b>Table</b> fields and the <b>Show Comments</b> and <b>Show Dates</b> check boxes. These fields allow you to choose the timesheet detail to display on a project's billing invoices.</p> <p>If you do <b>not</b> select the <b>Timesheet Detail</b> check box, DPS prints a summary of the total labor on the invoices. The summary is sorted and summarized based on the primary and secondary sort that you enter in the <b>Primary</b> and <b>Secondary</b> fields in the Labor Sorting section on this tab. If you do not enter primary or secondary labor sorting, a one-line summary of total labor displays on invoices.</p> <ul style="list-style-type: none"> <li>▪ <b>Show Employee As:</b> From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on a project's billing invoice. <ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> Select this option to show only the employee's name to identify a timesheet line item on a project's invoices.</li> <li>▪ <b>Employee Title:</b> Select this option to show only the employee's title to identify a timesheet line item on a project's invoices.</li> <li>▪ <b>Labor Category Description:</b> Select this option to show only the labor category description to identify a timesheet line item on a project's invoices. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. DPS uses this table to determine the labor category description.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Labor Code Description:</b> Select this option to show only the labor code description to identify a timesheet line item on a project's invoices. This option is useful when you want to show the labor code for a timesheet line item without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. DPS uses this table to determine the labor code description.</li> <li>▪ <b>Table:</b> This field is enabled if you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Show Employee As</b> field. The table that you enter in this field determines the labor category or labor code description that will show on a project's invoices. Click  in this field to select a rate table from the Billing Rate Table lookup.  This field prefills with the following entries, which you can change: <ul style="list-style-type: none"> <li>▪ If you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Primary</b> field in the Labor Sorting section on this tab, the <b>Table</b> field prefills with the billing rate table that you entered in the <b>Table</b> field for the <b>Primary</b> labor sorting field.</li> <li>▪ If you did <b>not</b> select <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Primary</b> field in the Labor Sorting section on this tab but you selected <b>By category</b> or <b>By labor code</b> in the <b>Method</b> field on this tab, this field prefills with the table that is entered for the method in the <b>Rate Table</b> field on this tab.</li> <li>▪ If you entered <b>By category</b> or <b>By labor code</b> for both the billing method and primary sort method, the table that is entered for the sorting method prefills in the <b>Table</b> field.</li> </ul> </li> <li>▪ <b>Show Comments:</b> Select this check box to show comments on the invoice. DPS prints one line for each employee, including the employee name, hours, rate (if the <b>Show Rates</b> option is selected), and the extended amount. The comments print on an additional line beneath the employee name.  If the same comment is entered on multiple lines for an employee, the comments are consolidated into one line on the invoice. Timesheet lines with different comments display as separate lines on the invoice. Therefore, an employee may appear several times on the invoice.  If you are using the <b>By Labor Code</b> method, one line appears for each employee/comment/labor code combination for which the employee has posted time.</li> <li>▪ <b>Show Dates:</b> Select this check box to print timesheet dates. DPS prints one line for each employee, including the employee name, timesheet date, hours, rate (if the <b>Show Rates</b> option is selected), and the extended amount.</li> </ul>
Show Rates	Select this check box to print the labor rate for each employee, category, or labor code on the invoice. DPS prints one line, including the employee or category name, rate, and the extended amount for each employee/category.



Field	Description
	<p>To display additional employee timesheet detail, use the <b>Timesheet Detail</b> options.</p> <p>If you use the <b>By Labor Code</b> method, one line displays for each employee, for each labor code to which the employee has posted time.</p>
Show Multipliers	<p>Select this check box to display the explicit multipliers (multiplier factors 2 and 3) before the <b>Total Labor</b> line on the invoice. If you do not select this check box, DPS does not display the explicit multipliers. Instead, the amount is included implicitly in the <b>Total Labor</b> line. See the Labor Multiplier Overview help topic for more information.</p> <p>Multiplier factor 1 is automatically built into the cost rate and is included in the employee's rate on the invoice.</p>
Show Ovt Multiplier	<p>Select this check box to display the standard or secondary overtime multiplier, the premium amount prior to markup, and the premium amount after markup before the <b>Total Labor</b> line on the invoice.</p> <p>If you do not select this option, DPS displays a line for the overtime premium and the fully marked up billing amount, without showing multipliers or premiums.</p> <p>This option is relevant only if you are using the <b>Bill ovt premium as cost</b> overtime method..</p>
Flag Overrides	<p>Select this check box to mark with an asterisk all employee names on the invoice whose billing rates are derived/determined from an override table.</p>
Use as Project Reporting Default Terms Only	<p>Select this check box to use the labor terms only on reports and not on billing invoices. When you select this check box, DPS uses the specified labor terms for:</p> <ul style="list-style-type: none"> <li>Project reports for which you have chosen to use billing rates. (On the General tab of a project report's options form, you use the <b>Report at</b> option to specify whether to use cost or billing rates on the report.)</li> <li>On the Unbilled Detail report if you have selected the <b>Use Project Reporting Default Terms</b> check box on the Options tab of the report.</li> </ul> <p><b>Example</b></p> <p>To prepare an invoice for a fee-based project, you need to see labor and expense amounts incurred on the project, without having them appear on the invoice. You select <b>Use as Project Reporting Default Terms Only</b>, run the project report, and use its information in arriving at the fee figure you want displayed on the invoice.</p>



### *Expenses/Units Tab of Default Billing Terms*

Use this tab to enter the default methods, invoice detail, and reporting default terms options to use when billing expenses, consultants, or units for projects.

#### Contents

#### Expense Terms

Field	Description
Method	Select the expense method to determine how DPS extends reimbursable expense charges on the invoice.
Table	<p>If you are billing expenses for this project (By account, By category, or By vendor method), select the expense table to use. The expense table stores the multipliers for the accounts/vendors/categories that should be billed for this project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your DPS administrator.</p>
Multiplier	<p>Enter the multiplier to apply to expenses charged to the project.</p> <p>If you bill expenses for a project, DPS determines the multiplier to apply to the expense charges as follows:</p> <ul style="list-style-type: none"> <li>▪ If an expense table is specified in the <b>Table</b> field on the Expenses/Units tab of the Billing Terms form, DPS looks in the selected table to find the multiplier to apply to the account.</li> <li>▪ If no expense table is specified in the <b>Table</b> field on the Expenses/Units tab of the Billing Terms form, or if the account is not listed in the selected table, DPS applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>
Show Detail	<p>Select this option to display all reimbursable expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).</p> <p>To show only totals for the account, category, or vendor, clear this option.</p>
Show Multiplier	<p>Select this option to display the reimbursable expense multiplier on the project's invoice.</p> <p>If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, DPS calculates and prints the transactions according to the multiplier.</p>
Use as Project Reporting Default Terms Only	See the description at the end of this topic.



Field	Description
Show Purchase Order Line Item Detail	<p>Select this check box to display a <b>Quantity</b> and <b>Unit Price</b> field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click <b>Modify</b> or <b>Transfer</b> to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of the reimbursable expense items that were generated from vouchers that you created using the Create Voucher from PO application. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing.</p> <p>When you select this check box, the quantity and unit price also display on the billing invoice.</p>

### Consultant Terms

Field	Description
Method	Select the consultant expense method to determine how DPS extends consultant expense charges on the invoice.
Table	<p>If you are billing consultant expenses for this project, (By account, By category, By vendor, or Bill as expense method) select the expense table to use. The consultant expense table stores the multipliers for the accounts/vendors that should be billed for the project.</p> <p>If your firm has set <b>Record Level View</b> access for billing rate tables, you may be limited to only those tables selected by your DPS administrator.</p>
Multiplier	<p>Enter the multiplier to apply to consultant expenses charged to the project.</p> <p>If you bill consultant expenses for a project, DPS determines the multiplier to apply to the consultant expense charges as follows:</p> <ul style="list-style-type: none"> <li>▪ If an expense table is specified in the <b>Table</b> field on the Expenses/Units tab of the Billing Terms form, DPS looks in the selected table to find the multiplier to apply to the account.</li> <li>▪ If no expense table is specified in the <b>Table</b> field on the Expenses/Units tab of the Billing Terms form, or if the account is not listed in the selected table, DPS applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ul>
Show Detail	<p>Select this option to display all consultant expense transaction detail (including transaction type, description, transaction date, vendor name, and so on).</p> <p>To show only totals for the account, category, or vendor, clear this option.</p>
Show Multiplier	<p>Select this option to display the consultant expense multiplier on the project's invoice.</p> <p>If you are using the same multiplier for both your reimbursable and consultant expenses, the multiplier prints on the total line. If any of the multipliers differ, due to the use of expense tables, DPS calculates and prints the transactions according to the multiplier.</p>



Field	Description
Use as Project Reporting Default Terms Only	See the description at the end of this topic.
Show Purchase Order Line Item Detail	<p>Select this check box to display a <b>Quantity</b> field and a <b>Unit Price</b> field on the Billing Expense Modify dialog box and the Billing Expense Transfer dialog box in Interactive Billing for the project. (In the grid on the Expenses tab in Interactive Billing, you click <b>Modify</b> or <b>Transfer</b> to open these dialog boxes.) This allows you to change, for billing purposes, the quantity of consultant expense items that were generated from vouchers that you created using the Create Voucher from PO application. When you change the quantity in Interactive Billing, the billing amount is recalculated, but the accounts payable voucher and purchase order are not impacted. You cannot change the unit price in Interactive Billing.</p> <p>When you select this check box, the quantity and unit price also display on the billing invoice.</p>

### Unit Billing Terms

Field	Description								
Method	The unit expense method determines how DPS extends unit expense charges on the invoice.								
Multiplier	<p>Enter a single multiplier to apply to the unit transactions. DPS applies this multiplier after the unit quantity is multiplied by the billing rate per unit.</p> <p>If you want to bill units at their billing rate, enter <b>1.0</b> in this field.</p>								
Show Detail	<p>Select this option to determine the level of unit detail to display for each unit individually. If you select this option, the level and type of detail for each unit is based on the following options in the Unit hub.</p> <p>If you clear this option, all unit billing detail is consolidated into one line on the invoice.</p> <table border="1"> <thead> <tr> <th>Setting</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Billing line format</b></td><td>If you select <b>Name only</b>, the unit's name prints on the invoice. If you select <b>Name and Detail</b>, the unit name and transaction description entered in data entry print on the invoice. If you select <b>Detail only</b>, the transaction description entered in data entry prints on the invoice.</td></tr> <tr> <td><b>Consolidate detail on bill</b></td><td>If you select this option, the detail consolidates into one line for the unit. This option is only available if the <b>Name only</b> billing line format option is selected.</td></tr> <tr> <td><b>Show date on bill</b></td><td>If you select this option, the transaction date appears on each unit detail line.</td></tr> </tbody> </table>	Setting	Description	<b>Billing line format</b>	If you select <b>Name only</b> , the unit's name prints on the invoice. If you select <b>Name and Detail</b> , the unit name and transaction description entered in data entry print on the invoice. If you select <b>Detail only</b> , the transaction description entered in data entry prints on the invoice.	<b>Consolidate detail on bill</b>	If you select this option, the detail consolidates into one line for the unit. This option is only available if the <b>Name only</b> billing line format option is selected.	<b>Show date on bill</b>	If you select this option, the transaction date appears on each unit detail line.
Setting	Description								
<b>Billing line format</b>	If you select <b>Name only</b> , the unit's name prints on the invoice. If you select <b>Name and Detail</b> , the unit name and transaction description entered in data entry print on the invoice. If you select <b>Detail only</b> , the transaction description entered in data entry prints on the invoice.								
<b>Consolidate detail on bill</b>	If you select this option, the detail consolidates into one line for the unit. This option is only available if the <b>Name only</b> billing line format option is selected.								
<b>Show date on bill</b>	If you select this option, the transaction date appears on each unit detail line.								



Field	Description	
	Setting	Description
	<b>Show math on bill</b>	If you select this option, the calculation detail (quantity label @ billing rate) prints on the invoice for each unit detail line.
	<b>Consolidate posting detail</b>	If you select this option, the transaction detail for each posting run is consolidated into one line for each unit.
Show Multiplier	Select this option to print the unit multiplier on the invoice. DPS uses the same multiplier for all of the units; the multiplier is calculated and displayed on the total line.	

### Expense, Consultant, and Unit Terms

Field	Description
Use as Project Reporting Default Terms Only	<p>Select this check box to use the Expense, Consultant, or Unit terms (depending on the section on the Expenses/Units tab where the check box resides) for project reporting and revenue generation purposes only. When you select this check box, DPS uses the specified Expense, Consultant, or Unit terms in the following ways:</p> <ul style="list-style-type: none"> <li>On project reports that report at billing rates. You specify whether to base a report on cost or billing rates from the <b>Report at</b> option on the General tab of the project's options form.</li> <li>On the Unbilled Detail and Aging or Unbilled Summary reports, if the <b>Use Reporting Default Terms</b> option is selected on the Options tab. If the <b>Use Reporting Default Terms</b> option is not selected, DPS uses each project's individual terms, and does not generate report information for projects without terms defined.</li> </ul> <p>When you select this option, DPS does not use the specified Expense, Consultant, or Unit terms on invoices.</p>

#### *Misc Tab of Default Billing Terms*

Use this tab to specify default miscellaneous billing terms, such as billing limits, invoice override accounts, retainage settings, and tax codes for a project.

### Contents

#### Invoice Override Accounts Section

Field	Description
Fee	The default revenue account for fee billing is defined on the Billing Setup form. If you want to use a different revenue account for fee billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the fee section.



Field	Description
Labor	The default revenue account for labor billing is defined on the Billing Setup form. If you want to use a different revenue account for labor billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the labor section.
Consultant	The default revenue account for consultant expense billing is defined on the Billing Setup form. If you want to use a different revenue account for consultant expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the consultant expense section.
Expense	The default revenue account for reimbursable expense billing is defined on the Billing Setup form. If you want to use a different revenue account for reimbursable expense billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the reimbursable expense section.
Unit	The default revenue account for unit billing is defined on the Billing Setup form. If you want to use a different revenue account for unit billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the unit section.
Add-on	The default revenue account for add-on fee billing is defined on the Billing Setup form. If you want to use a different revenue account for add-on fee billing for the project, enter or select that account in this field. If you enter an override account, it displays on the Invoice Accept dialog box in Interactive Billing and Batch Billing for the add-on fee section.
Over/Under Fee	<p>This field is only available if <b>Enable Allocation of Billed Revenue on Fee Invoices Based on Transaction Detail</b> is selected on the Fees tab of the Billing Setup form. If that option is selected, a default over/under billed fee account is also specified on that tab. That account is the revenue account to which DPS posts the difference between the billed fee amount and the sum of fee revenue amounts calculated from transaction detail. Most companies use the billed labor revenue account.</p> <p>If you select <b>Allocate Billed Revenue on Fee Invoices Based on Transactions</b> on the Fees tab in the Billing Terms form for the project and you want to use a different revenue account than the default account from Billing Setup for billed fee revenue calculation variances, enter or select that account in this field.</p> <p>This field is also available for default billing terms but is not available for reporting default billing terms.</p>

### Retainage Section

Field	Description
Retainage	Select this check box to specify retainage terms for this project. When you select this option, DPS enables the remaining fields in this section.



Field	Description
Tax when Withheld/ Invoiced	<p>To bill for taxes on retainage amounts at the time when retainage is withheld, select <b>Tax when Withheld</b>.</p> <p>To bill for taxes on retainage amounts at the time when you bill the client for the retainage, select <b>Tax when Invoiced</b>.</p> <p>If <b>Taxes by Phase</b> is selected on the Sub-Ledger Terms tab for the project, you cannot select this option for a phase unless you also select <b>Retainage by Phase</b> on the Sub-Ledger Terms tab. If <b>Taxes by Task</b> is selected on the Sub-Ledger Terms tab for a phase, you cannot select this option for a task unless you also select <b>Retainage by Task</b> on the Sub-Ledger Terms tab for the phase.</p> <p>If you change this setting after generating an invoice for the project, DPS determines whether or not to calculate taxes for the retainage invoice based on the setting that applied at the time you generated the original invoice.</p>

### Miscellaneous Section


Field	Description
Print Invoices with Zero Amount Due	<p>This check box displays at the Billing Terms project level only.</p> <p>When you select this check box, an invoice is printed for the project even when there are no current billings as long as the project has fee terms established in its billing terms and/or an outstanding accounts receivable amount. Both draft and final invoices will print in Interactive Billing or Batch Billing when you select this option.</p> <p>Printing invoices with a zero amount due is useful:</p> <ul style="list-style-type: none"> <li>▪ To identify projects for which fee terms have not been properly updated.</li> <li>▪ If you use pre-invoices and you want to send a client a zero-amount invoice when the client has completely paid their pre-invoices, and the amount paid matches the amount of the regular invoice.</li> </ul>
Enable Invoice Approvals	<p>This check box is only available if both of the following are true:</p> <ul style="list-style-type: none"> <li>▪ Invoice Approvals is enabled on the Miscellaneous tab in <b>Settings » Billing » General</b>.</li> <li>▪ The billing terms are for the top level of the work breakdown structure.</li> </ul> <p>Select this check box to enable the online invoice approval process for the project.</p> <p>For billing groups, DPS only looks at this check box for the main project in the billing group. How you set this option for other projects in the billing group has no effect.</p>
Next Invoice Number	<p>This field displays at the Billing Terms project level only.</p> <p>This field displays the next invoice number to be assigned for a project when the invoice <b>Numbering Method</b> on the General tab of Billing Setup is set to <b>Project</b>.</p> <p>This field does not display if either of the following is implemented:</p>




Field	Description
	<ul style="list-style-type: none"> <li>The invoice <b>Numbering Method</b> in Billing Setup is set to <b>Companywide</b>.</li> <li>The Pre-Invoice feature is enabled (on the Miscellaneous tab in <b>Settings » Billing » General</b>), and the <b>Process Pre-Invoice</b> check box is selected on the Pre-Invoice tab in Billing Terms for a project.</li> </ul>
Approval Process	<p>If you select <b>Enable Invoice Approvals</b>, select the approval process you want to use for the project.</p> <p>If you select <b>Enable Invoice Approvals</b> but do not select an approval process, DPS uses the default approval process specified on the Billing Setup form.</p> <p>This field is only available if both of the following are true:</p> <ul style="list-style-type: none"> <li>Invoice Approvals is enabled on the Miscellaneous tab in <b>Settings » Billing » General</b>.</li> <li>The billing terms are for the top level of the work breakdown structure.</li> </ul> <p>For billing groups, DPS only looks at this field for the main project in the billing group. What you enter for other projects in the billing group has no effect.</p>
Invoice Footer	<p>Enter a footer message to print at the end of the project's invoice.</p> <p>DPS automatically wraps to a second footer line when you enter more than 70 characters. You do not have to enter a carriage return to get a second line. To create more than two footer lines, however, set the insertion point where you want each line to break and press <b>Enter</b>.</p> <p>This field displays at the Billing Terms project level only.</p> <p>If <b>Companywide</b> is selected as the <b>Numbering Method</b> from the General tab of the Billing Setup form, the text entered in the Billing Setup <b>Invoice Footer</b> field prints at the bottom of each invoice page. If you also enter text in the Billing Terms <b>Invoice Footer</b> field, the text prints at the end of the project's invoice. The Billing Terms <b>Invoice Footer</b> text always prints at the end of the invoice.</p> <p>If you are using SQL Server 2005 Reporting Services and you press <b>Enter</b> to break a footer line, "garbage" characters appear in the footer if you export the invoice to the RTF file format or to Microsoft Word. This is due to a limitation of SQL Server 2005 Reporting Services. If that occurs, you can edit the RTF or DOC file to clean up the footer text.</p>

### Tax Codes Grid

In this grid, enter the tax codes to be applied to the various components on a billing invoice. You can enter as many tax codes as you need.

Field	Description
 Insert option on the grid toolbar	Click this option to insert a blank row into the grid and add a tax code.



Field	Description
 Delete option on the grid toolbar	<p>Click this option to remove a tax code from the grid.</p>
Sequence	<p>A sequence number prefills in this field when you insert a tax code in the grid. The sequence number determines the order in which the tax displays on an invoice. You can change the number in the <b>Sequence</b> field.</p> <p>If you assign the same sequence number to multiple tax codes, you are warned that the sequence number is already in use. However, you can use the same sequence number for multiple tax codes. The tax codes will be ordered by sequence number, and within the same sequence number, ordered alphabetically or numerically by tax code.</p> <p>When you delete a tax code from the grid, the sequence numbers are not updated automatically. You can manually change them as needed.</p>
Tax Code	<p>From the drop-down list in this field, select a tax code. This list includes only the tax codes that have been set up on the Tax Codes tab in <b>Settings » Accounting » Taxes</b> with an active status and as an output only tax or as both an output and input tax. (An output only tax code has at least one of the check boxes selected in the Outputs section of the Tax Codes tab. An output and input tax code has at least one of the check boxes selected in the Outputs section and a check box selected in the Inputs section of the Tax Codes tab).</p> <p><b>If You Use Tax Regions</b></p> <p>If you use tax regions, the <b>Tax Code</b> drop-down list includes only the tax codes that apply for the specific billing address that is entered for the billing client on the General tab in Billing Terms. The tax codes that apply are based on the tax country that is entered for the billing client's billing address in the Client hub and the tax region that is entered for each tax code in Taxes Configuration. You set up tax regions in Accounting Company Settings Configuration and associate them with countries. For more information about tax regions and the required configuration, see the "Tax Regions Overview" topic.</p> <p>When no tax country is entered for a client's address, all tax codes display in the <b>Tax Code</b> drop-down list.</p> <p>When a client's address has a tax country that is not associated with any tax region on the Tax Auditing tab in Accounting Company Settings, then only the tax codes that have no region assigned on the Tax Auditing tab display in the <b>Tax Code</b> drop-down list</p>
Description	<p>This field displays the description of the tax code that you entered in the <b>Tax Code</b> field.</p>



### AR & BTB Tab of Default Billing Terms

Use this tab to indicate the default accounts receivable information and billed-to-date information that you want to include on invoices.

#### Contents

##### Invoice Terms Section

Field	Description
Interest	Enter the interest rate charged each period on overdue invoices for the project. Enter it as a percentage. For example, enter 10 percent as <b>10.000</b> .
Grace Period	Enter the number of days after which overdue invoices become subject to interest charges. The end of the grace period is calculated based on the invoice date. If you have due dates for invoices, be sure you allow for the difference between the invoice date and the due date when determining the length of the grace period.
Days Before Due	<p>Enter the number of days after the invoice date or the period end date that the invoice is due for payment. When you make an entry in this field, DPS enables the following options, along with the <b>Display Due Date on Invoice</b> check box:</p> <ul style="list-style-type: none"> <li>▪ <b>From Invoice Date</b> — Select this option to calculate due dates by adding the number of days in <b>Days Before Due</b> to the invoice date.</li> <li>▪ <b>From Period End Date</b> — Select this option to calculate due dates by adding the number of days in <b>Days Before Due</b> to the period end date.</li> </ul> <p>DPS uses these settings to assign due dates to invoices that you generate from Interactive Billing or Batch Billing.</p>
Display Due Date on Invoice	Select this check box to include the due date on the invoice.

##### AR Printing Section

Field	Description
Project AR	Select this check box to display a list of outstanding accounts receivable at the project level of the WBS in an additional <b>Outstanding Invoices</b> section on the invoice.
Phase AR	<p>Select this check box to print accounts receivable breakout at the phase level, regardless of whether you have tasks, in an <b>Outstanding Invoices</b> section of an invoice.</p> <p>This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b>.</p>
AR Breakout	Select this check box to show accounts receivable at the lowest level of the current project's WBS for a project with three WBS levels. For example, if a project has three phases and phase 1 and 2 have two tasks, but phase 3 has no tasks, DPS breaks detail out to the task level for phases 1 and 2, and breaks



Field	Description
	<p>detail out to the phase level for phase 3. DPS prints phase and task detail in the <b>Outstanding Invoices</b> section of an invoice.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>
AR Phase Totals	<p>Select this option to print accounts receivable subtotals as the last section for the specific phase, calculating totals for each phase by adding the total accounts receivable amounts for each phase's tasks. DPS calculates and prints an <b>Outstanding Invoices</b> section for each phase that has detail at the task level, adding the total of all task detail to the appropriate phase's <b>Outstanding Invoices</b> section.</p> <p>This option is available only if the project is set up with three levels of WBS. This option is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>

### Billed-to-Date Printing Section

Field	Description
Project Billed-to-Date	Select this check box to print the billed-to-date amounts at the project level of the WBS in an additional <b>Billings to Date</b> invoice section on an invoice.
Phase Billed-to-Date	<p>Select this check box to print the billed-to-date amounts at the phase level, in an invoice section called <b>Billings to Date</b>, for all phases, regardless of whether task detail exists.</p> <p>This check box is available only if the project is set up with at least two levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b>.</p>
Billed-to-Date Breakout	<p>Select this check box to show billed-to-date amounts at the lowest level of the current project's WBS for a project with three WBS levels. DPS prints each project's phase and task detail in a section called <b>Billings to Date</b>.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>
Billed-to-Date Phase Totals	<p>Select this check box to print billed-to-date subtotals for each phase by adding the total billed-to-date amounts for each phases's tasks. DPS prints the subtotal beneath the task breakout in each project's <b>Billings to Date</b> section.</p> <p>This check box is available only if the project is set up with three levels of WBS. It is not available if you select <b>Consolidate Printing of Phases</b> or <b>Consolidate Printing of Tasks</b>.</p>
Billed-to-Date Received Total	Select this check box to print the total payments (or amount) that has been received in each project's <b>Billings to Date</b> section.



Field	Description
Billed-to-Date AR Balance	Select this check box to print the total amount of all outstanding invoices for the project in the project's <b>Billings to Date</b> section.

### *Billing Backup Tab of Default Billing Terms*

Use this tab to define the default labor and expense information that you want to display on the Billing Backup report.

### Contents

#### Print Backup Report Section

Field	Description
Print Backup Report	Select this check box to print the Billing Backup report after invoices are generated for the project in Interactive Billing or Batch Billing.  When you select this check box, the other check boxes and fields in this section are enabled.
Show Labor	Select this check box to print labor billing detail on the Billing Backup report. You can use the labor related options on this tab to further specify the type of labor detail that prints on the report.
Labor Code	Select this check box to show the labor code that is associated with each employee labor transaction shown on the Billing Backup report. The labor code description does not print. If you would like the labor code description to print, you can sort based on labor code.
Labor Category	Select this check box to show the labor category associated with each employee labor transaction shown on the Billing Backup report. The labor category description does not print. If you would like the labor category description to print, you can sort based on labor category.
Timesheet Comments	Select this check box to display timesheet comments (if any) for labor transactions included on the Billing Backup report. The expanded text content will appear when this option is selected.
Employee Number	Select this check box to show the employee number associated with each employee labor transaction shown on the Billing Backup report.
Sort Labor	Select a sort method to use in addition to the two sorting methods selected on the Labor tab of Billing Terms. Options are: <ul style="list-style-type: none"> <li>▪ <b>None:</b> No additional sort.</li> <li>▪ <b>By labor code:</b> Sort by labor code description. When this option is selected, the Billing Backup report displays the description of the labor code, not the code itself. The labor code description used depends on the labor code table selected from the <b>Sort Table</b> field. Since</li> </ul>




Field	Description
	<p>selecting the option to <b>Print Labor Code</b> displays the labor code and not the description, sorting by labor code allows you to display the description of the labor code on the report, in addition to grouping by labor code.</p> <ul style="list-style-type: none"> <li>▪ <b>By date:</b> Sort by transaction date.</li> <li>▪ <b>By employee:</b> Sort by employee name.</li> <li>▪ <b>By labor category:</b> Sort by labor category description. When this option is selected, the Billing Backup report displays the description of the labor category, not the number associated with the category. The labor category description used depends on the labor category table selected from the <b>Sort Table</b> field. Since selecting the option to <b>Print Labor Category</b> displays the labor category and not the description, sorting by labor category allows you to display the description of the labor category on the report, in addition to grouping by labor category.</li> </ul> <p>The sort you select here acts as a third sort following the first two sorting options on the Labor tab of Billing Terms. The sort allows the invoice to include consolidated information only, while including detailed subtotals by a sort on the Billing Back report. This option is intended as a sort to be used in addition to the two options on the Labor tab. If you select the same sort here as is selected in the two sort fields on the Labor tab, there will be no impact on sorting.</p>
Sort Table	If <b>By Labor Code</b> or <b>By labor category</b> is selected in the <b>Sort By</b> field, this field lists the labor code or labor category tables available for selection.
Include Labor for	<p>Select an option from the drop-down list to include labor on the Billing Backup report based on whether or not labor and/or fee billing terms are established for a given project.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Sections with labor terms:</b> Select this option to include labor on the Billing Backup report for any phase or task that has labor billing terms defined. For example, suppose you have a project established that has two levels of work breakdown structure, and at the second level, the phase level, you have labor billing terms defined. Selecting this option will include this phase-level labor detail on the Billing Backup report.</li> <li>▪ <b>Sections with labor or fee terms:</b> Select this option to include labor on the Billing Backup report for any phase or task that has labor and or fee billing terms defined. For example, suppose you have a project established that has three levels of work breakdown structure, and at the second and third levels, the phase and task levels, you have some phases and tasks with labor billing terms defined and some with fee billing terms defined. Selecting this option will include labor for all of these phases and tasks on the Billing Backup report. Labor associated with fee-based billing terms shows hours only, and zero amounts.</li> </ul>



Field	Description
	Labor or fee billing terms must be defined at the phase or task level for labor to print for these sub-levels, unless the <b>Labor Method</b> (Labor tab) or <b>Fee Method</b> (Fee tab) is established at the project level.
Use as Project Reporting Default Terms for Fee Sections of Draft Invoices	<p>Select this check box to use project reporting default terms to determine the labor amounts that display on the billing backup portion of draft invoices for a fee invoice.</p> <p>If this option is selected, when the invoice is generated, the billing backup first looks to the project's labor terms to see if the option to <b>use for project reporting default terms only is selected</b>. If this option is not selected and the project's <b>Labor Method</b> is set to <b>No labor billing</b>, then DPS uses the project reporting default terms defined in Billing Configuration.</p> <ul style="list-style-type: none"> <li>▪ The project reporting default terms are only used to calculate the amounts. The formatting of the billing backup, detail that is included in the labor section, and sorting is defined on the billing backup tab.</li> <li>▪ If a project has lower WBS levels (phase, task for example), DPS first looks to the lowest WBS level and then upwards (task, phase, project, for example).</li> <li>▪ The <b>Use as Project Reporting Default Terms for Fee Sections of Draft Invoices</b> field is only enabled when the user has selected the Sections with labor or fee terms option from the Include labor for field (see previous item in this list).</li> <li>▪ When this check box is selected it is possible that the total on the invoice will not match the total on the billing backup report.</li> </ul>
Show Employee As	<p>From the drop-down list in this field, select one of the following options to specify how to identify the timesheet labor detail on the Billing Backup report.</p> <ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> Select this option to show only the employee's name to identify a timesheet line item on the Billing Backup report.</li> <li>▪ <b>Employee Title:</b> Select this option to show only the employee's title to identify a timesheet line item on the Billing Backup report.</li> <li>▪ <b>Labor Category Description:</b> Select this option to show only the labor category description to identify a timesheet line item on the Billing Backup report. This is useful when you want to show the role or category for the timesheet line without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. DPS uses this table to determine the labor category description.</li> <li>▪ <b>Labor Code Description:</b> Select this option to show only the labor code description to identify a timesheet line item on the Billing Backup report. This option is useful when you want to show the labor code for a timesheet line item without displaying the employee's name. When you select this option, you also select a billing rate table in the <b>Table</b> field. DPS uses this table to determine the labor code description.</li> </ul>




Field	Description
Table	<p>This field is enabled if you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Show Employee As</b> field. The table that you enter in this field determines the labor category or labor code description that will show on the Billing Backup report. Click  in this field to select a rate table on the Billing Rate Table lookup.</p> <p>This field prefills with the following entries, which you can change:</p> <ul style="list-style-type: none"> <li>▪ If you selected <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Primary</b> field in the Labor Sorting section on this tab, the <b>Table</b> field prefills with the billing rate table that you entered in the <b>Table</b> field for the <b>Primary</b> labor sorting field.</li> <li>▪ If you did <b>not</b> select <b>Labor Category Description</b> or <b>Labor Code Description</b> in the <b>Primary</b> field in the Labor Sorting section on this tab but you selected <b>By category</b> or <b>By labor code</b> in the <b>Method</b> field on this tab, this field prefills with the table that is entered for the method in the <b>Rate Table</b> field on this tab.</li> <li>▪ If you entered <b>By category</b> or <b>By labor code</b> for both the billing method and primary sort method, the table that is entered for the sorting method prefills in the <b>Table</b> field.</li> </ul>
Show Expense/Consultant/Unit	Select this check box to print consultant, expense, and unit expense on the Billing Backup report. You can use the expense-related options on this tab to further specify the type of expense data that prints on the report.
Transaction Type	Select this check box to print the transaction type of each expense transaction on the report.
Vendor Invoice and Date	Select this check box to control the amount of information that appears on the Billing Backup report to describe each accounts payable transaction. The report always includes the voucher number, the date the voucher was recorded, and the vendor name. If you select this option, the report also includes the vendor's invoice number and invoice date, shown on the same line as the other information.
AP Voucher Description	Select this check box to print the AP voucher and AP disbursement descriptions associated with AP transactions on the Billing Backup report.
Employee Expense Description	Select this check box to print employee expense report line item descriptions on the Billing Backup report. The description that prints is the main description entered by an employee on the expense report.
Employee Expense Reason	Select this check box to print the reason for each expense entered on the expense report. This reason is entered by the employee on the expense report. This option is available only if your company uses the Employee Expense application.



Field	Description
Mileage for Employee Expenses	Select this check box to print the mileage amount as calculated on the expense report. DPS retrieves this information from the employee expense report. This option is available only if your company uses DPS Employee Expense.
Sort Exp/Consultant	<p>Select a sort method to use in addition to the invoice sorting method selected on the Expense/Consultant/Unit tab of the Billing Terms form. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>None</b></li> <li>▪ <b>By vendor</b></li> <li>▪ <b>By date</b></li> </ul> <p>The <b>By vendor</b> option is only available if your firm owns DPS Accounting or DPS Planning.</p>
Sort Table	If <b>By vendor</b> is selected in the <b>Sort By</b> field, this field lists the Expenses by vendor tables available for selection.
Use Project Reporting Default Terms for Draft Invoices	<p>Select this check box if you want expenses, consultant expenses, and unit expenses to display on the Billing Backup report for <b>draft</b> invoices even when these expenses are not being billed on the final invoice. This may be helpful for your invoice review process for fixed fee invoices, before you generate final invoices.</p> <p>The check box setting that you enter at work breakdown structure level 1 (projects) also applies for work breakdown structure levels 2 and 3 (phase and task).</p> <p>In addition to selecting this check box:</p> <ul style="list-style-type: none"> <li>▪ To determine the expense, consultant expense, and unit expense detail to display on the Billing Backup report: On the Billing Backup tab, select the <b>Show Expenses/Consultant/Unit</b> check box and any of the check boxes below it, such as <b>Transaction Type</b>, <b>Vendor Invoice and Date</b>, and so on.</li> <li>▪ On the Expenses/Units tab in Billing Terms for a project, in each Expense Terms, Consultant Terms, or Unit Billing Terms section: <ul style="list-style-type: none"> <li>▪ Select the <b>Use as Project Reporting Default Terms Only</b> check box.</li> <li>▪ Enter the billing terms for determining the monetary value for the expense charges, and select other options for showing details and multipliers.</li> </ul> <p>If these billing terms are not defined, the Billing Backup report uses the billing terms that are entered on the Expenses/Units tab in <b>Settings » Billing » Reporting Default Terms</b>.</p> </li> </ul> <p>Direct and reimbursable expenses are included on the Billing Backup report.</p>
Show Fee Total	Select this check box to print the fee amount. If there are multiple WBS levels (phases/tasks) displayed on the invoice, the fee prints with each WBS section.



Field	Description
	The Billing Backup report shows the fee total and not the full fee detail included in the invoice. To see the details of the fee, view the actual invoice.
Show Add-ons	Select this check box to print the add-on fees (defined as an add-on percentage or mark up or a specific amount). If there are multiple WBS levels on the invoice, there will be multiple add-on amounts in the report. For example, if an add-on fee is defined in three separate phases, the Billing Backup report also shows the fee amount associated with each phase.
Display Supporting Document Icon in Backup Report	<p>This check box is activated only after you select the <b>AP Vouchers and Disbursements</b> check box, the <b>Expense Reports</b> check box, or both in the Print Supporting Documents section on this tab.</p> <p>Select this check box if you want the  <b>Documents</b> icon to display on the Billing Backup report for billing line items that have supporting documents. This applies only for the type of billable transactions that you selected in the Print Supporting Documents section. The icon lets you know that there is a supporting document associated with a billing line item if the supporting document is set to print with the invoice.</p>

### Print Supporting Documents Section

Field	Description
AP Vouchers and Disbursements	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable <b>AP voucher</b> or <b>AP disbursement</b> transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable A/P voucher or A/P disbursement transaction.</li> </ul> <p>When the <b>AP Vouchers and Disbursements</b> check box is not selected, but the <b>Print With Invoice</b> check box is selected for the associated supporting document, the documents will not be included when the invoice is printed.</p> <p>Whether or not this option is selected, supporting documents for a voucher or disbursement never display or print when you preview or print the credit memo.</p>
Expense Reports	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable <b>expense report</b> transaction is posted, and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable expense report transaction.</li> </ul> <p>When the <b>Expense Reports</b> check box is not selected, but the <b>Print With Invoice</b> option is selected for the associated supporting document, the document will not be included when the invoice is printed.</p>
Units	<p>Select this check box for the following to occur:</p> <ul style="list-style-type: none"> <li>When a billable <b>units</b> transaction is posted and it has a supporting document associated with it, the supporting document automatically prints with the invoice.</li> <li>When you open the Supporting Document dialog box in Interactive Billing to view a billing item's supporting document, the <b>Print With Invoice</b> column now displays on the dialog box, and the check box is selected for the supporting document for a billable units transaction. When the <b>Units</b> check box is not selected, but the <b>Print With Invoice</b> check box is selected for the associated supporting document, the document will not be included when the invoice is printed.</li> </ul>

#### *Pre-Invoices Tab of Default Billing Terms*

Use this tab to enter default billing terms for pre-invoices if you use pre-invoices in DPS.

This tab displays only if the Pre-Invoices feature is enabled for the active company on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.

#### Contents

Field	Description
Pre-Invoice Note	Enter the text that you want to display in the <b>Note</b> column of the Pre-Invoice section of a pre-invoice, pre-invoice cancellation invoice, or regular invoice that is associated with pre-invoices.
Pre-Invoice Template	<p>From the drop-down list, select the template to use for pre-invoices. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor.</p> <p>The Deltek-provided <b>Default</b> template prefills in this field. Typically, rather than using the Default template, you would create your own pre-invoice template in <b>Billing » Invoice Template Editor</b>. Your template then also displays in the drop-down list in this field.</p> <p>You create invoice templates to use for pre-invoices that are different from your regular invoice templates. Each displays the appropriate, different "Invoice" or "Pre-Invoice" labels.</p>



Field	Description
	If your firm sets up <b>Record Level View</b> access for invoice templates, you may be limited to only those templates selected by your DPS administrator. Record Level View settings are on the Record Access tab in <b>Settings » Security » Roles</b> in the desktop application.
Cancellation Template	<p>From the drop-down list, select the template to use for pre-invoice cancellations. You cancel pre-invoices in Invoices on File in Billing. The drop-down list for this field includes default templates provided by Deltek and invoice templates that you create with the Invoice Template Editor.</p> <p>The Deltek-provided <b>Default</b> template prefills in this field. Typically, rather than using the Default template, you would create your own pre-invoice cancellation template in <b>Billing » Invoice Template Editor</b>. Your template then also displays in the drop-down list in this field.</p> <p>If your firm sets up <b>Record Level View</b> access for invoice templates, you may be limited to only those templates selected by your DPS administrator. Record Level View settings are on the Record Access tab in <b>Settings » Security » Roles</b> in the desktop application.</p>

### Learn More About...

If you're new to DPS Billing, you may find it helpful to become familiar with how DPS uses default billing terms.

### How DPS Uses Default Billing Terms

DPS uses default billing terms or project default billing terms in multiple areas of DPS.

### Project Reporting at Billing Rates and Refresh Project Billing Extensions Utility

When you run project reports, you can choose to report at rates or cost rates on the report's Options tab. When you run reports at billing rates, DPS uses default billing terms for projects without individual billing terms defined. DPS also uses these terms for a section (labor, expenses, consultants, or units) where a project does not have billing terms defined (for example, a "fee only" project).

### Interactive Billing

Default billing terms are not used. You cannot preview or print invoices for projects without individual billing terms defined. If you select a project that does not have billing terms defined, you can view labor, expense, and unit detail cost amounts. However, all Interactive Billing toolbar button options are disabled, except Billing Session Options.

### Batch Billing

When you run a batch of draft bills, the **Use default terms for draft invoices** option on the Batch Billing form allows you to use the Default Billing Terms for all projects without billing terms defined.



If this option is not selected, DPS does not print invoices for projects that do not have billing terms defined.

Final invoices will not use default terms for projects without billing terms defined.

### Unbilled and Unbilled Summary Reports

When you select the **Use Project Reporting Default Terms** option on the Options tab for the Unbilled or Unbilled Summary Report, DPS uses the project default terms specified in Default Terms Configuration when creating the unbilled reports for projects without individual billing terms defined.

### Revenue Generation (for Calculating WIP @ Billing)

The **Use project reporting default terms for WIP @ Billing calculations** option lets you calculate revenue with a revenue method that contains "WIP @ Billing" even for projects without individual billing terms defined (including fee only jobs). When your firm selects this option, DPS uses the project default terms for regular <R> projects if the revenue calculation requires "WIP @ Billing" and there are no individual billing terms set up for the project.

### Where Default Billing Terms are Used

Default billing terms are used in many areas of DPS.

Application or Feature	Description
<b>Interactive Billing</b>	Default billing terms are <b>not</b> used. You cannot view invoices for projects without defining terms for individual projects. If you select a project that does not have billing terms defined, you can view labor, expense, and unit transaction cost amounts. However, DPS disables all preview and print invoice command options.
<b>Batch Billing</b>	<p>Select the <b>Use default terms for draft invoices</b> option on the Main tab of Batch Billing to use default terms when a project does not have billing terms defined.</p> <p>If this option is not selected, DPS does not print invoices for projects that do not have billing terms defined.</p> <p>Final invoices do <b>not</b> use default terms for projects without defined billing terms.</p>
<b>Unbilled Detail and Aging Report</b>	To generate this report using reporting default terms, select <b>Reporting » Billing</b> in the desktop application, click in the Options column for the report, and select <b>Use Reporting Default Terms</b> on the Options tab.
<b>Revenue Generation (for calculating WIP @ Billing)</b>	To calculate revenue for projects that do not have billing terms defined (including fee only jobs), select the <b>Use project reporting default terms for WIP @ Billing calculations</b> option in <b>Accounting » Revenue » Revenue Generation</b> . Selecting this option tells DPS to use the project default terms when generating revenue for regular projects. If this option is not selected, DPS does not calculate revenue for projects that do not have defined billing terms.



Application or Feature	Description
<b>Project Reporting at Billing Rates and Refresh Project Billing Extensions Utility</b>	Reporting default terms are used by default when you generate reports at billing rates, or when you refresh project billing extensions for projects that do not have billing terms defined. These terms can also be used to calculate fees for fee only jobs. Select the <b>Use for Project Reporting and Revenue Generation, but not for Invoices</b> option on the Labor, and/or Expenses/Units tab to run project reports at billing rates to determine how much to charge for your fee-based job, and the labor, expenses, or unit charges will not display on the invoice.

## Reporting Default Billing Terms Setup

Use Reporting Default Billings Terms to define billing terms to use when you generate project reports at billing rates (as opposed to cost rates). You can enter different default billing terms for your regular and overhead projects.

When you define reporting default billing terms, you cannot specify address information or task billing terms. These billing terms are only allowed on a project-by-project basis. Otherwise, the information that you enter on the Reporting Default Billing Terms form is the same information that you enter on the Billing Terms form in the Billing application.

When you enter default reporting billing terms for regular projects, DPS displays the project number as <R> and the project name as Regular Projects. These values cannot be modified.

When you run Revenue Generation for projects with any method that contains WIP @ Billing calculations, you should select the Revenue Generation option, **Use project reporting default terms for WIP @ Billing calculations**. DPS uses the default reporting billing terms defined for regular projects (<R> terms) if a project does not have its own billing terms defined. See the Revenue Generation online help for more information.

If you have multiple companies, you must set up default billing terms for each company.


### How to...

You set up reporting default billing terms for regular and overhead projects.

### Define Reporting Default Billing Terms for Regular Projects

You can define default reporting billing terms specifically for your regular projects.

#### To define default reporting billing terms for regular projects:


1. From the desktop application Navigation menu, click **Settings » Billing » Reporting Default Terms**.
2. On the Reporting Default Billing Terms form, use the scroll buttons to access the Regular Projects record.  
  
This record is the first record available; Overhead Projects is the second and final record.
3. On the Reporting Default Billing Terms form, complete the default reporting billing terms information.
4. Click  **Save**.



## Define Reporting Default Billing Terms for Overhead Projects

You can define default reporting billing terms specifically for your overhead projects.

### To define default reporting billing terms for overhead projects:

1. From the desktop application Navigation menu, click **Settings » Billing » Reporting Default Terms**.
2. On the Reporting Default Billing Terms form, use the scroll buttons to access the Overhead Projects record.  
  
This record is the second record available; Regular Projects is the first record.
3. On the Reporting Default Billing Terms form, complete the default reporting billing terms information.
4. Click  **Save**.

## Invoice Approvals

Invoice Approvals is an optional feature that requires invoices to be approved before they are accepted and posted.

This feature allows you to efficiently move draft invoices through the submittal, rejection, approval, and acceptance stages to produce final invoices. Electronic alerts are sent automatically to the appropriate employees to notify them that the next action in the approval process is ready for them to complete. You can enter approval comments for invoices that can be shared easily with others.

You turn on this feature on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.

After the feature is turned on, you complete the following configuration:

- Set up invoice approval processes in **Settings » Billing » Invoice Approval Process** in the desktop application. Specify:
  - Who, within a project (project manager, principal, and so on), can approve and reject submitted invoices.
  - Who will receive alerts when invoices are submitted, approved, rejected, and unsubmitted.
  - How and when alerts are delivered, and the message in the alerts.
- Specify in a project's billing terms (on the Misc tab of the Billing Terms form) whether or not a project will use invoice approvals and which invoice approval process it will use.
- As needed, you can specify on the General tab in My Preferences a delegate to approve invoices in your absence if you are an invoice approver.

After you enable the Invoice Approval feature, certain options become available:

- The **Invoice Approval Process** menu item displays in **Settings » Billing** in the desktop application.



On the Invoice Approval Process form, you set up invoice approval processes to use for projects. An approval process defines who can approve and reject invoices and how and when notification center alerts are sent.

- An **Enable Invoice Approvals** check box and an **Approval Process** field display on the Misc tab in **Settings » Billing » Default Terms** in the desktop application and on the Misc tab in **Billing » Billing Terms**. *BryanneM: There is no Misc. tab in Settings > Billing > Default Terms*

In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.

For projects that are set up before the Invoice Approval feature is enabled, you enter invoice approval settings in a project's billing terms. You can also use the Search and Replace utility to enter the appropriate approval process for a group of projects.

To move invoices through the approval process, from the Billing menu, you:

- Submit invoices for approval in Interactive Billing or Batch Billing.
- Approve invoices in Interactive Approvals, Invoice Approvals, or Interactive Billing.
- Reject invoices in Interactive Approvals or Invoice Approvals.
- Unsubmit an invoice in Interactive Billing to begin the approval process again.
- Final accept an invoice in Interactive Billing or Batch Billing after it is approved.

### Multicompany

If you have multiple companies in DPS, you must turn on and set up the Invoice Approvals feature for each company. However, the invoice approval processes that you set up are available for all companies; you do not have to set up separate approval processes for each company.

### How to...

After you enable the Invoice Approvals feature, you can set up the process.

### Enable the Invoice Approval Feature

Enable the optional Invoice Approval feature if you want invoices to be approved before they are accepted and posted.

If you have multiple companies, you must enable Invoice Approvals for each company.

### To enable the Invoice Approval feature:

1. From the Navigation menu, click **Settings » Billing » Security » General** in the desktop application.
2. On the Miscellaneous tab of the Billing Setup form, select the **Enable Invoice Approvals** check box.
3. In the **Default Approval Process** field, enter the invoice approval process to use for projects that require invoice approvals when the **Approvals Process** field on the Misc tab of the Billing Terms form (in the Billing application) is blank.



Although this default approval process is used when no approval process is entered for a project in Billing Terms, it does not prefill in the **Approvals Process** field in a project's billing terms. The default approval process that you enter on the Misc tab in **Settings » Billing » Default Terms** in the desktop application prefills in the **Approvals Process** field in **Billing » Billing Terms** for new projects that you create.

Until you set up your own approval processes in Invoice Approvals (**Settings » Billing » Invoice Approvals** in the desktop application), only the **DEFAULT** approval process displays in the drop-down list in the **Default Approval Process** field.

4. Click  **Save**.

After you enable the Invoice Approval feature:

- The Invoice Approval Process menu item displays in **Settings » Billing**.  
On the Invoice Approval Process form, you set up invoice approval processes to use for projects. An approval process defines who can approve and reject invoices and how and when notification center alerts are sent.
- An **Enable Invoice Approvals** check box and an **Approval Process** field display on the Misc tab in **Settings » Billing » Default Terms** in the desktop application and on the Misc tab in **Billing » Billing Terms**.

In Default Billing Terms Configuration, you enter the default invoice approval settings to use for new projects. You can override the prefilled settings on a project-by-project basis in a project's billing terms.

For projects that are set up before the Invoice Approval feature is turned on, you enter invoice approval settings in a project's billing terms. You can also use the use Search and Replace utility to enter the appropriate approval process for a group of projects.

### Set Up Invoice Approval Processes


After you enable the Invoice Approval feature, you can set up one or more invoice approval processes.

An invoice approval process defines the invoice approval process among the individuals who work on a project. DPS comes with one predefined approval process, called **DEFAULT**.

If you have multiple companies in DPS, the invoice approval processes that you set up are available for all companies. You do not have to set up separate approval processes for each company.


**Prerequisites:** Enable the Invoice Approval feature on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.

**To set up invoice approval processes:**

1. From the desktop application Navigation menu, click **Settings » Billing » Invoice Approval Process**.
2. On the Invoice Approval Process form, click  **New** to open a blank invoice approval form.
3. Enter an identification code and description for the invoice approval process.
4. Complete the fields in the grid.



The grid prefills with a row for each action: **Submit**, **Approve**, **Reject**, and **Unsubmit**, which you can edit.

5. When you finish modifying and adding information, click  **Save**.

Invoice approval processes that you set up here display in the drop-down list in the:

- **Default Approval Process** field on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.
- **Approval Process** field on the Misc tab in **Billing » Billing Terms**.

### Assign Another Person to Perform Approvals in Your Absence


You can temporarily assign another person, called a delegate, to perform approvals in your absence.

The delegate can approve various types of records in DPS on your behalf, but only if their role security allows access to menu items from which to approve records as well as access to specific records, such as projects and employees.

The types of records that a delegate can approve are: Billing invoices, Accounts Payable invoices, Purchasing records (purchase requisitions, purchase orders, and request for price quotes), Inventory item requests, and employee absence requests.

The delegate receives approval alerts and can approve and reject records for you. You (the delegator) continue to receive alerts (along with the delegate) so that you are aware of any approvals processed in your absence. At a future time, you can reverse this and resume the task of performing the approvals yourself.

### To assign another person to perform approvals in your absence:

1. On the toolbar, click  and click **My Preferences**.
2. Select the General tab.
3. Select the **Delegate Approvals to** check box.
4. In the field to the right of the check box, select the employee who will perform approvals in your absence.
5. Click **Save**.
6. When you want to resume performing approvals, clear the **Delegate Approvals to** check box on the My Preferences dialog box.

The delegate stops receiving approval alerts and no longer receives approval assignments on your behalf.

**Alternative procedure for Billing invoice approvals:** An alternative to using the delegate system for Billing invoice approvals is to create a different invoice approval process in **Settings » Billing » Invoice Approval Process** in the desktop application, to use for projects when employees are unable to perform their invoice approval tasks. You can change the invoice approval process in Billing Terms for a project at any time. You can use the Search and Replace utility to update the invoice approval process for a group of projects.



## Fields and Options

Use the Invoice Approval Process form and related dialog boxes to set up approvals for invoices generated in Billing.

### Invoice Approval Process Form

If you use the Invoice Approval feature, use the Invoice Approval Process form to create or modify an invoice approval process.

An invoice approval process is a set of instructions that defines who can approve and reject invoices and how and when notification center alerts are sent to the people involved in the approval process.

DPS comes with a default invoice approval process that is entered on this form whose identification code is "DEFAULT." In addition to this code, you can create other invoice approval process codes to use for your projects.

In a project's billing terms, you specify an invoice approval process to use for a project's invoices.

The Invoice Approval Process form is accessible only after you enable the Invoice Approval feature on the Miscellaneous tab of the Billing Setup form in **Settings » Billing » General** in the desktop application.

#### *Display the Invoice Approval Process Form*


You display the form in Billing Configuration.

From the desktop application Navigation menu, click **Settings » Billing » Invoice Approval Process**.



#### *Toolbar of Invoice Approval Process Form*

Use toolbar options to create invoice approval processes and print a report of their details.

### Contents

Field	Description
 New	<p>Click this option to create a new invoice approval process.</p> <p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>New Invoice Approval Process</b> — Select this option to open a blank Invoice Approval Process form and create a new invoice approval process. A <b>Submit</b>, <b>Approve</b>, <b>Reject</b>, and <b>Unsubmit</b> action row prefill in the <b>Actions</b> grid.</li> <li>▪ <b>Copy Current Invoice Approval Process</b> — Select this option to copy the invoice approval process that is displayed on the Invoice Approval Process form into a blank Invoice Approval Process form. Then enter a new code and description for it, and edit it as needed.</li> </ul>




Field	Description
	<ul style="list-style-type: none"> <li><b>Select Invoice Approval Process...</b> — Select this option to open the Invoice Approval Process Lookup dialog box. Select an existing invoice approval process to copy into a blank Invoice Approval Process form to create a new invoice approval process.</li> </ul>
 Delete	<p>Click this option to delete the invoice approval process that is currently displayed on the form.</p> <p>You cannot delete an invoice approval process code if either of the following apply:</p> <ul style="list-style-type: none"> <li>The code is entered as the default on the Misc tab of the Billing Setup form in <b>Settings » Billing » General</b> in the desktop application.</li> <li>The code is already entered in a project's billing terms.</li> </ul>
 Print	<p>Click this option to view or print a report that includes all the invoice approval processes that you set up in Invoice Approval Process Configuration.</p> <p>This report lists each invoice approval code and description and shows you the setup information that is entered for each action in the <b>Actions</b> grid on the Invoice Approval Process form for the approval code.</p>

### *Contents of the Invoice Approval Process Form*

Use the fields and options on the form to enter an identification code and description for the invoice approval process and then enter related detail.

### Header Information

Field	Description
Search	<p>Click  <b>Search</b> to open the Invoice Approval Process Lookup, and select an existing invoice approval process that you want to view or modify.</p> <p>If you have multiple companies, the list of invoice approval processes in the lookup dialog box includes invoice approval processes for all companies in your enterprise.</p>
Code	Enter an identification code for the invoice approval process that you are creating.
Description	Enter a description for the invoice approval process. The description displays in the drop-down list for the <b>Approval Process</b> field on the Misc tab in <b>Billing » Billing Terms</b> , which is where you select an invoice approval process for a project.



### Actions Grid Columns

Field	Description
Action	<p>The Actions grid prefills with one row for each invoice approval action. You complete the remaining grid fields in the row.</p> <p>The actions that prefill in the <b>Action</b> column are:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Submit</b> — When you submit an invoice in Interactive Billing or Batch Billing, it becomes available for invoice approval (to approve or reject).</li> <li>▪ <b>Approve</b> — After an invoice is submitted, you can approve it in Interactive Billing, Invoice Approvals, or Interactive Approvals.</li> <li>▪ <b>Reject</b> — After an invoice is submitted, you can reject it (instead of approve it) in Invoice Approvals or Interactive Approvals.</li> <li>▪ <b>Unsubmit</b> — When you unsubmit an invoice in Interactive Billing, the transaction details are no longer associated with the submitted invoice, and the invoice status returns to <b>New</b>. An invoice must be submitted again to make it available to approve.</li> </ul>
Employee to Approve/Reject	<p><b>For the Submit and Unsubmit action rows:</b></p> <p>This field prefills with <b>Interactive Billing</b>, and you cannot change it. This indicates that invoices are submitted and unsubmitted in Interactive Billing or Batch Billing by anyone who has role security to access these menu items and record access to the specific project.</p> <p><b>For the Approve and Reject action rows:</b></p> <p>Enter the employees who can accept or reject an invoice for the project. From the drop-down list, you can select any employee field from the Projects hub, such as <b>Project Manager</b>, <b>Principal</b>, <b>Supervisor</b>, or <b>Biller</b>. This list also includes any user-defined employee field in the Projects hub.</p> <p>If you select multiple employees to approve or reject, any of the selected employees will be able to perform the action.</p>
Employee to Alert	<p>This field applies to all actions. Enter the employees who will be alerted when the action is performed.</p> <p>From the drop-down list, you can select any employee field from the Projects hub, such as <b>Project Manager</b>, <b>Principal</b>, <b>Supervisor</b>, or <b>Biller</b>. This list also includes any user-defined employee field in the Projects hub.</p> <p>If you do not want a notification center alert sent for an action, leave this field blank. For example, you might not want an alert sent when an invoice is unsubmitted.</p>
Alert Frequency	<p>Select the frequency at which you want alerts sent for an invoice approval action. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Alert per invoice</b> — After you enter a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals, alerts are sent to each employee who is specified to receive an alert. The alert contains one invoice.</li> <li>▪ <b>Alert per session</b> — Alerts are sent when you exit the billing or approval entry session. Alerts are sent to each employee who is specified to receive an alert. One or more alerts are sent. The alert is grouped by the</li> </ul>




Field	Description
	<p>invoice approval process for the invoices that are included in the session. The alerts contain multiple invoices.</p> <p>Example:</p> <p>An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver-one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."</p>
Alert Type	<p>Click in this field and then click  to open the Alert Type Lookup and select how you want the notification center alert for the action to be delivered to employees.</p> <p>Options are <b>Email</b>, <b>Notification Center</b>, and <b>Notification Center and Email</b>.</p> <p>Employees open the Notification Center by clicking  on the DPS menu bar. The number on this button is dynamic and indicates how many active action items and notifications you have.</p>
Notification Center Summary as Link	<p>This column is enabled only if you select <b>Notification Center</b> or <b>Notification Center and Email</b> in the <b>Alert Type</b> column.</p> <p>Select this check box if you want the Notification Center summary text to be a link to the Billing invoice.</p> <ul style="list-style-type: none"> <li>For the submit action, the link to the invoice opens the Invoice Approvals form (<b>Billing » Invoice Approvals</b>). You must select the specific invoice.</li> <li>For the approve or reject actions, the link to the invoice automatically opens the specific invoice on the Interactive Billing form (<b>Billing » Interactive Billing</b>).</li> </ul> <p>When this option is not selected and you click the Notification Center summary, it displays a dialog box that provides the content of the Notification Center alert.</p>

### Alert Type Lookup Dialog Box

Use the Alert Type dialog box when you are setting up an invoice approval process to select how you want notification alerts to be delivered to employees.

#### *Display the Alert Type Lookup Dialog Box*

You display the Alert Type Lookup dialog box in Invoice Approval Process Configuration.

- From the desktop application Navigation menu, click **Settings » Billing » Invoice Approval Process**.
- In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .



### *Contents of the Alert Type Lookup Dialog Box*

Use these fields and options to set up how you want invoice approval notification center alerts to be delivered to employees.


Field	Description
Display Type	This field prefills with <b>Standard</b> and you cannot change it.
Search	Click this button to display options for sending notification center alerts to employees. The options that display in the results box are <b>Dashboard</b> , <b>Dashboard and Email</b> , and <b>Email</b> .
Search By	This field does not apply for alert types.
Search Text	As an alternative to clicking the <b>Search</b> button to display a list of the notification methods, you can type either an "e" or a "d" in this field to display the email or dashboard delivery methods in the results box.
Results Box	Click one of the delivery methods ( <b>Dashboard</b> , <b>Dashboard and Email</b> , or <b>Email</b> ), then click <b>Select</b> .
Clear	Click this button to clear all the entries in this dialog box.
Select	Click this button after you select a delivery method. You return to the Invoice Approval Process form. The delivery method that you selected displays in the <b>Alert Type</b> field as underlined, blue text. Click the underlined text to open either the Email Configuration dialog box or the Dashboard dialog box to enter configuration settings for the delivery method.
Close	Click this button to ignore any selections that you made on this dialog box and return to the Invoice Approval Process form.

### **Email Configuration Dialog Box (Billing Configuration)**

Use the Email Configuration dialog box to specify the subject and contents for the email alert for an invoice approval action.

### *Display the Email Configuration Dialog Box (Billing Configuration)*

You display the Email Configuration dialog box in Invoice Approval Process Configuration.

1. From the DPS in Navigation menu, click **Settings » Billing » Invoice Approval Process** in the desktop application.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type Lookup, select **Email** and then click the **Select** button.
4. In the Actions grid, click **Email** in the **Alert Type** field.



You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Email** to open the Email Configuration dialog box. **Email** must be underlined, blue text before it will open the dialog box when you click it.

#### *Contents of the Email Configuration Dialog Box (Billing Configuration)*

Use these fields and options to specify the subject and contents for the email alert for an invoice approval action.

Field	Description
Subject field and Insert Field button	<p>Enter a subject for the email alert in the <b>Subject</b> field.</p> <p>If the alert frequency for an invoice approval action is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the subject.</p> <p>If the alert frequency for an invoice approval action is <b>Alert per Session</b>, the <b>Insert Field</b> button is not enabled, and you cannot insert invoice fields into the subject.</p> <p>To insert an invoice field into the subject, place your mouse pointer in the <b>Subject</b> field in the location where you want to insert the field, and click the <b>Insert Field</b> button above the <b>Subject</b> field. On the Column Selection dialog box, click the field that you want to insert, and click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval"</p> <p>This inserts the invoice's client name and project name into the email subject.</p>
Alert Content text box, Insert Field toolbar option, and Edit toolbar option	<p>Enter the text for the body of the email alert in the text box.</p> <p>To insert an invoice-specific field into the text, place your mouse pointer where you want to insert the field, and click the <b>Insert Field</b> button on the Alert Content toolbar. On the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the email subject.</p> <p>You can also click the <b>Edit</b> option on the Alert Content toolbar to open the DPS Text Editor dialog box and format the text.</p>
Language	<p>This field applies if you use the Multilingual feature in DPS. From the drop-down list, select the language to use for the alert. Only the languages for which you have purchased a license display in the list.</p>


#### **Notification Configuration Dialog Box**

Use the Notification Configuration dialog box to specify the summary and contents for the notification alert for an invoice approval action.



### Display the Notification Configuration Dialog Box

You display the Dashboard Configuration dialog box in Invoice Approval Process Configuration.

1. From the desktop application Navigation menu, click **Settings » Billing » Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. In the Alert Type Lookup, select **Notification Center** and then click the **Select** button.
4. In the Actions grid, click **Notification Center** in the **Alert Type** field.  
You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Notification Center** to open the Notification Configuration dialog box. **Notification Center** must be underlined, blue text before it will open the dialog box when you click it.

### Contents of the Notification Configuration Dialog Box

Use these fields and options to specify the summary and contents for the notification center alert for an invoice approval action.

Field	Description
Summary field and Insert Field button	<p>Enter a summary for the notification alert in the <b>Summary</b> field.</p> <p>If the alert frequency for an invoice approval process is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary.</p> <p>If the alert frequency for an invoice approval proces is <b>Alert per Session</b>, the <b>Insert Field</b> button is not enabled, and you cannot insert invoice fields into the summary.</p> <p>To insert an invoice field into the summary, place your mouse pointer in the <b>Summary</b> field in the location where you want to insert the field, and click the <b>Insert Field</b> button above the field. In the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval"</p> <p>This adds the invoice's client name and project name to the notification summary.</p>
Alert Content text box, Insert Field toolbar options, and Edit toolbar option	<p>Enter the text for the body of the notification alert in the text box.</p> <p>To insert an invoice-specific field into the text, place your mouse pointer in the location where you want to insert the field, and click <b>Insert Field</b> on the toolbar. On the Column Selection dialog box, click the field to insert, and click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the notification subject.</p>



Field	Description
	You can also click the <b>Edit</b> option on the toolbar to open the DPS Text Editor dialog box and format the text.
Language	This field applies if you use the Multilingual feature in DPS. From the drop-down list, select the language to use for the Notification alert. Only the languages for which you have purchased a license display in the list.


### Notification and Email Configuration Dialog Box

Use the Notification and Email Configuration dialog box to specify the summary and contents for the notification and email alert for an invoice approval action.

You enter information for each alert type on the separate Notification tab and Email tab on this dialog box.

#### *Display the Notification and Email Configuration Dialog Box*

You display the Notification and Email Configuration dialog box in Invoice Approval Process Configuration.

1. From the desktop application Navigation menu, click **Settings » Billing » Invoice Approval Process**.
2. In the Actions grid on the Invoice Approval Process form, click in the **Alert Type** field and then click .
3. On the Alert Type Lookup, select **Notification Center and Email**, and click the **Select** button.
4. In the Actions grid, click **Notification Center and Email** in the **Alert Type** field. You may need to move your mouse pointer out of the **Alert Type** field and then back in it before you can click **Notification Center and Email** to open the Notification Center and Email Configuration dialog box. **Notification Center and Email** must be underlined, blue text before it will open the dialog box when you click it.

#### *Contents of the Notification Center and Email Configuration Dialog Box*

Use these fields and options to specify the summary and contents for the notification center and email alert for an invoice approval action.

The following fields are included on both the Notification Center and Email tabs of this dialog box. Enter information for the notification alert on the Notification Center tab; enter information for email alert on the Email tab.

Field	Description
Summary or Subject field and Insert Field button	Enter a summary (for notifications) or subject (for emails) in the <b>Summary</b> or <b>Subject</b> field for the alert.  If the alert frequency for an invoice approval action is <b>Alert per Session</b> , the <b>Insert Field</b> button is not enabled, and you cannot insert Billing invoice fields into the summary or subject.




Field	Description
	<p>If the alert frequency for an invoice approval action is <b>Alert per Invoice</b> (on the Invoice Approval Process form), you can use a combination of text and Billing invoice fields for the summary or subject.</p> <p>To insert a Billing invoice field into the summary or subject, place your cursor in the <b>Summary</b> or <b>Subject</b> field in the location where you want to insert the field, then click the <b>Insert Field</b> button above the field. On the Column Selection dialog box, click the field to insert, then click <b>OK</b>.</p> <p>Example: "An invoice for [:CL.Client] for [:PR.Name] is ready for your approval."</p> <p>This adds the invoice's client name and project name to the notification summary or email subject.</p>
Alert Content text box, Insert Field toolbar option, and Edit toolbar option	<p>Enter the text for the body of the alert in the text box.</p> <p>To insert an invoice-specific field into the text, place your mouse pointer in the place where you want the field located, and then click the <b>Insert Field</b> option from the Alert Content toolbar. In the Column Selection dialog box, click the field to insert, and then click <b>OK</b>.</p> <p>Example: "Invoice for [:PR.WBS1] has been approved and is awaiting final invoicing."</p> <p>This identifies the project and phase for the invoice in the alert summary or subject.</p> <p>You can also click the <b>Edit</b> option on the Alert Content toolbar to open the DPS Text Editor dialog box and format the text.</p>
Language	<p>This field applies if you use the Multilingual feature in DPS. From the drop-down list, select the language to use for the alert. Only the languages for which you have purchased a license display in the list.</p>

### Column Selection Dialog Box

Use this dialog box to select fields from the Project hub that you want to display in the subject of the notification alert for an invoice approval action.

#### *Display the Column Selection Dialog Box*

You display the Column Selection dialog box in Invoice Approval Process Configuration.

1. From the desktop application Navigation menu, click **Settings » Billing » Invoice Approvals Process**.
2. On the Invoice Approval Process form, in the Actions grid, click in the **Alert Type** field. Then click .
3. In the Alert Type Lookup, select an alert type and then click **Select**.
4. Click the blue, underlined entry in the **Alert Type** field.



You may need to move your mouse pointer out of this field and then back into it for the underlining to occur.

5. On the Email Configuration, Dashboard Configuration, or Dashboard and Configuration dialog box, click the **Insert Field** button.

#### *Contents of the Column Selection Dialog Box*

Use these fields and options to select fields from the Project hub that you want to display in the subject of the notification center alert for an invoice approval action.

Field	Description
Column	Click a Project hub field in this list to add it to the subject or summary of the notification alert for the invoice approval action.
OK	After you select a field in the <b>Column</b> box, click this button to return to the Email Configuration, Dashboard Configuration, or Dashboard and Email Configuration dialog box.

#### **Learn More About...**

If you are new to DPS Billing, you may find it helpful to review conceptual information about the invoice approval process.

#### **Invoice Approval Processes**

An invoice approval process is a set of instructions that defines who can approve and reject invoices and how and when notification alerts are sent to the people involved in the approval process.

DPS comes with one invoice approval process whose identification code is "DEFAULT."

You can set up additional approval processes on the Invoice Approval Process form in **Settings » Billing » Invoice Approval Process** in the desktop application after you turn on the Invoice Approval feature. You can have different sets of approvers and notification methods for different projects.

For example, you may have a different approval process for projects whose invoices are issued in different countries. Or, you may have some projects that are approved by a project manager and others that are approved by the principal.

You specify the approval process for a project on the project's billing terms (on the Misc tab of **Billing » Billing Terms**). You can change the invoice approval process for a project at any time.

#### **DEFAULT Code for Invoice Approvals**

DPS comes with one invoice approval process whose identification code is "DEFAULT."

In addition to DEFAULT, you can set up as many invoice approval processes as you need. You set up invoice approval processes on the Invoice Approval Process form in **Settings » Billing » Invoice Approval Process** in the desktop application.

**DEFAULT** displays in the drop-down list in the:



- **Default Approval Process** field on the Miscellaneous tab in **Settings » Billing » General** in the desktop application.
- **Approval Process** field on the Misc tab in **Settings » Billing » Default Terms** in the desktop application.
- **Approval Process** field on the Misc tab in **Billing » Billing Terms**.

The settings on the Invoice Approval Process form for DEFAULT are:

Action	Employee to Approve/Reject	Employee to Alert	Alert Frequency	Alert Type
Submit	Interactive/Batch Billing	Project Manager	Per Invoice	Dashboard
Approve	Project Manager	Biller	Per Invoice	Dashboard
Reject	Project Manager	Biller	Per Invoice	Dashboard
Unsubmit	Interactive Billing	Project Manager	Per Invoice	Dashboard

### Alerts and the Invoice Approval Process

For each invoice approval process, you determine whether or not alerts will be sent when invoices are submitted, approved, rejected, or unsubmitted (each invoice approval action).

For each invoice approval action, you select the employees to be alerted, how they will be alerted (email, dashboard, or both), and the alert frequency (alerts sent per invoice or per billing or approval entry session). You specify these settings for an invoice approval process in **Settings » Billing » Invoice Approval Process** in the desktop application.

You can specify that alerts are sent when invoices are:

- Submitted in Interactive Billing or Batch Billing.
- Approved in Interactive Billing, Invoice Approvals, or Interactive Approvals.
- Rejected in Invoice Approvals or Interactive Approvals.
- Unsubmitted in Interactive Billing.

### Alerts Sent per Invoice

When you choose to have alerts sent per invoice for an invoice approval action:

- Alerts are sent after the action taker enters a comment for the invoice in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.
- One invoice is included in the alert that is sent to each employee.

### Alerts Sent per Session

When you choose to send alerts per a billing or approval entry session for an invoice approval action:



- Alerts are sent when you exit the entry session in Interactive Billing, Batch Billing, Interactive Approvals, or Invoice Approvals.
- Alerts are sent to each employee who is specified to receive an alert.
- If multiple invoices have been processed during the invoice action, one or more alerts are sent-grouped by the invoice approval process for the invoices that are included in the session.
- Multiple invoices are included in the alert sent to each employee.

Example: An entry session for submitting invoices includes 15 total invoices (all to be approved by one person). Five of the invoices use invoice approval process "A" and 10 of the invoices use invoice approval process "B." Two alerts are sent to the approver-one alert includes the five invoices that use invoice approval process "A" and the other alert includes the 10 invoices that use invoice approval process "B."

### Hyperlinks in Alerts

Alerts that are sent when invoices are submitted include a hyperlink to the Invoice Approvals application in Billing. In Invoice Approvals, you see only the invoices that require approval for projects for which you are defined as the approver, rejecter, or biller. As an invoice approver, your role access to projects (set up in role security) also determines the invoices that you see in Invoice Approvals.

Alerts that are sent when invoices are approved, rejected, or unsubmitted include a hyperlink to the specific invoice in the Interactive Billing application in Billing.

## Resource Planning Settings

Use the Resource Planning settings forms to specify how you want to enter and view project plans, calculate planned amounts, and manage resource assignments.

### How to...

In the Resource Planning Settings, you specify options that determine how you enter and view planning information for projects, opportunities, and resources.

#### Add a Generic Resource (Browser)

Use the Generic Resources form to add a new generic resource for planning purposes.

#### To create a new generic resource:

1. From the Navigation menu, select **Settings » Resource Planning » Generic Resources**.
2. Click **New Generic Resource** to create a new generic resource.
3. Complete the fields on the form.
4. Click **Save**.



### Enable Planning for Expenses and Consultants

To turn on the option to enter plan data for expenses or consultants, go to the Plan Settings form in Resource Planning Settings.

If you set up multiple companies in DPS, the decision to enable planning for expenses and consultants is made separately for each company.

**To enable planning for expenses or consultants for the current active company:**

1. In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.
2. Select **Yes** for **Enable Expense Planning**, **Enable Consultant Planning**, or both.
3. Click **Save**.
4. To specify settings for another company, select that company from the drop-down list on the DPS toolbar, and repeat this procedure for that company.

### Specify Default Plan Settings for New Projects and Opportunities

To specify settings that are used by default for new project and opportunity plans, go to the Plan Settings form in Resource Planning Settings.

With the necessary security rights, users can change the default settings for individual projects and opportunities.

If you set up multiple companies in DPS, you specify default plan settings separately for each company.

**To specify default plan settings for the current active company:**

1. In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.
2. Under **Default Plan Settings When Creating a New Plan or Opportunity**, enter or select the defaults you want.
3. Click **Save**.
4. To specify settings for another company, select that company from the drop-down list on the DPS toolbar, and repeat this procedure for that company.

### Set Up Default Cost and Billing Rates for Plans

To select default methods and rate tables for calculating plan amounts, go to the Rates form (**Settings » Resource Planning » Rates**).

With the necessary security rights, users can change the default settings for individual projects and opportunities.

Before you can select default rate tables for planning, you must set up those tables. To do that, click **Settings » Rate Tables**.

**To specify default rate settings:**

1. In the Navigation pane, select **Settings » Resource Planning » Rates**.
2. In **Budget Type**, indicate if plans will be based on cost, billing, or both cost and billing.



Additional fields display based on your selection.

3. Select the methods, rate tables, and multipliers that you want to use as defaults.
4. Click **Save**.

### Specify Scheduled Thresholds

To specify the target range for scheduled percentage, go to the Resource Settings Form in the Resource Planning Settings.

If your enterprise sets up multiple companies in DPS, these settings apply to all companies.

#### To specify the target range for scheduled percentage:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. On the **Scheduled Thresholds** slider, drag one indicator along the scale to the lowest scheduled percentage of available hours that is considered properly scheduled.  
  
For example, drag the indicator to **95%** if 95 percent or higher of employees' available hours must be scheduled to be considered properly scheduled. Employees with a scheduled percentage below 95 percent of their available hours will be considered underscheduled.
3. Drag the other indicator along the scale to the highest scheduled percentage of available hours that is considered properly scheduled.  
  
For example, drag the indicator to **105%** if 105 percent is the maximum percentage of employees' available hours that can be scheduled to be considered properly scheduled. Employees with a scheduled percentage above 105 percent of their available hours will be considered overscheduled.
4. Click **Save**.

### Specify Utilization Thresholds

To specify the target range for utilization percentage, go to the Resource Settings form in the Resource Planning Settings.

If your enterprise sets up DPS for multiple companies, these settings apply to all companies.

#### To specify the target range for utilization percentage:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. On the **Utilization Thresholds** slider, drag one indicator along the scale to the lowest percentage of an employee's utilization target that is considered properly utilized.  
  
For example, drag the indicator to **95%** if employees must be at 95 percent of their target utilization or higher to be considered properly utilized. Employees with a utilization percentage below 95 percent of their target utilization percentage will be considered underutilized.
3. Drag the other indicator along the scale to the highest percentage of an employee's utilization target that is considered properly utilized.  
  
For example, drag the indicator to **105%** if employees must be at 105 percent of their target utilization or lower to be considered properly utilized. Employees with a utilization



percentage above 105 percent of their target utilization percentage will be considered overutilized.

4. Click **Save**.

### Turn On Soft and Hard Booking

To turn on the option to designate resource assignments as "soft" (tentative) or "hard" (confirmed or approved), go to the Resource Settings form on the Resource Planning Settings.

If your firm sets up DPS for multiple companies, this setting applies to all companies.

#### To turn on soft and hard booking:

1. In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.
2. Under **Use Soft and Hard Booking for Assignments**, select **Yes**.
3. Click **Save**.

Before users can hard book assignments, you must also select **Allow to Hard Book Planned Hours** on the Roles form in the desktop application for those security roles that are authorized to hard book assignments. (**Exception:** If your only activated application is CRM, you instead click **Security Roles** in the **Settings** section of the Navigation pane in the browser application, and select **Can Hard Book**.)

### Select the Available Columns for the Project Planning Grids

To select the columns that can be displayed in the project planning grids on the Projects form, go to the Grids form in the Resource Planning Settings. Users who work with the project planning grids can choose the columns that they want to display, but only the columns that you select on the Grids form are available to them. You can exclude columns that you do not use or that you do not want to display for other reasons.

If your firm sets up multiple companies in DPS, these settings apply to all companies.

#### To select the columns that are available for the project planning grids:

1. In the Navigation pane, select **Setting » Resource Planning » Grids**.
2. Under **Columns in Labor Grid**, do the following:
  - In the Cost and Billing Views grid, select the columns that you want to make available for both the cost view and billing view of labor plan data in the grid on the Labor tab.
  - In the Cost Views grid, select the columns that you want to make available for the cost view of labor plan data in the grid on the Labor tab.
  - In the Billing Views grid, select the columns that you want to make available for the billing view of labor plan data in the grid on the Labor tab.
3. If you enabled planning for expenses, a **Columns in Expenses Grid** section displays. Repeat the actions described above in step 3 to specify the available columns for the grid on the Expenses tab.
4. If you enabled planning for consultants, a **Columns in Consultants Grid** section displays. Repeat the actions described above in step 3 to specify the available columns for the grid on the Consultants tab.



5. Under **Columns in Contract Grid**, select the columns that you want to make available for the grid on the Contract tab.
6. Click **Save**.

### Specify Non-Work Days

To identify the days of the week on which your employees normally do not work, and to specify your holidays, go to the Non-Work Days form in either the Resource Planning Settings or Time Settings.

Entries that you make on the form in either Resource Planning Settings or Time Settings are updated on both forms.

On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them. When DPS spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

If you have multiple companies, you specify non-work days and holidays separately for each company.

#### To specify non-work days and holidays:

1. If you have multiple companies in DPS, select the company for which you want to specify non-work days as the active company.
2. In the Navigation pane, select **Settings » Resource Planning » Non-Work Days** or **Settings » Time » Non-Work Days**.
3. Under **Non-Work Days**, select the days of the week that your employees normally do not work.
4. To add a holiday, click **+ Add Holiday** below the Holidays grid to add a blank row.
5. Click in the **Date** field and select the date of the holiday.
6. In the **Type** field, select **Holiday** or **Other**.
7. In the **Description** field, enter the name of the holiday.
8. If the holiday includes more than one day, click **⋮** at the end of the row and select **Copy** to copy the holiday information into a new row, and change the date in that row.  
You can also use the copy feature if you want to create rows for a holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays chronological order.
9. To add other holidays, repeat steps 4 - 9.
10. Click **Save**.

### Fields and Options

Use the forms in the Resource Planning Settings to specify options that determine how you enter and view planning information for projects, opportunities, and resources.

The Resource Planning Settings form is only available if you activated the Resource Planning application.



## Summary Form

Review the sections on the Summary form to see a summary of the entries that are made on each of the Resource Planning settings forms.

### Display the Summary Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Summary**.

### Contents of the Summary Form

Review the sections on this form to see a summary of the entries that are made on each of the forms in Resource Planning Settings.

#### Contents

Field	Description
Company Name	If you use multiple companies, the name of the active company displays at the top of the form.
Plan Settings Section	View the settings related to plans for projects and opportunities as selected on the Plan Settings form.
Rates Section	View the budget type and the cost and billing rate methods, tables, and multipliers used as the defaults for new plans as entered on the Rates form.
Resource Settings Section	View the options that determine how you enter and view planning information for projects, opportunities, and resources as selected on the Resource Settings form.
Grids Section	View a list of the columns to display in the project planning grids on the Projects form as selected on the Grids form.
Non-Work Days Section	View the number of company holidays and the non-work days as entered on the Non-Work Days form.

## Plan Settings Form

Use the Plan Settings form of Resource Planning Settings to specify a variety of settings related to entering and viewing plans for projects and opportunities.

### Display the Plan Settings Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Plan Settings**.



## Contents of the Plan Settings Form

Use the Plan Settings form of Resource Planning Settings to specify a variety of settings related to plans for projects and opportunities.

If you set up multiple companies in DPS, you specify plan settings separately for each company.

The Resource Planning Settings form is only available if you activated the Resource Planning application.

## Contents: Global Plan Settings

If you set up multiple companies in DPS, the settings under this heading apply to all companies. If you did not set up multiple companies, the **Global Plan Settings** heading does not display.

Field	Description
When No Organization Selected, Plan Settings Default from This Company	<p>If you set up multiple companies in DPS, select the company whose default plan settings you want to use when a new project or opportunity has no organization specified.</p> <p>If you set up DPS initially with multiple companies, this field defaults to the company that you use in the DPS setup process. If you first set up DPS with a single company and then switch to multiple companies, this field defaults to your lowest numbered company.</p> <p>When you add a new project or opportunity, DPS automatically creates an empty plan for it using the default plan settings for the company it is associated with through its organization. However, you are not required to assign an opportunity to an organization, and you are not required to assign a project to an organization if <b>Available to Accounting users</b> is not selected on the General tab of the Projects hub in the Desktop application. If you do not specify an organization for a new project or opportunity, DPS uses the default plan settings for the company you select in this field to create the project or opportunity plan.</p> <p>While most of the default plan settings inherited from this company can be overridden for individual plans, the following settings are only set at the company level:</p> <ul style="list-style-type: none"> <li>▪ Enable Expense Planning</li> <li>▪ Enable Consultant Planning</li> <li>▪ Starting Day of Week</li> </ul> <p>To change these settings for a project or opportunity, you must assign it to an organization that is associated with the company with the correct settings.</p> <p>In addition, plan currencies for projects and opportunities without organizations are set to the functional currency for the default company you select in this field if the currencies are not specified in the project or opportunity record. You can override this default currency by assigning different currencies in the project or opportunity record. (If a project or opportunity plan has no planning assignments, you can also override the default currency by assigning the project or opportunity to an organization that is associated with a company with a different functional currency.)</p>



Field	Description
Hour Decimal Places	Select the number of decimal places you want to display in plan hours values: none, one, or two.
Amount Decimal Places	<p>Select an option for decimal places in plan amounts:</p> <ul style="list-style-type: none"> <li>▪ <b>No Decimal:</b> Enter and display amounts with no decimal places.</li> <li>▪ <b>Currency:</b> Enter and display amounts with the number of decimal places set for the type of currency used.</li> </ul>
Job-to-Date (JTD) Through	<p>If you have not activated either the Time &amp; Expense module or the Accounting module, select the cutoff date for calculating job-to-date (JTD) hours and amounts, which in turn are used to calculate estimate-to-complete (ETC) and estimate-at-completion (EAC) hours and amounts.</p> <p>If you have activated either the Time &amp; Expense module or the Accounting module, this field is not available, and the current date is used to calculate JTD hours and amounts.</p> <p>Under normal circumstances, you do not need to set this date. Initially, it defaults to the current date. From that point on, when you use the API or the Historical Labor import process to load actual hours and amounts that employees have charged to projects, DPS automatically sets the JTD date to the date of the latest historical labor record in the database. If you need to set the date yourself temporarily, you can do that, but the next time that you load historical labor, your entry will be replaced with the latest labor record date.</p>
WBS Level Delimiter	<p>If the Resource Planning module is activated but the Accounting module is not activated, select the character (a period, for example) that you want to use as the delimiter between WBS levels in project numbers.</p> <p>When you import projects from a .CSV file or using the API, include this delimiter to separate the levels in the project numbers so DPS can create the plan structures correctly. Also include it in project numbers when you import plan assignments and actual labor, expenses, consultants, and overhead for plans so that those records can be assigned to the correct WBS elements.</p> <p>If you have activated the Accounting module, this field is not available</p>

### Contents: Active company settings

If you set up multiple companies in DPS, the name of the active company displays, and the settings under it apply to that company only. To specify settings for another company, select that company from the drop-down list on the DPS toolbar. If you did not set up multiple companies, the heading containing the company name does not display.

Field	Description
Enable Expense Planning	<p>Select <b>Yes</b> if you want to be able to enter plan data for expenses.</p> <p>You can enter plan data for direct, indirect, and reimbursable expenses.</p>



Field	Description
Enable Consultant Planning	<p>Select <b>Yes</b> if you want to be able to enter plan data for consultants.</p> <p>You can enter plan data for direct and reimbursable consultants.</p>
Starting Day of Week	<p>Select the first day in your work week.</p> <p>If you set up multiple companies in DPS, a resource manager working in Resource View or Project View or using a resource management report can display plans for projects from more than one company. Each of those companies could have different starting days for their work weeks. Because of that, the Resource Management applications always use the starting day of the week specified for the user's currently active company.</p>
Target Multiplier	<p>Enter the default target labor cost multiplier.</p> <p>The target multiplier represents how much revenue is anticipated for each labor cost dollar spent on a project. It is commonly used as the basis for evaluating the EAC labor cost multipliers as projects move forward.</p> <p>This target multiplier is assigned automatically to all new plans, but if you do not use the same target multiplier for all projects, it can be changed for individual plans on the Plan Settings dialog box.</p>
Overhead %	<p>Enter the default overhead percentage for plans, as a whole number. For example, enter <b>10</b> for 10 percent. With the necessary security rights, you can enter different percentages for individual projects and opportunities.</p> <p>The overhead percentage is used to calculate the ETC portion of overhead, which is in turn used to calculate EAC profit for a plan.</p>
Expense Planning Level	<p>If you selected <b>Yes</b> for <b>Enable Expenses Planning</b>, select the default level of the plan structure at which to plan expenses:</p> <ul style="list-style-type: none"> <li>▪ <b>Plan Level 1, Plan Level 2,...:</b> Plan expenses at the specific level you select. Lower numbers are higher in the plan structure. For example, for a project plan, level 1 corresponds to the project level of the work breakdown structure (WBS).</li> <li>▪ <b>Lowest Level:</b> Plan expenses at the lowest level of each branch of the plan structure. For example, if the lowest level is level 2 for one branch and level 3 for another, you enter expense plan data for the first branch at level 2 and for the second branch at level 3.</li> </ul> <p>With the necessary security rights, you can select different levels for individual projects and opportunities.</p>
Consultant Planning Level	<p>If you selected <b>Yes</b> for <b>Enable Consultant Planning</b>, select the default level of the work breakdown structure at which to plan consultants:</p> <ul style="list-style-type: none"> <li>▪ <b>Plan Level 1, Plan Level 2,...:</b> Plan consultants at the specific level you select. Lower numbers are higher in the plan structure. For example, for a project plan, level 1 corresponds to the project level of the WBS.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Lowest Level:</b> Plan consultants at the lowest level of each branch of the plan structure. For example, if the lowest level is level 2 for one branch and level 3 for another, you enter consultant plan data for the first branch at level 2 and for the second branch at level 3.</li> </ul> <p>With the necessary security rights, you can select different levels for individual projects and opportunities.</p>

## Rates Form

Use the Rates form of Resource Planning Settings to specify the budget type and the cost and billing rate methods, tables, and multipliers to use as the defaults for new plans.

### Display the Rates Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Rates**.

### Contents of the Rates Form

Use the Rates form of Resource Planning Settings to specify the budget type and the cost and billing rate methods, tables, and multipliers to use as the defaults for new plans.

With the necessary access rights, users can override the defaults for individual plans.

If you set up multiple companies in DPS, you specify default rate settings separately for each company.

The Resource Planning Settings form is only available if you activated the Resource Planning application.

### Contents: General

Field	Description
Active company	If you set up multiple companies in DPS, the active company displays at the top of the form. If that company is not the company for which you want to specify rate information, select the correct company from the drop-down list on the DPS toolbar.

### Contents: Standard Settings

Field	Description
Budget Type	<p>Select one of the following as the default budget type for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>Cost:</b> To include cost rates on plans, specify labor cost rate methods and cost rate tables.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Billing:</b> To include billing rates on plans, specify labor cost and billing rate methods and billing rate tables, and a billing multiplier. If you have enabled planning for expenses and consultants, specify billing rate methods, tables, and multipliers for those also.</li> <li>▪ <b>Cost and Billing:</b> To include both cost and billing rates on plans, specify the rate methods, tables, and multipliers for both budget types.</li> </ul>

### Contents: Labor Cost Rates

If you select **Cost** or **Cost and Billing** in **Budget Type**, labor cost rate settings are used to calculate all planned labor cost amounts. If you plan based on billing, labor cost rates are only used to calculate labor estimate-at-completion (EAC) multipliers.

Field	Description
Labor Cost Rates: Employee Rate Method	<p>Select one of the following as the default employee cost rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>From Employee Provisional Rate:</b> Use the provisional rates from the Employee hub.</li> <li>▪ <b>From Labor Rate Table:</b> Use the rates from a labor rate table.</li> <li>▪ <b>From Labor Category Table:</b> Use the rates from a labor category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul> <p>If you select <b>From Labor Rate Table</b> or <b>From Labor Category Table</b>, also select a default employee cost rate table.</p>
Labor Cost Rates: Employee Rate Table	<p>If you selected an employee cost rate method other than <b>From Employee Provisional Rate</b> or <b>None</b>, select a default employee cost rate table for new plans. The rate table provides the default cost rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in DPS, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
Labor Cost Rates: Generic Resource Rate Method	<p>Select <b>From Labor Category Table</b> or <b>From Labor Code Table</b> to indicate if you want to use labor code rate tables or labor category rate tables as the default cost rate method for generic resources for new plans.</p> <p>If you do not want to specify a rate method as the default, select <b>None</b>.</p>



Field	Description
Labor Cost Rates: Generic Resource Rate Table	<p>Select a default labor category or labor code rate table for generic resources in new plans. The rate table provides the default cost rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in DPS, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>

### Contents: Labor Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type**, labor billing rate settings are used to calculate all planned labor billing amounts. If you select **Cost** in **Budget Type**, these settings do not display.

Field	Description
Labor Billing Rates: Employee Rate Method	<p>If you select <b>Billing</b> or <b>Cost and Billing</b> in <b>Budget Type</b>, select one of the following as the default employee billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>From Employee Provisional Rate:</b> Use the provisional rates from the Employee hub.</li> <li>▪ <b>From Labor Rate Table:</b> Use the rates from a labor rate table.</li> <li>▪ <b>From Labor Category Table:</b> Use the rates from a labor category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul> <p>If you select <b>From Labor Rate Table</b> or <b>From Labor Category Table</b>, also select a default employee billing rate table.</p>
Labor Billing Rates: Employee Rate Table	<p>If you selected an employee billing rate method other than <b>From Employee Provisional Rate</b> or <b>None</b>, select a default employee billing rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in DPS, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
Labor Billing Rates: Generic	This field displays the method selected in <b>Generic Resource Rate Method</b> under <b>Labor Cost Rates</b> .



Field	Description
Resource Rate Method	
Labor Billing Rates: Generic Resource Rate Table	<p>Select a default labor category or labor code rate table for generic resources in new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning. In addition, if you use multiple currencies in DPS, the selection list only contains tables that contain rates in your functional currency or, if you have multiple companies, in the functional currency of the active company.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p> <p>If you do not want to specify a specific rate table as the default, select <b>None</b>.</p>
Labor Billing Rates: Employee and Generic Billing Multiplier	<p>Enter a default multiplier (<b>2.7500</b>, for example) for calculating labor billing amounts for both employees and generic resources: Planned hours x Billing rate x Billing multiplier.</p> <p>If you select <b>None</b> in both <b>Employee Rate Method</b> and <b>Generic Resource Rate Method</b> under <b>Labor Cost Rates</b>, this field is not available.</p>

### Contents: Expense Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type** and if planning is enabled for expenses, expense billing rate settings are used to calculate all planned expense billing amounts. If you select **Cost** in **Budget Type** or if planning for expenses is not enabled, these settings do not display.

Field	Description
Expense Rate Method	<p>Select one of the following as the default expense billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier Only:</b> Calculate expense billing amounts using a multiplier without a rate table.</li> <li>▪ <b>From Account Rate Table:</b> Use rates from an expense account rate table.</li> <li>▪ <b>From Category Rate Table:</b> Use rates from an expense category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul>
Expense Rate Table	<p>If you selected an expense billing rate method other than <b>Multiplier Only</b> or <b>None</b>, select a default expense billing rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that match the rate method you selected (expense account tables or expense category tables) and that are marked as available for planning.</p>



Field	Description
	If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b> .
Expense Billing Multiplier	If you selected an expense billing rate method other than <b>None</b> , enter a default multiplier for calculating expense billing amounts for reimbursable expenses ( <b>1.2500</b> , for example). Billing amounts for direct expense line items are always set to zero.

### Contents: Consultant Billing Rates

If you select **Billing** or **Cost and Billing** in **Budget Type** and if planning is enabled for consultants, consultant billing rate settings are used to calculate all planned consultant billing amounts. If you select **Cost** in **Budget Type** or if planning for consultants is not enabled, these settings do not display.

Field	Description
Consultant Rate Method	<p>Select one of the following as the default consultant billing rate method for new plans:</p> <ul style="list-style-type: none"> <li>▪ <b>Multiplier Only:</b> Calculate consultant billing amounts using a multiplier without a rate table.</li> <li>▪ <b>From Account Rate Table:</b> Use rates from an expense account rate table.</li> <li>▪ <b>From Category Rate Table:</b> Use rates from an expense category rate table.</li> <li>▪ <b>None:</b> No default rate method.</li> </ul>
Consultant Rate Table	<p>If you selected an consultant billing rate method other than <b>Multiplier Only</b> or <b>None</b>, select a default rate table for new plans. The rate table provides the default billing rates for WBS elements in the plans.</p> <p>The only rate tables displayed for selection are those that are marked as available for planning.</p> <p>If you do not want to specify a specific rate table as the default or have not yet set up the rate tables, select <b>None</b>.</p>
Consultant Billing Multiplier	If you selected an expense billing rate method other than <b>None</b> , enter a default multiplier for calculating consultant billing amounts for reimbursable consultant expenses ( <b>1.2500</b> , for example). Billing amounts for direct consultant expense line items are always set to zero.



## Resource Settings Form

Use the Resource Settings form (**Settings » Resource Planning » Resource Settings**) to specify utilization and schedule thresholds and to turn on soft and hard booking.

### Display the Resource Settings Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Resource Settings**.

### Contents of the Resource Settings Form

Use the Resource Settings form to specify utilization and schedule thresholds and to turn on soft and hard booking.

If your firm sets up DPS for multiple companies, these settings apply to all companies.

### Contents

Field	Description
Utilization Thresholds	<p>Use this slider to specify the thresholds that determine if employees are properly utilized.</p> <p>Drag one indicator along the slider scale to the lowest percentage of an employee's utilization target that is considered properly utilized. Drag the other indicator to the highest percentage of an employee's utilization target that is considered properly utilized. You can set the thresholds to any whole percentages.</p> <p><b>Example:</b> You set the lowest percentage to 95 and the highest percentage to 105. If an employee's target utilization is 80 percent, that employee is considered properly utilized for a given period if their utilization is between 76 percent (<math>.95 \times 80</math>) and 84 percent (<math>1.05 \times 80</math>). She is underutilized if her utilization is below 76 percent and overutilized if it is above 84 percent.</p> <p>A description of the thresholds based on your settings displays below the scale.</p> <p>Resource View and the Resource Utilization by Organization report use these settings to highlight employee utilization status using color: gray (properly scheduled), yellow (under-scheduled), red (over-scheduled).</p>
Scheduled Thresholds	<p>Use this slider to specify the thresholds that determine if employees are properly scheduled.</p> <p>Drag one indicator along the slider scale to the lowest scheduled percentage of available hours that is considered properly scheduled. Drag the other indicator to the highest scheduled percentage of available hours that is considered properly scheduled. You can set the thresholds to any whole percentages.</p> <p><b>Example:</b> You set the lowest percentage to 95 and the highest percentage to 105. If an employee's available hours for a week is 40, that employee is considered properly scheduled if they are scheduled for between 38 hours (<math>.95</math></p>



Field	Description
	<p>x 40) and 42 hours (1.05 x 40). He is underscheduled if his scheduled hours are less than 38 and overscheduled if they are more than 42.</p> <p>A description of the thresholds based on your settings displays below the scale.</p> <p>Resource View and the Resource Utilization by Organization report use these settings to highlight employee scheduling status using color: gray (properly scheduled), yellow (under-scheduled), red (over-scheduled).</p>
Use Soft and Hard Booking for Assignments	<p>To turn on the option to designate resource assignments as "soft" (tentative) or "hard" (confirmed or approved), select <b>Yes</b>.</p> <p>The soft and hard book feature enables you to distinguish between tentative or placeholder resource assignments and those confirmed or approved assignments that you consider a permanent part of the plan. When you generate planning reports, you can filter those reports to include or exclude assignments based on booking status if you include the <b>Booking</b> column on the report.</p> <p>When you turn on this option, no security roles have the access rights to hard book assignments. Before users can hard book assignments, you must also select <b>Allow to Hard Book Planned Hours</b> on the Roles form in the desktop application for those security roles that are authorized to hard book assignments.</p> <p>If you turn on soft and hard booking and later decide to turn off the feature, all existing assignments are automatically set to soft booked. If you then reactivate booking, they remain soft booked. The hard booked status is not restored to those assignments that had it before.</p>

### Grids Form

Use the Grids form of Resource Planning Settings to select the columns that can be displayed in the project planning grids in the Projects hub in Plan mode.

Users who work with the project planning grids can choose the columns that they want to display, but only the columns that you select on this Grids form are available to them. You can exclude columns that you do not use or that you do not want users to display for other reasons.

### Display the Grids Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Grids**.

### Contents of the Grids Form

Use the Grids form of the Resource Planning Settings to select the columns that can be displayed in the project planning grids on the Projects form in Project Plan mode. Users who work with the project planning grids can choose the columns that they want to display, but only the columns



that you select on this Grids form are available to them. You can exclude columns that you do not use or that you do not want to display for other reasons.

If your enterprise sets up DPS for multiple companies, these settings apply to all companies.

Resource Planning Settings are only available if you activated the Resource Planning application.

#### Contents: Columns in Labor Grid

Field	Description
Cost and Billing Views	Select the check boxes for the columns that you want to make available for both the cost view and billing view of labor plan data in the grid on the Labor tab.
Cost View	Select the check boxes for the columns that you want to make available for the cost view of labor plan data in the grid on the Labor tab.
Billing View	Select the check boxes for the columns that you want to make available for the billing view of labor plan data in the grid on the Labor tab.

#### Contents: Columns in Expenses Grid

The following only display if you enabled planning for expenses.

Field	Description
Cost and Billing Views	Select the check boxes for the columns that you want to make available for both the cost view and billing view of expenses plan data in the grid on the Expenses tab.
Cost View	Select the check boxes for the columns that you want to make available for the cost view of expenses plan data in the grid on the Expenses tab.
Billing View	Select the check boxes for the columns that you want to make available for the billing view of expenses plan data in the grid on the Expenses tab.

#### Contents: Columns in Consultants Grid

The following only display if you enabled planning for consultants.

Field	Description
Cost and Billing Views	Select the check boxes for the columns that you want to make available for both the cost view and billing view of consultant plan data in the grid on the Consultants tab.
Cost View	Select the check boxes for the columns that you want to make available for the cost view of consultant plan data in the grid on the Consultants tab.
Billing View	Select the check boxes for the columns that you want to make available for the billing view of consultant plan data in the grid on the Consultants tab.



### Contents: Columns in Contract Grid

Field	Description
Columns in Contract Grid	Select the check boxes for the columns that you want to make available for displaying contract plan data in the grid on the Contract tab.

### Non-Work Days Form

Use the Non-Work Days form in either the Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays. Entries that you make on either form update this information on both forms.

### Display the Non-Work Days Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.

In the Navigation pane, select **Settings » Resource Planning » Non-Work Days**.

### Contents of the Non-Work Days Form

Use the Non-Work Days form in either Resource Planning Settings or Time Settings to identify the days of the week on which your employees normally do not work and to specify your holidays.

Entries that you make on either form are update on both forms.


On timesheets, non-work days and holidays are highlighted, but employees can still enter time for them.

When DPS spreads planned hours for you in Resource Planning, non-work days and holidays are allocated no hours, but planners can still assign planned hours to them.

### Contents

Field	Description
Active company	If you have multiple companies, the active company displays at the top of the form. If that company is not the company for which you want to specify non-work days, select the correct company from the drop-down list on the DPS toolbar.
Non-Work Days	Select the check boxes for the days of the week that your employees normally do not work.
Holidays grid	Use this grid to specify the holidays or other special days on which your employees do not normally work.
Date	Click in this field and specify the date of the holiday. If you add holidays in an order other than chronologically, you can click the heading for this column to sort the grid rows by date.
Type	Select the type of time off: <b>Holiday</b> or <b>Other</b> .



Field	Description
Description	Enter the name or other description of the holiday.
	<p>To create a copy of a holiday immediately below it, hover over the row and click this icon. If a holiday includes two days, for example, you can add the first day, copy it for the second day of the holiday, and then change the date for the new row to the next day.</p> <p>You can also use the copy feature if you want to create rows for a particular holiday for several years at one time. You can then change the dates and sort the grid based on date if you want to list the holidays in chronological order.</p>

### Generic Resources Form (Browser)

Use the Generic Resources form of Resource Planning Settings to add and maintain generic resources that you want to use when planning projects and opportunities. Generic resources are placeholders that represent categories of employees (for example, principal, architect, engineer, or geologist) that you will use when you create your plans.

### Display the Generic Resources Form

Go to **Settings** in the Navigation pane to display this Resource Planning settings form.





In the Navigation pane, select **Settings » Resource Planning » Generic Resources**.

### Contents of the Generic Resources Form

Use the Generic Resources form to manage generic resources when planning projects and opportunities. Generic resources are placeholders that represent categories of employees (for example, principal, architect, engineer, or geologist) that you will use when you create your plans.

Field	Description
Search	<p>Use the search field above the generic resource name to search for and select the generic resource that you want to review or edit.</p> <p>To refine the results set, click the search filter drop-down arrow ▼ and select a standard or custom search:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Display a list of active generic resources.</li> <li>▪ <b>All:</b> Display a list of all generic resources.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the generic resources returned by that search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the records and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.



Field	Description
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form. Records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the Select Columns dialog box.
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. In detailed view, all selected fields are displayed on the form. The detail view is the format that is described in help topics in the Help system.
+ New Generic Resource	Click this option to open the Generic Resource form and add a new generic resource record.
Name	Enter a unique alphanumeric name for the generic resource in this text field. To edit the role, click  next to the <b>Name</b> field and use the text field to edit as needed.
Code	Enter a unique alphanumeric code for the generic resource.
Supervisor	Enter or select the name of the generic resource's supervisor.  When you enter an employee name in this field, DPS creates a hyperlink between the employee name and the corresponding Employees hub record. Click the hypertext link to display the info bubble, and then click <b>More</b> to open the supervisor record in on a separate browser window.
Status	Use this drop-down list to select a status of <b>Active</b> or <b>Inactive</b> . You cannot assign an inactive generic resource to a project plan.
Labor Category	Use this drop-down list to select a labor category for the generic resource, such as Principal, Project Manager, Architect, and so on.  You can change the labor category if the generic resource is not assigned to any type of plan.
Labor Code	Enter or select the labor code name and mask associated with the generic resource.  You can only select a single labor code name. Available values are alphanumeric labor code names and masks derived from labor code billing rate tables that are marked as available for use in planning. <ul style="list-style-type: none"> <li>▪ The code name only (not the mask) is shown in the field when a selection is made.</li> <li>▪ This is conditionally shown.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>The labor code name may only be edited if the generic resource is not assigned to any plan.</li> <li>If the labor codes are not in use, this field is not displayed.</li> <li>Administrators must select labor code combinations that are consistent with the labor code billing rate tables that have been established for use in Planning. Therefore, only labor codes set up in rate tables are available.</li> </ul>
Organization	Enter or select the organization for which the generic resource works. Organizations are discrete business units in your company. You can set up organizations by region, function, responsibility, and so on. If no organizations are set up, this field is not displayed.

### Skills Grid

Use this grid in Detail View to enter or edit skill information for the generic resource. You cannot enter or edit skill information on the List View.

Your administrator defines employee skills/disciplines and their associated levels in Settings > Labels and Lists > Lists.

Field	Description
+Add Skill	Click this option to open the Add Skill form and add a new skill record for the generic resource.
Skill	Click in this field and use the drop-down list to associate a skill, such as Computer Programmer or Project Manager, with the generic resource.
Level	Click in this field and use the drop-down list to select a skill level for the employee, such as 1-2 years.
Primary	<p>Select this option if the skill is the generic resource's primary skill. You must assign one primary skill for a generic resource.</p> <p>If the generic resource has multiple skills and you attempt to delete the primary skill, a message appears prompting you to first designate a different skill as the primary. You can then delete the original primary skill from the grid.</p>

### Learn More About...

Learn more about settings for Resource Planning Settings.

### Soft and Hard Booking

The optional soft and hard booking feature enables you to differentiate between resource assignments that are tentative (soft booked) and those that are a confirmed part of the plan (hard booked). You can soft or hard book assignments for employees and for generic resources, and you can apply booking to assignments for both projects and opportunities.



## Implement Soft and Hard Booking

To implement soft and hard booking, go to the Resource Settings form (**Settings » Resource Planning » Resource Settings**), and select **Yes** under **Use Soft and Hard Booking for Assignments**.

Note that if you turn on soft and hard booking and later decide to clear the **Use Soft and Hard Booking for Assignments** check box to turn off the feature, all existing assignments are automatically set to soft booked. If you then reactivate booking, they remain soft booked. The hard booked status is not restored to those assignments that had it before.

## Control Who Can Hard Book

When you activate soft and hard booking, all existing resource assignments, by default, are soft booked, and no users have the necessary access rights to hard book assignment. To enable users to hard book assignments, go to the Planning tab on the Roles form (**Settings » Security » Roles**) and select **Allow to Hard Book** for those security roles that you want to authorize to hard book assignments.

## Soft or Hard Book Assignments

You can set the booking status for resource assignments when you do either of the following in Resource View or Project View or on the Labor tab of the Plan form in the Projects hub:

- Add or edit resource assignments
- Reassign resource assignments

If you import resource assignments from a .CSV file or through an API, those assignments are all soft booked by default. Once you have imported them, you can change their booking status in either Resource View or Project View.

Some additional notes:

- The booking status for a resource assignment for a work breakdown structure element always applies to the entire assignment. For example, you cannot hard book planned hours for some of the days in the assignment date range and soft book the hours for the other days.
- Changing assignment dates or hours does not affect the assigned booking status. In other words, hard booking an assignment does not prevent you from adjusting dates or hours.
- If, when you reassign hours from one resource to another, you select **Hard Book**, and the reassigned hours are merged with another assignment that is soft booked, the entire merged assignment is hard booked. If you do not select **Hard Book** and the reassigned hours are merged with another assignment that is hard booked, the entire merged assignment is hard booked.

## Booking Status and Calculations

When Deltek CRM calculates planned hours totals, utilization percentages, or scheduled percentages, it treats soft and hard booked assignments the same. Booking status does not affect those calculations. In the Reporting area of the Resource Planning application, however, you can filter reports to include or exclude assignment data based on booking status.



### Filter Reports Based on Booking

If you include the **Booking** column on a report, you can filter that report based on that column to include or exclude assignments based on booking status. For example, you could generate a report that shows only the soft booked assignments so you can easily identify those that need to be confirmed.

## Rate Tables

Use the Rate Tables settings form to set up special billing and cost rates for labor and expenses.

Use rate tables to calculate billing rates on invoices, billing extensions on project reports, and billing and cost rates in planning. You can also use them to calculate WIP for revenue generation and create service estimates.

Here are examples of how you might use rate tables:

- **By Type of Project:** Your enterprise may want different labor rate tables based on the type of project, such as government or private.
- **By Tax Year:** Your enterprise may have separate rate tables for different tax years. For example, for jobs set up in the 2017 tax year, you use a 2017 rate table, and for jobs set up in the 2018 tax year, you use a 2018 table.
- **By Type of Employee:** Your enterprise may want a particular employee or type of employee to be billed differently for a project, based on the task that the employee is performing on that project.

Rate tables can be project-specific or available to all projects. Whether you create tables for all projects to use, or on a project-by-project basis, use the Billing Terms form to associate tables with projects.

When the project is billed, DPS applies the correct rate or markup to each employee or account based on a billing terms and billing table hierarchy.

### Types of Rate Tables

DPS has three types of rate tables:

- **Billing Labor Tables:** Use billing tables to assign labor billing rates based on the employee, employee category, or labor code, or to make an exception to an employee's typical pay rate.
- **Billing Expense Tables:** Use expense tables to assign markups to accounts or to group expenses by category or by vendor.
- **Cost/Pay Labor Tables:** Use cost/pay labor tables to assign labor cost and pay rates based on the employee, employee category, or labor code.

### Effective Dates

Use the effective dates feature to establish a schedule of rates at which employee labor is billed throughout the course of a project. You can establish multiple billing rates for the same employee, each rate associated with a different effective date.



## Security and Access Rights

If you do not see a particular rate table that you think you should see, contact your DPS administrator. Your DPS administrator can limit access to billing rate tables so that you can view and/or update only the billing rate tables you use, rather than all billing rate tables.

The administrator sets access rights from the Record Access tab of **Settings » Security » Roles** in the desktop application. Two types of access rights can be set for rate tables:

- **Record Level View** access determines the billing rate tables that are available for you to view in Billing Terms, Opportunity Service Estimates, and Project Planning.
- **Record Level Update** access determines the billing rate tables that are available to you from the billing rate table forms (**Billing » Billing Rate Tables**). You must also have access to the **Billing Rate Table** menu option (on the General tab of the Roles form).

## Multiple Currencies and Rate Tables

When you set up Billing Terms for a project, you can only use rate tables with the same billing currency as the project.

## Multiple Companies and Rate Tables

You can set up and use rate tables to provide rates for intercompany billing of labor and expense charges. On the labor and expense tabs of the Intercompany Billing Setup form (**Settings » Advanced Accounting » Intercompany Billing** in the desktop application) or on the Intercompany Billing tab of the Projects hub for a specific project, select one of the billing table rate methods, then select the specific billing rate table.

## How to...

The procedures that you use to add, copy, or delete rate tables are basically the same for all types of rate tables. See individual sections for specific procedures.

## Add a New Rate Table

Create a new rate table for billing and cost/pay labor rates, labor categories, labor codes, and labor overrides to associate special billing rates or markups with labor and expenses charged to a project.

### To add a new billing table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Click **+ New Rate Table**.
4. Enter the table number and name by which to identify this billing table.
5. Enter the details for the table.
6. Click **Save**.



## Copy an Existing Rate Table

Instead of creating a new rate table from scratch, you can copy an existing table and modify it.

### To create a new table by copying an existing table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Select a labor rate table that you want to copy.
4. Click **Other Actions » Copy**.  
DPS displays a new form with the same details as the source rate table.
5. Modify the information on the rate table form.
6. Click **Save**.

## Delete a Rate Table

You can delete a rate table unless the table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Projects hub, or in Intercompany Billing Setup.



When you delete a rate table, you can no longer select or reference it from Billing Terms.

### To delete a rate table:

1. In the Navigation pane, click **Settings » Rate Tables**.
2. In the Rate Tables section, select the appropriate type of table.
3. Select a rate table that you want to delete.
4. Click **Other Actions » Delete**.
5. In the Delete <type of rate table> dialog box, click **Delete** to confirm the action.

## Add Multiple Records to a Rate Table

You can add multiple employees and their labor rate information at one time to a billing and/or cost labor rate table.

### To add multiple records to a rate table:

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select a rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees lookup displays.
4. Select the checkbox next to each employee record that you want to add, or use the **Select All** checkbox to select all records on the lookup.
5. Optional. If you use effective dates, enter a date in the **Effective Date** dialog after you have made your employee selection.  
This date will apply for each row that you insert on the grid.



6. For each row that you insert on the grid, enter the rate you want to bill for the rendered work of the employee.
7. Click **Select** to save your selections and add them to the grid.

## Billing Labor Tables

You can bill labor for a project based on an employee rate, employee category, or labor code, or you can use an override table to override a rate.

### Billing Labor Rate Tables

Use Billing Labor Rate tables to assign billing rates to employees.

Access to the Billing Labor Rate Tables form depends on your security role. The access rights granted to your role from the General and Record Access tabs of Role Security determine your access to all billing rate tables.

#### How to...

After you create a labor rate table, you can add employees to it.

#### *Add a Labor Rate Table*

Create a new labor rate table when you need to associate billing labor rates with individual employees.

#### To add a new labor rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Specify the currency to be used in the rate table.
5. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Employees grid, use the lookup to find employees and specify the rate you want to bill for work performed by the specified employee.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.



### *Copy an Existing Labor Rate Table*

Instead of creating a new billing labor rate table from scratch, you can copy an existing table and modify it.

#### **To create a new table by copying an existing table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a labor rate table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with an Employees grid that contains the same employee and rate details from the source billing labor rate table.
4. Modify the information on the Billing Labor Rate Tables form.
5. Click **Save**.

### *Modify a Labor Rate Table*

Modify a billing labor rate table when you need to update the employees listed and/or change their rates.

#### **To modify an existing labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Billing Labor Rate Tables form.
5. Click **Save**.

### *Add an Employee to a Labor Rate Table*

You can add a new employee and the employee's labor rate information to a billing labor rate table.

#### **To add an employee to a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.
5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate you want to bill for the rendered work of the employee.




7. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy an Employee's Information in a Labor Rate Table*

You can copy information from one employee entry in a labor rate table to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.


#### **To copy an employee's information in a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to copy and click  » **Copy**.
4. Make changes to the copied row.

#### *Delete an Employee from a Labor Rate Table*

When you delete an employee from a labor rate table, you delete the reference in the current table only; you do not delete the employee record from the Employee Info Center.

#### **To delete an employee from a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table for which you want to delete employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to delete and click  » **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

#### *Delete a Labor Rate Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete a labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.
2. Select a billing labor rate table that you want to delete.
3. Click **Other Actions » Delete**.



4. In the Delete Billing Labor Rates dialog box, click **Delete** to confirm the action.

## Fields and Options

Use the forms in Billing Labor Rate Tables to create and modify labor rate tables.

### *Billing Labor Rate Tables Form*

Use the Billing Labor Rate Tables form to assign billing labor rates to employees.

Display the Billing Labor Rate Tables Form

You display the Billing Labor Rate Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Labor Rates**.

Contents of the Billing Labor Rate Tables Form





Enter a table number and name and set the effective date and rate for the table.

## Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing billing labor rate table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor rate tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the billing labor rate tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	<p>Use these arrow icons to scroll through the billing labor rate tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>



Field	Description
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new billing labor rate table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detail view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in list view. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in detail view.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Available for Planning	<p>Check this option to make the table available from the <b>Rate Table</b> field on the Planning Rates tab, if <b>From Labor Rate Table</b> is selected from the Labor Billing Rates <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>



Field	Description
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
Organization, Principal, Project Manager, Supervisor, Code	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing rate table code with the selected billing rate table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Employees Grid

Field	Description
Employee	This field displays the name of the employee to whom the rate applies.
Effective Date	<p>Enter the date to begin using this rate. You can enter multiple rates for the same employee, with different effective dates, to create a schedule of rates. To create a default rate for an employee with multiple rates, leave this field blank for one of the employee's entries.</p> <p>This field is available only if <b>Enable effective dates for labor billing rates</b> is selected from the Miscellaneous tab of the Billing Setup form in <b>Settings » Billing » General</b>.</p>
Rate	Enter the rate you want to bill for the rendered work of the employee, up to four decimal places.
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Employees</b>	Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> and enter the effective date and rate to create a new employee rate entry to the billing labor rate table.

### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
Search	Enter the employee name to search for the record.
Selection Box	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Name	This field displays the employee name.
Number	This field displays the employee number.
Labor Category	This field displays the labor category where the employee belongs.
Status	This field displays the employee status.
Organization	This field displays the employee organization.



Field	Description
Home Company	This field displays the employee's home company.
Select	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
Cancel	Click <b>Cancel</b> to cancel your changes.

### Billing Labor Category Tables

Use billing labor category tables to assign billing rates to labor categories, which are used to calculate the labor on project invoices.

This eliminates the need to assign a billing rate individually for each employee. Instead, you assign a labor category for each employee on the Employment Details tab in the Employees hub, and the labor category is tied to a billing rate that you enter for it in a billing labor category table. On the Labor tab of a project's billing terms, you select the By Category method for the project, and you assign a labor category table to the project.

You set up labor categories in **Settings » Labels and Lists » Lists**. You can also add a new labor code on the fly when you create a billing labor category table. However labor categories added on the fly are not available to use in other labor category tables. These labor categories apply only to the labor category table from which you added it.

The billing rates in the labor category tables are used to calculate an employee's billable labor that is entered on a timesheet if both of the following apply:

- The employee's labor hours are entered for a project that bills labor by labor category (**By Category** is selected in the **Method** field on the Labor tab in Billing Terms for the project).
- No override table is specified for the project's billing terms on the Labor tab in Billing Terms, or the employee is not included in the override table that is specified in a project's billing terms.

You can also use a billing labor category table to override the default billing category that is set up for an employee in the Employees hub. However, a better practice is to use a billing labor override table to override an employee's default labor category. Whichever method you choose, be consistent and use that method whenever overriding a category.

### How to...

After you add a labor category table, you can add labor categories to it or specify overrides for labor categories specified in the Employees hub.

### *General Steps to Use Labor Categories for Billing*

This general process applies whenever you use labor categories for billing invoices.

### To use labor categories for billing purposes:



1. Set up labor categories in **Settings » Labels and Lists » Lists**.
2. In the Employees hub, assign a default labor category for an employee in the **Labor Category** field on the Employment Details tab.
3. In **Settings » Rate Tables » Billing Labor Categories**, add labor category tables that contain labor categories and their billing rates.
4. Enter labor category settings for a project's billing terms on the Labor tab in **Billing » Billing Terms**.
  - In the **Method** field, select **By Category**.
  - In the **Rate Table** field, select the labor category table.

#### *Set Up Labor Categories*

If your enterprise uses labor categories, you create a master list of labor categories and descriptions.

Labor categories can determine the billing rate to use for the employee's billable labor that is entered on timesheets. You specify billing rates for labor categories in **Settings » Rate Tables » Billing Labor Categories**. You specify a default category for an employee on the Employment Details tab in the Employees hub.

If you have multiple companies in DPS, the labor categories that you create using these steps apply to all the companies.

#### **To set up labor categories:**

1. In the Navigation pane, click **Settings » Labels and Lists » Lists**.
2. On the Lists form, enter **Labor Category** in the **Lists** field or scroll to **Labor Category** in the Field list.
3. Hover over **Labor Category** and click ✱.
4. In the Labor Category Settings dialog box, click **+ Add Entry** below the grid to add a labor category in the grid.
5. In the **Value** field, add a description for the labor category, such as Architect, Senior Engineer, and so on.
6. If you use DPS and do **not** use Costpoint integration, complete the following:
  - a) In the **Category** field, enter a unique number by which to identify the labor category.  
You must enter numbers, not letters.
  - b) Leave the **Code** field blank.
7. If you use DPS and Costpoint integration, complete the following:
  - a) Leave the **Category** field blank.
  - b) In the **Code** field, enter a unique code for the labor category that contains numbers, letters, or a combination of both.
8. Repeat steps 4–7 to add more labor categories.
9. When you finish, click **Save**.  
After you save and close the Labor Category Setting dialog box:



- If you entered a category and not a code (you do **not** use Costpoint integration): DPS automatically assigns the category number as the code for a labor category.
- If you entered a code and not a category (you use Costpoint integration): DPS automatically assigns the next numeric number as the category number for a labor category, based on the previous numbers entered in the **Category** field in the grid.

#### *Add a Labor Category Table*

Create a billing labor category table when you need to associate billing rates with labor categories that are assigned to employees.

The billing rates in these tables are used to calculate the monetary amount of an employee's billable labor that is entered on a timesheet. The billable labor amount is included on a billing invoice. The billing labor category tables apply for labor on a timesheet if the labor is entered for a project that bills labor by labor category and if there is no override table specified in the project's billing terms (or the employee is not included in an override table specified in the project's billing terms).

#### **To add a new billing labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate table.
4. Optional. Enable **Available for Planning and Opportunity Estimates** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
6. In the Categories grid, select a category from the drop-down list and specify the rate you want to bill for work performed within the category.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

#### *Copy an Existing Labor Category Table*

Instead of creating a new billing labor category table from scratch, you can copy an existing table and modify it.

#### **To copy a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with grids that contain the same details from the source billing labor category table.
4. Modify the information on the Billing Labor Category Tables form.
5. Click **Save**.



### *Modify a Labor Category Table*

Modify a billing labor category table when you need to update the categories listed and/or their rates.

#### **To modify an existing labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to modify existing categories and rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Billing Labor Category Tables form.
5. Click **Save**.

### *Add a Labor Category to a Labor Category Table*

You can add a new category and labor rate information to a billing labor category table.

#### **To add a labor category to a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to add new categories and rate information.
3. In the Categories grid, click **+ New Labor Category**.  
The grid displays a new row.
4. In the new row, click ▼ and select a category from the drop-down list. Enter the rate you want to bill for the rendered work within the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
6. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

### *Copy a Labor Category in a Labor Category Table*


You can copy all information from one category entry in a billing labor category table to a new row.

All information is copied to the new row except the effective date and sequence, because no two entries in a table for the same category can have the sequence number or the same effective date.

#### **To copy a category in a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table for which you want to add new categories and rate information.



3. In the Categories grid, hover on the row of the category and rate that you want to copy and click  » **Copy**.
4. Make changes to the copied row.

#### *Override Employees Hub Labor Categories*

You can override the labor category assigned to an employee in the Employees hub, using either a labor override table or a labor category table.

It is recommended that you use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

#### **To override the category with a labor override table:**

1. Create a billing labor override table.
2. Associate the employee with a new labor category and a new rate, or add a category and rate on the Max Cost By Category Override tab.  
If the labor category does not exist, you must first create the category in a Labor Category table.
3. Display the Billing Terms form for the project with employee labor rates that you want to override.
4. Click the **Labor** tab.
5. In the Override Table field, select the override table.
6. Click **Save**.

#### *Delete a Labor Category Table*

If a labor category table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Projects hub, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.
2. Select a billing labor category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Categories dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the forms in Billing Labor Category Tables to create and modify labor category tables.



### Billing Labor Category Tables Form

Use the Billing Labor Category Tables form to add a labor category table in which you assign billing rates to labor categories for calculating labor on project invoices.

Display the Billing Labor Category Tables Form

You display the Billing Labor Category Tables form in Settings.


In the Navigation pane, select **Settings » Rate Tables » Billing Labor Categories**.

Contents of the Billing Labor Category Tables Form


Enter a table number and name and set billing rates for the labor categories.

#### Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing billing labor category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor category tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the billing labor category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the billing labor category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new billing labor category table.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns



Field	Description
	<p>in the grid by clicking * to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Available for Planning and Opportunity Estimates	<p>Check this option to make the table available from the <b>Rate Table</b> field on the Planning Rates tab, if <b>From Labor Rate Table</b> is selected from the Labor Billing Rates <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>
Currency	<p>If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the category table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.</p>



## Properties

Field	Description
<b>Code, Organization, Principal, Project Manager, Supervisor</b>	<p>Use these fields to associate an organization, principal, project manager, supervisor, or billing rate table code with the selected billing category table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> </ul>

## Categories Grid

Use this grid to add labor categories and their billing rates to the labor category table. Click + **New Labor Category** below the grid to add labor categories to the grid.

Field	Description
Category	<p>Select the labor category number of a labor category to add to the labor category table. The list of labor categories in the drop-down list is maintained in <b>Settings » Labels and Lists » Lists</b>. You can enter a new labor category, not present in <b>Settings » Labels and Lists » Lists</b> if the labor category is for one-time use in this labor category table only.</p> <p>Delttek recommends that you match labor category numbers to the same descriptions from table to table, and change just the rate to avoid confusion when employees select labor categories to record time worked.</p>
Description	<p>This field prefills with the description of the labor category that you entered in the <b>Category</b> field. Or, if you entered a new labor category for this labor category table only (the category is not entered in <b>Settings » Labels and Lists » Lists</b>) enter a description for the category in this field, such as Project Manager, Architect, and so on.</p> <p>The labor category's description appears on billing invoices when you select <b>By category</b> as the labor sorting option in the <b>First Labor Sort</b> field on the Labor tab in Billing Terms for a project.</p>
Effective Date	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p>



Field	Description
	This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b> , under Detailed Transactions.
Rate	Enter the rate you want to bill for work performed by employees in this labor category, up to four decimal places.
Sequence	Enter a number by which to sort categories, using up to five numeric characters. The number you enter must be between 1 and 32,767.  The sequence number is for reference only and does not display on the invoice.
:	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row: <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ New Labor Category	Click <b>+ New Labor Category</b> to create a new labor category entry. Choose a category from the drop-down list and enter the rate and overtime percentages. Press Enter or click outside the row to add the new entry to the cost/pay labor category table.

### Employee Overrides in <Category Description> Grid

The contents of this grid apply for the specific labor category that you select (click) in the Categories grid. The Employee Overrides grid name changes to display the description of the labor category that you select in the Categories grid. For example, if you select a labor category with "Senior Engineer" as its description, the name of the grid changes to Employee Overrides in Senior Engineer.

Use the Employee Overrides grid to specify the employees for whom you want to override their default labor category with the labor category that you selected in the Categories grid. This allows you to override an employee's default labor category for a particular project that you assign this labor category table to.

The default labor category for an employee is entered on the Employment Details tab in the Employees hub.

As alternatives to using the Employee Overrides grid to set up overrides for employees' default labor categories, you can do either of the following:

- In **Settings » Time » Options** select **Name** in the **Labor Category** field to allow employees to override their default labor category that prefills when they enter timesheets.
- Set up labor override tables in **Settings » Rate Tables » Billing Labor Overrides**. These tables contain only override labor categories that will override employees' default labor categories when they work on a particular project. Labor override tables can allow you to manage fewer labor category tables across projects while using an override table for the exceptions..



Field	Description
Employee Number	This field displays the employee number for the employee to whom the rate applies.
Employee Name	This field displays the name of the employee to whom the rate applies.
x	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
+ Add Employees	Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> to add the employee to the override grid for the selected category.

### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
Search	Enter the employee name to search for the record.
Selection Box	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Name	This field displays the employee name.
Number	This field displays the employee number.
Labor Category	This field displays the labor category where the employee belongs.
Status	This field displays the employee status.
Organization	This field displays the employee organization.



Field	Description
Home Company	This field displays the employee's home company.
Select	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
Cancel	Click <b>Cancel</b> to cancel your changes.

### Billing Labor Code Tables

Use Billing Labor Code tables to assign a billing rate based on the labor code to which the employee posts time. Labor Code tables are the only billing tables that let you capture multiple billing rates for the same person on the same job, based on the activity associated with the hours.

Small enterprises often use Labor Code tables, especially when one employee serves in multiple roles. For example, one employee may be both a Project Manager and a Principal on a particular project, but the employee cannot bill all hours worked on the project at the Principal rate. In this case, you can set up a labor code table assigning different rates for the Project Manager and the Principal time.

**Be cautious when you use labor codes for this purpose.** While this process makes it easy to specify the billing rate for one type of labor throughout your enterprise, regardless of the employee or labor category, its inadvertent or improper use has potentially serious consequences. Labor codes at your enterprise may be numerous and complex, with subtle differences among them. Any employee filling out a timesheet can select from all labor codes in your enterprise. Review your enterprise's system for screening labor code use, and consider using a labor rate or labor category table instead.

### A Single Employee Can Have Different Rates

Although labor code tables are the only tables that let you apply different rates based on the activity associated with hours, a single employee can also have different rates in the following scenarios:

- If your enterprise uses the **By Category** method of billing labor (established in the **Method** field on the Labor tab of the Billing Terms form) and allows the employee to change the category on a timesheet.
- If effective dates are in use for the employee.

### Access and Roles

Access to the Labor Code Tables form depends on your role. The access rights granted to your role from the General and Record Access tabs of Role Security determine your access to all billing rate tables.



## How to...

After you create a labor code table, you can add labor codes and associated labor rate information to it.

### *Add a Labor Code Table*

Create a new billing labor code table when you need to associate labor billing rates with individual labor codes.

#### To add a new labor code rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate table.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
6. In the Labor Codes grid, enter details for the labor code mask, description, and rate to bill for work performed under the specified labor code.  
For the labor code mask, enter a labor code, or combination of valid labor code characters and wildcard characters.  
The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter `_2__`.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

### *Copy an Existing Labor Code Table*

Instead of creating a new billing labor code table from scratch, you can copy an existing table and modify it.

#### To copy a labor code table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with a Labor Codes grid that contains the same labor code mask, description, and rate details from the source billing labor code table.
4. Modify the information on the Billing Labor Code Tables form.
5. Click **Save**.



### *Modify a Labor Code Table*

Modify a billing labor code table when you need to update the labor codes listed and/or their rates.


#### **To modify an existing labor code rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Billing Labor Code Tables form.
5. Click **Save**.

### *Add a Labor Code to a Labor Code Table*

You can add a new labor code or labor code mask and associated labor rate information to a billing labor code table.

#### **To add a labor code or labor code mask to a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new labor code and rate information.
3. In the Labor Codes grid, click **+ Add Labor Code Rate**.  
The Labor Codes grid displays a new row.
4. In the new row, click  to search for a labor code mask in the Labor Code Lookup dialog box. Choose from the available options to form a labor code, or combination of valid labor code characters and wildcard characters.  
  
The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter `_2__`.  
  
For information on the Labor Code Lookup dialog box, see the [Contents of the Labor Code Lookup Dialog Box](#).
5. Click **Select**.
6. Fill in the description details and enter the rate you want to bill for the rendered work that uses the labor code.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.




### *Copy a Labor Code in a Labor Code Table*

You can copy all information from one labor code or labor code mask entry in a billing labor code table to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same labor code can have the same effective date.

#### **To copy a labor code or labor code mask in a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table for which you want to add new labor code information.
3. In the Labor Codes grid, hover on the row of the labor code or labor code mask entry that you want to copy and click  » **Copy**.
4. Make changes to the copied row.

### *Delete a Labor Code Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a billing table, you can no longer select it or reference it from Billing Terms.

#### **To delete a labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.
2. Select a billing labor code table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Code dialog box, click **Delete** to confirm the action.

### **Fields and Options**

Use the Billing Labor Codes form to create and modify labor code tables.

### *Billing Labor Code Tables Form*

Use the Billing Labor Code Tables form to assign billing rates to the labor code to which employees post time.

Display the Billing Labor Code Tables Form

You display the Billing Labor Code Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Labor Code**.




## Contents of the Billing Labor Code Form


Enter a table number and name and set rates for the labor codes.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing billing labor code table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor code tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the billing labor code tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	<p>Use these arrow icons to scroll through the billing labor code tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>
+ New Rate Table	<p>Click <b>+ New Rate Table</b> to create a new billing labor code table.</p>
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✱ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>



Field	Description
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for code tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Available for Planning	<p>Check this option to make the table available from the <b>Rate Table</b> field on the Planning Rates tab, if <b>From Labor Code Table</b> is selected from the Labor Billing Rates <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the code table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.



### Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing code table code with the selected billing code table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Labor Codes Grid

Field	Description
Labor Code Mask	<p>Enter a labor code, or combination of valid labor code characters and wildcard characters.</p> <p>The wildcard is an underscore (_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter _2__.</p> <p>When you edit the labor override table or add a labor code rate, click  to search for a labor code mask in the Labor Code Lookup dialog box.</p> <p>For information on the Labor Code Lookup dialog box, see the <a href="#">Contents of the Labor Code Lookup Dialog Box</a>.</p>
Description	Enter a description for the labor code. When you sort by labor code on an invoice, any labor with this labor code sorts within this description.
Effective Date	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
Rate	Enter the rate you want to bill for work performed under this labor code, up to four decimal places.
	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .



Field	Description
+ Add Labor Code Rate	Click <b>+ Add Labor Code Rate</b> to create a new labor code rate entry. Enter the labor code mask, description, effective date, and rate details. Press Enter or click outside the row to add the new labor code rate entry to the billing labor code table.

### Billing Labor Override Tables

Billing Labor Override tables are exception tables that let you place in a separate table those employees who are being billed at a different rate or in a different category for a particular project. You can also use override tables to specify a maximum cost rate for an entire category (rather than an individual employee).

For example, assume that you use the **By Category** labor method for a project. You have an employee, William Apple, who is normally billed in the Project Manager category (Category 2). However, for this project, he is considered a Senior Designer(Category 3). You can set up an override table for this employee, specifying the Override Category of Senior Designer (Category 3). In this example, you do not enter an override rate, because he will be billed at the standard rate for a Senior Designer.

Since an employee's rate or category can be determined in several places in DPS, DPS uses a rate hierarchy to decide which rate to use.

### Asterisks Mark Overrides

If you select the **Flag Overrides** option on the Labor tab of a project's Billing Terms, when DPS uses a rate from an override table on the project's invoices, an asterisk (\*) displays next to the override rate.

### Access and Roles

Access to the Labor Override Tables form depends on your role. The access rights granted to your role on the General and Record Access tabs of Role Security determine your access to all billing rate tables.

### How to...

After you create a labor override table, you can add employees or categories to it.

#### *Add a Labor Override Table*

Create a new billing labor override table to identify employees who should be billed at a different rate or in a different category for a particular project.

#### To add a new labor override table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Click **+ New Rate Table**.
3. Enter a table name and number. Specify the currency to be used in the rate override table.



4. Optional. In the Properties lookup fields, associate organizations and employees with the labor override table.
5. In the General Employees Override grid, use the lookup to find employees and specify the override rate you want to bill for work performed by the specified employee.
6. In the Max Cost by Category Override grid, use the lookup to find categories and specify the maximum cost rate override rate.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. Click **Save**.

#### *Copy an Existing Labor Override Table*

Instead of creating a new billing labor override table from scratch, you can copy an existing table and modify it.

#### **To copy a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with General Employees Override and Max Cost by Category Override grids that contain the same grid details from the source billing labor overrides table.
4. Modify the information on the Billing Labor Override Tables form.
5. Click **Save**.

#### *Modify a Labor Override Table*

Modify a billing labor override table when you need to update the employees listed and/or their rates.

#### **To modify an existing labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to modify employee rate override and max cost override information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Billing Labor Override Tables form.
5. Click **Save**.

#### *Add an Employee to the General Employee Override Grid*

You can add a new employee and the employee's labor rate information to the General Employee Override grid.

#### **To add an employee to a labor override table:**



1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate override information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.
5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate, rate type, and category that you want to assign the employee.
7. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the General Employee Override grid with the error details.

#### *Copy an Employee's Information in the General Employee Override Grid*

You can copy all information from one employee entry on the General Employee Override grid to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.

#### **To copy an employee in a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate information.
3. In the General Employees Override grid, hover on the row of the employee name and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

#### *Delete an Employee from the General Employee Override Grid*

When you delete an employee from a billing labor override table, you delete the reference in the current table only. You do not delete the employee record from the Employee Info Center.

#### **To delete an employee from a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to delete employees and labor rate information.
3. In the General Employees Override grid, hover on the row of the employee name and rate that you want to delete and click **⋮ » Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.



*Add a Category to the Max Cost By Category Override Grid*

You can add a new category and its associated maximum cost rate to the Max Cost by Category Override grid on a labor override table.

**To insert a category on the Max Cost by Category tab:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate override information.
3. In the Max Cost by Category Override grid, click **+ Add Category Rate**.  
The grid displays a new row.
4. In the new row, click ▼ and select a category from the drop-down list. Enter the maximum cost rate override that you want to use for the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
6. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the grid with the error details.

*Copy a Category's Information on the Max Cost By Category Override Grid*

You can copy information from one category entry on the Max Cost By Category Override grid to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same category can have the same effective date.

**To copy a category on the Max Cost by Category tab:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to add new employees and labor rate information.
3. In the Max Cost by Category Override grid, hover on the row of the category and rate that you want to copy and click ⋮ » **Copy**.
4. Make changes to the copied row.

*Delete a Category from the Max Cost by Category Override Grid*

When you delete a category from the Max Cost By Category Override grid, you delete the reference in the current table only. You do not delete the category from Labor Categories.

**To delete a category from a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table for which you want to delete employees and labor rate information.
3. In the Max Cost by Category Override grid, hover on the row of the employee name and rate that you want to delete and click ⋮ » **Delete**.



4. In the Delete dialog box, click **Delete** to confirm the action.

#### *Override Employees Hub Labor Categories*

You can override the labor category assigned to an employee in the Employees hub, using either a labor override table or a labor category table.

It is recommended that you use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

#### **To override the category with a labor override table:**

1. Create a billing labor override table.
2. Associate the employee with a new labor category and a new rate, or add a category and rate on the Max Cost By Category Override tab.  
If the labor category does not exist, you must first create the category in a Labor Category table.
3. Display the Billing Terms form for the project with employee labor rates that you want to override.
4. Click the **Labor** tab.
5. In the Override Table field, select the override table.
6. Click **Save**.

#### *Delete a Labor Override Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete a labor override table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Labor Overrides**.
2. Select a billing labor override table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Billing Labor Overrides dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the forms in Billing Labor Overrides to set up exception tables.



### Billing Labor Override Tables Form

Use the Billing Labor Override Tables form to set up exception tables where you identify those employees who are being billed at a different rate or in a different category for a particular project, or those categories for which you want to specify a maximum cost rate for an entire category, rather than individually by employee.

Display the Billing Labor Override Tables Form

You display the Billing Labor Override Tables form in Settings.


From the Navigation menu, click **Settings » Rate Tables » Billing Labor Overrides**.

Contents of the Billing Labor Overrides Form




Identify employees who should be billed at a different rate or labor category, and identify labor categories of employees for which a maximum cost rate should be used for a particular project.

#### Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing billing labor override table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all billing labor override tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the billing labor override tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the billing labor override tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new billing labor rate table.
	Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy



Field	Description
	<p>to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Available for Planning	<p>Check this option to make the table available from the <b>Rate Table</b> field on the Planning Rates tab, if <b>From Labor Rate Table</b> is selected from the Labor Billing Rates <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the override table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.



## Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or billing override table code with the selected billing override table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

## General Employees Override Grid

Field	Description
Employee	<p>This field displays the employee number for the employee to whom the rate applies.</p> <p>Click ▼ and select an employee number from the drop-down list. DPS populates the employee name in the <b>Name</b> field based on your selection on the lookup.</p>
Name	This field displays the name of the employee to whom the rate applies. This field is automatically populated when you select an option in the <b>Employee</b> field.
Effective Date	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable Effective Dates for Labor Billing Rates</b> is selected from the Options form in <b>Settings » Billing » Options</b>, under Detailed Transactions.</p>
Rate	Enter the override rate you want to use to for this category or employee, up to four decimal places (999,999,999.9999).
Rate Type	<p>Select a rate type from the drop-down list.</p> <p>The cost and max cost rate types are used only with the <b>Rate times multiplier</b> labor method, as specified on the Labor tab of the Billing Terms form.</p> <p>The available rate types are:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Billing:</b> Billing rate. DPS does not apply multipliers on a rate times multiplier project if a billing override is specified. This rate type can also be used to override any standard rate in a rate, category, or labor code table.</li> <li>▪ <b>Cost:</b> Cost rate. This rate type overrides the employee cost rate for billing purposes only.</li> <li>▪ <b>Max cost rate:</b> Employee's maximum allowable cost rate. DPS uses the lesser of the employee's job cost rate (in effect when the transaction was posted) and this rate, when rate times multiplier is selected as the labor method from the Labor tab of the Billing Terms form. When you use the Rate times multiplier labor method and the Max cost rate Rate Type, if the employee is not found on the General Employee Override tab, DPS looks to the Max Cost By Category Override tab. If an employee belongs to a category listed in the table, DPS uses either the employee's job cost rate (in effect at the time of posting) or the override cost maximum, whichever is lower. Each of the non-zero multipliers are applied to the value selected.</li> </ul>
Category	If the <b>By category</b> labor method is selected on the Labor tab of the Billing Terms form, select the labor category to override for the employee. When you override the labor category, the employee is placed in the override labor category with the rate specified in the <b>Rate</b> field. If no rate is specified, DPS uses the rate assigned to the labor category. You cannot use this field to override the rate for an entire labor category.
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ Add Employees	Click <b>+ Add Employees</b> to select employees from the Employee Lookup dialog box. Click <b>Select</b> to add the employee to the override grid and enter the override rate.

#### Max Cost by Category Override Grid

Field	Description
Category	Select the labor category to which the maximum cost rate override applies.
Description	This field automatically populates with the description for the labor category that is entered in the <b>Category</b> field.



Field	Description
Effective Date	<p>Enter the date to begin using this rate. You can enter multiple rates for the same category, with different effective dates, to create a schedule of rates. To create a default rate for an category with multiple rates, leave this field blank for one of the category's entries.</p> <p>This field is available only if <b>Enable effective dates for labor billing rates</b> is selected from the Miscellaneous tab of the Billing Setup form in <b>Settings » Billing » General</b>.</p>
Max Cost Rate	Enter the maximum cost rate override that you want to use to for this category, up to four decimal places (999,999,999.9999).
⋮	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ Add Category Rate	Click <b>+ Add Category Rate</b> to create a new category rate override entry. Choose a category from the drop-down list and enter the override rate. Press Enter or click outside the row to add the new category rate entry to the billing labor overrides table.

#### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
Search	Enter the employee name to search for the record.



Field	Description
Selection Box	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Name	This field displays the employee name.
Number	This field displays the employee number.
Labor Category	This field displays the labor category where the employee belongs.
Status	This field displays the employee status.
Organization	This field displays the employee organization.
Home Company	This field displays the employee's home company.
Select	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
Cancel	Click <b>Cancel</b> to cancel your changes.

### Learn More About...

Before you set up labor billing tables, you may find it helpful to review information on table types, labor multipliers, how DPS determines labor billing rates and override rates, and more.

### Labor Billing Table Types

Different types of billing labor rate tables allow you to use different methods for calculating the labor for a project's invoices.

On the Labor tab of a project's billing terms, you select the method for calculating the labor billing for the project. One option is to use an employee's job cost rate that is entered on the Accounting tab in the Employees hub. The other methods use billing rates from different types of billing labor rate tables that you set up in **Settings » Rate Tables**.

**Table 4: Types of Billing Labor Rate Tables that You Set Up in Rate Table Settings**

Table Type	Description
<b>Billing Labor Rate Tables</b>	Use labor rate tables to assign billing rates to employees.
<b>Billing Labor Category Tables</b>	Use labor category tables to assign billing rates to labor categories. You assign a default labor category to each employee on the



Table Type	Description
	Employment Details tab in the Employees hub. You can also use the Labor Category table to override an employee's default labor category.
<b>Billing Labor Code Tables</b>	Use labor code tables to assign billing rates based on the labor code to which the employee posted time. Labor code rate tables are the only billing tables that let you capture multiple billing rates for the same person on the same job. Because of the complexity of labor codes, this is the least recommended method for billing labor.
<b>Billing Labor Override Tables</b>	Use labor override tables to store employee rate exceptions. You can store exception rates in a separate table for the employees who are being billed at a different rate or in a different labor category for a specific project.

### How DPS Determines Labor Billing Rates

DPS follows a standard process to determine what billing rate to use for the labor and employee charges to a particular project.

### Basic Process and Hierarchy

DPS follows this sequence to determine the labor rate to use when billing labor for a particular employee, labor category, or labor code.

1. DPS checks the **Method** field on the Labor tab of the project's Billing Terms form.
  - If the labor method is **No labor billing**, DPS does not include labor charges on the invoice.
  - If the labor method is not **No labor billing**, DPS determines if the employee appears in a labor override table specified on the Labor tab. If a table is specified and the employee appears in the table, DPS uses the rate in the override table.
2. If no override table is specified for the project, or the employee does not appear in the table, DPS looks to see if the project's labor method is **Rate Table**, **By Category**, or **By Labor Code**.
3. If one of these methods is selected, DPS determines if the employee is associated with the rate tab on the Labor tab. The employee may appear in the table, or be associated with it via a labor category or labor code.
4. If the employee is associated with the rate table, DPS checks if there are multipliers specified in the **Multipliers** field on the Labor tab.
  - If there are multipliers, DPS multiplies the rate specified in the table by the non-zero multipliers specified in the **Multipliers** field on the Labor tab.
  - If no multipliers are specified, DPS uses the rate specified in the table.
5. If the labor method is **Rate times multiplier**, DPS calculates the rate by multiplying the employee's job cost rate on the Accounting tab of the Employees hub by the non-zero multipliers specified in the **Multipliers** field on the Labor tab of the project's Billing Terms form.
 

If **Rate times multiplier** is selected and no multipliers are specified in the **Multipliers** field, DPS uses the job cost rate specified on the Accounting tab of the Employees hub.



## How DPS Determines Override Rates

When an employee's labor rate comes from a labor override table, the way that DPS determines the rate to use depends on the project's labor method.

Labor Method	How It Works
<b>Rate Times Multiplier</b>	<p>DPS first looks at the General Employee Override tab of the override table and finds the override rate specified for the employee there. DPS calculates the rate depending on which rate type is selected, as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Billing:</b> No multipliers are applied to the rate, and the billing override rate becomes the billing rate.</li> <li>▪ <b>Cost:</b> Each of the non-zero multipliers specified on the Labor tab of the Billing Terms form is applied to the rate in the override table.</li> <li>▪ <b>Max cost rate:</b> DPS selects either the employee's job cost rate (in effect at the time of posting) or the override cost rate, whichever is lower. Each of the non-zero multipliers is applied to the value selected by DPS. If the employee is not found on the General Employee Override tab, DPS looks at the Max Cost By Category Override tab on the override table. If an employee belongs to a category listed in the table, DPS uses either the employee's job cost rate (in effect at the time of posting) or the override cost maximum, whichever is lower. Each of the non-zero multipliers is applied to the value selected by DPS.</li> </ul>
<b>Rate Table</b>	<p>DPS uses the rate specified in the override table for all employees that appear in the table. DPS also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of Billing Setup, DPS also compares the dates of posted labor transactions being billed with effective dates in the specified override rate table. DPS uses the appropriate rate based on the effective date.</p>
<b>By Category</b>	<p>DPS uses the rate specified in the override table for all employees that appear in the table. DPS also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If a labor override table exists for the project, and the employee displays in the table with a rate of 0 (zero), DPS overrides the employee's category with the override category specified in the override table. DPS then locates the category's entry in the project's Billing Labor Category table to determine the rate. If you specify both a rate and a category, DPS overrides both the rate specified in the category table and the category referenced in the override table. DPS also applies any non-zero multipliers to this rate, regardless of the rate type.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of Billing Setup, DPS also compares the dates of posted labor transactions being billed with effective dates in the</p>



Labor Method	How It Works
	specified labor override table. DPS uses the appropriate rate based on the effective date.
<b>By Labor Code</b>	<p>DPS uses the rate specified in the override table for all employees who appear in the table. DPS also applies any non-zero multiplier to this rate, no matter what the override rate type is.</p> <p>If you selected <b>Enable effective dates for labor billing rates</b> on the Miscellaneous tab of <b>Settings » Billing » General</b>, DPS also compares the dates of posted labor transactions being billed with effective dates in the specified labor override table. DPS uses the appropriate rate based on the effective date.</p>

### Labor Multipliers

You can apply zero to three multipliers to an employee's labor billing rate.

Enter these values in the three **Multipliers** fields on the Labor tab of the Billing Terms form. This is how multipliers are applied:

Multiplier	Purpose
<b>1</b>	The multiplier does not display on the invoice, but is included in the employee's rate on the invoice and is used to compute the hourly rate for the extension.
<b>2</b>	The multiplier is applied to the extension plus Multiplier 1 (cumulative). It displays on the invoice if the <b>Show Multipliers</b> option is selected on the Labor tab of the Billing Terms form.
<b>3</b>	The multiplier is applied to the extension plus Multiplier 2 (cumulative). It displays on the invoice if the <b>Show Multipliers</b> option is selected on the Labor tab of the Billing Terms form.

Depending on the method and the rate being used (whether the rate is the employee's job cost rate, from a rate table, or from an override table), DPS applies the multipliers in different ways.

Multiplier Method	Source of Rate	How the Multiplier Works
<b>Rate times multiplier</b>	Labor override table	If the employee's <b>Rate Type</b> is <b>Cost</b> or <b>Max cost rate</b> , no multipliers are applied to billing rate overrides. If a cost maximum is indicated in the override table, the multipliers are applied to the lesser of the employee's job cost rate or the cost maximum.
	Employees hub (job cost rate)	DPS applies multipliers to all job cost rates in the Employees hub.



Multiplier Method	Source of Rate	How the Multiplier Works
<b>Rate table</b>	Labor override table	DPS applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor rate table	DPS applies multipliers to all rates from the labor rate table.
<b>By category</b>	Labor override table	DPS applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor category table	DPS applies multipliers to all rates from the labor category table.
<b>By labor code</b>	Labor override table	DPS applies multipliers to the rate specified in the <b>Rate</b> column in the override table. The <b>Rate Type</b> is ignored.
	Labor code table	DPS applies multipliers to all rates from the labor code table.

### Standardizing Labor Category Tables

Keep your categories consistent across labor category tables to avoid confusion when employees select categories to record time worked.

For example, assume that you have a labor category table called Standard Categories, with the following contents:

Category	Description	Rate
1	Principals	112.00
2	Project Managers	87.00
3	Senior Consultant	95.00
4	Senior Architect	80.00
5	Architect	65.00

If you decide to create an additional labor category table, include the same category numbers and descriptions, changing only the rates.

Category	Description	Rate
1	Principals	125.00
2	Project Managers	95.00
3	Senior Consultant	110.00



Category	Description	Rate
4	Senior Architect	85.00
5	Architect	75.00

### How DPS Determines Which Labor Category Table to Use for Billing

To determine the labor category to use for a particular employee working on a particular project, DPS looks in certain locations, in a particular order.

1. DPS first looks for an override table entered in the **Override Table** field on the Labor tab of the project's Billing Terms form.
2. If **By Category** is entered in the **Method** field on the Labor tab of the project's billing terms, DPS next looks at the labor category table assigned to the project.
3. Next DPS looks at the labor category specified in the **Labor Category** field on the Employment Details tab in the Employees hub.

You can override the value set in the Employees hub with a labor override table or a labor category table. The best practice is to use labor override tables to override categories. Whichever method you choose, be consistent with all of your category overrides.

### Wildcards and Labor Codes

When you specify billing, cost, or pay rates using labor codes, you can either associate a rate with a specific labor code, or assign rates based on specific levels of a multi-level labor code, while masking the other levels.

For example, assume you have three levels defined:

Labor Code Level 1	Labor Code Level 2	Labor Code Level 3
A Architectural	00 General	0 General
B Budget-Estimate	01 Pre-Design	1 Principal
C Civil	02 Site Analysis	2 Supervisory
D Design-Plan-Spec	04 Design-Plan-Spec	3 Senior Consultant
E Electrical	0F Field Work	A Architect
I Interiors	A1 Schematic Design	C Consultant
M Mechanical	C1 Civil Design	D Designer
Z Miscellaneous	D1 Design Development	E Engineer

To mask a level, use an underscore (\_) to represent each character in the level. Here are three examples based on the table above. To assign a billing rate to all:

- Labor codes with Architectural as the first level, use this mask: **A\_\_**
- Consultant labor codes, use this mask: **\_\_C**
- Design labor codes, use this mask: **\_\_1**



## Labor Code Masks in Labor Code Rate Tables

- **Be consistent with masks:** Enter labor code masks and wildcard characters consistently. Define labor code masks for the same labor code level. For example, if you define a labor code mask as A\_ \_ \_ , then you should define all other labor code masks according to level one, as B\_ \_ \_ , C\_ \_ \_ , D\_ \_ \_ , and so on. DPS displays an error message if you enter an inconsistent labor code.
- **Do not mix masks and straight labor codes:** Within a labor code cost, billing, or pay rate table, you can either assign rates to specific labor codes, or use masks. You cannot mix these two methods. If you add a rate in a table using a wildcard mask, and then attempt to insert a second rate and assign it to a specific labor code, DPS displays an error message.

## Billing Expense Tables

Set up billing expense tables to bill expenses for your projects.

### Billing Expense Account Tables

Set up billing expense account tables to apply multipliers to accounts when billing a project or a class of projects. These markups override the multiplier specified in the project's billing terms if you are using the **By Account** method of expense billing for the project.

### How to...

You can add, delete, and modify information in billing expense account tables.

#### *Set Up the Global Table of Accounts*

Establish the Global Table of Accounts to apply multipliers to accounts when you bill a project or class of projects using the **By Account** billing method. These multipliers override the multiplier specified in the project's Billing Terms record.

DPS looks for the account multiplier in the Global Table of Accounts if an account table has not been specified in the Billing Terms record, or if the account does not exist in the account table specified in the Billing Terms record.

### To set up the Global Table of Accounts:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. In the rate table search, click ▼ and select **Global table of accounts**.
3. In the Expense Accounts grid, use the lookup to find accounts and specify the multiplier to be applied to the account.
4. Repeat these steps until the Global Table of Accounts contains all of the expense accounts and multipliers that your enterprise requires.



### *Add an Expense Account Table*

Create a new billing expense account table when you need to associate expense billing rates with individual accounts.

#### **To add a new expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Account Tables**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the expense account table.
6. In the Expense Accounts grid, use the lookup to find accounts and specify the multiplier to be applied to the account.
7. Click **Save**.

### *Copy an Existing Expense Account Table*

Instead of creating a new billing expense account table from scratch, you can copy an existing table and modify it.

#### **To copy an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with an Expense Account grid that contains the same account and multiplier details from the source expense account table.
4. Modify the information on the Billing Expense Account Tables form.
5. Click **Save**.

### *Modify an Expense Account Table*

Modify a billing expense account table when you need to update the accounts listed and/or their multipliers.

#### **To modify an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Account Tables**.
2. Select a billing expense account table for which you want to edit accounts and multiplier information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Expense Account Tables form.



5. Click **Save**.

*Delete an Expense Account Table*

You can delete a billing expense account table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

**To delete an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Expense Account Tables dialog box, click **Delete** to confirm the action.

*Add an Account to an Expense Account Table*

You can add a new account and the account's markup information to a billing expense account table.

**To add an account to an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table for which you want to add new accounts and multiplier information.
3. In the Expense Accounts grid, click **+ Add Expense Accounts**.
4. In the Accounts Lookup dialog box, select the check boxes of accounts that you want to add and click **Select**.
5. Enter the multiplier to be applied to the account.
6. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully.

*Delete an Account from an Expense Account Table*

When you delete an account from an expense account table, you remove the reference in the current table only. You do not delete the account record from the chart of accounts.

**To delete an account from an expense account table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. Select a billing expense account table for which you want to delete accounts and multiplier information.



3. In the Expense Accounts grid, hover on the row of the account and multiplier that you want to delete and click **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

## Fields and Options

Use these fields and options to modify billing expense account tables.

### *Billing Expense Account Tables Form*

Use the Billing Expense Account Tables form to apply billing markups to amounts charged to expense accounts, for the purpose of billing a project or a class of projects.

Display the Billing Expense Account Tables Form

Display the Billing Expense Account Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.

Contents of the Billing Expense Account Tables Form





Use these fields and options to create and modify billing expense account tables.

## Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing expense account table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense account tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the expense account tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	<p>Use these arrow icons to scroll through the expense account tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.</p>



Field	Description
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new expense account table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking  to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click  to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	<p>Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense account tables in Billing Terms Setup.</p> <p>If the table is project- or client-specific, you may want to enter the client or project name or number.</p>
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.





Field	Description
Available for Planning	<p>Check this option to make the table available as an option from the Expense and Consultant Amounts <b>Rate Table</b> fields on the Project Planning Rates tab, if <b>From Expense Account Table</b> is selected from the Expense and Consultant Amounts <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>

### Properties

Field	Description
Organization, Principal, Project Manager, Supervisor, Code	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Expense Accounts Grid

Field	Description
Account	This field displays the account number to which the multiplier applies.
Name	<p>This field displays the account name to which the multiplier applies.</p> <p>When you edit the expense account table or add an expense account row, click  to search for accounts in the Account Lookup dialog box.</p>
Multiplier	<p>Enter the multiplier to apply to this account, using up to four decimal places.</p> <p>This multiplier overrides any multiplier entered in the Expense Terms or Consultant Terms area of the Expenses/Units tab of the project's Billing Terms form.</p>
	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>



Field	Description
<b>Filter ▼</b>	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Expense Accounts</b>	Click <b>+ Add Expense Accounts</b> to create a new expense account entry. Choose accounts from the Account Lookup dialog box and click <b>Select</b> . Enter the multiplier for the account and press Enter or click outside the row to add the new expense account entry to the expense account table.

### *Account Lookup Dialog Box*

You can add a new account's information to a billing expense rate table.

Display the Account Lookup Dialog Box

You display the Account Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Accounts**.
2. In the Expense Accounts grid, click **+Add Expense Accounts**.

Contents of the Account Lookup Dialog Box

Use the dialog box to search, view, and select accounts.

Field	Description
Search	Enter the account name to search for the record.
Selection Box	Select the checkbox next to each account record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Account Name	This field displays the account name.
Type	This field displays the account type.
Account	This field displays the account number.
Select	Click <b>Select</b> to select the account record(s) and add them to the rate table.
Cancel	Click <b>Cancel</b> to cancel your changes.



## Billing Expense Category Tables

Set up billing expense category tables to group or consolidate expense accounts by category name and to apply markups to each category when billing a project or class of projects.

For example, your general ledger may have several reimbursable accounts for travel (mileage, repairs, rental cars, and so on). However, you may not want this breakout on your invoice. You can create an expense category called **Auto** and group all related expenses under this one category.

### How to...

You can add or modify information in Billing Expense Category tables.

#### *Add an Expense Category Table*

Create a new billing expense category table when you need to apply billing markups to categories of expense accounts.

#### To add a new expense category table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. Enable **Available for Planning** to make the table available on the Planning Rates tab in Planning.
5. Optional. In the Properties lookup fields, associate organizations and employees with the expense category table.
6. In the Categories grid, use the lookup to find categories and specify the multiplier to be applied to the category.
7. Click a category record entry in the Categories grid to enable the Accounts in <name of category> grid.  

The contents of this grid depends on the highlighted category in the Categories grid. The grid name changes dynamically to display the category name and the accounts the expense accounts associated with it.

For example, if you click on the entry 'Travel' in the Categories grid, the name of the grid changes to 'Accounts in Travel' and displays the associated expense accounts (e.g., Meals, Lodging, Airfare).
8. In the Accounts in <name of category> grid, use the lookup to find GL accounts and specify the multiplier to be applied to the account.
9. Click **Save**.

#### *Copy an Existing Expense Category Table*

Instead of creating a new billing expense category table from scratch, you can copy an existing table and modify it.

#### To copy an expense category table:



1. In the Navigation pane, select **Settings » Rate Tables » Billing Expense Categories**.
2. Select a billing expense category table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with Expense Category and Accounts in Category grids that contain the same details from the source expense category table.
4. Modify the information on the Billing Expense Category Tables form.
5. Click **Save**.

#### *Modify an Expense Category Table*

Modify a billing expense category table when you need to update the categories lists, the accounts included in the categories, and/or their markups.

#### **To modify an expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Category Tables**.
2. Select a billing expense category table for which you want to edit grid information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Billing Expense Category Tables form.
5. Click **Save**.

#### *Delete an Expense Category Table*

You can delete a billing expense account table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete an expense category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Expense Category Tables**.
2. Select a billing expense category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Expense Category Tables dialog box, click **Delete** to confirm the action.



## Fields and Options

Use the fields and options to add or modify information in billing expense category tables.

### *Billing Expense Category Tables Form*

Set up Billing Expense Category Tables form to group or consolidate expense accounts by category name and apply markups by category when billing a project or class of projects.

Display the Billing Expense Category Tables Form

Display the Billing Expense Category Tables form in Settings.

In the Navigation pane, click **Settings » Rate Tables » Billing Expense Categories**.

Contents of the Billing Expense Category Tables Form



Use these fields and options to create and modify billing expense category tables.

## Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing expense category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense category tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the expense category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the expense category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click + <b>New Rate Table</b> to create a new expense category table.



Field	Description
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking * to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	<p>After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.</p>
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	<p>Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense category tables in Billing Terms Setup.</p> <p>If the table is project- or client-specific, you may want to enter the client or project name or number.</p>
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Available for Planning	<p>Check this option to make the table available as an option from the Expense and Consultant Amounts <b>Rate Table</b> fields on the Project Planning Rates tab, if <b>From Expense Category Table</b> is selected from the Expense and Consultant Amounts <b>Rate Method</b> field.</p> <p>This option is only available if your company uses Planning.</p>



Field	Description
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
Organization, Principal, Project Manager, Supervisor, Code	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>

### Categories Grid

Field	Description
Description	Enter a description of this category. This description prints on the invoice.
Multiplier	Enter the multiplier to apply to the category, using up to four decimal places. Enter 1.0 to bill the category at cost.
Sequence	Enter a unique number to associate with the category. Sequence numbers determine the order in which categories print on the invoice. The numbers themselves do not print on the invoice.
✕	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ New Expense Category	Click <b>+ New Expense Category</b> to create a new expense category entry. Choose a category from the Employee Lookup dialog box and enter the multiplier. Press Enter or click outside the row to add the new vendor entry to the expense category table.



Field	Description
	For more information on the Employee Lookup dialog box, see <a href="#">Employee Lookup Dialog Box</a> .

### Accounts in <name of category> Grid

Click a category record entry in the Categories grid to enable this grid.

The contents of this grid depends on the highlighted category in the Categories grid. The grid name changes dynamically to display the category name and the accounts the expense accounts associated with it.

For example, if you click on the entry 'Travel' in the Categories grid, the name of the grid changes to 'Accounts in Travel' and displays the associated expense accounts (e.g., Meals, Lodging, Airfare).

Field	Description
Account	This field displays the account number of the account that is included in the category.
Name	This field displays the account name of the account that is included in the category.
x	This icon displays at the end of the row when you click or hover over a grid row. Click the icon to delete the expense entry.
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ New Expense Account	<p>Click <b>+ New Expense Account</b> to create a new expense account entry. Choose a category from the Account Lookup dialog box and enter the multiplier. Press Enter or click outside the row to add the new vendor entry to the expense category table.</p> <p>For more information on the Account Lookup dialog box, see <a href="#">Account Lookup Dialog Box</a>.</p>

### Billing Expense by Vendor Tables

Set up a billing expense by vendor table to group or consolidate expenses by vendor and apply multipliers by vendor when billing a project or a class of projects.

For example, some companies prefer that a vendor's name appear on an invoice instead of the general ledger account name. If you bill expenses by vendor and associate expenses with vendor names, the vendor's name displays on the invoice.

This method lets you maintain several sets of multipliers for the same category of vendor. This makes it easy for you to change the multiplier used when billing, based on the needs of the project.



## How to...

You can add or modify information in Billing Expenses by Vendor tables.

### *Add an Expense by Vendor Table*

Add a Billing Expense by Vendor table to group or consolidate expenses by vendor name and apply multipliers by vendor when billing a project or a class of projects.

#### To add an Expense by Vendor table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. Optional. In the Properties lookup fields, associate organizations and employees with the expense by vendor table.
5. In the Vendors grid, use the lookup to find vendors and specify the multiplier to be applied to the vendor.
6. Click **Save**.

### *Copy an Existing Expense by Vendor Table*

Instead of creating a new Billing Expense by Vendor table from scratch, you can copy an existing table and modify it.

#### To copy an Expense by Vendor table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with a Vendors grid that contains the same vendor and multiplier details from the source expense by vendor table.
4. Modify the information on the Billing Expenses by Vendor Tables form.
5. Click **Save**.

### *Modify an Expense by Vendor Table*

Modify a Billing Expense by Vendor table when you need to update the list of vendors or their markups.

#### To modify an existing Expense by Vendor table:

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table for which you want to add new vendors and multiplier information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.



4. Modify the information on the Billing Expenses by Vendor Tables form.
5. Click **Save**.

#### *Delete an Expense by Vendor Table*

You can delete a Billing Expense by Vendor table if it is not used in any of these places: the current billing terms for any project, the Intercompany Billing tab for any project in the Projects hub, or Intercompany Billing Setup.



When you delete a billing table, you can no longer select or reference it from Billing Terms.

#### **To delete an Expenses by Vendor table:**

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. Select a billing expense by vendor table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Expense by Vendor Tables dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use these fields and options to add or modify Billing Expense by Vendor table information.

#### *Expenses by Vendor Form*

Use the Billing Expense by Vendor Tables form to group or consolidate expenses by vendor and apply multipliers by vendor when billing a project or a class of projects.

Display the Expenses by Vendor Tables Form

Display the Billing Expense by Vendor Tables form in Settings.

In the Navigation pane, click **Settings » Rate Tables » Billing Expenses by Vendor**.

Contents of the Billing Expense by Vendor Tables Form



Use the fields and options to create and modify Expenses by Vendor tables.

#### **Contents**

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing expense by vendor table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all expense by vendor tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the expense by vendor tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the expense by vendor tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click + <b>New Rate Table</b> to create a new expense by vendor table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✖ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	<p>Enter a name for the table. The name displays in place of the table number on all drop-down lists for expense by vendor tables in Billing Terms Setup.</p> <p>If the table is project- or client-specific, you may want to enter the client or project name or number.</p>
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.

### Properties

Field	Description
<b>Organization, Principal, Project Manager, Supervisor, Code</b>	<p>Use these Lookup fields to associate an organization, principal, project manager, supervisor, or code with the selected expense table. Only users with record access rights have access to the selected table in the Billing Terms, Project Planning, and Opportunity Service Estimates applications.</p> <p>You can limit the tables available to a particular user with the following lookup criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> Select an organization on the lookup. If you do not have Organizations enabled, this field does not display.</li> <li>▪ <b>Principal-In-Charge:</b> Select a principal on the employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager on the employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor on the employee lookup.</li> <li>▪ <b>Code:</b> Select a code from the drop-down list. Codes are defined in the Billing Rate Table Code Table (<b>Settings » Organization » Codes</b>).</li> </ul>



## Vendors Grid

Field	Description
Vendor	Select the vendor number to which you want to apply the multiplier amount.
Name	DPS automatically enters the vendor name based on the vendor number.
Multiplier	Enter the multiplier to apply to the associated vendor, using up to four decimal places. Enter 1.0 to bill the vendor at cost.
:	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ Add Vendors	Click <b>+ Add Vendors</b> to create a new vendor entry. Choose vendors from the Consultant Name Lookup dialog box and click <b>Select</b> . Enter the multiplier and press Enter or click outside the row to add the new vendor entry to the Billing Expenses by Vendor table.

### Consultant Name Lookup Dialog Box

You can add a new vendor's information to a billing expenses by vendor table.

Display the Consultant Name Lookup Dialog Box

You display the Consultant Name Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables » Billing Expenses by Vendor**.
2. In the Vendors grid, click **+Add Vendor Name**.

Contents of the Consultant Name Lookup Dialog Box

Use the dialog box to search, view, and select consultants/vendors.

Field	Description
Search	Enter the consultant/vendor name to search for the record.
Selection Box	Select the checkbox next to each consultant/vendor record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Consultant Name	This field displays the consultant/vendor name.



Field	Description
Number	This field displays the consultant/vendor number.
Specialty	This field displays the consultant/vendor specialty.
Primary Address Description	This field displays the description of the consultant/vendor primary address.
City	These fields display the city with the consultant/vendor's address.
State	These fields display the state associated with the consultant/vendor's address.
Select	Click <b>Select</b> to select the consultant/vendor record(s) and add them to the rate table.
Cancel	Click <b>Cancel</b> to cancel your changes.

### Learn More About...

Learn more about the types of billing expense tables and the different methods to determine expense billing rates.

### Billing Expense Table Types

Billing expense tables can be based on account, category, or vendor, with markups applied to these charges. You can apply a table to a project or a class of projects.

Table Type	Description
<b>Billing Expense Accounts</b>	Use this table to apply multipliers to amounts charged to expense accounts.
<b>Billing Expense Categories</b>	Use this table to group or consolidate expenses by category and to apply markups to each category.
<b>Billing Expenses by Vendor</b>	Use this table to group or consolidate expenses by vendor and apply multipliers by vendor.



## How DPS Determines Expense Billing Rates

DPS determines what billing rate to use for a project's expense, consultant, and unit charges by looking at the billing methods selected on the Expenses/Units tab of the project's Billing Terms form.

You can enter a separate billing method for expenses, consultants, and units.

## Basic Process and Hierarchy

DPS follows a standard process and hierarchy to determine the rate for billing expense, consultant, and unit transactions.

Method	How It Works
No billing	Expenses are not billed.
By account	<p>Expenses are billed by account and/or by project. An overall multiplier can be applied to all expenses, or multipliers can be established by account using Expense Account Tables. This method is available for non-consultant and consultant expenses.</p> <p>If <b>By account</b> is selected as the method, you cannot select None as a value in the <b>Table</b> field.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, DPS looks in the table to find the multiplier. The expense table stores the multipliers for the accounts/vendors/categories that should be billed for this project.</li> <li>2. If the account is not in the specified table, or if no table is specified, DPS looks in the Global Table of Accounts.</li> <li>3. If the account is not in the specified table or the Global Table of Accounts, DPS applies the multiplier specified in the <b>Multiplier</b> field.</li> </ol>
By category	<p>Expenses are billed by category (for example, travel, meals, or phone charges). An overall multiplier can be applied to all expenses or multipliers can be established by category using Expense Category Tables. This method is available for non-consultant and consultant expenses.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, DPS looks in the table to find the multiplier.</li> <li>2. If the category is not in the specified table, DPS applies the multiplier specified in the <b>Multiplier</b> field.</li> </ol>
By vendor	<p>Expenses are billed by vendor. An overall multiplier can be applied to all expenses or multipliers can be established by vendor and/or project using Expenses by Vendor Tables.</p> <p>This method is available for non-consultant and consultant expenses, but it is typically used for consultant expenses. This method allows you</p>



Method	How It Works
	<p>to have a multiplier based on the vendor, rather than the account. In addition, the consultant name, rather than the account name, appears on the invoice.</p> <ol style="list-style-type: none"> <li>1. If a table is specified in the <b>Table</b> field, DPS looks in the table to find the multiplier.</li> <li>2. If the vendor is not in the specified table, DPS applies the multiplier specified in the <b>Multiplier</b> field on the Expenses/Units tab.</li> </ol>

## Cost and Pay Labor Tables

Use cost/pay labor tables to specify the date on which a change will occur in the cost rate or pay rate that is associated with a specified labor rate, labor category, labor code, or labor override table.

The date on which a rate change will occur is the "effective date" of the change. Cost/pay rate tables apply in accounting, billing, and payroll.

When you set up cost and pay rate tables, an **Effective Date** column displays in grids of labor rate tables, labor category tables, labor code tables, and labor override tables.

### Cost Pay Labor Rate Tables

Use the Cost/Pay Labor Rates form to set up one or more tables that specify labor cost or pay rates for employees in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Rates."

A table will not work unless it lists at least one employee. Each employee in a labor rate table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Rate Table** in the **Cost Rate Table Method** in the Accounting tab of the Employees hub or **Pay Rate Table Method** field in Payroll tab in the Employees hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

#### How to...

After you create a cost/pay labor rate table, you can add employees and specify their rates.

#### *Add a Cost Pay Labor Rate Table*

Create a new cost/pay labor rate table when you need to associate cost/pay labor rates with individual employees.

#### To add a new cost/pay labor rate table:



1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate**: Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.
6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Employees grid, use the lookup to find employees and specify the rate you want to bill for work performed by the specified employee.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

#### *Copy an Existing Cost Pay Labor Rate Table*

Instead of creating a new cost/pay labor rate table from scratch, you can copy an existing table and modify it.

#### **To create a new table by copying an existing table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with an Employees grid that contains the same employee and rate details from the source billing labor rate table.
4. Modify the information on the Cost/Pay Labor Rate Tables form.
5. Click **Save**.

#### *Modify a Cost Pay Labor Rate Table*

Modify a cost/pay labor rate table when you need to update the employees listed and/or change their rates.

#### **To modify an existing labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Rate Tables form.



5. Click **Save**.

*Add an Employee to a Cost Pay Labor Rate Table*

You can add a new employee and the employee's labor rate information to a cost/pay labor rate table.

**To add an employee to a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, click **+ Add Employees**.  
The Employees Lookup dialog box displays.
4. Choose the employee name and click **Select**.  
The Effective Date dialog box displays.
5. If you use effective dates for billing rates, select a date and click **Save**.
6. Enter the rate you want to pay for the rendered work of the employee.
7. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

*Copy an Employee's Information in a Cost Pay Labor Rate Table*

You can copy information from one employee entry in a labor rate table to a new row. All information is copied to the new row except the effective date, because no two entries in a table for the same employee can have the same effective date.

**To copy an employee's information in a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to add new employees and labor rate information.
3. In the Employees grid, hover on the row of the employee name and rate that you want to copy and click **⋮ » Copy**.
4. Make changes to the copied row.

*Delete an Employee from a Cost Pay Labor Rate Table*

When you delete an employee from a cost/pay labor rate table, you delete the reference in the current table only; you do not delete the employee record from the Employee Info Center.

**To delete an employee from a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table for which you want to delete employees and labor rate information.



3. In the Employees grid, hover on the row of the employee name and rate that you want to delete and click **Delete**.
4. In the Delete dialog box, click **Delete** to confirm the action.

#### *Delete a Cost Pay Labor Rate Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a cost/pay table, you can no longer select or reference it from Billing Terms.

#### **To delete a cost/pay labor rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.
2. Select a cost/pay labor rate table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Rates dialog box, click **Delete** to confirm the action.

#### *Assign Cost Rate Methods and Tables to Projects*

Enter a cost rate method and rate table for each project, phase, or task that uses an effective date cost rate table.

You can enter a method and table at the highest WBS (project) level, and then enter a method and table at one or more of the project's lower WBS levels to override the rate at the highest WBS level.

#### **To assign cost rate methods and tables to projects:**

1. On the Navigation menu, click **Hubs » Projects**.
2. On the Projects hub form, select the project, phase, or task record.
3. Click the **Accounting** tab.
4. In the Cost Method field, select the method by which to determine each employee's cost rate for this project, phase, or task.
5. If you select a table-based method in the Cost Method field, use the Cost Table field to select the rate table to use for this project, phase, or task.
6. Click **Save**.

#### **Fields and Options**

Use the forms to set up cost/pay labor rate tables.



### Cost/Pay Labor Rates Form

Use the Cost/Pay Labor Rates form to set up one or more tables that specify labor cost or pay rates for employees in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Rates."

A table will not work unless it lists at least one employee. Each employee in a labor rate table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Rate Table** in the **Cost Rate Table Method** in the Accounting tab of the Employees hub or **Pay Rate Table Method** field in Payroll tab in the Employees hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

Display the Cost Pay Labor Rates Form

You display the Cost/Pay Labor Rates form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Rates**.

Contents of the Cost Pay Labor Rate Tables Form



Use the form to specify effective dates for your employees' cost/pay rates.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing cost/pay labor rate table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor rate tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the cost/pay labor rate tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>



Field	Description
◀ x of x ▶	Use these arrow icons to scroll through the cost/pay labor rate tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new cost/pay labor rate table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking * to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.



Field	Description
Rate Type	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>If Payroll is not installed, you must select <b>Cost Rate</b>.</li> <li>Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
Currency	<p>If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.</p>

### Employees Grid

Field	Description
Employee	This field displays the name of the employee to whom the rate applies.
Effective Date	<p>Enter the date to begin using this labor cost/pay rate. You can enter multiple rates for the same employee, with different effective dates, to create a schedule of rates. To create a default rate for an employee with multiple rates, leave this field blank for one of the employee's entries. You can use this row to enter a default rate that is used when no other row has an applicable effective date. The value in this field, along with Accounting or Payroll setup information, determines whether or not this labor cost/pay rate is applied to the employee's timesheet detail.</p> <p>This field is available only if <b>Enable effective dates for labor billing rates</b> is selected from the Miscellaneous tab of the Billing Setup form.</p>
Rate	Enter the cost/pay rate for this employee. For your reference, this field originally displays the employee's job cost rate/pay rate, as entered in the Employees hub. Deltek recommends that you compare the Employee hubs rate with the rate that you plan to enter to reduce the possibility of error.
OVT PCT	Enter the overtime percent cost/pay rate to use for costing/paying the employee's overtime labor when this table is specified for a project. This field displays if it is enabled for Accounting or Payroll. The employee's job cost/pay rate overtime percentage rate displays here by default.
OVT-2 PCT	Enter the secondary overtime percent cost/pay rate that you to use for costing/paying the employee's secondary overtime labor when this table is specified for a project. This field displays if it is enabled for Accounting or Payroll. The employee's job cost/pay rate secondary overtime percentage rate displays here by default.
⋮	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li><b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li><b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>



Field	Description
<b>Filter</b> ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
<b>+ Add Employees</b>	Click <b>+ Add Employees</b> to create a new employee rate entry. Choose an employee from the drop-down list and enter the rate and overtime percentages. Press Enter or click outside the row to add the new employee rate entry to the cost/pay labor rate table.

#### *Employee Lookup Dialog Box*

You can add a new employee and the employee's labor rate information to a billing or cost/pay labor rate table.

Display the Employee Lookup Dialog Box

You display the Employee Lookup dialog box in Settings.

1. In the Navigation pane, select **Settings » Rate Tables**.
2. Select the Billing or Cost/Pay labor rates option that you want to use and click **+Add Employees**.

Contents of the Employee Lookup Dialog Box

Use the dialog box to search, view, and select employees.

Field	Description
Search	Enter the employee name to search for the record.
Selection Box	Select the checkbox next to each employee record that you want to add, or use the <b>Select All</b> checkbox at the top of the grid to select all records (maximum of 50) on the lookup.
Name	This field displays the employee name.
Number	This field displays the employee number.
Labor Category	This field displays the labor category where the employee belongs.
Status	This field displays the employee status.
Organization	This field displays the employee organization.
Home Company	This field displays the employee's home company.



Field	Description
Select	Click <b>Select</b> to select the employee record(s) and add them to the rate table. If you use effective dates, enter a date in the <b>Effective Date</b> dialog after you have made your employee selection. This date will apply for each row that you insert on the grid.
Cancel	Click <b>Cancel</b> to cancel your changes.

### Cost Pay Labor Category Tables

Use the Cost/Pay Labor Categories form to set up one or more tables that specify labor cost or pay rates for specific labor categories in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Categories."

A table will not work unless it lists at least one category. Each category in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you enter for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Category Rate Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

#### How to...

After you add a cost/pay labor category table, you can add categories to it or specify overrides for labor categories specified in the Employees hub.

#### *Add a Cost/Pay Labor Category Table*

Create a new cost/pay labor category table when you need to associate labor cost/pay rates with employee categories, such as Principal, Project Manager, or Senior Consultant.

#### To add a new labor category table:

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate:** Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.
6. Optional. In the Properties lookup fields, associate organizations and employees with the cost/pay labor category table.



7. In the Categories grid, select a category from the drop-down list and specify the rate you want to bill for work performed within the category.
8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

#### *Copy an Existing Cost Pay Labor Category Table*

Instead of creating a new cost/pay labor category table from scratch, you can copy an existing table and modify it.

#### **To copy a labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with grids that contain the same details from the source cost/pay labor category table.
4. Modify the information on the Cost/Pay Labor Category Tables form.
5. Click **Save**.

#### *Modify a Cost Pay Labor Category Table*

Modify a cost/pay labor category table when you need to update the categories listed and/or their rates.

#### **To modify an existing cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to modify existing categories and rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Category Tables form.
5. Click **Save**.

#### *Add a Labor Category to a Cost Pay Labor Category Table*

You can add a new category and labor rate information to a cost/pay labor category table.

#### **To add a labor category to a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to add new categories and rate information.
3. In the Categories grid, click **+ New Labor Category**.  
The grid displays a new row.



4. In the new row, click ▼ and select a category from the drop-down list. Enter the rate you want to pay for the rendered work within the category.
5. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
6. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Category in a Cost Pay Labor Category Table*

You can copy all information from one category entry in a cost/pay labor category table to a new row.

All information is copied to the new row except the effective date and sequence, because no two entries in a table for the same category can have the sequence number or the same effective date.

#### **To copy a category in a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table for which you want to add new categories and rate information.
3. In the Categories grid, hover on the row of the category and rate that you want to copy and click ⋮ » **Copy**.
4. Make changes to the copied row.

#### *Delete a Cost Pay Labor Category Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a cost/pay table, you can no longer select or reference it from Billing Terms.

#### **To delete a cost/pay labor category table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.
2. Select a cost/pay labor category table that you want to delete.
3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Categories dialog box, click **Delete** to confirm the action.

#### **Fields and Options**

Use the forms to set up cost/pay labor category tables.



### *Cost/Pay Labor Categories Form*

Use the Cost/Pay Labor Categories form to set up one or more tables that specify labor cost or pay rates for specific labor categories in your enterprise. If Payroll is not installed, this form is titled "Cost Labor Categories."

A table will not work unless it lists at least one category. Each category in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you enter for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Category Rate Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

Display the Cost Pay Labor Categories Form

You display the Cost/Pay Labor Categories form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Categories**.

Contents of the Cost/Pay Labor Categories Form



Use the form to specify effective dates for your employees' cost/pay labor category rates.

### **Contents**

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing cost/pay labor category table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor category tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the cost/pay labor category tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>



Field	Description
◀ x of x ▶	Use these arrow icons to scroll through the cost/pay labor category tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new cost/pay labor category table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking * to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>

### Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.



Field	Description
Rate Type	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>If Payroll is not installed, you must select <b>Cost Rate</b>.</li> <li>Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
Currency	<p>If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.</p>

### Categories Grid

Field	Description
Category	Select a labor category from the drop-down list.
Description	This column displays the description for the selected category.
Effective Date	Specify the effective date for this labor category rate. Each category in a table can have one row without an effective date specified. You can use this row to enter a default rate, to be used when no other row has an applicable effective date.
Rate	Enter the cost/pay rate that for this category.
OVT PCT	Use this field to specify the overtime percent cost/pay rate to use for costing/paying overtime labor by employees in this category. This field displays if it is enabled for Accounting or Payroll.
OVT-2 PCT	Use this field to specify the secondary overtime percent cost/pay rate to use for costing/paying overtime labor by employees in this category. This field displays if it is enabled for Accounting or Payroll.
⋮	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li><b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li><b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ Add Cost/Pay Labor Category	Click <b>+ Add Cost/Pay Labor Category</b> to create a new labor category entry. Choose a category from the drop-down list and enter the rate and overtime percentages. Press Enter or click outside the row to add the new entry to the cost/pay labor category table.



## Cost Pay Labor Code Tables

Use the Cost/Pay Labor Code Tables form to set up one or more tables that specify labor cost or pay rates for labor codes used by your enterprise. If Payroll is not installed, this form is titled "Cost Labor Code Tables."

A table will not work unless it has at least one labor code. Each labor code in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Code Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

### How to...

After you create a cost/pay labor code table, you can add labor codes and associated labor rate information to it.

#### *Add a Cost/Pay Labor Code Table*

Create a new cost/pay labor code table when you need to associate labor billing rates with individual labor codes.

#### To add a new cost/pay labor code rate table:

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Click **+ New Rate Table**.
3. Enter a table name and number.
4. In the Rate Type field, select the rate type of the table from the following options:
  - **Cost Rate**: Select this option if Payroll is not installed.
  - **Pay Rate**
  - **Both**
5. Specify the currency to be used in the rate table.
6. Optional. In the Properties lookup fields, associate organizations and employees with the labor rate table.
7. In the Labor Codes grid, enter details for the labor code mask, description, and rate to pay for work performed under the specified labor code.

For the labor code mask, enter a labor code, or combination of valid labor code characters and wildcard characters.

The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter \_2\_\_.



8. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
9. Click **Save**.

#### *Copy an Existing Cost Pay Labor Code Table*

Instead of creating a new billing labor code table from scratch, you can copy an existing table and modify it.

#### **To copy a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table that you want to copy.
3. Click **Other Actions » Copy**.  
DPS displays a new form with a Labor Codes grid that contains the same labor code mask, description, and rate details from the source billing labor code table.
4. Modify the information on the Cost/Pay Labor Code Tables form.
5. Click **Save**.

#### *Modify a Cost Pay Labor Code Table*

Modify a cost/pay labor code table when you need to update the labor codes listed and/or their rates.

#### **To modify an existing cost/pay labor code rate table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table for which you want to add new employees and labor rate information.
3. Click **Edit**.  
DPS opens all fields in the form for editing.
4. Modify the information on the Cost/Pay Labor Code Tables form.
5. Click **Save**.


#### *Add a Labor Code to a Cost Pay Labor Code Table*

You can add a new labor code or labor code mask and associated labor rate information to a cost/pay labor code table.

#### **To add a labor code or labor code mask to a cost/paylabor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table for which you want to add new labor code and rate information.
3. In the Labor Codes grid, click **+ Add Labor Code Rate**.  
The Labor Codes grid displays a new row.




4. In the new row, click  to search for a labor code mask in the Labor Code Lookup dialog box. Choose from the available options to form a labor code, or combination of valid labor code characters and wildcard characters.  
The wildcard is an underscore (\_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter \_2\_\_.  
For information on the Labor Code Lookup dialog box, see the [Contents of the Labor Code Lookup Dialog Box](#).
5. Click **Select**.
6. Fill in the description details and enter the rate you want to pay for the rendered work that uses the labor code.
7. Optional. If you use effective dates for billing rates, enter a date in the **Effective Date** field for each row that you insert on the grid.
8. When you are done, click on another row in the grid.  
DPS prompts if the new row has been added successfully. Otherwise, a message appears on top of the Employees grid with the error details.

#### *Copy a Labor Code in a Cost Pay Labor Code Table*

You can copy all information from one labor code or labor code mask entry in a cost/pay labor code table to a new row.

All information is copied to the new row except the effective date, because no two entries in a table for the same labor code can have the same effective date.

#### **To copy a labor code or labor code mask in a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table for which you want to add new labor code information.
3. In the Labor Codes grid, hover on the row of the labor code or labor code mask entry that you want to copy and click  » **Copy**.
4. Make changes to the copied row.

#### *Delete a Cost/Pay Labor Code Table*

If a table is used in the current billing terms for any project, on the Intercompany Billing tab for any project in the Project Info Center, or in Intercompany Billing Setup, you cannot delete the table.



When you delete a billing table, you can no longer select it or reference it from Billing Terms.

#### **To delete a cost/pay labor code table:**

1. In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Code**.
2. Select a cost/pay labor code table that you want to delete.



3. Click **Other Actions » Delete**.
4. In the Delete Cost/Pay Labor Code dialog box, click **Delete** to confirm the action.

### Fields and Options

Use the forms to set up cost/pay labor code tables.

#### *Cost/Pay Labor Code Tables Form*

Use the Cost/Pay Labor Code Tables form to set up one or more tables that specify labor cost or pay rates for labor codes used by your enterprise. If Payroll is not installed, this form is titled "Cost Labor Code Tables."

A table will not work unless it has at least one labor code. Each labor code in a table can have one row that does not specify an effective date; you can use this row to indicate a default rate to use if no other row has an applicable effective date.

Depending on the rate type that you specify for a table, the table displays in the corresponding **Rate Table** drop-down list when you enter **From Labor Code Table** in the **Cost Method** or **Pay Method** fields in the **Cost and Pay Rates** section of the Accounting tab in the Projects hub.

To use this form, you must have access to the effective dates feature in Accounting (cost), Payroll (pay), or both.

Display the Cost Pay Labor Code Tables Form

You display the Cost/Pay Labor Code Tables form in Settings.

In the Navigation pane, select **Settings » Rate Tables » Cost/Pay Labor Codes**.

Contents of the Cost Pay Labor Code Tables Form



Use the form to specify effective dates for your employees' cost/pay labor code rates.

### Contents

The fields and options in this section display at the top of the form.

Field	Description
Rate table search	<p>Use the field next to the form title to search for and select an existing cost/pay labor code table to view or edit.</p> <p>Click the filter drop-down arrow ▼ on the left side of the search field, and select one of the following search types:</p> <ul style="list-style-type: none"> <li>▪ <b>All:</b> Select from a list of all cost/pay labor code tables to which you have access.</li> <li>▪ <i>[saved custom search filter]</i>: Select a previously saved custom filter to display the cost/pay labor code tables returned by that custom search.</li> <li>▪ <b>Custom:</b> Display the Custom Search dialog box. You can then create and apply a new custom search filter, which you can save for future use.</li> </ul>



Field	Description
	<p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
◀ x of x ▶	Use these arrow icons to scroll through the cost/pay labor code tables and open a different record on the form. The numbers show you which record you are viewing out of the total number of records in the search results.
+ New Rate Table	Click <b>+ New Rate Table</b> to create a new cost/pay labor code table.
	<p>Click the Switch to List View icon to switch to the list view of the form. In this view, fields are displayed in columns in one grid on the form rather than on separate tabs. Table name records are displayed in each row in the grid. This makes it easy to compare and update multiple records at one time because you do not have to open individual records. You can add, remove, or change the order of the columns in the grid by clicking ✱ to the right of the grid. This opens the List View Settings dialog box.</p> <p>Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a>.</p> <p>For information about selecting columns, see <a href="#">Select Columns for a Grid</a>.</p> <p>For more information and instructions on how to use list view, see <a href="#">Use the List View</a>.</p>
	After you have switched to list view, click the Switch to Detailed View icon to switch back to the detailed view of the form. Detail view is the default view that displays when you open a form for the first time; thereafter, the view that was active when you closed the application will display when you open. The detail view is the format that is described in help topics in the Help system.
Edit	Click this button to open all fields in the form for editing.
Other Actions ▼	<p>Click this option and choose an option from the drop-down list:</p> <ul style="list-style-type: none"> <li>▪ <b>Copy:</b> Select this option to copy the details of the currently displayed rate table.</li> <li>▪ <b>Export All:</b> This option displays if you are in the List View. Select this option to export records to a .CSV file format. You have the option of selecting all records (the default) or a subset of records for export to the .CSV file. The export function is disabled if you are in Detail View.</li> <li>▪ <b>Delete:</b> Select this option to delete the currently displayed rate table.</li> </ul>



## Header Information

Field	Description
Table Name	Enter a name for the table. The name displays in place of the table number on all drop-down lists for rate tables in Billing Terms Setup.
Table Number	Enter a number by which to identify this table. Assign sequential numbers to help identify tables quickly.
Rate Type	<p>Select <b>Cost Rate</b>, <b>Pay Rate</b>, or <b>Both</b> from the drop-down list.</p> <ul style="list-style-type: none"> <li>If Payroll is not installed, you must select <b>Cost Rate</b>.</li> <li>Regardless of the rate type that you enter here, any table defined on this form displays in the <b>Search</b> lookup list.</li> </ul>
Currency	If you use multiple currencies, select the currency to use for all employees in the table. The default is the functional currency of the active company. You can change the selection in this field unless the rate table is currently selected for a project in Billing Terms. If you try to change the currency for a table that is in use, DPS displays a prompt to indicate that you cannot change the currency.

## Labor Code Grid

Field	Description
Labor Code Mask	<p>Enter a labor code, or combination of valid labor code characters and wildcard characters.</p> <p>The wildcard is an underscore (_). For example, if your company uses four-digit labor codes, and you want to charge a specific code to all labor codes with a 2 as the second level, enter _2__.</p> <p>When you edit the labor override table or add a labor code rate, click <b>Q</b> to search for a labor code mask in the Labor Code Lookup dialog box.</p> <p>All of a table's rows must use the same approach, either a labor code or a labor code mask. If you use labor code masks, all of the masks in a table must use a wildcard for the same labor code levels.</p> <p>For information on the Labor Code Lookup dialog box, see the <a href="#">Contents of the Labor Code Lookup Dialog Box</a>.</p>
Description	Optional. Enter an internal description for the labor code, which will display in cost/pay labor code lists.
Effective Date	Specify the effective date for this labor code cost/pay rate. Each labor code in a table can have one row without an effective date specified. You can use this row to enter a default rate, which is used when no other row has an applicable effective date.
Rate	Enter the cost/pay rate to use for this labor code.
OVT PCT	Enter the overtime percent cost/pay rate that you want to use for costing/ paying overtime labor by employees with this labor code. This field displays if it is enabled for Accounting or Payroll.



Field	Description
OVT-2 PCT	Enter the secondary overtime percent cost/pay rate that you want to use for costing/paying secondary overtime labor by employees with this labor code. This field displays if it is enabled for Accounting or Payroll.
⋮	<p>This icon displays at the end of the row when you click or hover over a grid row. Click the icon to select one of these actions for that row:</p> <ul style="list-style-type: none"> <li>▪ <b>Delete:</b> Choose this option to delete the employee rate entry.</li> <li>▪ <b>Copy:</b> Choose this option to copy the employee name and rate details as a new employee rate entry, excluding the effective date.</li> </ul>
Filter ▼	Click ▼ to filter the grid contents based on column values. For information about how the filter works, see <a href="#">Filter the Grid Results</a> .
+ Add Labor Code Rate	Click <b>+ Add Labor Code Rate</b> to create a new cost/pay labor code rate entry. Enter the labor code mask, description, effective date, and rate details. Press Enter or click outside the row to add the new labor code rate entry to the cost/pay labor code table.

### Learn More About...

Review the checklist for setting up effective dates and information about cost and pay rate table reports.

### Checklist: Setting Up Effective Dates for Cost Rates

Use cost/pay rate tables to specify the date on which a change will occur in the cost rate or pay rate that is associated with a specified labor rate, labor category, labor code, or labor override table. The date on which a change is to occur is the "effective date" of the change.

The checklist includes the steps to set up effective dates for cost rates. Although you use the same cost/pay tables to set up both cost and pay rates, the setup of pay rates is separate.

**Use caution if you use labor codes.** While a labor code lets you easily specify the cost rate for one type of labor throughout your enterprise, regardless of the employee or labor category, its inadvertent or improper use has potentially serious consequences. Labor codes at your enterprise may be numerous and complex with subtle differences among them. Any employee filling out a timesheet can select from all labor codes in your enterprise. Review your enterprise's labor code use and consider using a labor rate or labor category table instead.

Step	Description
1	<p>For each security role that is involved in effective date setup, specify full security access to the effective dates cost rates feature.</p> <p>You do this in <b>Settings » Security » Roles</b>.</p>
2	<p>Enable effective dates for cost rates in <b>Settings » Advanced Accounting » System</b>.</p>



Step	Description
3	Set up cost labor rate, category, and code tables. The tables list employees and specify how each employee's cost rates are affected by the effective dates feature.
4	Enter a cost rate method and rate table for each project, phase, and task that will use an effective date cost rate table. You can enter a method and table at the highest WBS (project) level, and then enter a method and table at one or more of the project's lower WBS levels to override the rate at the highest WBS level.

### Cost Pay Rate Table Reports

You can use reports to review effective dates for labor rate tables, labor category tables, and labor code tables.

Report	Contents
Cost/Pay Rate Table List	<p>For each labor rate table selected, the report lists:</p> <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's Rate Type: Cost rate, pay rate, or both</li> <li>Employee numbers and names</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>
Cost/Pay Rate Category Table List	<p>For each labor category table selected, the report lists:</p> <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's rate type: Cost rate, pay rate, or both</li> <li>Category names and descriptions</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>
Cost/Pay Rate Labor Code List	<p>For each labor code table selected, the report lists:</p> <ul style="list-style-type: none"> <li>Table numbers and names</li> <li>Each table's rate type: Cost rate, pay rate, or both</li> <li>Labor code mask and description</li> <li>Effective dates</li> <li>Regular rates</li> <li>Overtime percentages and secondary overtime percentages</li> </ul>



## Learn More About...

Learn more about the role of effective dates in rate tables.

### Effective Dates for Rate Tables

Enter effective dates to establish a schedule of rates at which employee labor is billed throughout the course of a project.

You can establish multiple billing rates, each associated with a different effective date. This may be helpful for projects that span years. For example, if a project begins in November of 2017 and ends in March of 2018 and your company's billing rates change in January of 2018, you can create a billing labor rate table with multiple rates, based on effective date. An employee's initial rate may have an effective date of November 1, 2017 and a rate of \$140, while her second entry may have an effective date of January 1, 2018 and a rate of \$145.

Select the **Enable effective dates for labor billing rates** check box on the Miscellaneous tab in **Settings » Billing » General** to add an **Effective Date** field to the rate tables .

After you enable this feature and create rate tables with effective dates, you cannot disable effective dates for rate tables until you delete all effective dates from existing rate tables.

### Default Rate

To create a default rate for an employee with multiple rates, leave the **Effective Date** field blank for one of the employee's rate table lines. The default rate is used when the table is selected for the project, but none of the effective dates correspond to the date of a posted labor transaction. You can have only one blank effective date per employee.

## Units Settings

In Units Settings in the desktop application, you set up and maintain units that you use to bill non-labor expenses at a flat rate.

For example, you might set up units for goods or services, such as lab tests or survey crews that you bill at a flat rate.

You set up cost and billing rates for units to use with accounting, timesheet, and billing applications. Units are similar to expenses posted through cash disbursements, journal entries, and accounts payable vouchers. However, unlike those transactions, when you bill a unit, you can show both a quantity and a rate on your invoice.

You can also use units to reclassify previously costed expenses from overhead accounts to projects. For example, a company can use units to recover some of the expense associated with reproductions. The paper supply and toner for the copier are expensed to an overhead project and indirect account number. Using units allows you to specify an account to debit and an indirect expense to credit. This creates a debit entry against the regular type project and a credit entry against the overhead type project.

You set up unit tables and add units to the unit tables. This allows you to apply different unit tables to different projects. You specify a unit table for a project on the Accounting tab of the Projects hub.

If you have multiple companies in DPS, unit records are available for the active company.



If you use multiple currencies in DPS, you must specify both a project currency and a billing currency for each unit.

Units Settings in the desktop application is available only if you have the Accounting module installed.

You can also view and modify a unit table on the Unit Tables tab in **Settings » General » General System** in the browser application.

### How to...




You can add, delete and view unit tables in Units Settings in the desktop application.

#### Create a New Unit Table

Use Units Settings in the desktop application to create new unit tables.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.

#### To create a new unit table:

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. On the toolbar of the Unit Tables form, click  **New** and select  **New Unit Table** to open a new unit table record.
3. On the Unit Tables form, enter the name for the new unit table in the **Unit Table** field.
  - To apply the unit table to a specific project, enter the project number.  
When you select the project in Units Transaction Entry, DPS displays the associated unit table in the **Table** field.
  - To apply the unit table to multiple projects, enter an alphanumeric name for the table. When you select a project in Units Transaction Entry, the **Table** field remains blank. Click the drop-down list in the **Table** field and select the appropriate table name.
  - If you enter an alphanumeric name for the unit table, you can associate the unit table with one or more projects using the **Unit Table** field on the Accounting tab of the Projects hub (at a project's chargeable WBS level). When you select an associated project in Units Transaction Entry, DPS displays the unit table in the **Table** field.
4. Enter the status and cost currency and billing currency (if you use multiple currencies) for the unit table.
5. On the toolbar of the unit tables grid, click **Insert** to open the Units dialog box and complete the information for a unit to add to the unit table.
6. Click **OK** on the dialog box to save the unit and return to the Unit Tables form. You see the unit added to the grid.
7. Repeat steps 4 and 5 to add more units to the unit table.
8. Click  **Save**.





## Create a New Unit Table from an Inventory Item

You can create a new unit table from an inventory item.

You can do this if you use the Purchasing & Inventory application, and you selected the **Enable Inventory** check box on the Inventory tab in **Settings » Purchasing & Inventory » Company** in the desktop application.

When you copy an inventory record, the new unit table inherits the properties associated with the copied record.

### To create a new unit table from an inventory item:




1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. On the toolbar of the Unit Tables form, click  **New** and select **Create Unit from Item** to open the Item lookup and select the inventory item that you want to copy. DPS populates the unit fields with data from the inventory item. When you link an item to the unit and you post an inventory issue, a unit transaction entry file posts to reclassify the cost and to bill the item.
3. Complete the remaining fields on the Unit Tables form or the Units dialog box.
4. Click  **Save**.

## Copy a Unit Table

You can copy a unit table to create a new unit table.

When you copy a unit table, the new unit table inherits the information from the copied table, which you can edit as appropriate.

### To copy a unit table to create a new unit table:

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. On the Unit Tables form, select the unit table record that you want to copy in the **Search** field.
3. On the toolbar, click  **New** and select  **Copy Current Unit Table**.  
Information from the selected unit table is copied to a new unit table on the Unit Tables form.
4. Enter the ID for the new unit table in the **Unit Table** field.
5. Edit the prefilled unit table information as needed for the new unit table.
6. Click  **Save**.



## Add a New Unit to a Unit Table

Use Units Settings in the desktop application to add units to a unit table.

If possible duplicate records are detected during this procedure, the Potential Duplicate Records Found dialog box displays. This dialog box lists any existing record that already has the identifier that you are trying to use for a new record.



**To add a new unit to a unit table:**

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. In the **Search** field, select the unit table to which you want to add a unit.
3. On the Unit Tables form, click  **Insert** in the toolbar of the units grid.
4. On the Units dialog box, enter information for the new unit.
5. Click **OK** to create the save the new unit.  
The unit displays in the grid on the Unit Tables form.
6. Optional. To add more units to the grid, repeat steps 3–5.
7. Click  **Save**.

**Copy a Unit**



You can copy an existing unit from any unit table to another unit table.

If you have multiple companies in DPS:

- You can copy units from tables that belong to other companies in your enterprise.
- If any general ledger accounts from the copied unit are not valid for the active company, the accounts do not get copy into the fields in the units grid. You must enter valid account numbers in the blank fields.

Credit project, phase data, and task data does not get copied to the new unit.

**To copy an existing unit to a unit table:**

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. In the **Search** field on the Unit Tables form, select the unit table to copy the unit to.
3. On the toolbar of the units grid, click  **Copy**.
4. On the Unit Copy dialog box, select one or more existing units that you want to copy to the unit table.
5. Click **Select**.  
The selected units are copied to the grid on the Unit Tables form.
6. Edit and enter information for the copied units as needed.
7. Click  **Save**.


**Modify a Unit Table**

You can modify a unit table at any time.

**To modify a unit:**

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. In the **Search** field on the Unit Tables form, select the unit table that you want to modify.




3. Make modifications to the unit table fields or the units for the unit table that are entered in the units grid.
4. Click  **Save**.

### Delete a Unit Table

When you delete a unit table, you permanently remove it from the database, and this cannot be reversed.

You can delete a unit table only if the table is not in use by any applications.

#### To delete a unit table:

1. From the Navigation menu, click **Settings » Units**.
2. In the **Search** field on the Unit Tables form, select the unit table that you want to delete.
3. On the toolbar, click  **Delete Unit Table**.
4. On the confirmation dialog box, click **Yes** to delete the record from your database.

### Fields and Options

Use the fields and options in Units Settings in the desktop application to enter and delete unit tables.

#### Unit Tables Form

Use the Unit Tables form in the desktop application to set up new unit tables and add units to the tables.

You also view, edit, and delete unit tables using this form.

#### Display the Unit Tables Form



Display the Unit Tables form from the Settings menu in the desktop application.

From the Navigation menu in the desktop application, click **Settings » Units**.








#### Contents of the Unit Tables Form

Use these fields and options to set up new unit tables and enter, edit, copy, or delete unit details.

#### Toolbar Options

Field	Description
 <b>New</b>	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ Select  <b>New Unit Table</b> to open a blank unit table record. Use the blank record to create a new unit table record.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Select  <b>Copy Current Unit Table</b> to copy the current unit table record to a new record. You can then edit the copied record to create a new unit table.</li> <li>Select  <b>Select Unit Table to Copy</b> to open the Unit Table Lookup and select a unit table record to copy. You can then edit the copied record to create a new unit table record.</li> <li>Select <b>Create Unit from Item</b> to open the Inventory Lookup and select an inventory item to use as the basis for the new unit record. This option is available if you are using the Purchasing &amp; Inventory application, and the <b>Use Inventory</b> option is selected in <b>Settings » Purchasing and Inventory</b>.</li> </ul>
 Delete Unit Table	Click this option to delete the unit table that is displayed on the Unit Tables form.
 Print	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>Select  <b>Print Current Unit Table</b> to print the current unit table record.</li> <li>Select  <b>Print Active Group</b> to print all unit table records currently active in the Units hub in the desktop application.</li> <li>Select  <b>Select Unit Table to Print</b> to select the unit table records that you want to print.</li> </ul>

## Fields





Field	Description
Unit Table	<p>Enter the name for the unit table.</p> <ul style="list-style-type: none"> <li>For the unit table to apply to a specific project, enter the project number and include leading zeros or delimiters. When you select the project in Units Transaction Entry, DPS displays the associated unit table in the <b>Table</b> field.</li> <li>For the unit table to apply to multiple projects, enter an alphanumeric name for the table. When you select a project in Units Transaction Entry, the <b>Table</b> field remains blank. You can then click the drop-down list in the <b>Table</b> field and select the appropriate table name.</li> <li>If you enter an alphanumeric name for the unit table, you can associate the unit table with one or more projects using the <b>Unit Table</b> field on the Accounting tab of the Projects hub. When you select an associated project in Units Transaction Entry, DPS displays the unit table in the <b>Table</b> field.</li> </ul>
Status	Use this drop-down list to select the status for the unit table. The options are:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Active:</b> Select this option for an active unit table.</li> <li>▪ <b>Inactive:</b> Select this option if the unit table is not active.</li> <li>▪ <b>Dormant:</b> Select this option if the unit table is dormant. Dormant records only display in the Units hub. They do not display in any Unit Table drop-down list fields or lookups.</li> </ul>
Cost Currency	<p>Use the drop-down list to select the currency to use when you cost the units in the table to your projects. You cannot change the cost currency after you post transactions that reference the unit table.</p> <p>If you use multiple currencies in DPS, the <b>Unit Table Cost Currency</b> must match the <b>Project Cost Currency</b> that is selected on the Accounting tab of the Projects hub.</p>
Billing Currency	<p>Use the drop-down list to select the currency to use when billing the units in the table to your projects. You cannot change the billing currency after you post transactions that reference the unit table.</p> <p>If you track multiple currencies in DPS, the <b>Unit Table Billing Currency</b> must match the <b>Project Billing Currency</b> that you select on the Accounting tab of the Projects hub.</p>
Available for Project Planning and Opportunity Estimates	Select this check box to make the unit table available for use in the Planning application and with opportunity estimates.

### Units Grid Toolbar and Fields


Use this grid to add units to the unit table.

Field	Description
 Edit	Click this toolbar option to edit a unit on the grid.
 Copy	Click this toolbar option to copy a unit on the grid and create a new unit.
 Insert	Click this toolbar option to add a new unit to the grid.
 Delete	Click this toolbar option to delete a unit from the grid.
Unit Number	Enter a unique unit number. You cannot modify a unit number after it is saved. You set the length of your unit numbers during DPS setup. To increase or




Field	Description
	<p>decrease the length of your unit numbers after setup, use <b>Settings » Key Conversions » Units</b>.</p> <p>If you use the Purchasing &amp; Inventory application and created the unit table from an inventory item, this field displays the unit number.</p>
Unit Name	<p>Enter the name for the unit. You can print this name on the invoice.</p> <p>If you use the Purchasing &amp; Inventory application, and created the unit table from an inventory item, this field displays the unit name.</p>
Singular Label	<p>Enter a label for the unit as it should display for a singular quantity. For example, enter <b>day</b> if the unit charge is based on one day of labor.</p> <p>If you use the Purchasing &amp; Inventory application, and created the unit table from an inventory item, this field displays the singular label.</p>
Plural Label	<p>Enter a label for the unit as it should display for a plural quantity. For example, enter <b>days</b> if the unit charge is based on two days of labor.</p> <p>If you use the Purchasing &amp; Inventory application, and create the unit table from an inventory item, this field displays the plural label.</p>
Unit Type	<p>Click in this field to display the drop-down arrow, then click the arrow and select a unit type from the drop-down list. Unit types do not affect processing. Use them to help you distinguish labor unit types from equipment or expense units for reporting purposes. The Unit Detail Report displays units of each unit type with detail and totals over a selected time frame.</p> <p>The options include Equipment, Expenses, Labor, and any user-defined unit types that you defined in the Unit Type Codes lists on the Lists tab of (<b>Settings » General » Labels and Lists</b>).</p> <p>After a unit type has been used in a Units table, you cannot delete it in Labels and Lists.</p>
Employee-specific Revenue	<p>Select this check box if you want this unit's revenue to be applied to a specific employee for calculating employee realization. This will apply to units that employees enter on timesheets, units entered in the Transaction Center (units or units-by-project transaction types), and unit inserts entered in Interactive Billing.</p> <p>This column displays only if the <b>Reporting Realization by Employee</b> check box is selected on the Reporting tab in <b>Settings » Accounting » System</b>.</p> <p>This check box is not enabled when you use Purchasing &amp; Inventory application and you enter an item in the <b>Item</b> column on the Units dialog box.</p> <p>When you select this check box, you must enter a billing rate and a revenue account in the grid on this form. These will be used to calculate realization for a specific employee. The revenue account that you enter in the <b>Revenue Account</b> field must already be entered as a realization allocation account on the Reporting tab in <b>Settings » Accounting » System</b>.</p> <p>When you do not select this check box and the revenue account that you enter in the grid on this form is entered as a realization allocation account on the</p>




Field	Description
	<p>Reporting tab in <b>Settings » Accounting » System</b>, a unit's revenue will be included in the overall labor revenue pool to be prorated among employees.</p> <hr/>  <hr/> <ul style="list-style-type: none"> <li>▪ If you assign a revenue account for units in <b>Billing » Billing Terms</b> (in the <b>Invoice Override Accounts</b> section of the Misc tab), this revenue account is used to calculate employee realization instead of the revenue account entered on the Units hub form. The realization is not allocated to a specific employee. If you want revenue allocated to a specific employee, do not enter a revenue account for units on the Misc tab in Billing Terms for a project. Entering a revenue account for units in Billing Terms can lead to unexpected results. For example, units that you expected to be allocated to employees may not be allocated, or units that you consider employee-specific may be included in the allocation pool.</li> <li>▪ If an employee enters hours on a timesheet, but the work will be billed through a unit, enter the timesheet as non-billable or delete it in Interactive Billing. It should not be written off in Interactive Billing. Written-off records are considered to be work done over budget, work done outside the scope of the project, or work done incorrectly. Written-off records do not receive realization amounts.</li> </ul>
Consolidate Posting Detail	<p>Select this check box to consolidate your posting detail by project, phase, task, and account. If you have multiple charges for this unit to the same project, phase, task, and account, you can specify whether or not to have all the charges post together. This option displays if you use the Accounting application.</p> <p>When you select this option, DPS summarizes the cost per unit information for each unit entered in the same data entry run. This option determines if you store individual transaction cost detail or a single summary cost for the unit. This information is then available to print on project reports.</p> <p>For example, if employee William Apple posts two different line items in the same data entry run, one for 3 days and the other for 1 day, the posting displays as 4 days.</p> <p>When you select this option, the unit description on the project report displays as <b>Consolidated Posting</b>.</p>
Available for Timesheet	<p>Select this check box to make the unit available to timesheet users. These users can enter charges against the unit on timesheets. This check box is available if you use the Timesheet application and you select <b>Yes</b> for the <b>Enable Unit Entry</b> option in <b>Settings » Time » Options</b>.</p>
Billing Rate	<p>Enter a numeric value for the rate at which to bill each individual unit. If you enter 0 or leave this field blank, the unit is billed based on the <b>Cost per Unit</b> rate and the project's billing terms.</p>







Field	Description
	<p>If you enter a billing rate and do not enter a cost rate, DPS includes the unit on bills, but does not cost the item to the project. This is appropriate in the case of survey crews, for example, where the cost to the project comes directly from posting the timesheets of the individuals who make up the survey crew.</p>
Billing Line Format	<p>Use the drop-down list to select one of the following options for the format of the Billing line:</p> <ul style="list-style-type: none"> <li>▪ <b>Name only:</b> Select this option to print a single line including the unit name and amount. The transaction quantity, singular/plural label, and rate also display if the <b>Show math on bill</b> check box is selected.</li> <li>▪ <b>Name and detail:</b> Select this option to display the unit name as a header. DPS prints a single line including the description and amount. The transaction quantity, label, and rate also display if you select the <b>Show math on bill</b> check box. The description is user-defined and specified in the <b>Name</b> field.</li> <li>▪ <b>Detail only:</b> Select this option to print a single line that includes the description from data entry and amount. The transaction quantity, label, and rate display if you select the <b>Show math on bill</b> check box.</li> </ul>
Revenue Account	<p>Enter the revenue account to which to post the unit when the unit is billed to the client. The unit charge is posted to this revenue account during the Final Invoice Accept process. This field displays if you use the Accounting application.</p> <p>Enter an account directly in this field, use the Quick Find feature to select an account, or click  <b>Search</b> in this field and select an account on the Account Lookup.</p> <p>If you leave this field blank, the revenue is posted to the global revenue account that is specified for unit billings on the Accounts tab in <b>Settings » Billing » General</b>.</p> <p>When you generate the Office Earnings report or the Accounts Receivable Ledger report, this posting account is used to determine in which column the unit charge should appear. It does this by matching the posting account to a revenue account on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>.</p> <ul style="list-style-type: none"> <li>▪ If it finds a match, DPS prints the charge in the specified column.</li> <li>▪ If it does not find a match, DPS prints the charge in either the <b>Other</b> column of the Accounts Receivable Ledger or the <b>Other Billed</b> column of the Office Earnings report.</li> </ul> <p>If you select the <b>Employee-specific Revenue</b> check box in the grid, you must enter a revenue account in the <b>Revenue Account</b> field.</p> <p>If you assign a revenue account for units in <b>Billing » Billing Terms</b> (in the <b>Invoice Override Accounts</b> section of the Misc tab), this revenue account is used to calculate employee realization instead of the revenue account entered on the Units hub form. The realization is not allocated to a specific employee. If</p>




Field	Description
	<p>you want revenue allocated to a specific employee, do <b>not</b> enter a revenue account for units on the Misc tab in Billing Terms for a project. Entering a revenue account for units in Billing Terms can lead to unexpected results. For example, units that you expected to be allocated to employees may not be allocated, or units that you consider employee-specific may be included in the allocation pool.</p>
Consolidate Detail on Bill	<p>Select this check box to consolidate a unit's detail to one line on the invoice. This check box displays if you use the Billing application and select the <b>Name only</b> option in the <b>Billing line format</b> field.</p>
Show Date on Bill	<p>Select this check box to show the transaction date, as entered on the Units hub form, for every transaction charged to a project. If you consolidate billing detail, you cannot print transaction dates. This check box displays if you use the Billing application.</p>
Show Math on Bill	<p>Select this check box to print the unit billing calculations on the invoice for each unit detail line. DPS prints the calculation in the format (quantity label @ billing rate). For example:</p> <p><b>4 TESTS @ 75.00</b></p> <p>Where <b>4</b> is the number of units charged, <b>TESTS</b> is the plural label, and <b>\$75.00</b> is the billing rate per unit.</p> <p>This check box displays if you use the Billing application.</p>
Cost per Unit	<p>Enter a numeric value for the rate at which to cost each individual unit.</p> <p>Enter the amount that should be costed to the project and general ledger expense account for each unit. If you enter 0 or leave this field blank, the unit is not costed when you post. For example, you do not want to cost a unit such as a Survey Crew because their time is costed during timesheet posting. If you set up the information in the Billing section to bill units, the unit displays with unit-level detail options to be billed. If you defined labor billing terms, the timesheet detail displays to be billed and should be written-off or charged to a non-billable labor code.</p>
Regular Account	<p>Enter the account number to debit when you post units to a regular project. This account must be a direct or reimbursable expense account.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p> <p>When you select a regular project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry, as needed.</p> <p>If you use the Purchasing &amp; Inventory application, and create the unit table from an inventory item, this field displays the regular account.</p>



Field	Description
Overhead Account	<p>Enter the account number to debit when you post units to an overhead or promotional project. This account must be an indirect expense account.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p> <p>When you select an overhead or promotional project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry.</p> <p>If you use the Purchasing &amp; Inventory application, and create the unit table from an inventory item, this field displays the overhead account.</p>
Project	<p>Enter the project number to credit when you distribute costs to projects using this unit. The project charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If you make the unit distribution credit by Organization, DPS skips this field. The credit is made to the project established in <b>Settings » Organization » Individual</b>.</p> <p>You can enter a project number in this field, use the Quick Find feature to select a project from your database, or click  <b>Search</b> and select a project on the Project Lookup.</p>
Phase	<p>If the project that you entered in the <b>Project</b> field has phases, you must enter the phase number to credit when you distribute costs to projects using this unit. The phase charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have phases, or if you are making the unit distribution credit by Organization, DPS skips this field.</p> <p>You can enter a phase number in this field, use the Quick Find feature to select a phase from your database, or click  <b>Search</b> and select a phase on the Phase/Task Lookup.</p>
Task	<p>If the project that you entered in the <b>Project</b> field has tasks, you must enter the task number to credit when you distribute costs to projects using this unit. The task charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have tasks, or if you are making the unit distribution credit by Organization, DPS skips this field.</p> <p>You can enter a task number in this field, use the Quick Find feature to select a task from your database, or click  <b>Search</b> and select a task on the Phase/Task Lookup.</p>
Credit Account	<p>Enter the account to credit when you distribute costs to projects using this unit. These accounts are specified in the standard Chart of Accounts.</p> <p>This field displays if you use the Accounting application.</p>





Field	Description
	<p>You must choose an asset, liability, indirect, or other revenue/expense account. This account must correspond to the charge type of the credited project, phase, or task for this unit.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p>
Fields Below the Grid	<p>Make an entry in one or more fields below the unit table grid to limit who can use to the unit table. The organization and employees that you specify in these fields can use the unit table.</p> <ul style="list-style-type: none"> <li>▪ <b>Organization:</b> This field displays if you have organizations enabled in DPS. Select an organization.</li> <li>▪ <b>Principal:</b> Select a principal from the Employee lookup.</li> <li>▪ <b>Project Manager:</b> Select a project manager from the Employee lookup.</li> <li>▪ <b>Supervisor:</b> Select a supervisor from the Employee lookup.</li> <li>▪ <b>Code:</b> Select a unit table code. The unit table codes are defined in <b>Settings » Labels and Lists » Lists</b>.</li> </ul>

### Units Dialog Box

Use this dialog box in Units Settings to enter and edit information for the units that you add to a unit table.

### Display the Units Dialog Box

Display the Units dialog box from the Unit Tables form.

1. From the Navigation menu in the desktop application, click **Settings » Units**.
2. On the Unit Tables form, select an existing unit table, or click **New** to create a new unit table.
3. On the toolbar of the units grid, click  **Insert** to add a new unit to the grid, or select an existing unit in the grid, and click  **Edit** to edit a unit.

The Units dialog box displays.

### Contents of the Units Dialog Box

Use the fields and options on this dialog box to enter and edit a unit for a unit table.

Field	Description
Number	Enter a unique unit number. You cannot change this number after it is saved. You set the length of your unit numbers during installation. If you need to change the length, use <b>Utilities » Key Conversions » Units</b> .




Field	Description
Item	<p>This field displays if you use the Purchasing &amp; Inventory application. Use this field to associate an inventory item with the unit.</p> <ul style="list-style-type: none"> <li>Use the Item lookup to select an inventory item to associate with the unit.</li> <li>If you use the Purchasing &amp; Inventory application and click <b>New » Create Unit from Item</b>, this field displays the item information.</li> </ul> <p>When an inventory item is posted, DPS creates a units transaction posting log. After you link an inventory item to the unit, DPS disables the remaining fields on this form.</p> <p>This field is <b>not</b> enabled when the <b>Reporting Realization by Employee</b> check box is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b>, and the <b>Employee-specific Revenue</b> check box on this dialog box is selected.</p>
Category	<p>After you select an item to associate to the unit, DPS displays the inventory item's category. If you use the Purchasing &amp; Inventory application and create the unit record from an inventory item, this field displays the category information. (This option displays if you use the Purchasing &amp; Inventory application.)</p>
Name	<p>Enter the name for the unit. You can print this name on the invoice.</p>
Labels: Singular	<p>Enter a label for the unit as it should display for a singular quantity. For example, you enter <b>day</b> if the unit charge is based on one day of labor.</p>
Labels: Plural	<p>Enter a label for the unit as it should display for a plural quantity. For example, you enter <b>days</b> if the unit charge is based on two days of labor.</p>
Unit Type	<p>Click to display the drop-down arrow, then click the arrow and select a unit type from the drop-down list. Unit types do not affect processing. Use them to help you distinguish labor unit types from equipment or expense units for reporting purposes. The Unit Detail Report displays units of each unit type with detail and totals over a selected time frame.</p> <p>The options include Equipment, Expenses, Labor, and any user-defined unit types that you define on the Lists tab of <b>Settings » Labels and Lists</b>.</p> <p>After a unit type has been used in a Units table, you cannot delete it in Labels and Lists.</p>
Employee-Specific Revenue	<p>Select this check box if you want this unit's revenue to be applied to a specific employee for calculating employee realization. This will apply to units that employees enter on timesheets, units entered in the Transaction Center (units or units-by-project transaction types), and unit inserts entered in Interactive Billing.</p> <p>This column displays only if the <b>Reporting Realization by Employee</b> check box is selected on the Reporting tab in <b>Settings » Advanced Accounting » System</b>.</p>





Field	Description
	<p>This check box is not enabled when you use the Purchasing &amp; Inventory application and you enter an item in the <b>Item</b> column on the Units dialog box.</p> <p>When you select this check box, you must enter a billing rate and a revenue account in the grid on this form. These will be used to calculate realization for a specific employee. The revenue account that you enter in the <b>Revenue Account</b> field must already be entered as a realization allocation account on the Reporting tab in <b>Settings » Advanced Accounting » System</b>.</p> <p>When you do not select this check box and the revenue account that you enter in the grid on this form is entered as a realization allocation account on the Reporting tab in <b>Settings » Advanced Accounting » System</b>, a unit's revenue will be included in the overall labor revenue pool to be prorated among employees.</p> <p><b>Warnings:</b></p> <ul style="list-style-type: none"> <li>▪ If you assign a revenue account for units in <b>Billing » Billing Terms</b> (in the <b>Invoice Override Accounts</b> section of the Misc tab), this revenue account is used to calculate employee realization instead of the revenue account entered on the Units hub form. The realization is not allocated to a specific employee. If you want revenue allocated to a specific employee, do not enter a revenue account for units on the Misc tab in Billing Terms for a project. Entering a revenue account for units in Billing Terms can lead to unexpected results. For example, units that you expected to be allocated to employees may not be allocated, or units that you consider employee-specific may be included in the allocation pool.</li> <li>▪ If an employee enters hours on a timesheet, but the work will be billed through a unit, enter the timesheet as non-billable or delete it in Interactive Billing. It should not be written off in Interactive Billing. Written-off records are considered to be work done over budget, work done outside the scope of the project, or work done incorrectly. Written-off records do not receive realization amounts.</li> </ul>
Consolidate Posting Detail	<p>Select this check box to consolidate your posting detail by project, phase, task, and account. If you have multiple charges for this unit to the same project, phase, task, and account, you can decide if you want to have all the charges post together.</p> <p>When you select this check box, DPS summarizes the cost per unit information for each unit entered in the same data entry run. This option determines if you store individual transaction cost detail or a single summary cost for the unit, which would be available to print later on project reports.</p> <p>For example, if employee William Apple posts two different line items in the same data entry run, one for 3 days and the other for 1 day, the posting displays as 4 days.</p> <p>When you select this option, the unit description on the project report displays as <b>Consolidated Posting</b>.</p>







Field	Description
Available for Timesheet	Select this check box to make the unit available to timesheet users. These users can enter charges against the unit. DPS enables this option when you use the Timesheet application and select <b>Yes</b> for <b>Enable Unit Entry</b> in <b>Settings » Time</b> .
Billing Rate	<p>Enter a numeric value for the rate at which to bill each individual unit. If you enter 0 or leave this field blank, the unit is billed based on the <b>Cost per Unit</b> rate and the project's billing terms.</p> <p>If you enter a billing rate and do not enter a cost rate, DPS includes the unit on bills but does not cost the item to the project. This is appropriate in the case of survey crews, for example, where the cost to the project comes directly from posting the timesheets of the individuals who make up the survey crew.</p>
Billing Line Format	<p>Use the drop-down list to select one of the following options for the format of the Billing line:</p> <ul style="list-style-type: none"> <li>▪ <b>Name only:</b> Select this option to print a single line including the unit name and amount. The transaction quantity, singular/plural label, and rate also display if the <b>Show math on bill</b> option is selected.</li> <li>▪ <b>Name and detail:</b> Select this option to display the unit name as a header. DPS prints a single line including the description and amount. The transaction quantity, label, and rate also display if you select the <b>Show math on bill</b> option. The description is user-defined and specified in the <b>Name</b> field.</li> <li>▪ <b>Detail only:</b> Select this option to print a single line that includes the description from data entry and amount. The transaction quantity, label, and rate display if you select the <b>Show math on bill</b> option.</li> </ul>
Revenue Posting Account	<p>This option displays if you use the Accounting application. Enter the revenue account to which to post the unit when the unit is billed to the client. The unit charge is posted to this revenue account during the Final Invoice Accept process.</p> <p>Enter an account directly in this field, use the Quick Find feature to select an account, or click  <b>Search</b> in this field and select an account on the Account Lookup.</p> <p>If you leave this field blank, the revenue is posted to the global revenue account that is specified for unit billings on the Accounts tab in <b>Settings » Billing » General</b>.</p> <p>When you generate the Office Earnings report or the Accounts Receivable Ledger report, this posting account is used to determine in which column the unit charge should appear. It does this by matching the posting account to a revenue account on the Invoice Mapping Accounts tab in <b>Settings » Accounting » Accounts Receivable</b>.</p> <ul style="list-style-type: none"> <li>▪ If it finds a match, DPS prints the charge in the specified column.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>If it does not find a match, DPS prints the charge in either the <b>Other</b> column of the Accounts Receivable Ledger or the <b>Other Billed</b> column of the Office Earnings report.</li> </ul>
Consolidate Detail on Bill	Select this check box to consolidate a unit's detail to one line on the invoice. This option is available only if the <b>Name only</b> option is selected in the <b>Billing line format</b> field.
Show Date on Bill	Select this check box to show the transaction date for every transaction charged to a project. You enter this date on the Units form. You cannot print transaction dates if you consolidate billing detail.
Show Math on Bill	<p>Select this check box to print the unit billing calculations on the invoice for each unit detail line. DPS prints the calculation in the format (quantity label @ billing rate). For example:</p> <p><b>4 TESTS @ 75.00</b></p> <p>Where <b>4</b> is the number of units charged, <b>TESTS</b> is the plural label, and <b>\$75.00</b> is the billing rate per unit.</p> <p>This option displays if you use the Billing application.</p>
Cost per Unit	<p>Enter a numeric value for the rate at which to cost each individual unit.</p> <p>Enter the amount that should be costed to the project and general ledger expense account for each unit. If you enter 0 or leave this field blank, the unit is not costed when you post. For example, you do not want to cost a unit such as a Survey Crew because their time is costed during timesheet posting. If you set up the information in the Billing section to bill units, the unit displays with unit-level detail options to be billed. If you defined labor billing terms, the timesheet detail displays to be billed and should be written-off or charged to a non-billable labor code.</p>
Regular Account	<p>Enter the account number to debit when you post units to a regular project. This account must be a direct or reimbursable expense account.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p> <p>When you select a regular project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry, as needed.</p>
Overhead Account	<p>Enter the account number to debit when you post units to an overhead or promotional project. This account must be an indirect expense account.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p>



Field	Description
	When you select an overhead or promotional project in Units Transaction Entry, this account number displays by default in the <b>Account</b> field. You can override this account number when entering the unit in transaction entry.
Project	<p>Enter the project number to credit when you distribute costs to projects using this unit. The project charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If you make the unit distribution credit by Organization, DPS skips this field. The credit is made to the project established in <b>Settings » Organization » Individual</b>.</p> <p>You can enter a project number in this field, use the Quick Find feature to select a project from your database, or click  <b>Search</b> and select a project on the Project Lookup.</p>
Phase	<p>If the project that you entered in the <b>Project</b> field has phases, you must enter the phase number to credit when you distribute costs to projects using this unit. The phase charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have phases, or if you are making the unit distribution credit by Organization, DPS skips this field.</p> <p>You can enter a phase number in this field, use the Quick Find feature to select a phase from your database, or click  <b>Search</b> and select a phase on the Phase/Task Lookup.</p>
Task	<p>If the project that you entered in the <b>Project</b> field has tasks, you must enter the task number to credit when you distribute costs to projects using this unit. The task charge type must correspond to the <b>Credit Account</b> specified for this unit.</p> <p>If the project does not have tasks, or if you are making the unit distribution credit by Organization, DPS skips this field.</p> <p>You can enter a task number in this field, use the Quick Find feature to select a task from your database, or click  <b>Search</b> and select a task on the Phase/Task Lookup.</p>
Credit Account	<p>Enter the account to credit when you distribute costs to projects using this unit. These accounts are specified in the standard Chart of Accounts.</p> <p>This field displays if you use the Accounting application.</p> <p>You must choose an asset, liability, indirect, or other revenue/expense account. This account must correspond to the charge type of the credited project, phase, or task for this unit.</p> <p>You can enter an account in this field, use the Quick Find feature to select an account from your database, or click  <b>Search</b> and select an account on the Account Lookup.</p>



## Learn More About...

Review conceptual information about unit tables, unit billings, the relationship between unit fields and inventory items, and associating asset items with units.

### Unit Tables

DPS stores units in unit tables. Use unit tables to organize and maintain your unit information.

You can create separate unit tables to group units by project, project type, and unit type. This makes it easier to find and use units when you process accounting and billing transactions. Each unit table can contain multiple units. You can set up two types of unit tables:

- **Project-Specific:** These unit tables are tied to a specific project record and must have the same number as the project record. If you use delimiters in your project number, you must include the delimiters when you specify the unit table's number. For example, you create project-specific unit table 992005.00 for project number 992005.00. If a project's number contains leading zeros, you must include the leading zeros when you specify the unit table's number. For example, you create project-specific unit table 00001.00 for project number 00001.00.
- **Reference:** You use the **Unit Table** field on the Accounting tab of the Projects hub form to associate these unit tables with one or more projects.

Your system administrator sets security (access) limitations on unit tables. The administrator can tailor your view so you can view or update only the unit tables you use in association with the projects you work on, rather than all unit tables in the DPS database.

There are two types of access rights for unit tables:

- Record Level **View** access determines the unit tables that you can view in some DPS applications.
- Record Level **Update** access determines the unit tables that are available to you from the Unit Table forms.

You must also have access to the Units Settings menu option on the General tab of **Settings » Security » Roles** to access unit tables.

### Unit Billings and Cost Rates on Bills and Reports

To bill clients for a unit and have it displayed on the invoice as a unit, you must enter a billing rate for a project in **Billing » Billing Terms**.

The billing rate tells DPS to include the unit on invoices (for any project that uses the unit table) in the units section of the invoice. To display the unit on the invoice, you must select the appropriate options in the Unit Billing Terms section on the Expenses/Units tab of **Billing » Billing Terms**.

For DPS to cost the item to projects and the general ledger as a unit, you must enter a cost per unit rate.

The unit charges that are billed take place when an invoice is posted. Unit charges cannot be corrected in Interactive Billing. If the unit table was incorrect at the time of posting, you must use Unit Transaction entry to reverse the posting and then correct the unit table and post the units again.



## Unit Fields Based on Inventory Items

When you create a new unit table from an existing inventory item in Units Settings in the desktop application, certain data is carried over to the unit table.

For example, inventory item numbers map to unit numbers.

The following table shows how data from the inventory item is mapped to the fields in the new unit table in **Settings » Units**.

The following fields from the General tab of Settings » Purchasing & Inventory » Items Master	Map to these fields in the units grid on the Unit Tables form in Settings » Units
Item Number	Unit Number
Description	Unit Name
Purchasing Unit of Measure	Singular Label and Plural Label
Reimbursable account from the item's Category	Regular Account
Indirect account from the item's Category	Overhead Account
	<b>Map to these fields in the Units Dialog Box in Settings » Units</b>
Purchasing Unit of Measure	Item
Category	Category

## Associating Units with Asset Items

In the Equipment hub, you can associate a unit with an asset item, which allows you to track the unit-generated billing value for the asset item.

For example, assume that you set up a unit to track the usage of a piece of survey equipment that is a capital asset. You associate the unit with an asset item so that you can see the possible unit-generated billing value.

Set up units to associate with asset items in **Settings » Units** in the desktop application.

Enter transactions that record unit-generated billing values in **Transaction Center » Transaction Entry** (select **Units** or **Units by Project** in the **Transaction Type** field on the Transaction Entry form).

Associate a unit with an asset item in the Unit Association grid on the GL Book tab in the Equipment hub. The following rules apply when you associate units with asset items:

- You can associate one or more units with an asset item.
- You can assign a specific unit to only one asset item. You must delete the association between a unit and an asset item if you want to associate the unit with a different asset item.

On the Unit tab in **Asset Management » Asset Review**, you can view the possible billing value for the units that are associated with an asset item. You can see the project, quantity, and billing amount for the units from the unit transactions posted in the Transaction Center.



## Payroll Setup

Before your firm uses the Payroll application, you must establish company-wide options, such as the frequency of payroll runs, and set up the withholding codes to associate with employee labor. You also establish security settings for payroll, based on security roles.

### Payroll Withholding Setup

On the Payroll Withholding Setup form, you establish a company-wide set of withholdings. You then associate employees with withholding codes on the Payroll tab of the Employees hub. You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your payroll payments, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**). To have FICA, Federal, State, and local withholdings computed automatically, set the method for these withholdings to **System** in both Payroll Withholding Setup and from the Payroll tab of the Employees hub for each employee.

### How Enabling Pay Rate Tables Affects Payroll Processing

You can override default pay rates using pay rate tables, if your firm selected the **Enable pay rate tables** option in Accounting System Settings. If your firm enables pay rate tables, you cannot modify hourly employees' pay hours for a Regular payroll on the Employee Review tab of the Payroll Processing form. However, you can still edit hours for hourly employees in Adjustments payroll or edit hours for salaried employees in either Regular or Adjustments payroll. Hours are not associated with Bonus payroll.

### Payroll Contribution Setup

In Payroll Contribution Setup, you establish a company-wide set of contribution codes. You then associate employees with contribution codes on the Payroll tab of the Employees hub. These payroll employer contributions can track expenses associated with an employee.

### User-Defined Tax Locale Setup

DPS comes with a set of standard state, federal, and local tax locales. Your firm may need a locale that is not in this standard list. To add a tax locale, use User-Defined Tax Locales Setup.

### Multiple Companies

If your firm uses multiple companies, you establish a different set of payroll setup options and payroll withholding codes per company. To use payroll when the Multicompany application is installed, you must first activate the payroll application from Module activation. You must then enable the payroll application for each individual company that you want to have access to the module from the General Company Settings form.

If your firm has installed the Multicompany application, you still establish user-defined tax locales on an enterprise-wide basis. You cannot establish user-defined tax locales by company.



## Checklist: Setting Up Payroll

To configure Payroll, you set up user access to the application and establish both company-wide and employee-specific settings.

Step	Description	Location
1	Order payroll check stock and W2 Forms for DPS.	
2	<p>Activate the Payroll application.</p> <p>When the Multicompany application is installed, you first activate the Payroll application in Module activation. You then enable the Payroll application for each individual company in Company Settings.</p>	<p>Module tab in <b>Settings » General System</b> in the browser application</p> <p><b>Settings » General » Company</b> in the desktop application</p>
3	Set up Payroll security.	<b>Settings » Security » Roles</b> in the desktop application
4	Add payroll-related accounts to the Chart of Accounts, if necessary. The DPS Standard Chart of Accounts includes several default payroll accounts, such as the Payroll Checking Account (104.00) and the Salaries Payable Account (231.00).	<b>Settings » Accounting » Chart of Accounts</b> in the browser application
5	<p>Set up general company-wide payroll settings such as payroll frequency, Salaries Payable account, and whether to enable date ranges or multiple pay rates.</p> <p>If you want to post payroll based on Organization, establish payroll settings in Organization General and Individual Organization Settings.</p> <p>If your firm uses multiple companies, you establish a different set of payroll setup options per company.</p>	<b>Settings » Payroll » General</b> in the desktop application
6	Set up firm-wide user-defined tax locales, if your firm needs them. If your firm uses multiple companies, you establish user-defined tax locales on an enterprise-wide basis.	<b>Settings » Payroll » User-Defined Tax Locale</b> in the desktop application
7	Set up company-wide withholding codes such as Federal FICA, or State. If your firm uses multiple companies, you establish a different set of payroll withholding codes per company.	<b>Settings » Payroll » Withholding Codes</b> in the desktop application
8	Set up company-wide contribution codes, such as 401K matching. If your firm uses multiple companies, establish contribution codes for each company.	<b>Settings » Payroll » Contribution Codes</b> in the desktop application



Step	Description	Location
9	Optional. Set up company-wide absence accrual codes such as Sick or Vac. If you decide to accrue benefits, you can process benefit accruals independent of payroll, or with payroll.  If absence accrual hours are configured and tracked, you can select <b>Print on Check</b> from the Absence Accrual Setup tab to print hours earned and taken on employee paychecks.	<b>Settings » Advanced Accounting » Time Analysis</b> in the desktop application
10	Specify general employee absence accrual information.	<b>Hubs » Employees » Accounting » Absence Accruals grid</b> in the desktop application
11	Specify employee payroll rate and type information.	<b>Hubs » Employees » Payroll tab</b>
12	Enter withholding codes for your employees.	<b>Hubs » Employees » Payroll tab » Withholding grid</b>
13	Enter contribution codes for your employees.	<b>Hubs » Employees » Payroll tab » Employer Contribution grid</b>
14	Enter tax locale information for your employees.	<b>Hubs » Employees » Payroll tab » State/Local/Tax Jurisdictions grid</b>
15	Enter direct deposit information for your employees.	<b>Hubs » Employees » Accounting tab » Direct Deposit grid</b>
16	Import employee wage and withholding history for the current W2 year, if payroll-related transactions for the current W-2 year have occurred before you installed the Payroll application.  This step is not necessary if you install the Payroll application at the beginning of the new W-2 year.	<b>Utilities » History Loading » Payroll</b>

## General Payroll Setup

In General Payroll Setup, you establish the basics such as the W-2 year and payroll frequency, and set defaults for FICA and Other Pay.

### How to...

You activate Payroll and specify related security and general configuration settings in General Payroll Setup.



## Activate the Payroll Application

Before your firm begins to use DPS Payroll, you must activate the application.

If your firm uses multiple companies, you activate Payroll one time and then you enable Payroll for each company.

### To activate the payroll application:

1. From the Navigation menu in the browser application, click **Settings » General System** and select the Modules tab.
2. In the **Client ID** field, enter the Deltek-supplied client number.
3. In the **Password** field for Payroll, enter the Deltek-supplied system level password.
4. If you need to activate additional applications, enter the corresponding passwords in the appropriate **Password** fields.
5. Log off DPS and log back in, for your changes to take effect.
6. From the Navigation menu in the desktop application, click **Settings » General » Company**.
7. Select the **Enable Payroll Module** option.
8. Click **Save**.

## Specify Security Rights for a Payroll Administrator

DPS security is based on roles, or groups of users categorized by how they use DPS. Your System Administrator must configure your role with at least the rights explained in the following procedure to allow you to administer and process payroll.

Depending on what other functions you perform at your firm, your role may need security access to other DPS tabs, fields, or features.

The following instructions are intended as a guideline to create a payroll administrator role called PAYROLL that includes access rights required to administer and process payroll. If the individuals at your firm who run payroll also perform other DPS functions, you may want to modify an existing role, or create a broader role that includes the settings explained in this topic.

### To create a PAYROLL role with the minimal security access:

1. From the Navigation menu, click **Settings » Security » Roles**.
2. Click **New » New Role** to open a blank role record.
3. In the **Role** field on the General tab, enter **PAYROLL**.
4. Enable the following items:
  - Hubs: Employees, Projects, Accounts
  - Transaction Center: Transaction Posting
  - Accounting: Void Payment, Cost/Pay Rate Tables (if you use pay rate tables)
  - Human Resources: Absence Accruals, Payroll: Payroll Processing, Direct Deposit, Form W-2 Processing



- My Stuff: Timesheet
  - Reporting: Payroll
  - Utilities: Open New Absence Year, Open New W-2 Quarter, History Loading: Payroll
  - Settings: Payroll: General, Withholding Codes, Contribution Codes, User-Defined Tax Locales
5. Click the Record Access tab and select the following settings:
- In the **Access** field, select **Modify Only** for **Employees** and for **Projects**.
  - In the **Chart of Accounts** field, select **Read Only**.
6. Click the Accounting tab and select the following options:

Option	Description
<b>Include paychecks on register and bank rec</b>	If the role has been granted access to <b>Bank Reconciliation</b> ( <b>Accounting » Bank Reconciliation</b> ) and the Payment Register ( <b>Reporting » Accounting</b> ) on the General tab of Roles Security, select this option to make payroll processing-related entries available to this role. To access the Payment Register report, <b>Payment Register</b> must be selected for the role in the Accounting reports and the <b>Reports for this Role</b> area must be selected on the Access Rights tab. Selecting this option also allows users who belong to this role to void payroll payments. For users who belong to a role with this security setting, <b>Payroll Payments</b> displays as an option for the <b>Payment Type</b> field on the Void Payment Processing form.
<b>Allow payroll processing in prior W2 quarter</b>	Select this option to allow the Payroll Administrator to change the W2 quarter and year from the Payroll Processing form for the current payroll run, if it is a bonus or adjustments run. Delttek recommends that you leave this setting cleared. If your Payroll Administrator needs to make an adjustment in a prior W2 quarter, you can turn this feature on, and then turn it off again when the Administrator is finished.
<b>Full Access to all Transactions</b>	In the <b>Labor Cost/Rates Amounts</b> field, select this option if your firm intends to use pay rate tables.

7. Click the Access Rights tab and specify the following settings:
- a) In the **Functional Area** field, select **Reports**
  - b) In the **Report Type** field, select **Payroll**.
  - c) In the **Available Reports** area, select all reports and click **Add**.
  - d) In the **Functional Area** field, click **Application » Tabs**.
  - e) In the **Application** field, select **Employees**.
  - f) Select **Accounting** and **Payroll** and click **Add**.
  - g) In the **Application** field, select **Projects**.



h) Select **Accounting** and click **Add**.

**8. Click Save.**

After you create the PAYROLL role, you associate the users who will administer and process payroll with this role.

### Set Up General Company-wide Payroll Settings

Establish company-wide settings for your Payroll.

If your firm uses multiple companies, you establish these settings for each company.

#### To establish general company-wide payroll settings:

1. From the Navigation menu, click **Settings » Payroll » General**.
2. On the General tab of the Payroll Setup form, specify the W-2 Year, the Payroll frequency, bank accounts, and other basic information.
3. Optional. On the Checks tab of the Payroll Setup form, select **Print Social Security number on paychecks** if you want to print employees' Social Security numbers on their paychecks.
4. In the **Account** field on the FICA tab, specify the account that is debited during payroll processing for your company's portion of FICA expenses.
5. Optional. Use the **Post FICA to AP Voucher** option to specify that you want to post the employer's portion of the FICA contribution as a journal entry.
6. Optional. Click the Other Pay Setup tab to specify Other Pay accounts and settings.
7. Click **Save**.

### Set Up Custom Templates

You can create custom templates for payroll with Microsoft SQL Server® Reporting Services report writing tools. Contact the DPS Custom Programming Group or Support for more information.

If you add custom check templates for payroll, then their actual file names display in the **Check Template** drop-down list on the Checks tab in **Settings » Payroll » General**.

#### To have DPS recognize that these names are check templates for inclusion in the drop-down list:

1. Store check template files in the DPS \Reports\Custom\Check folder.  
The Check folder does not have to be directly under the Custom folder. You can have other folders between the Custom and the Check folders (for example: \Reports\Custom\<XXXXX>\Check).
2. Use the following naming convention for the check template file:
  - CheckPY\_UniqueName\_Custom.rdl
  - EarningsHourly\_Three.rdl



3. Because a check template utilizes multiple sub-reports, when you create and copy a custom check report into the DPS \Reports\Custom\Check folder, you must also copy the following sub-report files into the same Check folder:

- EarningsHourly\_Three.rdl
- EarningsHourly\_Two.rdl
- WithholdingDetails\_Three.rdl
- WithholdingDetails\_Two.rdl
- DirectDepositDetails\_Three.rdl
- DirectDepositDetails\_Two.rdl
- BenefitDetails\_Three.rdl
- BenefitDetails\_Two.rdl

You can modify these sub-reports if necessary, but you must **not** rename them. When the custom template is used to print a payroll check, the system looks for these sub-reports in the Check folder.

4. To load the main custom check report and its sub-reports to the report server, click **Utilities » Report Administration** and complete the required information on the Load Reports tab.

Be sure to select **Custom** in the **Type** field.

The Loaded Reports grid shows only the main custom report because the grid is set to hide the sub-reports.

## Fields and Options

Use the Payroll Setup form and related dialog boxes to specify general Payroll configuration settings.

### Payroll Setup Form

On the Payroll Setup form you enter general information about how your company uses the Payroll application, establish FICA account information, set up other pay accounts, and add user-defined tax locales to use if DPS's standard tax locales do not meet your needs.

#### *Display the Payroll Setup Form*

You display the Payroll Setup form in Settings.

From the Navigation menu in the desktop application, click **Settings » Payroll** then select a tab.

#### *Toolbar of Payroll Setup Form*

Use the toolbar options to save general payroll setup options.




### General Tab of Payroll Setup Form

Use the General tab to enter general information about how your company uses the Payroll application, such as how often you process payroll, and the expense accounts to post to when payroll runs.

#### Contents

Field	Description
Current W-2 Year	<p>The current W-2 year displays. The current W-2 year is associated with the transactions generated during payroll processing. DPS uses this year to verify that your payroll processing falls within the current W-2 year. DPS updates this field when you open a new W-2 quarter in Utilities.</p> <p>If your security role is configured with the security option to <b>Allow payroll processing in prior W2 quarter</b>, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.</p>
Current W-2 Quarter	<p>The current W-2 quarter displays. DPS uses the current W-2 quarter to verify that your payroll processing falls within the current quarter. DPS updates this field when you open a new W-2 quarter in Utilities.</p> <p>If your security role is configured with the security option to <b>Allow payroll processing in prior W2 quarter</b>, you can run an adjustment payroll in a W-2 quarter prior to the quarter displayed in this field.</p>
Payroll Frequency	<p>Enter the frequency for your company's payroll processing:</p> <ul style="list-style-type: none"> <li>▪ <b>Weekly</b> — A new payroll period begins each week, on the same day of the week. There are 52 pay periods per year.</li> <li>▪ <b>Biweekly</b> — A new payroll period begins every two weeks, on the same day of the week. There are 26 pay periods per year.</li> <li>▪ <b>Semi-monthly</b> — Each month has two payroll periods, generally beginning on the first and the sixteenth. There are 24 pay periods per year.</li> <li>▪ <b>Monthly</b> — The payroll period generally runs from the first day of the month to the last day of the month. There are 12 pay periods per year.</li> </ul> <p>Payroll uses the frequency entered here to calculate the amount of federal and state tax to withhold from employees' pay, as well as the overtime and secondary overtime pay rates for salaried employees.</p>
Bank Code	<p>Enter the bank code to credit if you are posting net payroll directly to bank, or if you want to associate a bank code with a Salaries Payable account. You must enter a bank code if the <b>Post net payroll directly to bank</b> option is selected.</p> <p>If no bank code is specified, DPS does not store detail for the payroll payments. DPS records one payment for the total payroll in Bank Statement Reconciliation.</p>



Field	Description
Post net payroll directly to bank	<p>Select this option to post the credit amount for net payroll to the account associated with the specified bank code. If DPS is configured for organizations, DPS also associates payroll amounts with the organization specified for the bank code in Bank Codes configuration.</p> <ul style="list-style-type: none"> <li>If you do not select this option, DPS posts the credit for net payroll to the asset account or payroll liability account defined in the <b>Salaries Payable Account</b> field.</li> <li>If you select this option and your firm enabled cash-basis reporting in Accounting Configuration, DPS makes cash-basis postings to your General Ledger.</li> </ul> <p>You must specify a bank code in the <b>Bank Code</b> field if you select this option.</p>
Salaries Payable Account	<p>If you are not posting net payroll directly to a bank, enter the account that you want DPS to credit when you process payroll. DPS credits the account entered here for the amount of the net payroll (gross payroll minus withholdings). For example, enter account 231.00, the default Salaries Payable account set up in the Standard Chart of Accounts, or enter a cash account.</p> <p>If you enter the number of your main checking account in the <b>Salaries Payable Account</b> field, DPS lists the net payroll as a disbursement on the Cash Journal. Deltek does not recommend this method.</p> <p>This option is disabled if you select <b>Post net payroll directly to bank</b>.</p>
Bonus Cost	<p>Enter the account that is debited during payroll processing for your bonus payroll expenses. For example, enter account 703.00 - the Job Cost Variance account in the Standard Chart of Accounts. If you enter an indirect expense account, such as account 703.00, the following fields are required:</p> <ul style="list-style-type: none"> <li><b>Project</b> — Enter the project name or number of the project charged for your company's bonus cost expenses, or click  and select a project on the lookup.</li> <li><b>Phase</b> — If phases exist, enter or select the appropriate phase.</li> <li><b>Task</b> — If tasks exist, enter or select the appropriate task.</li> </ul>
Direct deposit for bonus/adjustments	<p>Select this option to use Direct Deposit processing to direct deposit payroll bonuses and adjustments to the appropriate employee accounts.</p>
Allow changes to payroll history	<p>Select this option to allow changes to payroll history. If you select this option, DPS displays the Employee Payroll History form (<b>Utilities » History Loading » Payroll</b>). On this form you can enter year-to-date withheld amounts and wages for each employee, prior to the date you will begin tracking this information in DPS.</p> <p>Deltek recommends that after you enter the history data required to bring your records up-to-date in DPS, and before you begin using Payroll, you clear this</p>



Field	Description
	option, to hide the Employee History Loading form and prevent the accidental alteration of data.
Enable date ranges for regular hours and overtime hours	Select this option to process payroll by including hours from all posted time transactions that fall within a range specified on the General tab of the Payroll Processing form, rather than including all time transactions posted at the time of the payroll run.
Allow Project's tax locale to be overridden on timesheet	Select this option to allow the project locale entered on an employee's timesheet to override the locale established on the Payroll tab of the Employees hub, for employees whose <b>Locale Method</b> is set to <b>Follow project locale</b> in the Employees hub.

### *Checks Tab of Payroll Setup Form*

Use the Checks tab to select a check template: Deltek two-part, Deltek three-part, or custom. You can also select the information that will display on the checks.

Your firm's address and phone number display automatically on payroll check stubs when you preview payroll checks, print the checks, and email remittances when employees are paid by electronic funds transfers (EFT). This allows financial institutions to see the payer's address and phone number when check stubs are presented as documentation of wages. The address and phone number are retrieved from the **Employer's address** section on the Form W-2 Processing form in **Human Resources » Payroll » Form W-2 Processing**.

### Contents

Field	Description
Check Template	<p>You can select a check template from this drop-down list.</p> <ul style="list-style-type: none"> <li>▪ Deltek two-part</li> <li>▪ Deltek three-part</li> <li>▪ Custom templates</li> </ul> <p>If you select the three-part check template, be sure to have check stock for the three-part style with the check face on the top. Use this option to print duplicate check stubs.</p> <p>Check templates make it possible to do the following:</p> <ul style="list-style-type: none"> <li>▪ Print pay rates for hourly employees.</li> <li>▪ Print the regular and overtime timesheet period start and end dates.</li> <li>▪ Enable user-defined field tables available so you can easily add them when customizing the check template in SQL Reporting Services.</li> <li>▪ Apply the international address printing rules.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>Enable the employee's address include the country if it is different than the company's country.</li> <li>Print the check date on the check stubs.</li> </ul>
Print Social Security number on paychecks	Select this option to display Social Security numbers on checks.
Print pay rates for hourly employees	<p>Select this field to display the detailed rate per hour listings on the check stub of an hourly employee's paycheck. The check stub itemizes each unique rate with a detail line for regular and overtime pay.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p>
Print timesheet period date ranges	<p>Select this field to print the regular and overtime date ranges on the pay stub. These ranges are identified in the <b>Timesheet Period to Include</b> group box fields on the General tab of Payroll Processing.</p> <p>This option is available for selected check templates. Any custom templates will need to be set up to accommodate the pay rate fields if they are to print.</p>
Currency	<p>In this field you can select and display the preferred currency format. These settings apply to the check face and stub. The option is available for any selected format and template, including customs.</p> <p>To change the currency format, click the button in this field to open the Format Currency dialog box.</p>
Check Face Date	<p>If you want to change the format of the date, click the button in this field to open the Format Date and Time dialog box.</p> <p>The dates on the stub use the short date format assigned in your Regional and Language Options.</p>



### *FICA Tab of Payroll Setup Form*

Use the FICA tab to enter FICA account information.

### Contents

Field	Description
FICA	Enter the account that is debited during payroll processing for your company's portion of the FICA expenses. For example, enter account 721.00 - the employer's FICA account in the standard chart of accounts. If you enter an indirect expense account, such as account 721.00, the following fields are required:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Project</b> — Enter the project name or number of the project charged for your company's portion of FICA expenses or click  and select the project.</li> <li>▪ <b>Phase</b> — If phases exist, enter or select the appropriate phase.</li> <li>▪ <b>Task</b> — If tasks exist, enter or select the appropriate task.</li> </ul> <p>If your company distributes taxes by organization, you specify this account for each organization on the General tab of the Individual Organization Setup form.</p>
Post FICA to AP Voucher	<p>Select this option to post the employer's portion of FICA contribution as a journal entry.</p> <p>When you select this option, you must specify the following information, which DPS uses when generating the accounts payable voucher:</p> <ul style="list-style-type: none"> <li>▪ <b>Vendors</b> — Select the vendor number to use on the accounts payable voucher. Enter the number or click  and select a vendor from the Vendor lookup.</li> <li>▪ <b>AP Liability</b> — Select the accounts payable liability code from the drop-down list. This determines the account that DPS uses for the voucher posting.</li> <li>▪ <b>Bank Code</b> — Select the bank code to use for the posting from the drop-down list.</li> <li>▪ <b>Address</b> — Select the vendor address to use on the accounts payable voucher.</li> </ul> <p>When this option is selected, an accounts payable voucher is generated each time a payroll run is posted. The automatically generated accounts payable voucher file is named as follows (FICA - [Accounting Period]- [Sequence Number]). For example, the file name could be FICA-2014-12.</p> <p>The automatically generated accounts payable voucher file contains the following information:</p> <ul style="list-style-type: none"> <li>▪ Vendor, AP Liability, Bank Code, Address, as entered on this tab</li> <li>▪ Invoice number, as entered in the Employer's Identification Number field on the Form-W2 Processing form</li> <li>▪ The payroll date of the payroll processing run</li> <li>▪ The payment date of the payroll processing run</li> <li>▪ The voucher date, which is the same as the payroll date of the payroll processing run</li> </ul>




### *Other Pay Setup Tab of Payroll Setup Form*

Use the Other Pay Setup tab of to create other pay categories and assign them to one specific account for all employees, or to different accounts, associated with different labor types.

For each Other Pay category that you establish here, you can associate unique account numbers by labor type in the Labor Type grid.

Associating labor types with an other pay category allows you to create just one other pay category and differentiate the account by labor type. Associating labor types with other pay categories may also make it easier to report on and track the pay amounts for **Other Pay** categories.

### Contents

Field	Description
Label	<p>Enter the label to use for this other pay account, such as <b>Bonus</b> or <b>Commission payments</b>.</p> <p>The other pay accounts that you establish here display on the Payroll tab of the Employees hub, and in the Hours &amp; Pay grid on the Employee Review tab of Payroll Processing.</p>
Account	Enter the account that is debited during payroll processing for your other pay expenses. For example, enter account 703.00 - the Job Cost Variance account in the Standard Chart of Accounts. Use this field for regular payroll, bonus payroll, and adjustments.
Project	Enter the project name or number of the project charged for your company's other pay cost expenses, or click  and select a project on the lookup.
Phase	If phases exist, enter or select the appropriate phase.
Task	If tasks exist, enter or select the appropriate task.
Type	This field displays the labor type as established on the Labor Types form ( <b>Settings » Advanced Accounting » Labor Types</b> ).
Description	This field displays the description of the labor type, as entered in the Labor Types form.
Other Pay Account (1-5)	<p>Select the account (or accounts) to associate with the selected labor type. For each other pay category established at the top of this form, you can associate a different other pay account number per labor type. This account will then be debited during payroll processing for other pay expenses associated with the corresponding labor type. For employees with the corresponding labor type, this account overrides the one selected in the <b>Account</b> field at the top of this form.</p> <p>You may want to enter unique accounts per labor type to make it easier to report on and track the pay amounts for <b>Other Pay</b> categories. For example, after associating other pay accounts to labor types you can then run an</p>



Field	Description
	Account Analysis report and analyze the transaction detail and total of the other pay accounts. Having other pay accounts broken down by labor type makes it easier to track other pay than it would be if each other pay account was the same for all employees.

### Format Date and Time Dialog Box

Use the Format Date and Time dialog box to select the format of the date and time on the check face.

#### *Display the Format Date and Time Dialog Box*

Display the Format Date and Time dialog box from Payroll Settings.

1. From the desktop application Navigation menu, click **Settings » Payroll » General**.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Check Face Date** field.

#### *Contents of the Format Date and Time Dialog Box*

Use these fields and options to select the format of the date and time on the check face.

Field	Description
Type	<p>From this drop-down list you can select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Short Date</b> — By default, this option displays the month, day, and year with the month expressed as a number. The month, day, and year are separated by the date separator in the <b>Date Options</b> group box (10/29/2014, for example) or your regional settings. The order of the elements of the date is determined by the <b>Date Order</b> field (month/day/year or day/month/year, for example).</li> <li>▪ <b>Medium Date</b> — By default, this option displays the month, day, and year with the month spelled out. You set the sequence of the date elements in the <b>Date Order</b> field (October 29, 2014, for example). The separators between the elements are always controlled by your regional settings.</li> <li>▪ <b>Long Date</b> — By default, this option displays the day of the week spelled out first, then the other date elements in the order of the <b>Date Order</b> field using the separators in the user's regional settings (Monday, October 29th, 2014, for example).</li> <li>▪ <b>Short Date and Time</b> — This option displays the Short Date plus a space and the time (10/28/2014 11:30:21, for example).</li> <li>▪ <b>Time</b> — This option displays the time only.</li> </ul>
Sample	This option displays a sample of the options selected on this dialog box.



## Date Options

Field	Description
Use separator from regional settings	If you select this option, DPS uses the separator for the Short Date specified in your regional settings. If you clear this option, DPS uses the date separator that you select in the <b>Date Separator</b> field.
Date Separator	This option controls the characters used for the separator in a short date when the <b>Use separator from regional settings</b> option is not selected. The drop-down list has values for a forward slash (/), period (.), and a dash (-). You can enter any characters.
Date Order	This option controls the order of the elements in the date. Select one of the following settings: <ul style="list-style-type: none"> <li>Month Day Year</li> <li>Day Month Year</li> <li>Year Month Day</li> </ul>
Display Day	Select this option to display the day as a number.
Display Month	Select this option to display the month of the date. For short dates, this displays as a number; otherwise, the month is spelled out.
Display Year	Select this option to display the year of the date.
Display Four Digit Year	Select this option to display the year with four digits rather than two.
Display Leading Zeros	Select this option to display the leading zero for the day and month (if the month is expressed as a number).

## Time Options

Field	Description
Use separator from regional settings	If you select this option, DPS uses the separator for the <b>Time</b> specified in your regional settings. If you clear this option, DPS uses the time separator that you select in the <b>Time Separator</b> field.
Time Separator	This field controls the character used between the hours, minutes, and seconds when the <b>Use separator from regional settings</b> option is not selected.
24-Hour Clock	When you select this option, the time displays as a 24-hour clock rather than the 12-hour clock (1:00 PM displays as 13:00).
Display AM/PM	This option controls whether or not characters are displayed for AM and PM. When you select this option, DPS uses AM and PM symbols from your regional settings.



## Format Currency Dialog Box

Use the Format Currency dialog box to select the preferred currency format. These settings apply to the check face and stub.

### *Display the Format Currency Dialog Box*

Display the Format Currency dialog box from Payroll Configuration.

1. From the Navigation menu, click **Settings » Payroll » General** in the desktop application.
2. On the Payroll Setup form, click the Checks tab.
3. Click the button in the **Currency** field.

### *Contents of the Format Currency Dialog Box*

Use these fields and options to select the preferred currency format. These settings apply to the check face and stub.

Field	Description
Type	<p>From this drop-down list you can select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Percent</b> — Percent fields always have the percent symbol following the number. This option is only visible for normal number fields.</li> <li>▪ <b>Number</b> — This option is visible for normal number fields.</li> <li>▪ <b>Currency</b> — This option is visible for currency fields.</li> </ul>
Sample	<p>This group box displays a sample of the positive number, negative number, and zero formats. The number 123,456,789.00 is used for the positive and negative numbers. The currency symbol displays, if applicable. However, if you select this dialog box from the Report Options Layout tab, then fields that are not a currency type do not have a currency symbol.</p>

Field	Description
Use symbol from regional settings	<p>When you select this option, DPS uses the decimal symbol specified in your regional settings. If you clear this option, DPS uses the decimal symbol that you select in the <b>Decimal symbol</b> field.</p>
Decimal symbol	<p>You can specify a period, a comma, or another character. For example, if you select a period, then one thousand displays as 1000.00.</p>
Use Default Number of Decimal Places	<p>When you select this option, DPS uses the number of decimal places for that field.</p> <p>The currency's default number of decimal places is determined in <b>Settings » General » Currency</b>. For normal numbers, the default is the number of decimals that are displayed for that field by default on the report.</p> <p>This option enables you to make general changes to the number and currency fields on the Report Options Layout tab without needing to change the decimal</p>



Field	Description
	places for all numbers. For example, you may want to change the decimal symbol used for all fields, but may want a different number of decimals displayed for an hours field versus a rate field.
Decimal Places	<p>Decimal place options are the numbers 0 through 9. The number selected controls how many decimal places are displayed for the number. For example, if you selected 2, then one thousand would be displayed as 1000.00.</p> <p>Some fields do not use the decimal settings that you select because the number of decimal places is hard-coded into the report. Examples of these fields include:</p> <ul style="list-style-type: none"> <li>▪ <b>Hours</b> — Most hour fields have two decimal places.</li> <li>▪ <b>Rates</b> — Most rate fields have four decimal places.</li> <li>▪ <b>Places where decimals are not appropriate</b> — Some fields do not have any decimal places because only whole numbers are appropriate values in those fields.</li> </ul>

Field	Description
Use symbol from regional settings	When you select this option, DPS uses the digit grouping symbol from your regional settings. If you clear this option, DPS uses the digit grouping symbol that you select in the <b>Digit grouping symbol</b> field.
Digit grouping symbol	The decimal symbol options are a period and a comma, but you can enter any character. This field controls the character used to separate groups. For example, if you select a comma, then one thousand displays as 1,000.
Digit Grouping	<p>From this drop-down list you can select how the numbers are grouped. The digit grouping options are:</p> <ul style="list-style-type: none"> <li>▪ <b>123,456,789</b> — The number is always grouped by three digits.</li> <li>▪ <b>12,34,56,789</b> — The last grouping has three digits, but all others have two.</li> <li>▪ <b>123456789</b> — There is no digit grouping.</li> </ul>

Field	Description
Negative Number	<p>Negative number options in this drop-down list are:</p> <ul style="list-style-type: none"> <li>▪ <b>Parentheses</b> — The number is surrounded by parentheses (1,000, for example).</li> <li>▪ <b>Sign on Front</b> — The negative sign displays before the number (-1,000, for example).</li> <li>▪ <b>Sign on Back</b> — The negative sign displays after the number (1,000-, for example).</li> </ul>
Zero Number	<p>Zero number options in this drop-down list are:</p> <ul style="list-style-type: none"> <li>▪ <b>0</b> — Zero values are represented by a 0.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>- — Zero values are represented by a dash. If you select this option, then it should be centered on the report so that it is not confused with a negative sign.</li> <li><b>Do not display</b> — Zero values are represented by a blank.</li> </ul>
Display	Use this option to specify whether the currency symbol or currency code displays.
Location	Use this option to specify where the currency symbol displays in relation to the number.

### Learn More About...

If you are new to DPS Payroll, you may find it helpful to review conceptual material related to Payroll setup.

### All Transactions or Only Those in a Date Range

You can include all posted time transactions in a Payroll run or include only those timesheet transactions that fall within a date range that you specify.

If you need to switch to a different method after you begin processing payroll, Deltek recommends that you wait until the end of a payroll processing period to make the switch.

Method	Description
<b>Include All Posted Time Transactions in a Payroll Run</b>	<p>When you run payroll, DPS includes posted timesheets since the last payroll was run. To use this method be sure that the following option is <b>not</b> selected on the Payroll Setup form:</p> <p><b>Enable date ranges for regular hours and overtime hours.</b></p> <p>To exclude posted hours from a payroll run when using this method of timesheet selection, you must modify the pay hours during payroll processing.</p>
<b>Include Posted Time Transactions Within a Specified Date Range</b>	<p>When you run payroll, DPS compares posted time transaction dates to a date range you specify on the General tab of the Payroll Processing form, and includes only those transactions within the date range. To use this method your company must select <b>Enable date ranges for regular hours and overtime hours</b> from Payroll Setup.</p> <p>You may want to use this method in the following situations:</p> <ul style="list-style-type: none"> <li>You want the flexibility of having a timesheet posting cycle separate from your pay cycle. Since you specify the date range, you can have posted timesheets that are not included in the payroll run.</li> </ul>



Method	Description
	<ul style="list-style-type: none"> <li>Your company processes payroll for regular hours and overtime hours on a separate cycle. This method allows you to specify a separate range of dates for your regular and overtime payrolls, and run both simultaneously.</li> </ul> <p>To adjust hours for payroll with the <b>Enable date ranges for regular hours and overtime hours</b> option selected, you must post an adjustment timesheet. You cannot overwrite hours from the payroll processing form if this feature is enabled.</p>

### Three Ways to Post Payroll

You need to establish the accounts that DPS will credit and debit when you process payroll.

There are three ways to establish the accounts where payroll posts:

- Post net payroll directly to a bank.
- Post payroll to a cash account.
- Post payroll to a liability account.

If your company uses the Organization Reporting feature, in addition to these three options, you can also configure DPS to post and track payroll by individual Organization.

#### Post Net Payroll Directly to a Bank

For this method, DPS posts the credit amount for net payroll to the asset account associated with the specified bank code. If you use organizations, DPS also associates payroll amount with the organization specified for the bank code in Bank Codes Configuration.

To use this method, you select **Post net payroll directly to bank** on the Payroll Setup form and enter a bank code in the **Bank Code** field. If this option is selected and your firm enabled cash-basis reporting, DPS makes cash-basis postings to your general ledger.

#### Post Payroll to a Cash Account

For this method, DPS posts salaries payable directly to a cash account (for example, 101.00).

To use this method, you clear the **Post net payroll directly to bank** option and enter the cash account in the **Salaries Payable** field on the Payroll Setup form. You enter the bank code associated with the cash account in the **Bank Code** field. Entering the bank code causes DPS to record each individual posted payroll payment in Bank Statement Reconciliation.

#### Post Payroll to a Liability Account

For this method, DPS posts salaries payable to a salaries payable account (for example, 231.00).

To use this method, you clear the **Post net payroll directly to bank** option and enter the liability account in the **Salaries Payable** field on the Payroll Setup form. If you use this method you have the following options for the **Bank Code** field:

- Do Not Reference a Bank Code** — If you leave the **Bank Code** field blank, DPS records a payment in Bank Statement Reconciliation at the time you enter the cash disbursement. One payment is listed for the total payroll.



- **Reference a Bank Code** — If you enter a bank code in the **Bank Code** field, each individual payment displays in Bank Statement Reconciliation as a payroll payment. If you use this method, use a journal entry to debit the liability and credit cash to avoid having the cash disbursement cause a double entry for the payments in Bank Statement Reconciliation.

## Payroll Withholding Setup

In Payroll Withholding Setup you establish parameters for your company's payroll withholdings, including 401(k) and 125/Cafeteria plans.

On the Payroll Withholding Setup form, you establish a set of withholdings. You then associate employees with withholding codes on the Withholdings grid of the Payroll tab, in the Employees hub.

DPS includes tax tables that include withholding information for federal, FICA, all state taxes and several local taxes. Deltek updates this information regularly, typically mid-year and at year-end. DPS calculates withholdings according to tax law for these types of withholdings, if you set the method to **System** on a company-wide basis, as well as for each individual employee. You set the company-wide method for all of these types of withholdings to **System** in Payroll Withholding Setup, in Settings. For each employee, you set the method to **System** for each code in the Employees hub.

DPS also includes withholdings for health plans, retirement plans, charities, and other miscellaneous deductions. DPS breaks these withholdings into the following categories:

- **401K and 125/Cafeteria Plans** — These withholdings differ from other withholdings because contributions to these plans are usually not included in taxable wages. The Payroll application does not apply federal or most state and local taxes to contributions into these plans. The 125/Cafeteria plan is not subject to FICA withholdings.
- **All Other Withholdings** — All other withholdings are made according to your company's specifications. DPS gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

DPS gives you the flexibility to create user-defined rules for determining how wages are calculated for any withholding. For any withholding you can determine how the withholding will impact state, FICA, federal, or any other types of withholding calculations.

### Important Information about Withholdings

- You can establish an unlimited number of withholdings in Payroll Withholding Setup. Your paychecks, however, can only show detailed information for up to 16 withholdings (additional withholdings are grouped under the category **Other**).
- The sequence number (the value in the **Seq** field on the Payroll Withholding Setup form or dialog box) determines the order DPS uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding. If the calculation of one withholding is dependant on another, it is important that the withholding to be calculated first have a lower sequence number. For example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal.
- To meet the requirement that both the amount of an employee's traditional pre-tax elective contribution and the amount of the Roth 401(k) contribution be added together to



determine when or if the yearly contribution limit is met, DPS includes a **Link to calculate Overall Limit** field on the Payroll Withholding Setup dialog box. This field lets you link any two withholding codes for which amounts will be added together when determining if the employee has reached the overall limit.

### Multiple Companies

If your firm uses multiple companies, you can use the same withholding code across multiple companies.

### How to...

Learn how to add, copy, or delete withholding codes or specify user-defined rules for related calculations.

### Add a Withholding Code

After you add a withholding code in Payroll Withholding Setup, the code is available in the Employees hub.

#### To add a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid toolbar of the Payroll Withholding Setup form, click **Insert**.
3. In the **Code** field on the Payroll Withholding Setup dialog box, enter a unique code for the withholding.
4. Enter a description and a credit account for the withholding, then enter any other information that applies to the withholding.
5. Click **OK**.

### Copy a Withholding Code

You can copy and modify an existing withholding code to use as the basis for a new one.

#### To copy a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the withholding code that you want to copy and click **Copy**.  
DPS adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.  
You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Withholding Setup dialog box.
4. Click **OK**.



## Create User Defined Rules for Calculating Wages by Withholding

For any withholding, you can define how wages are calculated and how additional withholdings affect taxable wages.

### To create user-defined rules:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, click **Insert**.
3. In the **Seq** field on the Payroll Withholding Setup dialog box, enter a sequence number for this withholding.  
  
The sequence number determines the order that DPS uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.
4. In the **Code** field, enter a unique code for this withholding.
5. Select or clear options that determine whether amounts, such as 401(k) contributions, are deducted from gross wages before the withholding amount is calculated.
6. Add or edit information in the remaining fields on the dialog box and click **OK**.
7. On the Payroll Withholding Setup form, click **Save**.

### Delete a Withholding Code

You can delete a withholding code only if there has never been any activity posted to the withholding code and the code is not referenced in any employee record in the Employees hub.

### To delete a withholding code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. On the grid of the Payroll Withholding Setup form, select the code and click **Delete**.  
  
DPS displays the following prompt:  
  
Are you sure you want to delete withholding code *[code number]*?
3. Click **Yes** to delete the code.

## Fields and Options

Use the Payroll Withholding Setup form and related dialog box to work with withholding codes.

### Payroll Withholding Setup Form

Use the Payroll Withholding Setup form to create or delete company-wide payroll withholdings.

The Payroll Withholding Setup form is in grid format. To add new withholdings, you click **Insert** on the grid toolbar to open the Payroll Withholding Setup dialog box. On this dialog box you enter information specific to each withholding. On the dialog box you can also customize how one



withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing withholding. To edit an existing withholding, select the row and click **Edit** to open the Payroll Withholding Setup dialog box.

#### *Display the Payroll Withholding Setup Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.

#### *Toolbar of the Payroll Withholding Setup Form*

Use toolbar options to save your setup or display help.


#### *Contents of the Payroll Withholding Setup Form*

Create or modify withholding setup on this form.

#### **Contents**

Field	Description
Edit	Click this option to open the Payroll Withholding Setup dialog box and edit the details for a withholding.
Insert	Click this option to add a withholding to the Withholdings grid.
Copy	Click this option to copy a withholding from one row on the Withholdings grid to a new row on the grid.
Delete	Click this option to delete a withholding from the Withholdings grid.
Seq	<p>Enter a sequence number to determine the order DPS uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.</p> <p>If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).</p>
Code	<p>Enter the withholding code. This code displays on the printed check and in the Employee hub. In addition to alphanumeric characters, DPS accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll withholding codes must be unique across all companies in your enterprise.</p>
Description	Enter a name for the withholding.



Field	Description
Credit Account	<p>Enter the expense or liability (or asset) account number to credit for amounts withheld, or click  and select the account on the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you post payroll, DPS credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p>
Type	<p>Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.</p>
Method	<p>Select the method that DPS should use to calculate the withholding:</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b> — DPS withholds the amount specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way.</li> <li>▪ <b>Percentage</b> — DPS withholds the percentage specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the <b>Percentage</b> in the Withholding grid on the Payroll tab of the Employee hub.</li> <li>▪ <b>System</b> — DPS withholds the amount specified in the tax table. Select this option for any code type for which DPS has a corresponding tax table (for example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.</li> <li>▪ <b>None</b> — DPS does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis.</li> </ul> <p>You can override this option for an employee in the Withholding grid on the Payroll tab of the Employee hub.</p> <p>If you select an option other than <b>System</b>, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p>
Locale	<p>Select the locale tax table for calculating this withholding.</p> <p>If you select <b>Federal</b> in the <b>Type</b> field, DPS automatically selects the FE table for this field. You cannot edit this entry.</p> <p>If your locale is not listed, this means DPS does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the <b>Locale</b> field. To enter the amount or percentage to withhold from the employee's pay, set the <b>Type</b> field to <b>Local</b>, set</p>






Field	Description
	<p>the <b>Method</b> field to <b>Amount</b>, <b>Percentage</b>, or <b>None</b>, and enter the amount or percent to withhold in the <b>Amount/percent</b> field.</p> <p>This field displays only if you set the <b>Type</b> field to <b>State</b> or <b>Local</b>.</p> <p>Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in DPS.</p>
Amount/ percent	<p>If you selected <b>Amount</b> or <b>Percentage</b> in the <b>Method</b> field, enter the amount or percentage for calculating the withholding.</p> <p>When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employee hub form, you can override the company-wide method for calculating a withholding by specifying an amount or percentage for the employee.</p>
Wage base	<p>The preceding employee wage limit which this withholding is not applied. If your method is set to <b>System</b>, you cannot edit this field. The wage base, if any, is established in the DPS tax table. For example, for the FICA-OASDI code, the tax table includes the federal wage base.</p> <p>If you override this wage base for the FICA-OASDI code, by selecting a method other than <b>System</b>, remember you must update this field every year based on federal tax changes.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches \$20,000, DPS no longer withholds the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, DPS applies the withholding to the first \$1,000 only.</p>
Overall limit	<p>Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employee hub form.</p>
Default for new employees	<p>Select this option to set up this withholding for all new employees that will be entered in the Employee hub going forward.</p> <p>You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employee hub form.</p> <p>If you select this option, you can still suppress (make inactive) or delete the withholding for an employee from the Withholding grid.</p>
Inactivate	<p>Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a withholding on a per-employee basis from the <b>Active</b> field on the Employee hub's Withholding grid. Be aware that the setting in the Employee hub overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select <b>Active</b> for the withholding from an employee's Employee hub record, the withholding is active.</p>



Field	Description
Exclude 401(k)	<p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p> <p>If you select this option, DPS considers wages minus 401(k) deductions as gross pay subject to withholding for this code. Do not select this option if you want DPS to consider wages including 401(k) deductions as gross pay subject to withholding for this code.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
Exclude cafeteria	<p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p> <p>If you select this option, DPS considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. Do not select this option if you want DPS to consider wages including 125/Cafeteria deductions as gross pay subject to withholding for this code.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
Reset limit	<p>This option displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> for the withholding type.</p> <p>Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year.</p> <p>If you do not select this option, DPS continues to withhold the amount or percentage until the specified limit is reached.</p>
Default to zero for bonus	<p>Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.</p>
Print	<p>Select this option to print accrual information on the paycheck stub. If you do not select this option, DPS does not print this information on the paycheck.</p> <p>You can override this company-wide setting for individual employees by selecting the appropriate option in the <b>Print on Check</b> field on the Withholding grid on the Payroll tab of the Employee hub form.</p>
W-2 Box	<p>Select the box where you want this withholding to print on the W-2 form. Select <b>None</b> if you do not want to print the withholding.</p> <p>For codes of type <b>Federal</b>, <b>FICA-HI</b>, and <b>FICA-OASDI</b>, you cannot edit this field.</p> <p>For codes of type <b>State</b> or <b>Local</b>, the default for this field is the <b>State</b> or <b>Local</b> field on the W-2 form. You can edit this field if you want the withholding to print in a different box.</p>



Field	Description
	For codes of Type <b>401K</b> , <b>Cafeteria</b> , or <b>Other</b> , you select the box where the withholding prints, for example, <b>Box 14-Other</b> .
Project	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays only if you entered an expense account in the <b>Credit Account</b> field. If this field displays, DPS requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).</p>
Phase	Enter the phase to associate with the expense credit account or click  and select a phase.
Task	Enter the phase to associate with the expense credit account or click  and select a task.

### Payroll Withholding Setup Dialog Box

Use the Payroll Withholding Setup dialog box to establish a set of company-wide withholding codes, such as FICA, to be used when processing employee payroll.

You can also link withholdings for DPS to add together when determining if the employee has reached the overall limit.

If your firm uses multiple companies, you define payroll withholding codes for each company.

#### *Display the Payroll Withholding Setup Dialog Box*

Display the Payroll Withholding Setup dialog box from Payroll Settings.





1. From the desktop application Navigation menu, click **Settings » Payroll » Withholding Codes**.
2. Click **Insert**.

#### *Contents of the Payroll Withholding Setup Dialog Box*

Use these fields and options to establish a set of company-wide withholding codes.

Field	Description
Seq	<p>Enter a sequence number to determine the order DPS uses to calculate taxes when the withholding is added to the Additional Deductions from Wages grid of another withholding.</p> <p>If the calculation of one withholding is dependant on another, the withholding to be calculated must have a lower sequence number (for example, if 401k needs to be calculated before Federal, 401k should have a lower sequence number than Federal).</p>



Field	Description
Code	<p>Enter the withholding code. This code displays on the printed check and in the Employee hub. In addition to alphanumeric characters, DPS accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll withholding codes must be unique across all companies in your enterprise.</p>
Description	Enter a name for the withholding.
Credit account	<p>Enter the expense or liability (or asset) account number to credit for amounts withheld, or click  and select the account on the Account Lookup. For example, select the FICA Payable account or the Federal Withholding account. When you post payroll, DPS credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the Project field.</p>
Project	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays only if you entered an expense account in the <b>Credit Account</b> field. If this field displays, DPS requires you enter a project with the appropriate charge type (for example, an indirect expense account requires an overhead project or indirect project charge type).</p>
Phase	<p>Enter the phase to associate with the expense credit account or click  and select a phase.</p>
Task	<p>Enter the phase to associate with the expense credit account or click  and select a task.</p>
Type	Select the type of withholding, such as Federal, FICA-HI, FICA-OASDI, State, Local, or 401(k). After you establish a withholding code and post to this code, you cannot change the withholding code's type.
Box to include on W-2	<p>Select the box where you want this withholding to print on the W-2 form. Select <b>None</b> if you do not want to print the withholding.</p> <p>For codes of type <b>Federal</b>, <b>FICA-HI</b>, and <b>FICA-OASDI</b>, you cannot edit this field.</p> <p>For codes of type <b>State</b> or <b>Local</b>, the default for this field is the <b>State</b> or <b>Local</b> field on the W-2 form. You can edit this field if you want the withholding to print in a different box.</p>



Field	Description
	For codes of Type <b>401K</b> , <b>Cafeteria</b> , or <b>Other</b> , you select the box where the withholding prints, for example, <b>Box 14-Other</b> .
Method	<p>Select the method that DPS should use to calculate the withholding. Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Amount</b> — DPS withholds the amount specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide amount only if all or most of your employees have the same amount withheld. Medical insurance premiums are often handled in this way.</li> <li>▪ <b>Percentage</b> — DPS withholds the percentage specified in the <b>Amount/percent</b> field. Deltek recommends that you set up a company-wide percentage only if all or most of your employees have the same percentage withheld. You can override this percentage for the employee by setting the <b>Percentage</b> in the Withholding grid on the Payroll tab of the Employees hub.</li> <li>▪ <b>System</b> — DPS withholds the amount specified in the tax table. Select this option for any code type for which DPS has a corresponding tax table (or example, FICA, or State). Deltek sends updates to these tax tables based on tax law changes. Deltek typically sends updates mid-year and at year-end.</li> <li>▪ <b>None</b> — DPS does not use a company-wide withholding method of calculation. Calculations are made on an employee-by-employee basis.</li> </ul> <p>You can override this option for an employee in the Withholding grid on the Payroll tab of the Employees hub.</p> <p>If you select an option other than <b>System</b>, you are prompted with a warning indicating that you are not using the System method, and therefore withholdings will not be automatically updated when you update tax tables.</p>
Locale	<p>Select the locale tax table for calculating this withholding.</p> <p>If you select <b>Federal</b> from the <b>Type</b> field, DPS automatically selects the FE table for this field. You cannot edit this entry.</p> <p>If your locale is not listed, this means DPS does not include a tax table for your locale and/or you have not created a user-defined tax locale. You can create a user-defined tax locale on the User-Defined Tax Locale tab in Payroll Setup. This user-defined locale then displays in the <b>Locale</b> field. To enter the amount or percentage to withhold from the employee's pay, set the <b>Type</b> field to <b>Local</b>, set the <b>Method</b> field to <b>Amount</b>, <b>Percentage</b>, or <b>None</b>, and enter the amount or percent to withhold in the <b>Amount/percent</b> field.</p> <p>This field displays only if you set the <b>Type</b> field to <b>State</b> or <b>Local</b>.</p>



Field	Description
	Run a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in DPS.
Amount/percent	<p>If you selected <b>Amount</b> or <b>Percentage</b> from the <b>Method</b> field, enter the amount or percentage for calculating the withholding.</p> <p>When you enter withholding information for individual employees in the Withholding grid on the Payroll tab of the Employees hub form, you can override the company-wide method for calculating a withholding by specifying an amount or percentage for the employee.</p>
Wage base	<p>The preceding employee wage limit which this withholding is not applied. If your method is set to <b>System</b>, you cannot edit this field. The wage base, if any, is established in the DPS tax table. For example, for the FICA-OASDI code, the tax table includes the federal wage base.</p> <p>If you override this wage base for the FICA-OASDI code, by selecting a method other than <b>System</b>, remember you must update this field every year based on federal tax changes.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's gross pay reaches \$20,000, DPS no longer withholds the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, DPS applies the withholding to the first \$1,000 only.</p>
Overall limit	Enter the maximum withholding amount for this withholding, per employee. For example, enter the company-wide maximum for 401(k). You can override this limit per employee in the Withholding grid on the Payroll tab of the Employees hub form.
Link to calculate Overall Limit	<p>Use this option to select one other withholding code whose amount you want DPS to add together with the amount of the current withholding when determining if the employee has reached the overall limit. For example, you can link a 401(k) withholding with a Roth 401(k) withholding.</p> <p>When you select a withholding code in this field, DPS automatically enters the current withholding code in the <b>Link to calculate Overall Limit</b> field of the withholding code you selected. DPS also automatically updates the amount in the <b>Overall limit</b> field any time the amount is changed in either of the linked withholding code records. For example, if you link the 401(k) and the Roth 401(k) codes and you update the 401(k) <b>Overall limit</b> field from 10,000 to 11,000, DPS automatically changes the Roth 401(k) <b>Overall limit</b> to 11,000.</p> <p>Only two withholding codes can be linked at any one time. DPS does not allow you to link to a withholding code that is already linked to a separate withholding code (which would mean three withholding codes linked together).</p>



Field	Description
	<p>A 401(k) or 403(b) plan may permit an employee to designate some or all of his or her elective contributions under the plan as designated Roth contributions. A designated Roth account is a separate account under a 401(k) or 403(b) plan to which designated Roth contributions are made, and for which separate accounting of contributions, gains, and losses is maintained. Designated Roth contributions are treated the same as pre-tax elective contributions for most purposes. For example:</p> <ul style="list-style-type: none"> <li>▪ They are subject to an annual individual elective contribution limit (aggregate of all designated Roth contributions and traditional, pre-tax contributions)</li> <li>▪ They are included when determining the maximum employee and employer annual contributions</li> </ul>
Default withholding for new employees	<p>Select this option to set up this withholding for all new employees that will be entered in the Employees hub going forward. You add a new default withholding for an existing employee on an individual basis in the Withholding grid on the Payroll tab of the Employees hub form.</p> <p>If you select this option, you can still suppress or delete the withholding for an employee from the Withholding grid.</p>
Inactivate when processing payroll	<p>Select this option to exclude the withholding for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a withholding on a per-employee basis from the <b>Active</b> field on the Employees hub Withholding grid. Be aware that the setting in the Employees hub overrides this company-wide setting. For example, if you select this option to inactivate the withholding on a company-wide basis, but select <b>Active</b> for the withholding from an employee's Employees hub record, the withholding is active.</p>
Exclude 401(k) amounts	<p>If you select this option, DPS considers wages minus 401(k) deductions as gross pay subject to withholding for this code. 401(k) amounts are also excluded from the wage base (if you enter one). Do not select this option if you want DPS to consider wages including 401(k) deductions as gross pay subject to withholding for this code.</p> <p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p>
Exclude cafeteria plan amounts	<p>If you select this option, DPS considers wages minus 125/Cafeteria deductions as gross pay subject to withholding for this code. 125/Cafeteria amounts are also excluded from the wage base (if you enter one). Do not select this option if you want DPS to consider</p>



Field	Description
	<p>wages including 125/Cafeteria deductions as gross pay subject to withholding for this code.</p> <p>This field displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> in the <b>Type</b> field or if you select a withholding type that uses a tax table (<b>State</b>, <b>Federal</b>, <b>FICA-HI</b>, <b>FICA-OASDI</b>, or <b>Local</b>), and enter a <b>Method</b> other than <b>System</b>.</p>
Reset limit at time of W-2 initialization	<p>Select this option to reset the amount withheld against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically restart at the beginning of a new W-2 year.</p> <p>If you do not select this option, DPS continues to withhold the amount or percentage until the specified limit is reached.</p> <p>This option displays if you select <b>401(k)</b>, <b>125/Cafeteria</b>, or <b>Other</b> for the withholding type.</p>
Default withholding amount to zero for bonus payroll	<p>Select this option to exclude this withholding from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing in the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.</p>
Print on paycheck	<p>Select this option to print accrual information on the paycheck stub. If you do not select this option, DPS does not print this information on the paycheck.</p> <p>You can override this company-wide setting for individual employees by selecting the appropriate option in the <b>Print on Check</b> field on the Withholding grid on the Payroll tab of the Employees hub form.</p>
Deduct before calculating with Employees holding	<p>Select any Other Pay option that you want to deduct from gross wages before calculating the current withholding. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as selectable options.</p>

### Additional Deductions from Wages Grid

Use this grid to define rules for excluding amounts from withholding calculation, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts. Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current withholding.

Field	Description
Withholding Code	Specify the code for the withholding.
Description	The description for the code that you select displays in this field.



## Learn More About...

You may want to review background information on withholding types and additional deduction calculations.

### Withholding Types

How DPS calculates a given withholding and how a withholding affects taxable wages depends on Configuration settings, including the withholding types that you specify.

In Configuration, you specify:

- Whether or not to exclude 401K and/or Cafeteria 125 contributions, as specified on the Payroll Withholding Setup form.
- Whether or not to deduct other pay amounts before calculating withholding, as specified on the Payroll Withholding Setup dialog box.
- User-defined instructions for determining tax calculations per withholding, as set on the Payroll Withholding Setup dialog box.

You also specify the **Withholding Type**, on the Payroll Withholding Setup form. Withholding types are standard in DPS. You can delete withholding codes created from any withholding type.

Withholding Type	Description
<b>Federal</b>	DPS calculates the federal tax withholding according to tax tables based on those that appear in IRS publications. These tax tables are based on an employee's wages, filing status, and exemptions. By default the Payroll application includes federal tax withholding and current federal tax tables. If tax tables change, Deltek notifies you when the new tax tables are available.
<b>FICA-HI</b>	DPS calculates the FICA-HI (Medicare) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-HI percentage. If you select this type, Deltek recommends that you select the <b>System</b> method from the <b>Method</b> field. The <b>System</b> method uses an internal DPS table to obtain the employee's and employer's percentage. The Payroll application ships with the current year's FICA-HI percentage.
<b>FICA-OASDI</b>	DPS calculates the FICA-OASDI (Old Age and Survivor Disability Insurance, Social Security) withholding for the pay period by multiplying the employee's gross pay for the pay period by the FICA-OASDI percentage. When the employee's year-to-date gross pay reaches the FICA-OASDI wage base, no more FICA-OASDI tax is withheld. If you select this type, Deltek recommends that you select the <b>System</b> method from the <b>Method</b> field. The <b>System</b> method uses an internal DPS table to obtain the employee's and employer's percentage and a wage base for each employer and employee component. The Payroll application ships with the current year's FICA-OASDI percentage and FICA-OASDI limit already in place.



Withholding Type	Description
<b>State</b>	DPS calculates state tax according tax tables based on IRS publications, similar to the way DPS calculates federal withholding. If your state does not have a state tax, you do not need to set up a state tax withholding.
<b>Local</b>	DPS provides local tax tables. If an employee is subject to a local tax other than those built into DPS, you can set up a local tax withholding that withholds a fixed amount or a percentage of gross pay each pay period. If this is the case, you select <b>Other</b> from the <b>Type</b> field, select <b>Amount</b> , <b>Percent</b> , or <b>None</b> as the withholding <b>Method</b> , and manually enter the amount or percent to withhold from employee pay. Be sure that <b>Local</b> is selected in the <b>Box to include on W2</b> field, to ensure that this withholding prints in the appropriate box on the W2 form.
<b>401(k)</b>	A 401(k) is a tax-deferred compensation plan in which contributions are not taxed until they are withdrawn (usually after retirement). DPS deducts a 401(k) contribution from an employee's gross pay before calculating federal and most state and local tax withholdings. Any 401(k) amount withheld is automatically printed on the W-2 Form.
<b>Cafeteria</b>	A 125/Cafeteria withholding allows an employee to select from a menu of benefits. The 125/Cafeteria withholding works the same way as the 401(k) withholding, except 125/Cafeteria plans are not subject to FICA withholdings. Some states do not allow 401(k) and/or 125/Cafeteria contributions to be deducted from gross pay for the purpose of calculating state income tax. If your state belongs to this group, DPS calculates the state tax before deducting 401(k) and 125/Cafeteria contributions.
<b>Other</b>	<p>Any other tax/non-tax withholdings, including medical insurance, charities, and savings plans, are listed as other withholdings. You can specify a fixed amount or a percentage of the employee's gross wages to be withheld each pay period.</p> <p>You can use the Additional Deductions from Wages grid on the Payroll Withholding Setup dialog box to determine how any withholding affects taxable wages. You can also create a user-defined withholding and establish your own rules for how the withholding affects taxable wages. For example, if you need a withholding that is subject to state tax but not subject to federal tax, set up a user-defined withholding. You would typically select <b>Other</b> as the <b>Withholding Type</b> for these types of company-specific withholdings.</p>

### How the Additional Deductions from Wages Grid Works

To tell DPS to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.

However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.



- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, DPS checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts**, as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional Deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.
- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

## User-Defined Tax Locale Setup

DPS comes with a set of standard state, federal, and local tax locales. If your company needs to use a locale that is not in this standard list, you can create your own tax locale.

### How to...

You define the tax locales that will be available for selection on the Payroll Withholding Setup form.

#### Establish User-Defined Tax Locales

You create user-defined tax locales in Payroll Settings.

Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales currently available in DPS. Standard locales have a **Locale Type** of **System** on the report. User-defined locales have a **Locale Type** of **User-Defined**.

**To create a user-defined tax locale:**



1. From the desktop application Navigation menu, click **Configuration » Payroll » User Defined Tax Locale**.
2. On the grid of the User-Defined Tax Locale form, click **Insert** to add a row and specify the locale and its description.

This locale displays as an option in the **Locale** field of the Payroll Withholding Setup form.

3. Click **Save**.

### Fields and Options

On the User Defined Tax Locales form, you create or modify tax locales.

### User Defined Tax Locales Form

Use the User Defined Tax Locales form to add tax locales specific to your company.

#### *Display the User Defined Tax Locales Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » User Defined Tax Locales**.

#### *Toolbar of the User Defined Tax Locales Form*

Use toolbar options to save your settings or to display help topics.




#### *Contents of the User Defined Tax Locales Form*

Use the grid to create new state or local tax locale definitions.

### Locale Grid

Field	Description
Locale Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>▪ To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>▪ To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>▪ To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
 Insert	Click this option to add a state or local locale to the Locale grid. The locale that you create will be available from the drop-down list in the <b>Locale</b> field on the Payroll Withholding Setup form.  Generate a Payroll Locale List report to view a list of all standard and/or user-defined locales available in DPS. Standard locales have a <b>Locale Type</b> of <b>System</b> on the report. User-defined locales have a <b>Locale Type</b> of <b>User-Defined</b> .
 Copy	Select a locale in the grid and click this option to copy that locale. Edit the copied locale to create a new locale.
 Delete	Select a locale in the grid and click this option to remove the locale from the grid and from the options available in the <b>Locale</b> field of the Payroll Withholding Setup form. You cannot delete locales that are in use by a withholding code defined on the Payroll Withholding Setup form.
Locale	Enter a code for the locale.
Description	Enter a description for the locale. This description displays on the Payroll Locale List.
Tax Type Code	From the drop-down list for this field, select the type, such as City Income Tax.

## Payroll Contribution Setup

You can set up and track any employer payroll contribution as part of payroll processing.

Use this feature to do the following:

- Track 401k matching in DPS. You can track employer matching in any of the following ways:
  - Based on a percent of employee wages
  - Based on a percent of employee withholding (for example, matching 50% of a given employee's deduction)
  - Based on calculating the employer contribution on the lesser of a percent of employee wages or matching percent of employee withholding
  - By defining a cap (generally a percent of wages or percent of withholding) on the amount the employer will contribute for each payroll
  - By defining a cap on the year-to-date employer contribution
- Track employer taxes with each payroll posting.
- Tie employer taxes from payroll reports back to the General Ledger.

Your payroll administrator establishes employer payroll contribution information in several places in DPS:

- **Settings » Payroll » Contribution Codes** — Establish company-wide contribution codes.



- **Settings » Accounting » Company » Organization tab** — Determine whether or not liability credits and expense debits related to employer contributions follow the employee's organization.
- **Settings » Organization » Individual » General tab** — Select the project to use as part of posting related to employer contribution (if the **Payroll contribution expense** debit option is selected in **Settings » Accounting » Company » Organization tab**)
- **Hubs » Employees » Payroll tab** — Establish employer contribution information for individual employees on the Employee Contributions grid.

### How to...

You can add, copy, or delete payroll contribution codes.

### Add a Contribution Code

After you add a contribution code in Payroll Contribution Setup, the code is available in the Employee hub.

#### To add a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid toolbar of the Payroll Contribution Setup form, click **Insert**.
3. In the **Code** field on the Payroll Contribution Setup dialog box, enter a unique code for the contribution.
4. Enter a description and a credit account for the contribution, then enter any other information that applies to the contribution.
5. Click **OK**.

### Copy a Contribution Code

You can copy and modify an existing contribution code to use as the basis for a new one.

#### To copy a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the contribution code that you want to copy and click **Copy**.  
DPS adds a new row with the copied information.
3. Enter a unique code and modify the remaining information.  
You can modify the information directly in the grid or double-click anywhere in the grid and then modify information on the Payroll Contribution Setup dialog box.
4. Click **OK**.



## Delete a Contribution Code

You can delete a contribution code only if there has never been any activity posted to the contribution code and only if the code is not referenced in any employee record in the Employee hub.

### To delete a contribution code:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid of the Payroll Contributions Setup form, select the code and click **Delete**.  
DPS displays the following prompt:  
Are you sure you want to delete contribution code *[code number]*?
3. Click **Yes** to delete the code.

## Fields and Options

Use the Payroll Contribution Setup form and related dialog box to specify options for employer contributions.

### Payroll Contribution Setup Form

Use the Payroll Contribution Setup form to create or delete company-wide employer payroll contributions, such as 401(k) matching amounts.

The Payroll Contribution Setup form is in grid format. To add new contributions, you click the **Insert** button on the grid toolbar to open the Payroll Contribution Setup dialog box. On this dialog box you enter information specific to each contribution. On the dialog box you can also customize how one withholding impacts another withholding's calculation. For example, you can specify that amounts from withholdings A and B should be deducted from gross pay before withholding C is calculated.

You can also create new withholdings by copying an existing contribution. To edit an existing contribution, select the row and click **Edit** to open the Payroll Contribution Setup dialog box.

#### *Display the Payroll Contribution Setup Form*

You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.

#### *Toolbar of the Payroll Contribution Setup Form*






Use toolbar options to save settings or to display help topics.










### Contents of the Payroll Contribution Setup Form

Use the grid to create new payroll contribution codes.

#### Contribution grid

Field	Description
Contribution Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Edit	Click this option to open the Payroll Contribution Setup dialog and edit a contribution.
 Insert	Click this option to add a contribution to the Contributions grid.
 Copy	Click this option to copy a contribution from one row on the Contributions grid to a new row on the grid.
 Delete	Click this option to delete a contribution code from the Contributions grid.
Code	<p>Enter the contribution code. This code displays on the printed check and in the Employees hub. In addition to alphanumeric characters, DPS accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll contribution codes must be unique across all companies in your enterprise.</p>
Description	Enter a name or description for the contribution.
Credit Account	<p>Enter the expense or liability (or asset) account number to credit for amounts contributed, or click  and select the account on the Account lookup. When you post payroll, DPS credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select</p>



Field	Description
	an indirect expense account, you must enter the appropriate overhead project number in the <b>Project</b> field.
Project	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays if you enter an expense account in the <b>Credit Account</b> field. If this field displays, DPS requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).</p>
Phase	Enter the phase to associate with the expense credit account or click  and select a phase.
Task	Enter the task to associate with the expense credit account or click  and select a task.
Debit account	<p>Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click  and select the account on the Account lookup. When you post payroll, DPS debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account.</p> <p>Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.</p>
Project	<p>Enter the project to associate with the expense debit account or click  and select a project.</p> <p>This field's display depends on the account you select in the <b>Debit Account</b> field. For example, the field displays if you enter an indirect expense account in the <b>Debit Account</b> field. If this field displays, DPS requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).</p>
Phase	Enter the phase to associate with the expense debit account or click  and select a phase.
Task	Enter the phase to associate with the expense debit account or click  and select a task.
Method	<p>Select the method that DPS should use to calculate the contribution.</p> <ul style="list-style-type: none"> <li>▪ <b>Percent of employee wages</b> — Select this method to calculate the employer contribution as a percent of an employee's wages. The</li> </ul>



Field	Description
	<p>wages would calculate as gross wages less 125 cafeteria (if the <b>Exclude cafeteria plan amounts</b> option is checked), less 401k (if the <b>Exclude 401(k) amounts</b> option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if <b>Other Pay amounts</b> are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld.</p> <p>For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering <b>7.00</b> in the <b>Amount/Percent</b> field). If the employee's salary is \$1,000, DPS would calculate \$70 for this contribution.</p> <ul style="list-style-type: none"> <li> <b>Percent of employee withholding</b> — Select this method to calculate the employer contribution as a percent of the employee's withholding. You must select a withholding from the <b>Withholding</b> field when using this method. <p>For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting <b>401k withholding</b> from the <b>Withholding</b> field and entering <b>50.00</b> in the <b>Amount/Percent</b> field). If an employee's wages are \$1,000 and she is contributing 10% or \$100, DPS calculates the contribution as 50% of \$100, which is \$50. If this contribution has a cap on matching set at 6% (<b>6.00</b> entered in the <b>Matching rate cap</b> field), then DPS would calculate 6% of 1,000 (\$60) and then 50% of \$60 (\$30). DPS would set the employer contribution to \$30.</p> </li> <li> <b>Fixed amount</b> — Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other). </li> <li> <b>Lesser of employee withholding or wages</b> — Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the <b>Amount/Percent</b> field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the <b>Matching rate cap</b> field. DPS compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount. <p>For example, if your gross wages are \$1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, DPS calculates the withholding amount to be \$100. In this example the employer's percentage rate is set to 50% in the <b>Amount/Percent</b> field and the <b>Matching Rate Cap</b> value is set to 6% in Payroll Contribution Setup. Using this method with this information, DPS arrives at the employer contribution amount as follows:</p> </li> </ul>



Field	Description
	<p>Step 1: 50% of \$100 = \$50</p> <p>Step 2: 6% of \$1,000 = \$60</p> <p>Step 3: Since \$50 is less than \$60, we'll use \$50</p>
Withholding	<p>Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified.</p> <p>The <b>Withholding</b> field displays if <b>Percent of employee withholding</b> or <b>Lesser of employee withholding or wages</b> is selected from the <b>Method</b> field.</p>
Matching rate table	<p>Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%.</p> <p>If a Matching rate table is selected, this overrides any value entered in the <b>Amount/Percent</b> field on the Payroll Contribution Setup form.</p>
Amount/percent	<p>Enter the amount or percent to use when calculating the contribution. How DPS uses the value entered here depends on the method that you selected from the <b>Method</b> field.</p> <p>When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in the Employees hub. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.</p>
Rate cap	<p>Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (<b>Percent of employee withholdings</b>, or <b>Lesser of employee withholding or wages</b> selected from the <b>Method</b> field), and you want to set a maximum limit for the amount you contribute.</p> <p>Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of his wages, your contribution still remains 6%.</p>
Wage base	<p>The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches \$20,000, DPS no longer contributes the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, DPS applies the contribution to the first \$1,000 only.</p>
Overall limit	<p>Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employees hub.</p>



Field	Description
Default for new employee	<p>Select this option to set up this contribution for all new employees that will be entered in the Employees hub going forward.</p> <p>Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employees hub.</p> <p>If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employees hub.</p>
Inactivate	<p>Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p> <p>You can also inactivate a contribution on a per-employee basis in the <b>Active</b> field on the Employer Contribution grid of the Payroll tab in Employees hub. Be aware that the setting in the Employees hub overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select <b>Active</b> for the contribution from an employee's Employees hub record, the contribution is active.</p>
Exclude 401(k)	<p>If you select this option, DPS considers wages <b>minus</b> 401(k) deductions as gross pay subject to contribution. Do not select this option if you want DPS to consider wages <b>including</b> 401(k) deductions as gross pay subject to contribution.</p> <p>DPS disables this option if you select a withholding from the Withholding field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
Exclude cafeteria	<p>If you select this option, DPS considers wages <b>minus</b> 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want DPS to consider wages <b>including</b> 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>DPS disables this option if you select a withholding from the Withholding field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
Reset limit	<p>Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.</p> <p>If you do not select this option, DPS continues to contribute the amount or percentage until the specified limit is reached.</p>



Field	Description
Default to zero for bonus	Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
W-2 Box	Select the box in which you want this contribution to print on the W-2 form. Select <b>None</b> if you do not want to print the contribution.

### Payroll Contribution Setup Dialog Box

Use the Payroll Contribution Setup dialog box to establish a set of company-wide employer contribution codes, such as employer 401(k) matching, to be used when processing employee payroll.

#### *Display the Payroll Contribution Setup Dialog Box*

You display the form in Payroll Settings.

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Codes**.
2. On the grid toolbar, click **Insert**.

#### *How the Additional Deductions from Wages Grid Works*

To tell DPS to exclude Cafeteria 125 and/or 401K amounts from taxable wages, you select options on the Payroll Withholding Setup dialog box.

However, if your company has a need to exclude other types of withholdings from taxable wages, you can define these additional deductions on the Additional Deductions from Wages grid.

- **Cafeteria 125 and 401K** — You cannot add Cafeteria 125 or 401K withholdings in the Additional Deductions from Wages grid. When gross wages are calculated, DPS checks the **Exclude cafeteria plan amounts** and the **Exclude 401K amounts**, as well as the entries in the grid.
- **Lookup Determined by Sequence Number** — The withholdings lookup in the Additional Deductions from Wages grid includes only withholdings with a lower sequence number than the current withholding.
- **When an Employee Does not Have a Withholding Listed in the Grid** — If withholding A is listed in the Additional Deductions from Wages grid for withholding B, and an employee has withholding B but does not have withholding A, withholding A will calculate at zero.
- **When the Grid is Empty** — If the Additional Deductions from Wages grid is empty for a particular withholding, the gross wage calculation ignores the grid.
- **When a Negative Amount is Entered in the Grid** — If the withholding is entered as a negative amount in the Additional Deductions from Wages grid, the amount is added to gross wages.
- **When an Amount is Changed in Payroll Processing** — You can change withholding amounts at the time of processing payroll, on the Withholdings grid of the Employee






Review tab of the Payroll Processing form. If you change an amount in Payroll Processing for a withholding that is associated with other withholdings via the Additional Deductions from Wages grid, the associated withholdings are automatically updated based on settings in the Additional Deductions from Wages grid.






- **Avoiding Loops in Calculation** — To avoid a loop created by a withholding calculation that involves the Additional Deductions from Wages grid, after a user chooses a withholding (for example withholding B) in the Additional Deductions from Wages grid for withholding A, withholding A will not be available for selection in Withholding B's Additional Deduction from Wages grid.

#### *Contents of the Payroll Contribution Setup Dialog Box*

Set up contribution codes and specify related accounts and projects.

Field	Description
Code	<p>Enter the contribution code. This code displays on the printed check and in the Employees hub. In addition to alphanumeric characters, DPS accepts dashes, underscores, and periods in this field.</p> <p>If your firm uses multiple companies, payroll contribution codes must be unique across all companies in your enterprise.</p>
Description	Enter a name or description for the contribution.
SUI	Select this option if a payroll contribution is being used to track State Unemployment Insurance. If this field is checked, when you print the SUI worksheet under payroll reports, you can select contribution codes defined as SUI from the <b>State</b> field on the General tab of the Options dialog for the SUI Worksheet, in addition to all the states.
Credit account	<p>Enter the expense or liability (or asset) account number to credit for amounts contributed, or click  and select the account on the Account Lookup. When you post payroll, DPS credits the account entered in this field.</p> <p>If you enter an expense account in this field, you must also enter a project number and, if applicable, phase and task numbers. For example, if you select an indirect expense account, you must enter the appropriate overhead project number in the <b>Project</b> field.</p>
Project	<p>Enter the project to associate with the expense credit account or click  and select a project.</p> <p>This field displays if you enter an expense account in the <b>Credit Account</b> field. If this field displays, DPS requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead project charge type).</p>
Phase	Enter the phase to associate with the expense credit account or click  and select a phase.



Field	Description
Task	Enter the task to associate with the expense credit account or click  and select a task.
Debit account	<p>Enter the indirect expense, balance sheet or below the line account number to debit for amounts contributed, or click  and select the account on the Account Lookup. When you post payroll, DPS debits the account entered in this field. For example, enter an employer expense for SUI indirect expense account.</p> <p>Depending on the type of account you enter in this field, you must also select a project of the appropriate charge type. For example, if you enter an indirect expense account in this field, you must also enter an indirect or overhead project number and, if applicable, phase and task numbers.</p>
Project	<p>Enter the project to associate with the expense debit account or click  and select a project.</p> <p>This field's display depends on the account you select in the <b>Debit Account</b> field. For example, the field displays if you enter an indirect expense account in the <b>Debit Account</b> field. If this field displays, DPS requires entry of a project with the appropriate charge type (for example, an indirect expense account requires an overhead or indirect project charge type).</p>
Phase	Enter the phase to associate with the expense debit account or click  and select a phase.
Task	Enter the phase to associate with the expense debit account or click  and select a task.
Method	<p>Select the method that DPS should use to calculate the contribution.</p> <ul style="list-style-type: none"> <li>▪ <b>Percent of employee wages</b> — Select this method to calculate the employer contribution as a percent of an employee's wages. The wages would calculate as gross wages less 125 cafeteria (if the <b>Exclude cafeteria plan amounts</b> option is checked), less 401k (if the <b>Exclude 401(k) amounts</b> option is checked)) less any information entered in the Additional Deductions from Wages grid, less other pay amounts, if <b>Other Pay amounts</b> are checked in the Deduct before calculating withholding area. The calculation for this method is not dependant on the amount the employee had withheld.</li> </ul> <p>For example, you could set up a contribution for State Unemployment Insurance as 7% of gross wages (by entering <b>7.00</b> in the <b>Amount \percent</b> field). If the employee's salary is \$1,000, DPS would calculate \$70 for this contribution.</p> <ul style="list-style-type: none"> <li>▪ <b>Percent of employee withholding</b> — Select this method to calculate the employer contribution as a percent of the employee's withholding. You</li> </ul>



Field	Description
	<p>must select a withholding from the <b>Withholding</b> field when using this method.</p> <p>For example, you could set up a contribution to match 50% of the employee's withholding amount for 401k (by selecting <b>401k withholding</b> from the <b>Withholding</b> field and entering <b>50.00</b> in the <b>Amount/percent</b> field). If an employee's wages are \$1,000 and she is contributing 10% or \$100, DPS calculates the contribution as 50% of \$100, which is \$50. Note that if this contribution has a cap on matching set at 6% (<b>6.00</b> entered in the <b>Matching rate cap</b> field), then DPS would calculate 6% of 1,000 (\$60) and then 50% of \$60 (\$30). DPS would set the employer contribution to \$30.</p> <ul style="list-style-type: none"> <li>▪ <b>Fixed amount</b> — Select this method to set the employer contribution as a flat dollar amount. For example, if you want to track the employer portion of health care costs, you can enter a fixed amount for each type of employee (family, single, other).</li> <li>▪ <b>Lesser of employee withholding or wages</b> — Select this method to arrive at the employer contribution amount using a formula to take a given employee withholding (for example an employee's 401(k) contribution) multiplied by the employer's matching percent rate (in the <b>Amount/Percent</b> field) and compare it to gross wages multiplied by the maximum percentage of total wages allowed by your firm. This maximum percentage is determined by the value entered in the <b>Matching rate cap</b> field. DPS compares these two amounts, selects the lesser of these two amounts to arrive at the employer contribution amount.</li> </ul> <p>For example, if your gross wages are \$1000 and you have a withholding set for 401(k) employee contributions that are 10% of wages, DPS calculates the withholding amount to be \$100. In this example the employer's percentage rate is set to 50% in the <b>Amount/Percent</b> field and the <b>Matching Rate Cap</b> value is set to 6% in Payroll Contribution Setup. Using this method with this information, DPS arrives at the employer contribution amount as follows:</p> <p>Step 1: 50% of \$100 = \$50</p> <p>Step 2: 6% of \$1,000 = \$60</p> <p>Step 3: Since \$50 is less than \$60, we'll use \$50</p>
Withholding	<p>Select a withholding to use when calculating the current contribution amount. If you select a withholding from this field, then the taxable wages for the contribution will match the taxable wages of the withholding specified.</p> <p>The <b>Withholding</b> field displays if <b>Percent of employee withholding</b> or <b>Lesser of employee withholding or wages</b> is selected from the <b>Method</b> field.</p>
Matching rate table	<p>Select a contribution rate table to use to determine your firm's employer contribution matching amount when different matching percentages are applied to different percentages of deferred compensation. This would be the case if</p>



Field	Description
	<p>you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%.</p> <p>If a Matching rate table is selected, this overrides any value entered in the <b>Amount/percent</b> field on the Payroll Contribution Setup form.</p>
Amount/ percent	<p>Enter the amount or percent to use when calculating the contribution. How DPS uses the value entered here depends on the method you selected from the <b>Method</b> field.</p> <p>When you enter contribution information for individual employees in the Employer Contribution grid of the Payroll tab in Employee hub. You can override the company-wide method for calculating a contribution by specifying an amount or percentage for the employee.</p>
Matching rate cap	<p>Use this field if you have selected to calculate your employer contribution based on the employee's withholdings (<b>Percent of employee withholdings</b>, or <b>Lesser of employee withholding or wages</b> selected from the <b>Method</b> field), and you want to set a maximum limit for the amount you contribute.</p> <p>Enter the maximum amount to contribute in this field. For example, you may match 100% of your employees withholdings up to 6% of the employee wages. If you establish a maximum of 6% of a given employee's wages and that employee contributes 10% of his wages, your contribution still remains 6%.</p>
Wage base	<p>The preceding employee wage limit which this contribution is not applied. For example, in some states you are only subject to State Unemployment Insurance for employee salary up to a certain wage base.</p> <p>For example, if you enter 20,000.00 in this field, after an employee's wages subject to this contribution (gross less any deductions) reaches \$20,000, DPS no longer contributes the percentage or amount specified. If the year-to-date gross pay is \$19,000 before the current payroll run, and the current gross is \$2,000, DPS applies the contribution to the first \$1,000 only.</p>
Overall limit	<p>Enter the maximum contribution amount for this contribution, per employee. For example, enter the company-wide maximum for 401(k) matching. You can override this limit per employee on the Employer Contribution grid of the Payroll tab in Employee hub.</p>
Default contribution for new employees	<p>Select this option to set up this contribution for all new employees that will be entered in the Employee hub going forward.</p> <p>Adding a new default contribution for existing employees must be done on an individual basis, on the Employer Contribution grid of the Payroll tab in the Employee hub.</p> <p>If you select this option, you can still suppress (make inactive) or delete the contribution on the Employer Contribution grid of the Payroll tab in Employee hub.</p>
Inactivate when	<p>Select this option to exclude the contribution for all employees when processing future payroll runs. Selecting this option also stops the tracking of applicable or gross pay basis wages.</p>



Field	Description
processing payroll	You can also inactivate a contribution on a per-employee basis from the <b>Active</b> field on the Employer Contribution grid of the Payroll tab in Employee hub. Be aware that the setting in the Employee hub overrides this company-wide setting. For example, if you select this option to inactivate the contribution on a company-wide basis, but select <b>Active</b> for the contribution from an employee's Employee hub record, the contribution is active.
Exclude 401(k) amounts	<p>If you select this option, DPS considers wages <b>minus</b> 401(k) deductions as gross pay subject to contribution. Do not select this option if you want DPS to consider wages <b>including</b> 401(k) deductions as gross pay subject to contribution.</p> <p>DPS disables this option if you select a withholding from the Withholding field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 401(k) amounts are also excluded from the wage base (if you enter one).</p>
Exclude cafeteria plan amounts	<p>If you select this option, DPS considers wages <b>minus</b> 125/Cafeteria deductions as gross pay subject to withholding. Do not select this option if you want DPS to consider wages <b>including</b> 125/Cafeteria deductions as gross pay subject to withholding.</p> <p>DPS disables this option if you select a withholding from the Withholding field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.</p> <p>If you select this option, 125/Cafeteria amounts are also excluded from the wage base (if you enter one).</p>
Reset limit at time of W-2 initialization	<p>Select this option to reset the amount contributed against any limit set up for the employee at the time of the W-2 year initialization. Selecting this option allows limits set up for employees to automatically be restarted at the beginning of a new W-2 year.</p> <p>If you do not select this option, DPS continues to contribute the amount or percentage until the specified limit is reached.</p>
Default contribution amount to zero for bonus payroll	Select this option to exclude this contribution from bonus payrolls. If you select this option, you can still enter an override amount during payroll processing on the Withholdings grid of the Payroll Processing form. For example, medical insurance is not typically withheld on a bonus payment.
Box to include on W-2	Select the box where you want this contribution to print on the W-2 form. Select <b>None</b> if you do not want to print the contribution.
Deduct before calculating contribution	Select any Other Pay option that you want to deduct from gross wages before calculating the current contribution. All Other Pay amounts set up on the Other Pay Setup tab of the Payroll Setup form display as options you can select.



Field	Description
	DPS does not display this option if you select a withholding from the <b>Withholding</b> field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.

### Additional Deductions from Wages Grid

You use this grid to determine the wages associated with the current contribution, in addition to options to exclude or include 401(k), 125 cafeteria amounts, or other pay amounts.

Click **Insert** to add a withholding to the grid whose amount you want to exclude from the calculation of the current contribution. For example, if the contribution is calculated on a percent of wages that should be gross less withholding A, insert withholding A into the Additional Deductions from Wages grid.

DPS disables this option if you select a withholding from the Withholding field. When a withholding is specified, DPS uses the wages associated with the withholding to calculate the contribution.

Field	Description
Withholding Code	Specify the code for the withholding.
Description	The description for the code that you select displays in this field.

### Employer Contribution Rate Table

You can set up a Contribution Rate Table if your firm bases its employer matching percentage on the employee's withheld percentage.

You may want to use this feature to implement the safe-harbor alternative matching contribution basic plan. The safe harbor contribution alternative plan is an employer matching contribution. The basic safe-harbor matching contribution is defined as a 100% match on the first 3% of compensation deferred and a 50% match on deferrals between 3% and 5%.

Important information about establishing employer payroll contribution rate tables in DPS:

- **Payroll Contribution Setup** — Specify a rate table to use for a given contribution in the **Matching rate table** field on the Payroll Contribution Setup form.
- **Employees hub, Payroll tab** — When a contribution code is associated with a contribution rate table, you cannot override the selection by entering values in the **Amount** or **Percent** fields from the Payroll tab of the Employees hub. These fields will not be enabled.

### How to...

You can add employer contribution rate tables in Settings.



## Add a Contribution Rate Table

Add an entry in the Contribution Rate Table grid to specify the percentage of your firm's match for a range of employee deferred compensation.

### To add a contribution rate table:

1. From the desktop application Navigation menu, click **Settings » Payroll » Contribution Rate Table**.
2. Click **New** and then click **New Contribution Rate Table**.
3. In the **Table Number** field, enter a unique table number.
4. In the **Table Name** field, enter a descriptive name for the rate table.
5. On the grid of the Contribution Rate Table form, click **Insert**.
6. Specify the percentages.
7. Click **Save**.

## Fields and Options

Use the Contribution Rate Table form to set up employer contribution rate tables.

### Contribution Rate Table Form

Use the Contribution Rate Table form to set up a table that determines your firm's employer matching percentage amount when it bases its contribution percentage on the employee's withholding percent.

For example, if you match 100% of an employee's contribution up to the first 3% of wages that the employee defers, and then match 50% up to 5%, you can set up this schedule in a contribution rate table.

#### *Display the Contribution Rate Table Form*


You display the form in Payroll Settings.

From the desktop application Navigation menu, click **Settings » Payroll » Contribution Rate Tables**.


#### *Toolbar of the Contribution Rate Table Form*

Use toolbar options to create or delete contribution rate tables and display help topics.

### Contents

Field	Description
 <b>New</b>	<p>After you click this option, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ Click <b>New Contribution Rate Table</b> to open a blank table form. Use the blank table form to create a new table.</li> </ul>





Field	Description
	<ul style="list-style-type: none"> <li>Click <b>Copy Current Contribution Rate Table</b> to copy the current table information to a blank table form. You can then edit the copied table to create a new table.</li> <li>Click <b>Select Contribution Rate Table to Copy</b> to open the Labor Rate Tables Lookup and select a table to copy. You can then edit the copied table to create a new table.</li> </ul>
 Delete Contribution Rate Table	<p>Open a Contribution Rate table and click <b>Delete Contribution Rate Table</b> to delete the table.</p> <p>To delete a table entry, select a row and click <b>Delete</b> on the grid toolbar.</p>

### *Contents of the Contribution Rate Table Form*

Specify table numbers, names, and contribution rates on the form.

Field	Description
Table Number	Enter a unique number by which to identify this table. You may want to assign a sequential number to help you quickly identify tables.
Table Name	Enter a name for the table.

### Contribution Rates Grid

Field	Description
Contribution Rates Drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a row where you can specify the deferred compensation percentage range and the contribution percentage that DPS will apply to amounts in that range to determine your firm's matching amount.
 Delete	Select the row in the grid to delete and then click this option.



Field	Description
Percent over	<p>The value in this field and the next field determine the percent that you match (contribution percent) on a given employee's deferred compensation amount (withholding). Enter a value in this field to determine the beginning of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 0.00 in this field.</p> <p>The value in this field must be less than or equal to the value in the <b>Percent up to and including</b> field. Ranges in this grid table cannot overlap. For example, if you insert two rows, and row one's range is from 2-5%, then row two's range cannot be 3-7%. There can be no gaps between ranges. For example, if you insert two rows, and row one's range is 2-5%, row two cannot be 6-8% because the gap from 5-6% is undefined.</p> <p>If an employee contributes a fixed amount rather than a percentage of wages to his or her contribution, DPS must turn this amount into a percentage for the contribution rate table to function properly. DPS calculates the employee's contribution percentage by taking the contribution amount divided by the contribution wages.</p> <p>The subject to tax amount for the contribution is determined in employer Payroll Contribution Setup. It is not obtained from the subject to tax wages for the linked withholding, if there is a withholding linked via the <b>Withholding</b> field of Payroll Contribution Setup to this contribution code. This could mean that the wages used to determine your employer contribution calculation can differ from (or be the same as) the wages used to determine the employee's percentage of contribution calculation.</p>
Percent up to and including	<p>The value in this field and the previous field determine the percent of the employer match (contribution percent) on the amount of a given employee's withholding. Enter a value in this field to determine the end of this range. For example, to apply the contribution percent to all employee withholding amounts between 0% and 3% of the withholding amount, enter 3.00 in this field.</p>
Contribution Percent	<p>This is the percent that will be applied to the amount of a given employee's deferred wages to determine the amount your firm will match. For example, if you would match 100% on the first 3% of compensation deferred (withholding) and 50% on amounts between 3% and 5%, you would enter two rows in the grid. You would enter a value of 100.00 in the <b>Contribution Percent</b> field in the first row. You would enter a value of 50.00 in the <b>Contribution Percent</b> field in the second row.</p>

## Organization Setup and Payroll

If your company uses the Organization Reporting feature, you can configure DPS to post implicit postings by individual organization or to aggregate them to one default organization.

### How to...

You can configure posting options for payroll and for certain employee contributions.



## Configure DPS to Post Payroll by Individual Organization

You can configure DPS to post and track payroll by individual Organization, or aggregate this information to a default Organization you specify on the Organization General Setup form.

### To track and post payroll by individual organization:

1. From the desktop application Navigation menu, click **Settings » Organization » General**.
2. Select one or more of the following options:

Option	Description
<b>Maintain separate balance sheets by Organization</b>	<p>Select this option to have DPS track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established.</p> <p>You must select this option to select the <b>Payroll liability distribution credit</b> or <b>Payroll (FICA) expense debit</b> options.</p> <p>If you do not select this option, you are telling DPS to track all Balance Sheet transactions under one default organization, as specified in the <b>Default Organization</b> field, rather than breaking out detail by individual organization.</p>
<b>Payroll liability distribution credit</b>	<p>Select this option to show payroll liability distribution credits by organization. Selecting this option displays the <b>Payroll liability distribution credit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, DPS does the following to determine which organization to credit:</p> <ul style="list-style-type: none"> <li>▪ Looks up the employee's organization (specified in the Employees hub) from the Individual Organization Setup and searches that Organization's <b>Payroll liability distributions credit</b> project number, as specified on the General tab.</li> <li>▪ Looks up that project number in the Project hub to search the Organization associated with the project.</li> <li>▪ Credits that Organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p> <p>If you do not select this option, you are telling DPS you want to post payroll liability to a default organization, rather than breaking out the liabilities by individual organization. In this case, you must specify the default organization from the <b>Payroll liability Organization if not distributing</b> field.</p>
<b>Payroll (FICA) expense debit</b>	<p>Select this option to show the employer's FICA expense by organization. Selecting this option displays the <b>Payroll (FICA) expense debit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, DPS does the following to determine which organization to credit:</p>



Option	Description
	<ul style="list-style-type: none"> <li>Looks up the employee's organization (specified in the Employees hub) from Individual Organization Setup and searches that Organizations' <b>Payroll (FICA) expense debit</b> project number, as specified on the General tab.</li> <li>Looks up that project number in the Projects hub to search its organization.</li> <li>Credits the organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>

- Click **Save**.
- From the Navigation menu, click **Settings » Organization » Individual**.
- Open an organization to specify liability distribution credit, contribution liability distribution credit, contribution expense debit and/or FICA expense debit projects.
- Enter information in the following fields:
  - Payroll liability distribution credit** — Select the project, phase (if any), and task (if any) to use for the liability posting for employees associated with this organization in the payroll run.
  - Payroll (FICA) expense debit** — Select the project, phase (if any), and task (if any) to use for the FICA expense posting for employees associated with this organization in the payroll run.
- Click **Save**.

#### Configure DPS to Post Payroll to an Organization-specific Bank Code

You can configure DPS to post payroll using the default bank code specified for the entire company on the Payroll Setup form, or to post payroll to a bank code associated with an individual Organization on the Individual Organization Setup form.

#### To configure DPS to post payroll to banks associated with individual organizations:

- From the desktop application Navigation menu, click **Settings » Organization » General**.
- On the General tab of the Individual Organization Setup form, select the following options to display the **Payroll Default Bank** field:

Option	Description
<b>Maintain separate balance sheets by Organization</b>	Select this option to have DPS track every Balance Sheet transaction, including payroll, by organization, enabling you to print a separate Balance Sheet for each organization you have established.
<b>Payroll liability distribution credit</b>	Select this option to show payroll liability distribution credits by organization and to display the Payroll Default Bank field on the



Option	Description
	General tab of the Individual Organization Setup form. You must select <b>Maintain separate balance sheets by Organization</b> to select this option.

3. Click **Save**.
4. From the Navigation menu, click **Settings » Organization » Individual**.
5. Open the organization(s) for which you want to specify a payroll default bank to override the company default.
6. In the **Payroll Default Bank** field, select the bank code to associate with this organization.
7. Click **Save**.

### Configure DPS to Post Contribution Expenses and Liabilities to an Employee's Organization

You can post expenses and liabilities related to employer payroll contributions by an employee's organization.

If you follow these steps to configure DPS so that the majority of your contributions follow the employee's Organization, you can still override the organization for a particular contribution and post employer payroll contributions to the project set up in Payroll Contribution Setup. For example, if all your contributions should follow the employee's organization with the exception of 401k, you could choose to distribute the debits and credits in the Accounting Company Settings form, and then enter a project in the **Project** field on the Payroll Contribution Setup form for the 401K contribution.

### To track and post employer contributions by individual organization:

1. From the desktop application Navigation menu, click **Settings » Accounting » Company**.
2. Click the Organization tab.
3. Select one or more of the following options:

Option	Description
<b>Payroll contribution expense debit</b>	<p>Select this option to show the employer's payroll contribution expense by organization. Selecting this option displays the Payroll contribution expense debit fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, DPS does the following to determine which organization to credit.</p> <ul style="list-style-type: none"> <li>▪ Looks up the employee's organization (specified in the Employees hub) from Individual Organization Setup and finds that Organization's <b>Payroll contribution expense debit</b> project number, as specified on the General tab.</li> <li>▪ Looks up that project number in the Projects hub to find its organization.</li> </ul>



Option	Description
	<ul style="list-style-type: none"> <li>▪ Credits the organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>
<b>Payroll contribution liability distribution credit</b>	<p>Select this option to show payroll employer contribution liability distribution credits by organization. Selecting this option displays the <b>Payroll contribution liability distribution credit</b> fields on the General tab of the Individual Organization Setup form. When you run payroll with this option selected, DPS does the following to determine which organization to credit.</p> <ul style="list-style-type: none"> <li>▪ Looks up the employee's organization (specified in the Employees hub) from the Individual Organization Setup and finds that Organization's <b>Payroll contribution liability distributions credit</b> project number, as specified on the General tab.</li> <li>▪ Looks up that project number in the Projects hub to find the Organization associated with the project.</li> <li>▪ Credits that Organization.</li> </ul> <p>You must select <b>Maintain separate balance sheets by Organization</b> to select this option.</p>

4. Click **Save**.
5. From the Navigation menu, click **Settings » Organization » Individual**.
6. Open an organization to specify contribution liability distribution credit and/or contribution expense debit projects.
7. In the **Payroll Contribution liability distribution credit** field, select the project, phase (if any), and task (if any) to use for the contribution liability posting for employees associated with this organization in the payroll run.
8. In the **Payroll contribution expense debit** field, select the project, phase (if any), and task (if any) to use for the contribution expense posting for employees associated with this organization in the payroll run.
9. Click **Save**.

#### Learn More About...

You may find it helpful to read conceptual material about setting up DPS to post contribution expenses and liabilities.



## Configuring DPS to Post Contribution Expenses and Liabilities to the Project Set Up in Payroll Contribution Setup

You can configure DPS to post employer payroll contributions by an employee's organization or by the organization specified in Payroll Contribution Setup.

When you do not select the **Payroll contribution expense** debit or the **Payroll contribution liability distribution** credit options on **Settings » Accounting » Company » Organization tab**, DPS uses the project specified for the expense or liability posting on the Payroll Contribution Setup form (**Settings » Payroll » Contribution Codes**).

If these options are selected, DPS posts expenses to the employee's organization.

## Purchasing and Inventory Configuration

When you configure Purchasing and Inventory, you establish purchasing and inventory items, item categories, inventory locations, units of measure, shipping addresses, bill-to codes, and the buyers and approvers, all at a system level for your firm.

If you have multiple companies, you also specify the purchasing and inventory settings for your company and each company that you have in DPS.

**Purchasing & Inventory** displays in the DPS Settings menu after you activate the Purchasing application or Asset Management application on the Modules tab in **Settings » General System** in the browser application.

If you have the Asset Management application activated, but not the Purchasing application, you can access only the following menu items from the Purchasing & Inventory menu:

- **System » Items Categories tab**
- **Company » Items Categories tab**
- **Items Master » General tab**










On these tabs, you establish the item categories and purchasing items that will be used to create equipment items in the Equipment hub, which is the foundation for the Asset Management application.

### Checklist: Setting Up Inventory




Before you use Inventory, you must enable and configure the Inventory application. If you are new to Inventory, you may find it helpful to review a checklist of the setup steps.

Step	Description
1	In <b>Settings » Security » Roles</b> , make sure that you are fully permitted to use both <b>Settings » Purchasing and Inventory</b> and <b>Hubs » Units</b> .
2	Create an inventory common project in <b>Hubs » Projects</b> .  If your firm uses multiple companies, create an inventory common project in each company. The project can be the same project for all companies, if the project is available to all companies.



Step	Description
3	For each item category, set up an inventory account in <b>Settings » Accounting » Chart of Accounts</b> .
4	<p><b>Enable the Inventory application at the company level.</b></p> <p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » Company</b>.</p> <ol style="list-style-type: none"> <li>On the Inventory tab: <ol style="list-style-type: none"> <li>Select the <b>Enable Inventory</b> option.</li> <li>In the Locations grid, click  <b>Insert</b> and add a minimum of one <b>Location</b>. Select it from the drop-down list in the <b>Defaults/Location</b> field.</li> <li>Make sure that the Manager grid has your name, and that your name has the <b>Add Inv Item</b> option selected.</li> <li>Click  in the <b>Inventory Common</b> field and select the inventory common project from the project lookup list.</li> <li>Select the other options as needed, referring to the online help for information.</li> </ol> </li> <li>On the Item Categories tab, for each category, click  and select the inventory account from the account lookup list. Click  <b>Save</b>.</li> <li>On the General tab, look at the option settings and change them as needed. Click  <b>Save</b>.</li> <li>Click  <b>Print</b> to create a report of the settings you specified on each tab.</li> </ol>
5	<p><b>Make Inventory active at the system level:</b></p> <p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » System</b>.</p> <ol style="list-style-type: none"> <li>Complete the grids on the Inventory tab and click  <b>Save</b>.</li> <li>Click  <b>Print</b> to create a report of the settings you specified on each tab.</li> </ol>
6	<p><b>Add or designate inventory items.</b></p> <p>From the Navigation menu, select <b>Settings » Purchasing and Inventory » Items Master</b>.</p> <ol style="list-style-type: none"> <li>Click  <b>Search</b> and select the item record(s) from the lookup list.</li> </ol>



Step	Description
	<ol style="list-style-type: none"> <li>On the Inventory tab, select the <b>Inventory Item</b> option to mark an item as an inventory item.</li> <li>For each inventory item you are defining, enter data in all of the fields on this tab for each inventory item.</li> <li>From the menu toolbar, select <b>New » New Item</b> to add new items as needed.</li> <li>On the Inventory tab, select the <b>Inventory Item</b> option as needed to mark an item as an inventory item.</li> </ol>
7	<p><b>Link each item to a unit table.</b></p> <ol style="list-style-type: none"> <li>From the Navigation menu, select <b>Hubs Units</b>. To enable the form, click  <b>Search</b> and select the unit table to use.</li> <li>To create a unit from an inventory item, click <b>New » Create Unit from Item</b>. <ul style="list-style-type: none"> <li>Select the inventory item from the lookup list.</li> <li>On the Unit dialog box, review the information and modify it as needed, then click <b>OK</b>.</li> </ul> </li> <li>To relate an inventory item to an existing unit record, select the record, then click  <b>Edit</b> to display the Unit dialog box. Click  in the <b>Item</b> field and select the inventory item from the lookup list.</li> </ol>
8	<p>Change each inventory item's quantity and cost to align with your firm's historical data.</p> <ol style="list-style-type: none"> <li>From the Navigation menu, select <b>Inventory » Inventory Transactions » Quantity Adjustments</b>.</li> <li>Enter data for the <b>Quantity on Hand</b> and <b>Average Actual Cost</b> for each inventory item.</li> </ol>

## Fields and Options

Use the Purchasing and Inventory System Settings, Purchasing and Inventory Company Settings, and Items Master forms to configure purchasing and inventory.

### Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings form to establish item categories, units of measure, purchase order change and cancellation reason codes, and inventory settings.




### Display the Purchasing and Inventory System Settings Form

You display the Purchasing and Inventory System Settings form in Purchasing and Inventory Settings.

From the desktop application Navigation menu, click **Settings » Purchasing and Inventory » System**.

### Toolbar of Purchasing and Inventory System Settings Form

Use the Purchasing and Inventory System Settings toolbar to save your configuration entries and generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are in the DPS database now.

Field	Description
 Print	Click this button to generate the Purchasing and Inventory System Settings Report. The report shows the configuration settings that are specified now on the Item Categories, U/M, Reason/Quality, and Inventory tabs.

### Item Categories Tab of Purchasing and Inventory System Settings Form

Use the Item Categories tab to set up categories for purchase order and inventory items.

Enter the item categories that all of your companies use if your firm has multiple companies in DPS. You also must specify the item categories that you want each company to use on the Item Categories tab in **Settings » Purchasing & Inventory » Company**. The item categories that you add in Purchasing & Inventory System Settings display in the drop-down list in the **Category** field on the Item Categories tab In Purchasing & Inventory Company Settings. In Purchasing & Inventory Company Settings, you also specify other information for item categories, such as general ledger accounts and other information such as whether an item category is taxable. These settings help automate data entry and processing of items throughout DPS.

### Grid Toolbar

Field	Description
Items Category Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>



Field	Description
Insert	Click this option to add a blank row in the grid, and enter a new item category. The new row is inserted below the row that you have your cursor on when you click the option.
Copy	Select a row, and then click this option to make a copy of the row in the grid from which you can create another item category.
Delete	Select a row, and then click this option to delete the item category. An item category cannot be deleted if it has already been used in DPS.




### Grid Fields

Field	Description
Category	Enter a short identification code for the item category.
Description	Enter a description for the item category.
Type	<p>From the drop-down list in this field, select a type for the item category.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Materials &amp; Supplies</b> — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Capital Items</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> <li>▪ <b>Services</b> — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Equipment</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the equipment category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> </ul>



### U/M Tab of Purchasing and Inventory System Settings Form

Use the U/M (Unit of Measure) tab to set up enterprise-wide units of measure for items in the Purchasing and Inventory applications.




Field	Description
U/M	Enter the unit of measure.
Description	Enter the unit of measure's description.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

### Reason or Quality Tab of Purchasing and Inventory System Settings Form

Use the Reason/Quality tab to establish reason codes, used on purchase orders when you need to enter the reason for change or cancel orders. You also use this tab to set up quality codes, used to enter the condition of items when they are received.

#### PO Change/Cancel Reason Codes Grid




Use the PO Change/Cancel Reason Codes grid to define your firm's list of reason codes, which you use to explain why you need to change or cancel a purchase order.

Field	Description
Code	Enter a descriptive identifier for the reason, which displays in drop-down lists.
Description	Enter a phrase that shows the reason for the change or cancel order. This phrase displays in purchasing records when users select this reason code.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.



## Receiving Quality Codes Grid

Use the Receiving Quality Codes grid to define an enterprise-wide list of quality codes. Use quality codes to describe the condition of items when they are received.

Field	Description
Code	Enter a descriptive identifier for the quality code, which displays in drop-down lists.
Description	Enter a phrase to display in purchasing records when users select this code. The phrase must describe the condition of the item when it was received.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

## Inventory Tab of Purchasing and Inventory System Settings Form

Use the Inventory tab to enter system-wide settings and codes used by the Inventory application. On this tab, you define the calculations to use for changing a unit of measure between Purchasing and Inventory. You can also specify reason codes for quantity and cost adjustments.



This tab displays if the **Enable Inventory** option is selected on the Inventory tab of **Settings » Purchasing and Inventory » Company**.

## Global U/M Conversion Grid

Your firm may order items in quantities that are shown in a bulk unit of measure, used in Purchasing, and keep the items in inventory in quantities that are shown in a smaller unit of measure, used in Inventory. Use the Global U/M Conversion grid to define each calculation that the enterprise uses to change an item's unit of measure between the Purchasing unit of measure and the Inventory unit of measure. If you purchase an item, place it in a company's inventory, and the calculation is not specified on the Inventory tab of **Settings » Purchasing and Inventory » Items Master**, DPS uses the calculation that you specify here, on the Global U/M Conversion grid.




Field	Description
Purchasing U/M	Select the purchasing unit of measure from the list, which shows all of the units of measure that are defined on the U/M Tab.
Conversion Factor	<p>Enter the ratio of the Purchasing unit of measure to its Inventory unit of measure.</p> <p>For example, pencils are purchased in boxes of 24 and sold individually. The Purchasing unit of measure is divided by 24 to get the Inventory unit of measure, so the conversion factor is 24.</p>



Field	Description
Inventory U/M	Select the inventory unit of measure from the list. This list shows all of the units of measure that are defined on the U/M Tab.
 Insert	Click this option to enter a new row into the grid.
 Delete	Click the row to delete, then click this option.


### Quantity Adjustment Reasons Grid

Use the Quantity Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust the quantity of an item in inventory, in **Inventory » Transactions » Quantity Adjustments**.



Field	Description
Code	Enter a descriptive identifier for the reason code, which displays in drop-down lists.
Description	Enter the reason for the quantity adjustment. This phrase displays in purchasing records when users select the code.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

### Cost Adjustment Reasons Grid

Use the Cost Adjustment Reasons grid to define reason codes that you use to explain why you need to adjust an item's average actual cost, in **Inventory » Transactions » Cost Adjustments**. DPS maintains an inventory item's average actual cost and calculates it each time that an inventory item's quantity on hand or cost amount changes because of an inventory transaction posting.

Field	Description
Code	Enter a descriptive identifier for the reason code, which will display in drop-down lists.
Description	Enter the reason for the cost adjustment. This phrase displays in the purchasing record when users select the code.
 Insert	Click this option to add a row to the grid.



Field	Description
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

### Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings form to specify each company's configuration settings for Purchasing and Inventory. If your firm uses multiple companies, you must complete this form for each company.


### Display the Purchasing and Inventory Company Settings Form

You display the Purchasing and Inventory Company Settings form in Company Settings.

From the desktop application Navigation menu, click **Settings » Purchasing and Inventory » Company**.

### Toolbar of Purchasing and Inventory Company Settings Form

Use the Purchasing and Inventory Company Settings menu toolbar to save your configuration entries and generate the Purchasing and Inventory Company Settings Report. The report shows the configuration settings for the current active company.

Field	Description
 Print	Click this option to display and print the Purchasing and Inventory Company Settings Report, which lists the configuration data for the active company.

### General Tab of Purchasing and Inventory Company Settings Form

Use the General tab to establish company-specific policies and requirements for tracking items, purchasing, and shipping.

### Automatic Add Section

Field	Description
Items	Select this check box to permit users to add an item that has no record in <b>Settings » Purchasing and Inventory » Items Master</b> .
Ship-Via	Select this check box to permit users to add a ship-via code that is not shown on the Ship-Via grid on the Ship tab of <b>Settings » Purchasing and Inventory » Company Settings</b> .
FOB	Select this check box to allow users to add a free on board code that is not shown on the FOB grid on the Ship tab of <b>Settings » Purchasing and Inventory » Company Settings</b> .



### Required Date Section

Field	Description
Cost Distribution in P.R./R.F.Q.	<p>Select this check box to require users to specify at least one project on a purchase requisition's or request for price quote's Cost Distribution tab before they can send it to an approver for approval.</p> <p>Leave this option cleared to permit an administrator to specify cost distribution information when they post the accounts payable voucher.</p>
Requisition/RFQ Number in P.O.	Select this check box to have DPS put the requisition or request from price quote number into the purchase order when the purchase order is made from a purchase requisition or request from price quote.
Cost Distribution in P.O.	<p>Select this check box to require the entry of at least one project (on the Default Distribution tab of the Purchase Orders form) to which the purchase order's cost will be distributed. This is required before you can send a purchase order to an approver for approval.</p> <p>Leave this option cleared to permit an administrator to enter cost distribution information when they post the accounts payable voucher.</p> <p>This setting is ignored when you enter an item on a purchase order with a category type of Equipment or Capital Items. These types of items always require that you enter one project on the Default Distribution tab on the Purchase Order form.</p>
Reason Code in Change/Cancel P.O.	Select this check box to make it necessary for users to select a reason code when they create a change order or cancel a purchase order.
Quality Code in Receiving	Select this check box to make it necessary for users to specify a quality code for an item when they enter the rejection of the item's receipt.

### Miscellaneous Section

Field	Description
Modify Default Item Category	<p>An item's category determines the general ledger accounts that DPS uses in transactions related to this item. If the item is an inventory item, its category specifies an inventory account.</p> <p>This check box is usually selected, to permit users to change data in the <b>Category</b> column regardless of the <b>Item</b> number when they add an item to the Line Items tab grid of <b>Purchasing » Purchase Requisitions</b> and <b>Purchasing » Request for Price Quote</b>.</p> <p>Delttek recommends that you leave this check box cleared to block users from changing the item category shown in the <b>Category</b> column, and to be sure that it shows the value that is specified in <b>Settings » Purchasing and Inventory » Items Master</b>.</p>



Field	Description
Modify Ship-To Address	<p>Select this check box to:</p> <ul style="list-style-type: none"> <li>Add <b>[Other]</b> in the <b>Ship To</b> drop-down list on the Shipping tab of Purchase Orders. Users can select <b>[Other]</b> to make the fields on the tab active. They can use the fields to enter a ship-to address that is not shown on the Ship-To grid on the Ship Tab of the Purchasing and Inventory Company Settings Form.</li> <li>Make the <b>Enable Drop Ship to Client</b> option active.</li> </ul>
Enable Drop Ship to Client	<p>This option is active if the <b>Modify Ship-To Address</b> check box is selected.</p> <p>Select this check box to show client and client address fields on the Shipping tab of Purchasing forms. DPS uses this data when the items are being shipped directly to the client, and it is not necessary for the user to enter data in the <b>[Other]</b> fields.</p>
Modify Shipping Contact and Email	<p>Select this check box to permit users to change the <b>Contact</b> and <b>Email</b> fields on the Shipping tab of Purchasing forms. This makes it unnecessary for users to enter a separate Ship-To address when the contact information changes for a ship-to location.</p>
Print Vendor Minority Status on P.O.	<p>Select this check box to put the vendor's minority status on printed purchase orders.</p>


### Defaults Section

Field	Description
Bill-To	After you define the bill-to codes on the Bill tab, use this field to select the bill-to code for the address you want to specify as the usual address for new purchase orders.
Ship-To	After you define the ship-to codes on the Ship-To grid of the Ship tab, select the ship-to code for the address you want to specify as the usual address for new purchase requisitions, requests for price quote, and purchase orders.
Order Days	Enter the usual number of days for DPS to use in calculating an item's default <b>Due Date</b> .
Request Days	Enter the usual number of days for DPS to add to <b>Date</b> on the General tab of Request for Price Quote to calculate the usual <b>Due Date</b> on the Items grid of Request for Price Quote.

### Approvals Section

In this section, specify whether or not you want purchase requisitions, request for price quotes, or purchase orders (including change orders and release orders) to go through an approval process. If you want them to go through an approval process, you also specify the approval workflow to use. You set up approval workflows in **Settings » Workflow » Approval Workflows**. Only approval workflows with an active status can be selected in the drop-down fields in this section.



After you select the check boxes in this section to turn on an approval process and enter an approval workflow, when you click  **Save** on this form, any time that employees enter a purchasing record and click **Submit** on the toolbar of the Purchasing form, the approval process will begin.

If you decide to stop using an approval workflow after you have been using it and you clear the check box in this section: You receive a message that lets you know the number of in-progress approvals. When you continue and save the change, the in-progress approvals will remain in-progress. You can finish processing them in the Purchasing application by clicking **Submit**, which automatically approves them.

If you have been using an approval workflow for a Purchasing application and you want to use a different approval workflow: When you select a different approval workflow for it in this section, you receive a message that lets you know the number of in-progress approvals. When you save the change, those in-progress approvals are restarted and begin again with step 1 of the new approval process.

Field	Description
Use Approval Workflow for Requisitions	Select this check box if you want purchase requisitions to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Settings) to use.
Use Approval Workflow for RFQs	Select this check box if you want request for price quotes to go through a review and approval process before they can become purchase orders. From the drop-down list in the field beside the check box, select the approval workflow (from Approval Workflows Settings) to use.
Use Approval Workflow for Purchase Orders	Select this check box if you want purchase orders, change orders, and release orders (for blanket purchase orders) to go through a review and approval process before they can be final printed. From the drop-down list in the field beside this check box, select the approval workflow (from Approval Workflows Settings) to use for purchase orders.  When you select this check box, the <b>Approval Workflow for Change Orders</b> and <b>Approval Workflow for Releases</b> fields are enabled.
Approval Workflow for Change Orders	This field is enabled when you select the <b>Use Approval Workflow for Purchase Orders</b> check box.  From the drop-down list, select the approval workflow (from Approval Workflows Settings) to use for change orders.
Approval Workflow for Releases	This field is enabled when you select the <b>Use Approval Workflow for Purchase Orders</b> check box.  From the drop-down list, select the approval workflow (from Approval Workflows Settings) to use for release orders for blanket purchase orders.



### Next Numbers Section

Field	Description
Purchase Requisition Number	<p>Enter the next number that DPS is to use in auto-numbering purchase requisitions for this company. If the number you enter was used before, DPS uses the next available number.</p> <p>If you have multiple companies in DPS, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.</p>
Price Quote Request Number	<p>Enter the next number that DPS is to use in auto-numbering requests for price quotes for this company. If the number you enter was used before, DPS uses the next available number.</p> <p>If you have multiple companies in DPS, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.</p>
Purchase Order Number	<p>Enter the next number DPS is to use in auto-numbering purchase orders for this company. If the number you enter was used before, DPS uses the next available number.</p> <p>If you have multiple companies in DPS, each company has its own numbering system, so you must open this tab for each company and specify a number for that company.</p>

### User Defined Labels Section

Field	Description
Extra Amount 1	<p>Enter a maximum of 40 characters to define a label for the first extra amount.</p> <p><b>IMPORTANT:</b> After you start using an <b>Extra Amount</b> field, you cannot remove the entry in its label field.</p>
Extra Amount 2	Enter a label for the second extra amount.
Extra Amount 3	Enter a label for the third extra amount.
Extra Amount 4	Enter a label for the fourth extra amount.
Extra Amount 5	Enter a label for the fifth extra amount.

### Check Box

Field	Description
Modify Not to Exceed Values	<p>Select this check box if you want to allow users to change the not-to-exceed (NTE) amount and the end date of the agreement (<b>Period To</b> date) on a change order for blanket and service type purchase orders. When you select this check box, a <b>Not to Exceed Change Amount</b> field and a <b>Revised Period</b></p>












Field	Description
via Change Order	<b>to Date</b> field display in the Change/Cancel Order grid on the General tab of the Purchase Orders form in <b>Purchasing » Purchase Orders</b> .


### Accounts Tab of Purchasing and Inventory Company Settings Form

Use the Accounts tab to specify the company accounts to use for an item's tax, shipping, and extra amounts. When an employee posts any of these amounts for an accounts payable voucher that was created from a purchase order, DPS puts accounting entries in the direct, indirect, and reimbursable accounts that you specify in this screen.

If you use multiple companies and an account displayed here is not available to the project's company, DPS uses the account shown in the item's cost distribution.

Field	Description
Tax Reimb	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable tax amount.
Tax Direct	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct tax amount.
Tax Indirect	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect tax amount.
Shipping Reimb	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable shipping amount.
Shipping Direct	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct shipping amount.
Shipping Indirect	Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the indirect shipping amount.
Extra Amount 1 Reimb	If Extra Amount 1 is specified, click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 1.
Extra Amount 1 Direct	If Extra Amount 1 is specified, click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 1.
Extra Amount 1 Indirect	If Extra Amount 1 is specified, click  and select of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 1.



Field	Description
Extra Amount 2 Reimb	If Extra Amount 2 is specified, click  and select the General Ledger account to which to post the debit entry, for voucher transactions related to the reimbursable Extra Amount 2.
Extra Amount 2 Direct	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the direct Extra Amount 2.
Extra Amount 2 Indirect	If Extra Amount 2 is specified, write the number of the General Ledger account to which to post the debit entry, for voucher transactions related to the indirect Extra Amount 2.
Extra Amount 3 Reimb	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the reimbursable Extra Amount 3.
Extra Amount 3 Direct	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the direct Extra Amount 3.
Extra Amount 3 Indirect	If Extra Amount 3 is specified, write the number of the General Ledger account to which to post the debit entry for voucher transactions related to the indirect Extra Amount 3.

### Item Categories Tab of Purchasing and Inventory Company Settings Form

Use this tab to specify the purchasing and inventory item categories for each of your companies.


You also enter Balance Sheet and Inventory accounts for the item categories on this tab. Item categories help buyers charge the correct account for an item if they are not sure of which account number to use.

If your firm uses multiple companies, use the Item Categories tab to enter item categories for the active company.





Click **Insert** on the Item Categories grid to enter item categories.

Field	Description
Category	From the drop-down list, select the item category to make available to Purchasing users in this company. The item categories in the drop-down list are the item categories that are entered on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b> .
Description	This field displays the description that is entered for an item category on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b> .
Type	This field displays the expense type that is entered for an item category on the Item Categories tab in <b>Settings » Purchasing and Inventory » System</b> .  Types are:



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Materials &amp; Supplies</b> — Use this type for any purchased items that do not include labor. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Capital Items</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the capital items category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for a capital item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> <li>▪ <b>Services</b> — Use this type for purchased labor for a stated piece of project scope. Items with this type will not generate an associate equipment item in the Equipment hub.</li> <li>▪ <b>Equipment</b> — You can enter items with this type of category through the purchase order process or directly in the Equipment hub. When you enter an item with the equipment category type on a purchase order, you must enter a project for it on the Default Distribution tab on the Purchase Order form. A project is required even if you do not have the <b>Cost Distribution in P.O.</b> check box selected in the Required Data section of the General tab in Purchasing &amp; Inventory Company Settings. When you enter only one project for an equipment item on a purchase order and final print the purchase order, an equipment item is created automatically for it in the Equipment hub.</li> </ul>
Reimb Account	Enter the number of the General Ledger account to which to post the debit entry for voucher transactions related to the item category's reimbursable expenses.
Direct Account	Select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's direct expenses.
Indirect Account	<p>Click  and select the General Ledger account to which to post the debit entry for voucher transactions related to the item category's indirect expenses.</p> <p>When the <b>Maintain separate balance sheets by Organization</b> option is selected in <b>Settings » Organization » General</b>:</p> <ul style="list-style-type: none"> <li>▪ The <b>Balance Sheet Account</b> column is not shown in the Item Categories grid. You select the balance sheet account here.</li> <li>▪ It is necessary to specify a project in the Transaction Center. It is not necessary to specify a usual balance sheet account that is different from the item category's indirect account.</li> </ul>
Balance Sheet Account	This column displays if the <b>Maintain separate balance sheets by Organization</b> option is not selected in <b>Settings » Organization » General</b> .




Field	Description
	If this option is not selected, you must specify a usual balance sheet account for each item category. The item's cost is posted to this account if no project is specified for the item's cost distribution.
Inventory Account	<p>This column displays only if the <b>Enable Inventory</b> option is selected on the Inventory tab.</p> <p>Click  and select the account to charge.</p> <p>You can select either a balance sheet account or an indirect expense account. An inventory item's cost is charged first to the Inventory Common Project that is specified on the Inventory Tab.</p>
Taxable	Select the check box to mark this item category as taxable. Leave this check box cleared to mark the item category as non-taxable.
Require Qty	Select this option to make it necessary for users to specify the item's quantity when they use this item category in a new purchase order, purchase requisition, or request for price quote.
Require U/M	Select this option to require users in this company to specify the item's unit of measure when they use this item category in a new purchase order, purchase requisition, or request for price quote.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

### Ship Tab of Purchasing and Inventory Company Settings Form



Use the Ship tab to enter the ship-to, ship-via, and free-on-board codes for each company in your enterprise.

#### Ship-To Grid

Use the **Ship-To** grid to enter the ship-to codes for each company. After you define each company's ship-to codes, you can specify the default **Ship-To** code on the General tab. DPS uses this ship-to address on the Shipping tab when you create a new purchase order.

Field	Description
 Insert	Click this option in the grid toolbar to add a row to the grid.






Field	Description
 Copy	Click the row to copy, then click this option in the grid toolbar to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option in the grid toolbar.
Code	Enter a descriptive identifier for the ship-to firm.
Name	Enter the name of the ship-to firm.
Address 1	Enter the first line of the firm's address.
Address 2	Enter the second line of the firm's address.
Address 3	Enter the third line of the firm's address.
Address 4	Enter the fourth line of the firm's address.
City	Enter the firm's city.
State	Enter the firm's state.
Zip	Enter the firm's ZIP code.
Country	Enter the firm's country.
Phone	<p>Enter the firm's telephone number.</p> <p>When you click the ellipsis ... on a phone number, the Phone Format Selection dialog displays. The dialog shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in DPS.</p>
Fax	<p>Enter the firm's facsimile transmission number.</p> <p>When you click the ellipsis ... on a phone number, the Phone Format Selection dialog displays. It shows the usual country, description, and format for phone numbers. To change this format, select a different format for this record's phone numbers. You can also change the format of any phone number field in DPS.</p>
Contact	Enter the name of the firm's contact person.
E-mail	Enter the firm's or contact's email address.



Field	Description
Tax Code	<p>This field displays whether or not you have the Tax Auditing feature enabled (on the Tax Auditing tab in <b>Settings » Accounting » Company</b>.</p> <p>Select a tax code from the drop-down list. The list includes only the tax codes that are entered in <b>Settings » Accounting » Taxes</b> with an active status and the <b>Available for Purchasing</b> check box selected.</p>
Tax-2 Code	<p>This field displays only if you have the Tax Auditing feature enabled on the Tax Auditing tab in <b>Settings » Accounting » Company</b>.</p> <p>Select a tax code from the drop-down list. The list includes only the tax codes that are entered in <b>Settings » Accounting » Taxes</b> with an active status and the <b>Available for Purchasing</b> check box selected.</p>




### Ship-Via Grid

Use the Ship-Via grid to enter ship-via codes for each company.

Field	Description
 Insert	Click this option on the grid toolbar to add a row to the grid.
 Copy	Click a row to copy, and then click this option on the grid toolbar to add a copy of the row to the grid.
 Delete	Click a row to delete, and then click this option on the grid toolbar to delete it.
Code	Enter an identifier for this shipping carrier, to display in drop-down lists.
Description	Enter a description for the shipping carrier.

### FOB Grid

Use the FOB grid to enter the free on board codes for each company. Free on board terms specify who selects the shipping carrier, who must pay the shipping expenses, and who has title to the items during shipping.

Field	Description
 Insert	Click this option on the grid toolbar to add a row to the grid.
 Copy	Click the row to copy, then click this option on the grid toolbar to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option on the grid toolbar.





Field	Description
Code	Enter a descriptive identifier for the free on board code. This displays in drop-down lists.
Description	Enter a description for the code.





### Bill Tab of Purchasing and Inventory Company Settings Form

Use the Bill tab to enter each company's list of bill-to names and addresses. You must use a valid bill-to code when you create a purchase order.

After you create bill-to codes for each company, you can specify each company's default **Bill-To** code on the General tab of **Settings » Purchasing and Inventory » Company**. This default bill-to address displays on the Billing tab of the company's new purchase orders.





Field	Description
Code	Click  <b>Insert</b> and enter a identification code for this bill-to firm.
Name	Enter the name of the bill-to firm.
Address 1	Enter the first line of the firm's address.
Address 2	Enter the second line of the firm's address.
Address 3	Enter the third line of the firm's address.
Address 4	Enter the fourth line of the firm's address.
City	Enter the firm's city.
State/Province	Select the firm's state or province from the drop-down list.
Zip/Postcode	Enter the firm's ZIP or postal code.
Country	Select the firm's country from the drop-down list.
Phone	Enter the firm's telephone number.  Click  to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in DPS.
Fax	Enter the firm's facsimile transmission number.



Field	Description
	Click  to display the Phone Format dialog. You can select a different format for this record's phone numbers. You can also change the format of any phone number field in DPS.
Contact	Enter the name of the firm's contact person.
EMail	Enter the firm's or contact's email address, or use the Text Editor to enter it.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.

### Clauses Tab of Purchasing and Inventory Company Settings Form

Use the Clauses tab to define each of the standard clauses that can be displayed at the top or bottom of a company's purchase requisitions and purchase orders.

Field	Description
Code	Enter a descriptive identifier for the clause. Your entry here displays in the <b>Clauses</b> drop-down list.
Clause	Enter the text of the clause to relate to this code. Click  to open the clause's text in the Text Editor.
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.



## Buyer Tab of Purchasing & Inventory Company Settings



Use this tab to designate buyers and control what they are permitted to do for records in Purchase Requisitions, Request for Quotes, and Purchase Orders in the Purchasing application.

### Contents


#### Buyers Grid

Use the Buyers grid to specify employees as buyers and control the actions that they are permitted to complete.

#### Buyers Grid Toolbar

Field	Description
Buyers Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option and on the Employee lookup, select the one or more employees to designate as buyers. To select more than one employee, press the CTRL key on your keyboard as you click each employee name. DPS adds a row to the grid for each employee that you select.
 Delete	Select a row in the grid to delete, and then click this option to remove the selected buyer from the grid. You cannot delete a buyer if the buyer is associated with any open purchase orders, purchase requisitions, or requests for price quote.

#### Buyers Grid Fields

Field	Description
Name	<p>This field displays the name of the employee that you selected when you clicked  <b>Insert</b> on the grid toolbar.</p>
PO Limit	<p>Enter the maximum monetary amount of purchase orders that this employee can create and have pending at the same time.</p> <p>If you use multiple currencies, DPS converts the purchasing transaction amount to the functional currency of the active company before applying this limit.</p>



Field	Description
PO Template	From the drop-down list, select the purchase order template that this buyer must use to create purchase orders.
Edit All PR	<p>This setting applies if you do not use an approval workflow for approving purchase requisitions. Select this check box to allow this buyer to do any of the following:</p> <ul style="list-style-type: none"> <li>Edit purchase requisitions before they are submitted.</li> <li>Final print purchase requisitions.</li> <li>Cancel purchase requisitions that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving purchase requisitions, the approval workflow controls who can edit a purchase requisition after it is submitted and in progress.</p>
Edit All RFQ	<p>This setting applies if you do not use an approval workflow for approving request for price quotes. Select this check box to allow this buyer to do any of the following:</p> <ul style="list-style-type: none"> <li>Edit request for price quotes before they are submitted.</li> <li>Final print request for price quotes.</li> <li>Cancel request for price quotes that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving request for quotes, the approval workflow controls who can edit a request for quote after it is submitted and in progress.</p>
Edit All PO	<p>This setting applies if you do not use an approval workflow for approving purchase orders. Select this check box to allow this buyer to do any of the following:</p> <ul style="list-style-type: none"> <li>Edit purchase orders before they are submitted.</li> <li>Final print purchase orders.</li> <li>Cancel purchase orders that the buyer did not create.</li> </ul> <p>If you use an approval workflow for approving purchase orders, the approval workflow controls who can edit a purchase order after it is submitted and in progress.</p>
Close PR	Select this check box to allow this buyer to close purchase requisitions.
Close RFQ	Select this check box to allow this buyer to close requests for price quotes.
Close PO	Select this check box to allow this buyer to close purchase orders.
View All PR	Select this check box to permit this buyer to open all purchase requisitions from the Purchase Requisition lookup, and to see, but not change, purchase requisitions that the buyer did not create.



Field	Description
View All RFQ	Select this check box to permit this buyer to open all requests for price quotes from the Requests for Price Quotes lookup, and to see, but not change, requests for price quotes that the buyer did not create.
View All PO	Select this check box to permit this buyer to open all purchase orders from the Purchase Order lookup, and to see, but not change, purchase orders that the buyer did not create.

### Vendor Response Tab of Purchasing and Inventory Company Settings

Use this tab to record vendor responses that can be applied to Purchase Requisitions and Requests for Price Quotes. These responses are useful for providing additional details when first evaluating and then making decisions related to purchases.

When included, vendor responses follow the purchase requisition and request for price quote. You can incorporate them into the agreement terms in the final purchase order.

Vendor responses display in the following areas in Purchasing:

- **Purchase Requisitions » View Detail » Vendors Tab » Price Quote Response**
- **Request for Price Quote » Suggested Vendors » Price Quote Response**
- **Purchase Orders » Clauses Tab**

When a purchase order is generated and one or more responses are entered, the responses will print on the top and/or bottom of the purchase order form in the Agreement Terms. You can apply a response to one line item or all line items.

### Contents

Field	Description
Response Label 1-10	<p>Enter a maximum of 10 labels that describe the vendor responses. Each response label field that contains text will display on the Price Quote Response dialog box or as the Agreement Terms for the vendor response. Any response labels that are blank will not be included.</p> <p>These fields are disabled if the <b>Apply Response To All Line Items</b> check box is selected on the Price Quote Response dialog box in Purchasing.</p>

### Inventory Tab of Purchasing and Inventory Company Settings Form

Use the Inventory tab to enable the Inventory feature of DPS and to enter inventory-related settings.

The fields on this tab are accessible after you select the **Enable Inventory** check box.

Field	Description
Enable Inventory	<p>Select this check box to enable the Inventory application in DPS. This is a step in the setup and configuration of DPS Inventory.</p> <p>When you select this option:</p>



Field	Description
	<ul style="list-style-type: none"> <li>You must specify <b>Inventory Accounts</b> on the Item Categories Tab of <b>Settings » Purchasing and Inventory » Company</b>.</li> <li>The Items Lookup dialog shows the check box <b>Is Inventory Item</b>. This check box is selected if the item is an inventory item.</li> </ul>

### Global Options Section

Field	Description
Approval Workflow for Item Requests	<p>You must use an approval workflow for item requests. From the drop-down list select the approval workflow to use for the approval process for Inventory item requests. The approval workflow specifies the approval steps, the employees who can approve the item request for a step, and the alerts to send for each step. You set up approval workflows for item requests in <b>Settings » Workflow » Approval Workflows</b>. Only approval workflows with an active status display in the drop-down list in this field.</p>
Allow Modify of Locations	<p>Select this check box to:</p> <ul style="list-style-type: none"> <li>Make active the <b>Default in Location for Inv Transactions</b> check box. When you select the <b>Default in Location for Inv Transactions</b> check box, you can change the <b>Default Location</b> anywhere in the Purchasing and Inventory parts of DPS.</li> <li>Show a <b>Locations</b> column in: <ul style="list-style-type: none"> <li><b>Purchasing » Receiving</b></li> <li><b>Inventory » Transactions</b></li> <li><b>Purchasing » Item Review</b></li> </ul> </li> <li>Show the <b>Default Location</b> drop-down list on the Inventory tab of <b>Items Master</b>.</li> </ul> <p>If you try to clear this option when the item is available at other locations than the company's Default Location, DPS shows a dialog that tells you:</p> <ul style="list-style-type: none"> <li>You cannot clear this option because the item is available at the other locations.</li> <li>The locations and the quantity of the item that is at each location.</li> </ul>
Default in Location for Inventory Transactions	<p>This check box is accessible when you select the <b>Allow Modify of Locations</b> check box.</p> <p>Select this check box to have DPS prefill the <b>Location</b> field in all of an item's inventory transactions screens with the location that is entered in the <b>Default Location</b> field on the Inventory Tab of the item's Items Master record.</p>
Allow Modify of Inventory Quantity in Receiving	<p>Select this check box to permit users to change the <b>Inventory Qty</b> in <b>Purchasing » Receiving</b>.</p> <p>When you select this check box, it can interfere with the auditing control of inventory. Deltek recommends that you leave this check box cleared unless</p>



Field	Description
	<p>you have a business reason to permit receivers to change the inventory's quantity in the receipt record.</p> <p>This check box is provided for firms that receive items whose unit of measure conversion is imprecise, such as conversions involving fluid volumes, lengths, and non-standard containers.</p> <p>For example, an item's purchase quantity may be measured in "crate" or "feet," and as a result the receiver may consider the quantity received to differ from the quantity purchased.</p> <p>When you clear this check box:</p> <ul style="list-style-type: none"> <li>Users cannot change the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b>.</li> <li>DPS puts data in the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b> only if the item's unit of measure has a Conversion Factor defined.</li> <li>To correct the <b>Inventory Qty</b> field in <b>Purchasing » Receiving</b>, it is necessary for users to use <b>Inventory » Transactions » Quantity Adjustments</b>.</li> </ul>
Require Reason for Quantity Adjustments	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's quantity in <b>Inventory » Transactions » Quantity Adjustments</b> .
Require Reason for Cost Adjustments	Select this check box to make it necessary for users to select a reason code when they adjust an inventory item's average actual cost in <b>Inventory » Transactions » Cost Adjustments</b> .

### Defaults Section


Field	Description
Location	Required. DPS populates this field with the item's <b>Default Location</b> , on the Inventory Tab of Items Master. Users can change this value if the <b>Allow Modify of Locations</b> option is selected.
Need Days	Enter the usual maximum number of calendar days by which item requests must be fulfilled, counting the request date as day one. DPS uses this number to calculate the <b>Need Date</b> in item request transactions.

### Next Numbers Section

Field	Description
Item Request Number	Enter the next item request number for DPS to use in auto-numbering item request transactions.
Inventory Transaction Number	Enter the next transaction number for DPS to use in auto-numbering inventory transactions.






## Inventory Common Fields

Field	Description
Project, Phase, and Task	In each of the three fields, click  and select an inventory common project, phase, and task. An inventory item cannot be purchased directly for a charge project. You must charge the cost to the inventory common project. When you issue the item from inventory in <b>Inventory » Transactions » Inventory Issues</b> , the cost is moved from the Inventory Common Project to the charge project.

## Locations Grid




Use the Locations grid to enter a code for each location where users initiate inventory transactions or receive inventory items.

Field	Description
Locations Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option to add a row to the grid.
 Copy	Click the row to copy, then click this option to add a copy of the row to the grid.
 Delete	Click the row to delete, then click this option.
Code	Enter a code for a location where users initiate inventory transactions or receive inventory items. Use a maximum of 20 characters.
Description	Enter a short description for the <b>Code</b> .

## Manager Grid

Use this grid to specify the managers who have authority to add inventory items.



Field	Description
Manager Drop-Down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Insert	Click this option and select the employee from the Employee lookup list.
 Delete	Select the row to delete from the grid, then click this option.
Name	Click  <b>Insert</b> and select the employee from the Employee lookup list.
Add Inv Item	<p>Select this option to:</p> <ul style="list-style-type: none"> <li>Make the Inventory tab of <b>Settings » Purchasing and Inventory » Items Master</b> available to an employee.</li> <li>Give an employee the authorization to add new items to inventory.</li> </ul> <p>It is not necessary for the employee to have other approval authorizations. Only a small quantity of buyers must have the authorization to define a new inventory item.</p> <p>To allow an employee to add an inventory item from the Inventory tab, from <b>Inventory » Item Requests</b>, or from <b>Purchasing</b> applications, you must select the <b>Items</b> check box on the General tab of the Purchasing &amp; Inventory Company Settings form.</p>

### Items Master Form

Use the Items Master form to set up purchasing and inventory items for use in the Purchasing and Inventory applications.

### Basic Steps

The setup steps for items vary, depending on the type:

- To set up **purchasing items**, you enter information on the General and Vendors tabs of the Items Master form. You add the purchasing items that you establish in Item Master Settings as line items on purchase orders that you enter in the Purchasing application.



You also use purchasing items from Item Master Settings to create equipment records directly in the Equipment hub (without creating a purchase order for them).

- To set up **inventory items**, you enter information on the General and Vendors tabs of the Items Master form. You then specify that the item is an inventory item on the Inventory tab.

### Item Categories

Before you set up purchasing and inventory items in Item Master Configuration, you must set up item categories for the purchase and inventory items and specify a type for each item category in **Settings » Purchasing & Inventory » System**.

Then, in **Settings » Purchasing & Inventory » Company**, you specify the item categories and their general ledger accounts for your company (or multiple companies, if you have more than one company).

### Display the Items Master Form






You display the Items Master form in Purchasing & Inventory Settings.

From the desktop application Navigation menu, click **Settings » Purchasing and Inventory » Items Master**.


### Toolbar of the Items Master Form or Dialog Box

Use the Items Master toolbar to enter, save, delete, or print information for an item.

When you open the Item Masters form from the Equipment hub (in a dialog box), only the **Help** option displays on the toolbar.

Field	Description
 New	Click this option and select one of the following: <ul style="list-style-type: none"> <li>▪ Select  <b>New Item</b> to create a new item master, then complete the fields on all the tabs and save your changes.</li> <li>▪ Select  <b>Copy Current Item</b> to open a copy of the item record, with an empty <b>Item Number</b> field. Enter a new item number and update the fields for this new item number, then save the record.</li> <li>▪ Select <b>Select Item to Copy</b> to open the Item Lookup. Select the item record that you want to copy. The selected item record has an empty <b>Item Number</b> field. Change the data in this record, then save it.</li> </ul>
 Delete	Click this option to delete the current item record. <b>Warning:</b> This action deletes the item record from the database. You cannot undo the deletion.
 Print	Click this option and select one of the following:



Field	Description
	<ul style="list-style-type: none"> <li>Select  <b>Print Current Item</b> to print the item record that is active now.</li> <li>Select <b>Print Active Group</b> to print all of the item records that are open now.</li> <li>Select <b>Select Item to Print</b> to select and print an item record from the Item Lookup list.</li> </ul>

### General Tab of the Items Master Form or Dialog Box

Use the General tab to set up purchasing and inventory items and basic information for them such as item number, description, and notes.

If you have multiple companies, all of the fields above the **Available for use in company <xx>** check box on this tab apply at the system level for all of the companies in your enterprise. If you want an item to apply for the active company, select the **Available for use in company <xx>** check box, and complete the remaining fields on this form. These fields apply at the company level for the active (current) company.

If you are entering a purchasing item on the fly from the Equipment hub, this tab and the Items Master screen are displayed in a dialog box. You cannot enter inventory items from the dialog box.

Field	Description
Item Number	Enter an identifier for the item.
Description	Enter a phrase that describes the item.
Manufacturer	Enter the name of the item's manufacturer, or select one from the drop-down list. The list includes all the manufacturers that were previously entered in this field.
Extra Notes	Enter other information about the item. This information appears on reports and forms in the Purchasing & Inventory application.
National Stock Number	Enter the National Stock Number. This number consists of the four-digit Federal Supply Classification (FSC) number and the nine-digit National Item Identification Number (NIIN). Use this number to mark and group the items that you keep in inventory.
Internal Notes	Enter internal data regarding the item. This data shows on purchasing reports, but not on purchasing forms.
Available for use for company xx	If you have multiple companies, select this check box to make the item available to the active company. When you select this check box, the fields below the check box become active and apply for the active (current) company.
Category	From the drop-down list, select a category for the item, which applies when the item is used in the active company. The drop-down list displays a category's ID and description. Item categories are set up for a company on the Item Categories tab in <b>Settings » Purchasing &amp; Inventory »</b>



Field	Description
	<b>Company.</b> In Company Settings, general ledger accounts and other information, such as whether an item category is taxable, are specified for item categories. These settings help automate data entry and processing of items throughout DPS.
Substitute Item Number	Enter the item number for an item that is a satisfactory substitute, if the usual item is not available.
Purchasing Unit of Measure	Select the usual unit of measure to use for the item in <b>Purchasing » Purchase Requisitions, Purchasing » Request for Price Quote, and Purchasing » Purchase Orders.</b>  This field applies only if you have the Purchasing application activated.
Primary Vendor	From the Vendor lookup, select the active company's primary vendor for this item.  This field applies only if you have the Purchasing application activated.
Last Purchased from	This field shows the last vendor from whom the active company purchased this item. DPS re-calculates this data each time the item is purchased by this company. Users cannot change the data in this field.  This field applies only if you have the Purchasing application activated.

### Vendors Tab of the Items Master Form or Dialog Box

Use the Vendors tab of the Items Master form to enter a list of vendors who sell inventory and non-inventory items, with historical data for items that the vendors sell.

If you have multiple companies, the vendor records that are available for use by a company must match the vendor records with these settings on the Vendor tab in the Firms hub:

- The **Approved for use in processing for company xx** option is selected and the fields on the Accounting Tab are completed.
- The vendor type is available to the company. Accounts are assigned to a company, and the vendor types related to those accounts are the only vendor types that are available to a company. The **Vendor Type** drop-down list on the vendor's Accounting tab displays the vendor types that are available to the company.

The **Currency Code, Last Price, Last Price Date, and Total Qty to Date** display for the active company only.




If you are entering a purchasing item on the fly from the Equipment hub, this tab and the Items Master screen are displayed in a dialog box. You cannot enter inventory items from the dialog box.

### Vendors Grid


Use the grid to enter vendors for the purchasing or inventory item.



### Vendors Grid Toolbar

Field	Description
Vendors drop-down	<p>Click the drop-down arrow on a grid header to complete any of the following actions:</p> <ul style="list-style-type: none"> <li>To print grid data, click <b>Print</b>. On the Print Preview form, click <b>File » Print</b> to send the grid data to your default printer.</li> <li>To export grid data to an Excel spreadsheet, click <b>Export to Excel</b>. When Microsoft Excel opens, use its features to modify, print, or email the grid data, or to save the spreadsheet file locally.</li> <li>To turn on grouping for a grid, click <b>Enable Grouping</b>. When a field displays with the instruction: "Drag a column header here to group by that column," drag and drop column headers into the field, in the sequence that you want them to display.</li> </ul> <p>Not all options are available on all grids.</p>
 Refresh	Click this option to display or recalculate <b>Last Price, Last Price Date, Total Qty to Date, and Total Amount to Date</b> .
 Insert	Click this option to add a row to the grid and enter a vendor.
 Delete	Click the vendor row to delete and then click this option. You cannot delete a vendor if you have "final printed" any of the vendor's purchase orders for the item.

### Vendors Grid Fields

Field	Description
Vendor	Click  and select the vendor from a list of the active vendors who are available to Accounting users.
Primary Vendor	<p>If the <b>Vendor</b> is shown as the item's <b>Primary Vendor</b> on the General tab, this check box is selected.</p> <p>If this check box is not selected, you can select it to make the vendor on this row the item's <b>Primary Vendor</b>.</p>
Vendor's Item Number	Enter the vendor's item number for the item shown on the General tab. DPS uses this number when it creates the item's requests for price quote, and prints it on the item's purchase orders, for the active company. The item number cannot exceed thirty (30) characters.
Purchasing U/M	This field displays the item's unit of measure as specified in the purchase order.
Currency Code	If you use multiple currencies, the currency code for the functional currency of the active company shows here.



Field	Description
Last Price	<p>This field shows the last price at which the item was purchased. DPS recalculates this price each time that you final-print a purchase order that includes the item.</p> <p>If you use multiple currencies, this amount is shown and kept in the transaction currency of the last purchase order.</p>
Last Price Date	<p>This field shows the most recent date when the item's price changed. DPS recalculates this date each time that you final-print a purchase order that includes the item.</p>
Total Qty To Date	<p>This field shows the total quantity of this item that has been purchased to date. DPS recalculates this quantity each time that you final-print a purchase order that includes the item. If you cancel a purchase order, DPS subtracts the cancelled quantity from this number.</p>
Total Amount To Date	<p>This field shows the total amount spent to date on this item. DPS recalculates this spent amount each time that you final-print a purchase order that includes the item. If you cancel a purchase order, DPS subtracts the cancelled amount from this number.</p> <p>If you use multiple currencies, this amount is shown and kept in the functional currency of the active company.</p>

### Inventory Tab of the Items Master Form



Use the Inventory tab to identify an item as being an inventory item and to enter inventory tracking information for the item. This tab displays if you are authorized as an approver.

Field	Description
Inventory Item	Select this option to mark the item for use in the Inventory application.
Inventory U/M	<p>Select the item's Inventory unit of measure from the drop-down list. Then add a row to the Unit of Measure Conversion Grid. In the new row, enter the ratio of the item's Inventory unit of measure to the item's Purchasing unit of measure.</p> <p>Perform this procedure for each of the item's units of measure needed for use in the Purchasing part of DPS.</p>
Inventory Reorder Point	Enter the quantity at which the item should be re-ordered. This information appears on the Inventory Reorder report.
Default Location	<p>From the drop-down list, select the location where the item is usually kept in inventory.</p> <p>This drop-down list shows the data that is in the Locations grid on the Inventory Tab of <b>Settings » Purchasing and Inventory » Company</b>.</p>



### Unit of Measure Conversion Grid

Use the Unit of Measure Conversion Grid to specify how a Purchasing unit of measure is used to determine the Inventory unit of measure.

Field	Description
Purchasing U/M	Select the item's Purchasing unit of measure from the drop-down list.
Conversion Factor	<p>Enter the number DPS uses to multiply the Purchasing unit of measure to determine the Inventory unit of measure.</p> <p>For example, you buy pencils in containers that have 24 boxes. You keep the pencils in inventory for re-sale by box. You enter 24 as the conversion factor.</p>
 Insert	Click this option to add a row to the grid. Add a new row for each Purchasing unit of measure that you specify for the item.
 Delete	Click the row to delete, then click this option.

### Learn More About...

You may find it helpful to review the approval workflows process and information about entering purchasing items when you create equipment records.

### Approval Workflows

Approval workflows allow you to set up an approval process for records that you enter in certain DPS applications.

You can set up an approval process for:

- Purchase requisitions
- Request for price quotes
- Purchase orders (including change orders and release orders)
- Accounts payable vendor invoices
- Employee absence requests
- Expense reports
- General Ledger budgets

You must use an approval workflow for processing Inventory item requests.

Approval workflows identify the steps in an approval process, the approvers (employees) assigned to each step, and the notification alerts to send for each step to keep the approval process on schedule.



## Configuration

You create and configure approval workflows for each type of record or application in **Settings » Workflow » Approval Workflows** in the desktop application. You can create simple or complex, multitiered, conditional steps for approval workflows.

If you use organizations in DPS, you can specify approver roles at the organization level. In **Settings » Organization » General**, you create approval roles for all your organizations. In **Settings » Organization » General** or **Settings » Organization » Individual**, you assign approval roles to your organizations and assign one employee to an approval role. You assign these roles as approvers for approval workflow steps in Approval Workflows Configuration.

You turn on approvals for each application and specify the approval workflow that it will use in the following locations:

- **Settings » Purchasing & Inventory » Company** on the General tab in the desktop application for Purchasing applications.
- **Settings » Purchasing & Inventory » Company** on the Inventory tab in the desktop application for Inventory item requests.
- **Settings » Accounting » Company AP** on the Accounts Payable tab in the desktop application for accounts payable vendor invoices.
- **Settings » Advanced Accounting » Time Analysis** on the Benefit Accrual Setup tab in the desktop application for absence requests.
- **Settings » Expense** on the Expense Approvals tab in the browser application for expense reports.
- **Settings » Accounting » Company** on the General tab in the desktop application for General Ledger budgets.

## Approving a Record

In the various applications where you enter records that need to be approved, you click the **Submit** option on the toolbar of the entry form to start the approval process. If you are a designated approver for the current approval step, the toolbar on the entry form displays an **Approvals** option. You use the options in **Approvers** drop-down menu to take action for an approval step, such as approving, rejecting, reassigning, and so on.

## Reopening a General Ledger Budget

In the General Ledger and General Ledger Group applications, you can reopen budgets or budget groups that have already been approved. The toolbars on the forms have a **Reopen** or **Reopen All** as one of the options in the drop-down list in the **Approvals** option. The option displays if you have been granted the right to reopen approved budgets and budget groups.

## Assigning a Delegate to Perform Your Approval Assignments in Your Absence

If you normally approve records, you can temporarily assign another person as a delegate to perform approval duties in your absence. You assign delegates on the General tab of User Options.



## Viewing the Progress of Records Being Approved

You can see the progress of a record going through the approval process in several places on the Purchasing, Inventory, and AP Invoice Approvals entry forms -- on the record lookup (in the **Search** field), in the **State** and **Step** fields on the General tab, and on the Progress tab. These places show you whether or not the approval process has started, the record is in approval or in review, and the approval is completed. You can see the current approval step that the record is in and related details on the Progress tab.

## Troubleshooting Approval Workflows

All the approval workflows that you enter and save in Approval Workflows Configuration are copied automatically to User Initiated Workflows Configuration and Scheduled Workflows Configuration. Here you can see all of the details on how an approval workflow progresses from step to step while it is in the approval process. This is helpful to administrators for troubleshooting any issues with a workflow.

## If You Do Not Use an Approval Workflow for the Purchasing or AP Invoice Approvals Application

If you do not use an approval workflow for the Purchasing or AP Invoice Approvals application: When you create a record in the application and click the **Submit** button on the toolbar of an entry form, the record is automatically approved.

## Entering Purchasing Items on the Fly in the Equipment Hub

When you enter a new asset or equipment item directly in the Equipment hub, you can also enter a new purchasing item upon which to base the asset or equipment item.

You normally select an existing purchasing item upon which to base a new asset or equipment item. You select the existing item from the **Item Number** drop-down list in the Equipment hub. The purchasing items are set up in **Settings » Purchasing & Inventory » Items Master**.

However, if none of the existing purchasing items in the **Item Number** drop-down list apply for a new asset or equipment item, you can enter a new purchasing item on the fly while still in the Equipment hub. You enter the item in the **Item Number** field.

## Screen Designer

An administrator uses Screen Designer to customize tabs, fields, and grids in hubs, set field security in hubs, and add new hubs.

Screen Designer in the browser application and desktop application are similar but separate applications.

## Screen Designer in the Browser Application

In Screen Designer in the browser application, you:

- Manage the layout of the screens in a hub, such as the tab order, field and grid placement on a tab, and so on.
- Set field-level security for hub fields, such as hiding and locking fields.
- Add user-defined tabs, fields, and grids to hubs.
- Add user-defined hubs.



## Screen Designer in the Desktop Application

In the desktop application, you use Screen Designer in conjunction with User Defined Components. In User Defined Components, you add new tabs, fields, and grids to hubs. In Screen Designer, you manage the layout for fields, grids, and tabs and set field security. Screen Designer and User Defined Components in the desktop application apply only for the Projects and Equipment hubs.

## Screen Designer Help

Separate help topics cover how to use Screen Designer in the browser and desktop applications.

## Screen Designer in the Browser Application

Use Screen Designer in the browser application to customize hubs and the chart of accounts and create user-defined hubs in the browser application.

You can do the following in Screen Designer in the browser application for hubs and the chart of accounts:

- Manage the layout of fields and grids on tabs, such as moving fields around, resizing fields, changing the order of tabs.
- Change the name of a tab, field, or grid.
- Hide tabs, fields, grids, or workflow buttons for certain users based on their security role.
- Lock a field or grid from certain users based on their security role. This allows them to see the field or grid but not edit it.
- Require an entry in fields by certain users based on their security role.
- Add tooltips to provide more information for fields.
- Insert labels or divider lines on a tab.
- Add user-defined tabs, fields, grids, or workflow buttons.
- Add user-defined hubs.
- Add and manage user-defined fields and sections for Deltek Touch CRM.

In the browser application, you access Screen Designer two ways:

- Open a hub or the chart of accounts and select **Design** from the **Actions** drop-down menu on the form.
- In the Settings section of the Navigation pane, select **Screen Designer**. On the Screen Designer form, select a hub or the chart of accounts. You can create new hubs only from Screen Designer in Settings and only if you have the Accounting or CRM Plus application activated.

Screen Designer in the browser application applies for customizing the following hubs that come standard with DPS:

- Activities
- Boilerplates
- Contacts
- Employees



- Firms
- Marketing Campaigns
- Opportunities
- Projects

You use Screen Designer to customize Chart of Accounts in **Settings » Accounting**.

### How to ...

Use Screen Designer in the browser application to customize the tabs, fields, and grids in a hub or the chart of accounts and create new hubs.

### Customize Tabs

Use Screen Designer in the browser application to customize tabs in hubs and the chart of accounts.

#### *Change the Order of Tabs in a Hub*

You can change the order in which tabs display in standard or user-defined hubs.

#### To change the order of the tabs in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click a tab and drag and drop it in the desired location.
3. Click **Save** at the top of the actions and properties pane.

#### Remove a User-Defined Tab from a Hub

When you remove a user-defined tab in a hub, the tab and the information entered on the tab is permanently deleted.

**Pre-requisites:** You must remove all the items (fields, grids, and so on) on a tab before you can remove the tab from a hub. You delete an item on a tab by hovering over the item and clicking **X** in the upper left corner of the item. Then click **Save** in the actions and properties pane.

#### To remove a user-defined tab from a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, hover over the tab's name, and click **X** beside the tab name.
  3. In the Delete Tab dialog box, click **Delete Tab**.  
The tab is deleted from the hub.  
  
If you did not remove all the fields, grids, workflow buttons, and so on from the tab, you see a message on the Delete Tab dialog box that informs you that the tab is in use and cannot be deleted.
  4. Click **Save** in the actions and properties pane on the right side of the Screen Designer form.

#### *Hide or Unhide a Tab in a Hub*

Use the Hidden property for a tab to hide the tab from users based on their security role.

#### **To hide or unhide a tab in a hub for one or more security roles:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to hide.  
In the Tab Properties section of the actions and properties pane, you see **Tab** in the **Field Type** field and the tab's name in the **Caption** field.
3. Click ▼ in the **Hidden** field, and select a role for which to hide the tab.
4. Repeat step 3 to select more roles.
5. Click **Save** in the actions and properties pane.
6. To unhide a tab for a security role:
  - a) In Screen Designer click the tab to unhide.
  - b) In the **Hidden** field in the Tab Properties section, click **X** beside the role for which to unhide the tab.
  - c) Click **Save**.



### *Add a Tab to a Hub*

You can add user-defined tabs to a standard or user-defined hub.

#### **To add a tab to a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. In Actions section of the actions and properties pane on the Screen Designer form, click **Add Tab**.  
The tab is added to the hub on the Screen Designer form as the last (right-most) tab in the hub.
3. To change the order of the new tab, drag and drop the tab to the desired location among all the tabs across the top of the Screen Designer form.
4. In the Tab Properties section of the actions and properties pane, enter the name for the tab in the **Caption** field.  
Be sure that you have the new tab is selected, so its properties display in the Tab Properties section.
5. If you want to hide the tab and all of its contents from certain users based on the security role of users, select one or more roles or **[All Roles]** in the **Hidden** field.
6. Click **Save** at the top of the actions and properties pane.

You can now add fields, grids, and so on to the new tab by clicking an action item in the actions and properties pane on the right side of the Screen Designer form.

#### **Customize Fields**

You customize fields for hubs or the chart of accounts in Screen Designer in the browser application.

### *Add a Field to a Hub*


Use Screen Designer in the browser application to add user-defined fields to a hub or the chart of accounts.

This also applies for adding check box and memo fields in which you can enter larger amounts of text.

#### **To add a field to a tab:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
- 2. On the Screen Designer form, click the tab that you want to add the field to.
- 3. In the Actions section of the actions and properties pane on the form, click **Add Field**.
- 4. In the Add Field dialog box, enter the field type and field name and click **Continue**.  
The field type determines the specific type of information that users must enter in the field, such as a number, a date, a record from a hub (such as a project), and so on.
- 5. In the Field Settings dialog box, enter other settings for the field, such as a default value, and click **Save**.  
The fields on this dialog box differ, based on the type of field you add.
- 6. Be sure that you have the new field selected and highlighted on the Screen Designer form, and in the Field Properties section in the actions and properties pane, enter other information for the new field, including the following.
  - **Caption Position** for the field name.
  - **Hidden**, **Locked**, and **Required** properties for the field.
  - **Tooltips** for the field.
- 7. On the Screen Designer form, use your mouse to drag and drop the new field to the desired location on the tab.
  - You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.
  - You can drag and drop a field from one tab to another tab.
- 8. To change the width of the field, hover over it and then click and drag the resize icon  in the lower right corner of the field.
- 9. Click **Save** in the actions and properties pane.

#### *Remove a User-Defined Field from a Hub*

Use Screen Designer in the browser application to remove a user-defined field that you previously added to a hub.

When you remove a user-defined field from a hub, it is permanently removed from the hub. All the data that is entered in a user-defined field for all the records in the hub is permanently removed from the DPS database.

You cannot remove a standard DPS field from a hub.

#### **To remove a user-defined field from a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined field is located.
  3. Hover over the field that you want to remove, and click **X** in the upper right corner of the field.
  4. In the Delete dialog box, click **Delete**.
  5. On the Screen Designer form, click **Save** in the actions and properties pane.

#### *Change the Name of a Field in a Hub*

Use Screen Designer in the browser application to change the name of a field in a user-defined or standard DPS hub.

#### **To change the name of a field in a user-defined or standard DPS hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the field is located.
3. Click the field whose name you want to change to highlight it.
4. In the Field Properties section of the actions and properties pane on the Screen Designer form, change the field name in the **Caption** field.
5. Click **Save** in the actions and properties pane.

#### *Change the Properties for a Field in a Hub*

Use Screen Designer in the browser application to change the properties for user-defined and standard DPS fields in a hub.

You can change a field's settings that determine whether the field is hidden, locked, or requires an entry by users based on their security role.

For user-defined fields, you can also change the default value that prefill for the field, the decimal places and minimum and maximum values for numeric-type fields, and the currency type for currency-type fields.

#### **To change the properties for a user-defined or standard DPS fields in a hub:**



1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the field is located.
3. On the tab, click the field whose properties you want to change.
4. In the Field Properties section of the actions and properties pane of the Screen Designer form, make changes to the field name (caption), the field name position, the tooltip for the field, and the hidden, locked, and required properties.
5. To change the default entry that prefills for a user-defined field:
  - a) In the Field Properties section of the actions and properties pane, click \* beside the **Field Type** field.
  - b) In the Field Settings dialog box, change the entry in the **Default Value** field and click **Save**.
6. In the actions and properties pane of the Screen Designer form, click **Save**.

#### *Manage Touch CRM Sections for User-Defined Fields*

Before you can add user-defined fields to the Misc. tab in the Contacts, Firms, or Opportunities hub in Touch CRM, you must set up sections on each hub's Misc tab for the user-defined fields.

When you set up sections for the Misc. tab in the three mentioned hubs, you can also change the name of the Misc. tab.

#### *Add Sections to the Misc. Tab in Touch CRM*

Use Screen Designer in the browser application to add sections for user-defined fields to the Misc. tab in the Contacts, Firms, and Opportunities hubs in Touch CRM.


**Prerequisites:** This applies if you use Touch CRM that comes with the CRM or CRM Plus module.

The Misc. tab is the only tab in these hubs in Touch CRM that you can add user-defined fields to. You must add sections to the Misc. tab before you can add user-defined fields to it.

#### **To add sections for user-defined fields to the Misc. tab in the Contacts, Firms, or Opportunities hub in Touch CRM:**

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select **Contacts, Firms, or Opportunities**.
3. On the Screen Designer form, click **Manage Touch CRM Sections** in the Actions section of the actions and properties pane.
4. In the Touch CRM Sections dialog box:



- a) In the **Tab Name for User Defined Fields** field, if you want to change the name of the Misc. tab that all user-defined fields are added to in this hub, replace **Misc.**, the default tab name that prefills in this field, with another name.  
This is the only tab that you can add user-defined fields to in a hub in Touch CRM.
- b) Click **+ Add Section** below the Misc. Sections grid to add a row to the grid and enter a section's name in the **Section Name** field.  
The name of this grid matches the tab name that you entered in the **Tab Name for User Defined Fields** field.
- c) Repeat step b to add more sections to the Misc. tab.  
The order that the sections display on the Misc. tab is the order that they are entered in this grid.
- d) To change the order of sections: In the grid, hover over the section that you want to move, click and hold the drag handle  icon to the left of the section name, and drag and drop the section to the desired location in the grid.
- e) Click **Save**.

**Alternative method:** An alternative way to add sections to the Misc. tab is to add them on the fly when you add a user-defined field to the Contacts, Firms, or Opportunities hub:

1. Open Screen Designer for the Contacts, Firms, or Opportunities hub that you want to add a user-defined field to.
2. In the Actions section of the actions and properties pane on the Screen Designer form, click **Add Field**.
3. In the Add Field dialog box, enter information for the new user-defined field and click **Continue**.
4. In the Field Settings dialog box, click ▼ in the **Touch CRM Section** field.
5. Click **+ Add Section** at the bottom of the drop-down list.
6. In the Touch CRM Sections dialog box, complete the fields to add a new section (as per step 4 in the main instructions above).

#### Delete a Section on the Misc. Tab in Touch CRM

In Screen Designer in the browser application, you can delete sections that you previously added to the Misc. tab in the Contacts, Firms, or Opportunities hub in Touch CRM.


You can delete a section only if no user-defined fields have been added to it.

You may have renamed the Misc. tab when you set up sections for it in the Touch CRM Sections dialog box in Screen Designer.

#### To delete a section from the Misc. tab in the in the Contacts, Firms, or Opportunities hub in Touch CRM:

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select **Contacts**, **Firms**, or **Opportunities**.



3. On the Screen Designer form, click **Manage Touch CRM Sections** in the Actions section of the actions and properties pane on the form.
4. In the Touch CRM Sections dialog box, hover over the section that you want to delete in the sections grid, click , and then click **Delete** from the shortcut menu.
5. In the Delete dialog box, click **Delete**.  
The section is deleted from the grid in the Touch CRM Sections dialog box.

## Customize Grids

Use Screen Designer in the browser application to customize grids in hubs.


### *Add a Grid to a Hub*

You can add user-defined grids to a tab in a hub.

#### To add a grid to a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the grid to.
3. In the Actions section in the actions and properties pane on the Screen Designer form, click **Add Grid**.
4. In the Add Grid dialog box, enter the name (caption) and database table name for the grid and click **Continue**.
5. In the Grid Settings dialog box:
  - a) In the Grid Columns section, click **+ Add Column** to add a column to the grid.  
In the blank row enter information for the column—the column name (caption), type, and sort-by setting.  
You enter each column for the grid in a row in the Grid Columns section.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
  - b) In the Column Properties section, enter properties for the selected column in the Grid Columns section, such as the default value and whether the column will be hidden, locked, and/or required.
  - c) Repeat steps a and b to add more columns to the grid.
  - d) To change the order that the columns will display in the grid: In the Grid Columns section, hover over a row (which is a grid column) that you want to move, click




the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it in the desired location.

The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.

e) Click **Save**.

6. On the Screen Designer form, use your mouse to drag and drop the grid to the desired location on the tab.

You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.

7. To change the width of the grid, hover over it and then click and drag the resize icon .

8. Click **Save** in the actions and properties pane.

#### *Remove a User-Defined Grid from a Hub*

You can remove a user-defined grid that you previously added to a hub.

When you remove a user-defined grid from a hub, it is permanently removed from the hub. All the data that is entered in a user-defined grid for all the records in the hub is permanently removed from the DPS database.

You cannot remove a standard DPS grid from a hub.

#### **To remove a user-defined grid from a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined grid is located.
3. Hover over the grid that you want to remove, and click **X** in the upper right corner of the grid.
4. In the Delete dialog box, click **Delete**.
5. In the actions and properties pane of the Screen Designer form, click **Save**.

#### *Change the Name of a Grid in a Hub*

You can change the name of an existing user-defined or a standard DPS grid.

#### **To change the name of a user-defined or standard DPS grid:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
  3. On the tab, click the grid.
  4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, change the grid name in the **Caption** field.  
Note that you cannot change the database table name or field ID for the grid, which remains unchanged.
  5. Click **Save** in the actions and grid properties pane.


#### *Add or Remove a Column from a User-Defined Grid in a Hub*

You can add or remove columns from a user-defined grid that you previously added to a hub.

When you remove a grid column, it is permanently removed from the hub. All the data that is entered in the column for all the records in the hub is permanently removed from the DPS database.

You cannot add or remove columns from a standard DPS grid.

#### **To add or remove columns from a user-defined grid:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid that you want to add or remove a column from.
4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. In the Grid Settings dialog box:
  - To add a column:
    1. In the Grid Columns section, click the **+ Add Column**, and in the blank row, enter information for the new column.
    2. To move the new column to a different order, click the  drag handle icon at the beginning of the row, and then drag the row up or down and drop it in the desired location.



The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.

- To remove a column:
- 1. In the Grid Columns section, hover over the row that represents the column that you want to delete, and click **X** at the end of the row.
- 2. In the Delete dialog box, click **Delete**.
- 6. In the Grid Settings dialog box, click **Save**.
- 7. In the actions and properties pane of the Screen Designer form, click **Save**.

#### *Change the Name of a Column in a Grid in a Hub*

You can change the name of a column in an existing user-defined or standard DPS grid in a hub.

#### **To change the name of a column in a user-defined or standard DPS grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid.
4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. In the Grid Columns section of the Grid Settings dialog box, change the name for a column in the **Column Caption** field.

Note that you cannot change the database column name.
6. On the Grid Settings dialog box, click **Save**.
7. In the actions and grid properties pane of the Screen Designer form, click **Save**.

#### *Change the Hidden or Locked Properties for a Grid in a Hub*

You can change the properties of a grid in a hub that control whether the grid is hidden or the grid is visible but locked (no entries allowed) for certain users based on their security role.

This applies for user-defined and standard DPS grids.

#### **To change the hidden or locked properties for a grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:




- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
  3. On the tab, click the grid.
  4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, change the entries in the **Hidden** and/or **Locked** fields as appropriate.  
In these fields you select one or more security roles for which the grid will be hidden and/or locked.
  5. In the actions and grid properties pane, click **Save**.

#### *Change the Order of Columns in a User-Defined Grid in a Hub*

Use Screen Designer to change the order of columns in a user-defined grid in a hub.

You cannot change the order of columns in standard DPS grids.

#### **To change the order of columns in a user-defined grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid.
4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. In the Grid Columns section of the Grid Settings dialog box, hover over a row (which is a grid column) that you want to move, click the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it in the desired location.  
The grid columns that you enter as rows from top to bottom in this section are displayed in the grid from left to right in the hub.
6. On the Grid Settings dialog box, click **Save**.
7. In the actions and grid properties pane of the Screen Designer form, click **Save**.



### *Change How Rows Are Sorted in a User-Defined Grid in a Hub*

User Screen Designer to change how rows are sorted in user-defined grids in a hub.

#### **To change how rows are sorted in a user-defined grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
3. On the tab, click the grid whose sort order for rows you want to change.
4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, click \* beside the **Field Type** field.
5. In the Grid Columns section of the Grid Setting dialog box, select the **Sort By** check box for the column that you want to sort the grid rows by.

You can select only one column to sort by.

For example, if you have columns A, B, and C in a grid and you select the **Sort By** check box for column A, the numerous rows that users add to the grid will be ordered in the grid (from top to bottom) based on the entry made in column A for each row. If the sort-by column is a character type column, the rows in the grid are sorted in alphanumeric order; if the sort-by column is a numeric type column, the rows in the grid are sorted in numeric order; and so on.

6. In the Grid Settings dialog box, click **Save**.
7. In the actions and properties pane of the Screen Designer form, click **Save**.

### *Change the Properties for a Column in a Grid in a Hub*

Use Screen Designer in the browser application to change the properties for columns in a user-defined or standard DPS grid in a hub.

For standard DPS grids, you can change only the hidden, locked, and required properties for a column.

For user-defined grids, you can also change a column's default value and display width properties. You can also change decimal places and minimum and maximum values for numeric-type columns and currency type for currency-type columns.

#### **To change the properties for a column in a grid in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the grid is located.
  3. On the tab, click the grid whose column properties you want to change.
  4. In the Grid Properties section of the actions and properties pane of the Screen Designer form, click \* beside the **Field Type** field.
  5. In the Grid Columns section of the Grid Settings dialog box, click the row for the column whose properties you want to change.
  6. In the fields in the Column Properties section of the dialog box, make the desired changes for the grid column that you selected in the Grid Columns section.  
The fields in this section vary, based on the column's type and whether the grid is a user-defined or a standard DPS grid.
  7. On the dialog box, click **Save**.
  8. In the actions and properties pane of the Screen Designer form, click **Save**.

### Use Workflow Buttons

Use Screen Designer in the browser application to add and remove user-defined workflow buttons from a tab in a hub.

#### *Add a Workflow Button to a Hub*

Add a workflow button to a tab in a hub to allow users to initiate a scheduled workflow for hub records.

#### To add a workflow button to a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the workflow button to.
3. In the actions and properties pane on the right side of the Screen Designer form, click **Add Workflow Button**.
4. In the Field Properties section of the actions and properties pane, enter the name for the workflow button, select the specific workflow to run when users click the button in the hub, and if needed, hide the button from certain security roles.



The Field Properties section displays the properties for the button you just created. When you click on a different field, grid, or button on the tab, the properties section switches and shows you the properties of the item that you just clicked.

5. Use your mouse to drag and drop the workflow button to the desired location on the screen.

You can place only three elements (a combination three of fields, grids, and so on) in one "row" on a tab.

6. Click **Save** in the actions and properties pane.

#### *Remove a User-Defined Workflow Button from a Hub*

You can remove a user-defined workflow button that you previously added to a hub.

When you remove a user-defined workflow button from a hub, it is permanently removed from the hub.

#### **To remove a user-defined workflow button from a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined workflow button is located.
3. Hover over the workflow button that you want to remove, and click **X** in the upper right corner of the framed workflow button.
4. In the Delete dialog box, click **Delete**.
5. Click **Save** in the actions and properties pane.

#### **Use Custom Divider Lines**

Use Screen Designer in the browser application to add and remove divider lines on a tab in a hub.


#### *Add a Divider Line to a Tab in a Hub*

You can add divider lines to a tab in a hub to organize the contents of the tab.

#### **To add a divider line to a tab in a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:



- Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the divider line to.
  3. In the actions and properties pane on the right side of the form, click **Add Divider Line** in the Actions section.  
A divider line box is added to the tab on the Screen Designer form.
  4. Be sure that the divider line is selected on the Screen Designer form, and complete the following information in the Field Properties section in the actions and properties pane as desired for the divider line:
    - In the **Caption** field, enter a label (text) for the divider line.
    - In the **Level** field, select where the divider line is placed in relation to the divider line caption text that you entered in the **Caption** field.
      - 1: This places the divider line below the caption text.
      - 2: This places the divider line at the same level as the caption text.
      - 3: Only the caption text displays and the divider line is omitted.
    - In the **Hidden** field, select the security roles for which to hide the divider line.
    - In the **Tooltip** field, enter text that you want users to view when they click ⓘ beside the divider line. For example, you may want to provide users with specific instructions or information about the section below the divider line.
  5. Use your mouse to drag and drop the divider line on the Screen Designer form to the desired location on the tab.
  6. Change the length of the divider line by hovering over it and clicking and dragging the resize icon  to the left or right.
  7. Click **Save** in the actions and properties pane.

#### *Remove a User-Defined Divider Line from a Hub*

You can remove a divider line that you previously added to a tab in a hub.

#### **To remove a user-defined divider line from a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.



2. On the Screen Designer form, click the tab on which the user-defined divider line is located.
3. Hover over the user-defined divider line that you want to remove, and click **X** in the upper right corner of the divider line.
4. In the Delete dialog box, click **Delete**.
5. Click **Save** in the actions and properties pane.

### Use Custom Labels

Use Screen Designer in the browser application to add and remove custom labels on a tab in a hub.

A custom label is text or a block of text that you add to a tab in a hub. The text can provide on-screen instructions or information for users. The text is not the name or label for a field.

#### *Add a Label to a Tab in a Hub*


You can add a label to a tab in a hub.

Labels allow you to add text or a block of text to a tab. The text can provide on-screen instructions or information for users. The text is not the name or label for a field.

#### To add a label to a tab in a hub:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the label to.
3. In the actions and properties pane on the right side of the form, click **Add Label** in the Actions section.

A Custom Label box is added to the tab on the Screen Designer form.
4. Be sure that the new label is selected on the Screen Designer form, and complete the following information for the label in the Field Properties section in the actions and properties pane:
  - In the **Caption** field, enter text for the label.

Click  in the **Caption** field to open the Caption dialog box where you can see the full text as you type it. Use ENTER on your keyboard to enter text on a new line.
  - Optional: In the **Hidden** field, select the security roles for which to hide the label text.
5. Use your mouse to drag and drop the label on the Screen Designer form to the desired location on the tab.



You can place only three elements (a combination of three fields, grids, and so on) in one "row" on a tab.

6. To change the width of the label, hover over it and then click and drag the resize icon



7. Click **Save** in the actions and properties pane.

#### *Remove a User-Defined Label from a Hub*

You can remove a label that you previously added to a tab in a hub.

#### **To remove a user-defined label from a hub:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab on which the user-defined label is located.
3. Hover over the user-defined label that you want to remove, and click **X** in the upper right corner of the label.
4. In the Delete dialog box, click **Delete**.
5. Click **Save** in the actions and properties pane.

#### **Add a Tooltip**

You can add tooltips to fields and divider lines in a hub or the Chart of Accounts.

A tooltip provides users with easy access to helpful information about the field or section of a tab that has a divider line.


Tooltip text displays when you click ⓘ beside a field or divider line.

#### **To add a tooltip to a field or divider line:**

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, open the appropriate tab, and click the field or divider line that you want to add a tooltip to.



3. In the actions and properties pane on the right side of the form, go to the Field Properties section and enter the text for the tooltip in the **Tooltip** field.

To easily see all the tooltip text as you type, especially if it is a larger amount of text, click  in the **Tooltip** field to expand the field so it displays in the Tooltip dialog box. When you finish typing text in the Tooltip dialog box, click **Save** in the dialog box.

4. Click **Save** in the actions and properties pane.

If you use multiple languages in DPS, you must enter the text for a tooltip in each different language that you use. To do this, log in to DPS in each language that you have enabled, and in Screen Designer, enter the text in the **Tooltip** field in the language that you logged in with.

### Enter Properties for Multiple Elements at a Time in Screen Designer

You can select multiple elements in Screen Designer and enter the same properties for all them at one time, instead of entering properties individually for each element.

You can select multiple fields, grids, workflow buttons, dividers, and labels, but not tabs. For multi-selected elements, you can enter the caption position, hidden, locked, required, and required level (for the Projects hub) properties.

Example: You want to require an entry for five fields and two grids on a tab. You select the five fields and two grids in Screen Designer, and then enter the properties once in the **Required** field, which will be applied to all the selected fields and grids.

### To enter properties for multiple elements selected in Screen Designer:

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that has the fields for which you are entering properties.
3. Press and hold the CTRL key on your keyboard while you click each element on the tab that you want to apply the same properties to.  
Each field that you clicked is now highlighted (selected).
4. In the properties section of the actions and properties pane, make entries in one or more property fields to apply for all the elements that you selected.  
Possible property fields for entry are:
  - **Caption Position**
  - **Hidden**
  - **Locked**
  - **Required**
  - **Required Level** (only for the Projects hub)



If the selected elements already have an entry in a property field and the entry is the same for each selected element, that entry prefills in the property field, which you can change as needed.

The **Field Type** and **Field ID** fields are blank, locked, and do not apply.

5. After you finish entering properties, if you have other customization to do on the Screen Designer form, to deselect the multiple elements, which are all still selected, click one of the selected elements.
6. Click **Save** at the top of the actions and properties pane to save all changes.

### Add and Customize User-Defined Hubs

Use Screen Designer in the browser application to add a new hub and customize it.

#### *Add a New Hub*

You can add user-defined hubs in DPS using Screen Designer in Settings.

#### To add a new hub:

1. In the Navigation pane of the browser application, go to the Settings section and select **Screen Designer**.
2. On the title bar of the Screen Designer form click **+ New Hub**.  
**+ New Hub** displays only if the Accounting module or the CRM Plus module is activated.
3. On the Create Hub dialog box, enter the basic information for the new hub, such as the hub name and the standard tabs to add to it, and click **Done**.  
The new hub displays on the Screen Designer form. It is not saved until you click **Save** at the top of the actions and properties pane.

In addition to the standard tabs that you selected on the Create Hub dialog box, an Overview tab is added to the hub. If you selected the **Summary Panel with image** check box on the Create Hub dialog box, the Overview tab is blank, and you can add fields to it or delete it. If you did not select the **Summary Panel with image** check box, the Overview tab contains a **Number** and **Name** field for entering the name and number for each new record that you add to the hub. You can delete the Overview tab if there are no fields on the tab.

4. Add tabs, fields, and grids to the new hub by clicking an action item in the actions and properties pane on the right side of the Screen Designer form.
5. Click **Save** at the top of the actions and properties pane to save the new hub.

You will see the new hub in the Navigation pane if your security role has access to all applications. New hubs are added below the standard hubs in the order that you create them.

In **Settings » Security » Roles** in the desktop application, give roles access to the new hub as appropriate.

You also see the new hub in the following places:

- In User Initiated Workflows in **Settings » Workflows » User Initiated Workflows** in the desktop application. You can set up workflows for the hub.



- In the Data Import utility in **Utilities » Utilities » Data Import** in the desktop application. If you have data from other software for the hub, you can import it into DPS with this utility.
- In the Search and Replace utility in **Utilities » Advanced Utilities » Search and Replace** in the desktop application. Use this utility if you need to replace a field value from the hub throughout DPS.
- In Reporting in the desktop application. The following standard reports are available for the new hub: Audit, Audit Detail, List, and Summary.

### *Delete a User-Defined Hub*

When you delete a user-defined hub, the hub and all the information in it is permanently deleted.

#### **To delete a user-defined hub:**

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the hub to delete.
3. In the actions and properties pane on the right side of the Screen Designer form, click **Hub Preferences**.
4. In the Hub Preferences dialog box, click **Delete Hub**.
5. In the Delete Hub dialog box, click **Delete Hub**.  
The hub and all its contents are immediately deleted. Also, if you added user-defined fields in other hubs that referenced the user-defined hub that you are deleting, the information in those user-defined fields is also deleted when you delete the user-defined hub.

### *Remove Standard Tabs and Grids from a User-Defined Hub*

If you added standard tabs and grids to a user-defined hub, you can remove them at any time.

Standard tabs are the Activities, Files, Links, and Files & Links tabs that contain the standard Activities, Files, and Links grids. When you initially create a hub, you choose whether or not to add these tabs and grids to it by selecting the **Activities Grid**, **Files Grid**, and **Links Grid** check boxes on the Create Hub dialog box. The corresponding tab is created for the grids you select.

#### **To remove standard tabs and grids from a user-defined hub:**

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub to remove standard tabs and grids from.
3. In the actions and properties pane, click **Hub Preferences**.
4. In the Hub Preferences dialog box, clear the **Activities Grid**, **Files Grid**, and/or **Links Grid** check box for the grids that you want to remove.  
You must do this step before you can delete the tab.
5. Click **Done**.



You are returned to the Screen Designer form. The grids have been removed from the tabs.

6. To remove the tabs, click **X** to the right of the tab name on the Screen Designer form.  
The tabs can be removed only if they are empty—with no fields, grids, workflow buttons, divider lines, or labels on them. You delete an item on a tab by hovering over it and clicking **X** in the upper left corner of the item. Then click **Save** in the actions and properties pane.
7. Click **Save** in the actions and properties pane.

#### *Remove the Summary Panel from a User-Defined Hub*

If you added a Summary panel to a user-defined hub, you can remove it at any time.

When you initially create a user-defined hub, you choose whether or not to add the Summary panel to it by selecting the **Summary Panel with image** check box on the Create Hub dialog box.

**Pre-requisites:** The Summary panel must be empty—with no fields, grids, workflow buttons, divider lines, or labels in it. You delete an item in the panel by hovering over the item and clicking **X** in the upper left corner of the item. Then click **Save** in the actions and properties pane. If the **Number** and **Name** fields are on the Summary panel, you must move (drag and drop) them to another tab because you are not allowed to delete these two fields from a user-defined hub.

#### **To remove the Summary panel from a user-defined hub:**

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub to remove the Summary panel from.
3. In the actions and properties pane, click **\* Hub Preferences**.
4. In the Hub Preferences dialog box, clear the **Summary Panel with image** check box.  
The check box will be disabled and you will not be able to clear it if there are any fields, grids, workflow buttons, divider lines, or labels in the Summary panel.
5. Click **Done**.  
You are returned to the Screen Designer form. The panel has been removed from the hub.
6. Click **Save** in the actions and properties pane.

### **Fields and Options**

Review descriptions for the field and option on the Screen Designer form and its related dialog boxes in the browser application.

### **Screen Designer Form**

Use this form in Screen Designer in the browser application to customize a hub or add a new hub.



### *Display the Screen Designer Form*

In the browser application, you can open Screen Designer two ways.

**Pre-requisites:** Your security role must give you access to both the Screen Designer application and the hub that you want to customize.

In the Navigation pane in the browser application, do either of the following:

- Go to the Hubs section and select the hub for which you want to open Screen Designer. On the hub form, click **Actions** and select **Design** in the drop-down menu.
- Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the hub for which you want to open Screen Designer.

You must access Screen Designer this way if you want to add a new hub.

### *Contents of the Screen Designer Form*

Use the field and options on the Screen Designer form in the browser application to customize hubs.

#### **Contents**

##### **Screen Designer Title Bar**

Field	Description
Hub Drop-Down Menu	If you open Screen Designer from Settings, select the hub whose tabs, fields, or grids you want to customize. The hub displays on the Screen Designer form. You can also select <b>Chart of Accounts</b> from the drop-down menu to customize the screen Chart of Accounts in <b>Settings » Accounting</b> .  If you open Screen Designer from a hub, this field does not display.
+ New Hub	This option displays only when you open Screen Designer from Settings and only if the Accounting module or the CRM Plus module is activated. Click this option to create a user-defined hub.

##### **Left Side of the Screen Designer Form**

The left side of the Screen Designer form displays a hub's screen, including the hub's sidebar (summary pane) and all its tabs. It displays the Chart of Accounts screen if you are customizing Chart of Accounts. As you use the actions in the actions and properties pane on the right side of the Screen Designer form to add a tab, field, grid, and so on to a hub or Chart of Accounts, those elements are added to the hub or Chart of Accounts and are displayed on the left side of the Screen Designer form.


When you select (click) an element on the left side of the Screen Designer form, its properties display in the properties section of the actions and properties pane on the right side of the form.

##### **Actions and Properties Pane**

This pane on the right side of the Screen Designer form contains two sections:




- **Actions:** Click an action to add elements (tabs, fields, grids, and so on) to a hub or Chart of Accounts.
- **Properties:** View or enter properties for the element that you select on the left side of the Screen Designer form. For example, you can hide or lock a field or tab from users with certain security roles.

Field	Description
✳ Hub Preferences	This option displays only for user-defined hubs, after you save a user-defined hub. Click this option to open the Hub Preferences dialog box and change any of the information for a hub that you originally entered for it, such as the tab name, Help URL, and standard tabs to include on the tab. The dialog box also contains the  <b>Delete Hub</b> option to permanently delete a user-defined hub.

### Actions Section

Click an action in this section to add fields, grids, tabs, and so on to a hub. After you add one of these elements, you also do the following:

- Enter properties for the element in the properties section of the actions and properties pane on the Screen Designer form.
- Drag and drop the element to the desired location on the tab or form on the left side of the Screen Designer form.
- Resize an added element by hovering over it and clicking and dragging the resizing icon  in the bottom right corner of the element.

You can delete an element that you add to a tab by hovering over the element and clicking **X** in the upper right corner of the element.

Field	Description
Add Tab	Click this action to add a new tab to the hub or Chart of Accounts. The new tab is automatically added as the right-most tab on the screen. Then in the Tab Properties section of the actions and properties pane, enter a name for the tab in the <b>Caption</b> field. If you want to hide this tab from certain users based on security roles, enter those roles in the <b>Hidden</b> field in the Tab Properties section.
Add Field	Click this action to add a field to the selected tab. In the next dialog boxes that display, enter information for the field, such as the field type and field name (caption). Then in the Field Properties section of the actions and properties pane, use the <b>Hidden</b> , <b>Locked</b> , <b>Required</b> , and <b>Tooltip</b> fields to customize the field further.
Add Grid	Click this action to add a grid to the selected tab. In the next dialog boxes that display, enter information for the grid, such as the grid name, grid columns and column properties. Then in the Grid Properties section of the actions and properties pane, use the <b>Hidden</b> and <b>Locked</b> fields to further customize the grid.
Manage Touch CRM Sections	This action displays when you open Screen Designer for the Contacts, Opportunities, or Firms hub.  Click this action to open the Touch CRM Sections dialog box and add new sections and tabs in Touch CRM for the hub. When you add a user-defined field



Field	Description
	to the Contacts, Opportunities, or Firms hub, you specify the section in Touch CRM that you want to add the field to. You can also delete a section using the Touch CRM Sections dialog box.
Add Divider Line	Click this action to add a divider line to the selected tab. Divider lines can help organize elements and sections on a tab. Then in the Field Properties section of the actions and properties pane, if desired, enter caption text for the divider line, hide the divider line for certain security roles, and enter a tooltip for the divider line. Use the <b>Level</b> field in the properties section to specify the location of the divider line in relation to its caption text.
Add Label	Click this action to add a label—text or a block of text—to the selected tab. The text can provide on-screen instructions or information for users. (The text is not the name or label for a field.)  In the <b>Caption</b> field in the Field Properties section, enter the text for the label. You can also hide the label for certain users based on security role if desired.
Add Workflow Button	Click this action to add a workflow button to the selected tab. This allows users to initiate a scheduled workflow for a hub record. In the Field Properties section of the actions and properties pane, enter the name for the button in the <b>Caption</b> field, select the workflow that will be triggered when a user click the workflow button in the <b>Workflow</b> field, and optionally hide the workflow button from certain security roles.
Restore Defaults	Click this action to remove all the custom elements (tabs, fields, grids, and so on) that have been added to a hub. This restores the hub's original layout and content provided by DPS. In the Restore Defaults dialog box, click <b>Yes</b> to continue with the restore. All the custom elements that you added are immediately removed from the hub. You must click <b>Save</b> at the top of the actions and properties pane of the Screen Designer form to finalize and save the restore defaults action. If you click <b>Cancel</b> in the actions and properties pane, the elements that were removed from the hub are added back to the hub. Then click <b>Save</b> to save the cancel action.

### Field/Grid/Tab Properties Section

The title of this section and the fields in it vary, based on the element (field, grid, workflow button, tab, and so on) that you select on the left side of Screen Designer form. For example, when you select a field, the section title is "Field Properties." When you select a tab, the section title is "Tab Properties."

In this section, enter the properties for new elements that you add to a hub, or view or change the properties for existing elements. Properties include things such as the element's label, a tooltip, and settings that lock or hide the element from users based on security roles.

Field	Description
Field Type	This field displays the type for the selected element on the Screen Designer form, which you cannot change.  The types for tabs, grids, and workflow buttons are <b>Tab</b> , <b>Grid</b> , and <b>Button</b> .



Field	Description
	The type for fields is more specific and identifies the type of information that users are required to enter in the field. Field types for fields are <b>Character</b> , <b>Numeric</b> , <b>Checkbox</b> , <b>Date</b> , <b>Dropdown</b> , <b>Currency</b> , and so on. You specify the field type for a user-defined field on the Add Field dialog box when you initially create the field.
✱	When you select a user-defined field or a user-defined or standard grid on a tab on the Screen Designer form, ✱ displays to the right of the <b>Field Type</b> label. Click ✱ to open the Field Settings dialog box or Grid Settings dialog box, and edit settings for the selected field or grid. You can change things such as the default value for the field, the decimal places for a numeric field, the hidden and required settings for a grid column, and so on. You cannot change the field type for a field. If a field has the wrong field type, you must delete it from the hub or Chart of Accounts and add it again with the correct type.
Database Column Name	This field displays only for fields that you select on the Screen Designer form. It displays the database name for a field. You cannot change it.
Database Table Name	This field displays only for grids that you select on the Screen Designer form. It displays the database table name for a grid. You cannot change it.
Field ID	This field displays only for workflow buttons that you select on the Screen Designer form. It displays the workflow button's field ID, which you cannot change.
Tab ID	This field displays only for tabs on the Screen Designer form. It displays the tab's ID, which you cannot change.
Caption	<p>This field displays for any of the elements (tab, field, divider, label, and so on) that you add in Screen Designer. Enter, view, or change the name or text for the element in this field. For example, enter the name for a field. This is the name that users see for the element in the hub or Chart of Accounts and throughout DPS, such as in reports and workflows.</p> <p>For labels, click ✎ in the <b>Caption</b> field to open the Caption dialog box where you can see all the text as you type it. You can also use the ENTER key on your keyboard to add a blank space between lines of text.</p> <p>If you use multiple languages in DPS, you must enter the caption in each different language that you use. To do this, log in to DPS in each language that you have enabled, and in Screen Designer, enter the text in the <b>Caption</b> field in the language that you logged in with.</p>
Caption Position	This field displays only for fields that you select on the Screen Designer form. Select where you want the name for the field to display in relation to field. Options are <b>Top</b> , <b>Left</b> , and <b>None</b> . When you select <b>Top</b> or <b>Left</b> , you will not see the field name shift to the top or left position on the Screen Designer form, but the name will display to the left or the top of the field in the hub or Chart of Accounts. When you select <b>None</b> , no label displays for the field on the hub tab.
Hidden	Use this field to hide an element (field, grid, tab, and so on) from certain users based on a user's security role. Select the element on the Screen Designer form, and then in the <b>Hidden</b> field, select one role, multiple roles, or <b>[All Roles]</b> to hide



Field	Description
	the element from. To unhide the element from a role, click the <b>X</b> for the role that is selected in the <b>Hidden</b> field.
Locked	This field displays only for fields and grids that you select on the Screen Designer form. If you want certain users to see but not make changes to the field or grid, select one role, multiple roles, or <b>[All Roles]</b> in this field to prevent the users with these security roles from editing the field or entries in the grid.
Required	This field displays only for fields on the Screen Designer form. Select whether an entry is required in this field for employees who are specified as accounting users, CRM users, or both on the Overview tab in the Employees hub.
Required Level	<p>This field displays only for the Projects hub. The field is enabled for a user-defined field that has an entry in the <b>Required</b> field.</p> <p>In the <b>Required Level</b> field, select the work breakdown structure level (project, phase, or task) for which the users who are specified in the <b>Required</b> field must make an entry in the user-defined field. Options in the <b>Required Level</b> field are:</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels:</b> The users must make an entry in the field at all levels of the project's work breakdown structure (project, phase, and task if you have all three levels).</li> <li>▪ <b>Project:</b> The users must make an entry in the field at the project level (WBS1).</li> <li>▪ <b>Lowest:</b> The users must make an entry in the field at the lowest work breakdown structure set up for a company. For example if you have WBS1 and WBS2 for a company, the lowest level is WBS2.</li> </ul>
Tooltip	<p>This field displays for fields and divider lines that you select on the Screen Designer form. Enter the text that you want users to view when they click ⓘ beside a field or divider line. For example, you may want to enter more specific instruction or information about what to enter in the field.</p> <p>Click ✎ in the <b>Tooltip</b> field to expand and display the field in the Tooltip dialog box. This allows you to easily see all the tooltip text as you type it. This is helpful especially for larger amounts of text.</p> <p>If you use multiple languages in DPS, you must enter the text for a tooltip in each different language that you use. To do this, log in to DPS in each language that you have enabled, and in Screen Designer, enter the text in the <b>Tooltip</b> field in the language that you logged in with.</p>
Level	<p>This field displays for divider lines that you select on the Screen Designer form. The options in this field control where the divider line is placed in relation to the divider line caption text that you enter in the <b>Caption</b> field in the Field Properties section. Select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>1:</b> This places the divider line below the caption text.</li> <li>▪ <b>2:</b> This places the divider line at the same level as the caption text.</li> <li>▪ <b>3:</b> Only the caption text displays and the divider line is omitted.</li> </ul>
Workflow	This field displays only for workflow buttons that you select on the Screen Designer form. Select the scheduled workflow to start when users click this button



Field	Description
	for a hub record. These are the scheduled workflows that you set up in <b>Settings » Workflow » Scheduled Workflows</b> .

### Create Hub Dialog Box

If the Accounting module or the CRM Plus module is activated, use this dialog box in Screen Designer in the browser application when you create a new (user-defined) hub.

#### *Display the Create Hub Dialog Box*

You display the Create Hub dialog box in Screen Designer in Settings in the browser application.

**Pre-requisites:** The DPS Accounting module or the CRM Plus module must be activated.

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. On the title bar of the Screen Designer form, click **+ New Hub**.

#### *Contents of the Create Hub Dialog Box*

Use the fields on this dialog box to create a new hub. After you enter the information for a new hub, you can add tabs, grids, and fields to the hub.

After you save a new hub, you can access the information that you originally entered on this dialog box. To do so, select the hub in Screen Designer, in Settings, and click **\* Hub Preferences** in the actions and properties pane on the Screen Designer form.

### Contents

Field	Description
Singular Name	Enter the singular form of the name for the hub. This is the system label that is used throughout DPS when the singular form of the hub name is needed, such as in reports.
Plural Name	Enter the plural form of the name for the hub. This is the name that you see for the hub in the Hubs section of the Navigation pane. It is the system label that is used throughout DPS when the plural form of the hub name is needed.
Help URL	Enter a URL that links to a custom help file that you created for this hub. The help file launches when users click the Help ? icon at the top of the hub's screen.
Automatically include	<p>Select the check box for the standard DPS grids and panel that you want to add to the hub. Check boxes are:</p> <ul style="list-style-type: none"> <li>▪ <b>Activities Grid:</b> This check box is available if you have the CRM or CRM Plus application activated. This adds an Activities tab to the hub. The tab has an Activities grid in which you can schedule and manage</li> </ul>



Field	Description
	<p>activities, such as meetings, phone calls, and other tasks for hub records.</p> <ul style="list-style-type: none"> <li>▪ <b>Files Grid:</b> This check box is available only if you have FILESTREAM is enabled. This adds a Files grid for attaching files to hub records. The Files grid is added to a Files tab in the hub if you select this check box and you do not select the <b>Links Grid</b> check box. If select both of these check boxes, the Files grid is added to a Files &amp; Links tab. In the Files grid you can upload files for hub records for easy access and viewing. You can upload various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets, and so on. A copy of the file is stored in the FILESTREAM database.</li> <li>▪ <b>Links Grid:</b> This adds a Links grid for adding hyperlinks that open external text and graphic files, web sites, email addresses, and so on for hub records. The Links grid is added to a Links tab if you select this check box and you do not select the <b>Files Grid</b> check box. If select both of these check boxes, the Links grid is added to a Files &amp; Links tab.</li> <li>▪ <b>Summary Panel with image:</b> This adds a summary panel on the left side of the hub form. The panel contains a <b>Number</b> field and a <b>Name</b> field for entering the number and name for each new record that you add to the hub. You can also upload an image for a hub record in this pane.</li> </ul> <p>If you choose <b>not</b> to add the summary panel to the hub, the <b>Number</b> and <b>Name</b> fields are added to the Overview tab that is always added to a new hub. The Overview tab is blank if you select the <b>Summary Panel with image</b> check box. You can add fields to the Overview tab or delete the tab.</p> <p>You cannot delete the <b>Number</b> and <b>Name</b> fields in the Summary panel or the Overview tab. However, you can hide the fields, if needed, using the <b>Hidden</b> field in the Field Properties section of the actions and properties pane on the Screen Designer form.</p> <p>After you add and save a new hub, you can clear any of these check boxes on the Hub Preferences dialog box at any time to remove the grids and summary panel from the hub as needed.</p>
Database Table Name	This field prefills with the singular name that you entered for the hub in the <b>Singular Name</b> field, preceded with UDIC_. This is the internal database table name that is assigned to the hub. You use this name for creating custom reports or advanced workflows for the hub.
Display in Page Title	<p>Select whether you want the name or number that was entered for a hub record to display at the top of the hub form to identify the record that you have open in the hub.</p> <p>This setting also determines how the name and number display in the hub's search results list:</p>



Field	Description
	<ul style="list-style-type: none"> <li>If you select <b>Name</b> for the <b>Display in Page Title</b> setting, the hub record's name displays first, in larger text, above the hub record's number (in smaller text) in the search results list.</li> <li>If you select <b>Number</b> for the <b>Display in Page Title</b> setting, the hub record's number displays first, in larger text, above the hub record's name (in smaller text) in the search results list.</li> </ul> <p>You can delete a user-defined hub's name or number field, but not both, from the hub. When you delete one of the fields, the remaining field is automatically selected for the <b>Display in Page Title</b> setting, and you cannot change it.</p> <p>If you select <b>Name</b> and you add three name fields to the hub, all three names display at the top of the hub form. (You can add up to three name fields for a hub record.) The order in which you place the name fields in the hub determines the order in which they appear, concatenated, at the top of the hub form. DPS looks at the order of the name fields from top to bottom if the name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.</p>
Done	Click this button to save the entries on the dialog box and return to the Screen Designer form where you now see the new hub displayed in Screen Designer. You can begin adding tabs, grids, and fields to the hub. Clicking <b>Done</b> does not save the new hub. To save the hub, you must click <b>Save</b> at the top of the actions and properties pane on the Screen Designer form.

### Hub Preferences Dialog Box

After you add a user-defined hub, use this dialog box in Screen Designer in the browser application to view or change the hub's setup information or delete the hub.

The information in this dialog box is the information that you entered in the Create Hubs dialog box when you originally created a user-defined hub.

#### *Display the Hub Preferences Dialog Box*

This dialog box displays in Screen Designer in Settings in the browser application.

1. In the Navigation pane in the browser application, go to the Settings section and select **Screen Designer**.
2. In the drop-down list in the title bar of the Screen Designer form, select the user-defined hub whose preferences you want to view or change.
3. In the actions and properties pane on the right side of the Screen Designer form, click **Hub Preferences**.



### *Contents of the Hub Preferences Dialog Box*

Use the fields in this dialog box to view or change a user-defined hub's preferences or delete a user-defined hub.

The fields in this dialog box contain the information that you entered on the Create Hubs dialog box when you originally created the user-defined hub.



#### Contents

Field	Description
Singular Name	Enter the singular form of the name for the hub. This is the system label that is used throughout DPS when the singular form of the hub name is needed, such as in reports.
Plural Name	Enter the plural form of the name for the hub. This is the name that you see for the hub in the Hubs section of the DPS Navigation pane. It is the system label that is used throughout DPS when the plural form of the hub name is needed.
Help URL	Enter a URL that links to a custom help file that you created for this hub. The URL can be a maximum of 255 characters in length. The help file launches when users click the Help ? icon at the top of the hub's screen.
Automatically include	<p>Select or clear the check boxes in this section to add or remove grids and a summary panel from the hub.</p> <p>When you clear check boxes to remove grids that were previously added to a hub: The grid is removed from the tab. If the tab has no other fields are on the tab, you can delete the tab by clicking <b>X</b> beside the tab name.</p> <p>You can clear the check box to remove the Summary panel only if the panel has no fields in it. If the Summary panel has the <b>Number</b> and <b>Name</b> fields (which you are not allowed to remove), you can move (drag and drop) these fields to another tab and then remove the Summary panel.</p> <p>Check boxes are:</p> <ul style="list-style-type: none"> <li>▪ <b>Activities Grid:</b> This check box is available if you have the CRM or CRM Plus application activated. This adds an Activities tab to the hub. The tab has an Activities grid in which you can schedule and manage activities, such as meetings, phone calls, and other tasks for hub records.</li> <li>▪ <b>Files Grid:</b> This check box is available only if you have FILESTREAM is enabled. This adds a Files grid for attaching files to hub records. The Files grid is added to a Files tab in the hub if you select this check box and you do not select the <b>Links Grid</b> check box. If you select both of these check boxes, the Files grid is added to a Files &amp; Links tab in the hub. In the Files grid you can upload files for hub records for easy access and viewing. You can upload various file types, such as image files, Microsoft document files, word processing files, drawing files, spreadsheets, and so on. A copy of the file is stored in the FILESTREAM database.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Links Grid:</b> This adds a Links grid for adding hyperlinks that open external text and graphic files, web sites, email addresses, and so on to hub records. The Links grid is added to a Links tab in the hub if you select this check box and you do not select the <b>Files Grid</b> check box. If you select both of these check boxes, the Links grid is added to a Files &amp; Links tab in the hub.</li> <li>▪ <b>Summary Panel with image:</b> This adds a summary panel on the left side of the hub form. The panel contains a <b>Number</b> field and a <b>Name</b> field for entering the number and name for each new record that you add to the hub. You can also upload an image for a hub record in this pane.  If you choose <b>not</b> to add the summary panel to the hub, the <b>Number</b> and <b>Name</b> fields are added to the Overview tab that is always added to a new hub. The Overview tab is blank if you select the <b>Summary Panel with image</b> check box. You can add fields to the Overview tab or delete the tab.  You cannot delete the <b>Number</b> and <b>Name</b> fields in the Summary panel or the Overview tab. However, you can hide the fields, if needed, using the <b>Hidden</b> field in the Field Properties section of the actions and properties pane on the Screen Designer form.</li> </ul>
Database Table Name	<p>This displays the singular name for hub that is entered in the <b>Singular Name</b> field, preceded with UDIC_. You cannot change the database table name. This is the internal database table name that is assigned to the hub. You use this name for creating custom reports or advanced workflows for the hub.</p>
Display in Page Title	<p>Select whether you want the name or number that was entered for the hub record to display at the top of the hub form to identify the record that you have open in the hub.</p> <p>This setting also determines how the name and number display in the hub's search results list:</p> <ul style="list-style-type: none"> <li>▪ If you select <b>Name</b> for the <b>Display in Page Title</b> setting, the hub record's name displays first, in larger text, above the hub record's number (in smaller text) in the search results list.</li> <li>▪ If you select <b>Number</b> for the <b>Display in Page Title</b> setting, the hub record's number displays first, in larger text, above the hub record's name (in smaller text) in the search results list.</li> </ul> <p>You can delete a user-defined hub's name or number field, but not both, from the hub. When you delete one of the fields, the remaining field is automatically selected for the <b>Display in Page Title</b> setting, and you cannot change it.</p> <p>If you select <b>Name</b> and you added three name fields to the hub, all three names display at the top of the hub form. (You can add up to three name fields for a hub record.) The order that you place the name fields in the hub determines the order in which they appear, concatenated, at the top of the hub form. DPS looks at the order of the name fields from top to bottom if the</p>



Field	Description
	name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.
 Delete Hub	To permanently delete the user-defined hub and all the records that it contains, click  <b>Delete Hub</b> . Then in the Delete Hub dialog box, click <b>Delete Hub</b> .
Done	Click this button to save the entries on the dialog box and return to the Screen Designer form. Clicking <b>Done</b> does not save any changes that you made on the Hub Preferences dialog box to the hub. To save the changes, you must click <b>Save</b> at the top of the actions and properties pane on the Screen Designer form.

### Add Field Dialog Box

Use this dialog box in Screen Designer in the browser application to enter the type and name for a user-defined field that you add to a hub.

#### *Display the Add Field Dialog Box*

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add the field to.
3. In the Actions section of the actions and properties pane on the form, click **Add Field**.

#### *Contents of the Add Field Dialog Box*

Use the fields on this dialog box when you add a user-defined field to a hub in Screen Designer in the browser application.

### Contents

Field	Description
Field Type	Select the type for the field that you are adding to the hub. The type indicates the type of information that users must enter in the field. Some of the types allow users to enter a record from another hub, such as an employee or contact record. For these field types, users can select an entry for the field from a lookup list.



Field	Description
	<p>The field types that are allowed for a hub can vary. All possible field types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Users must enter a general ledger account from the chart of accounts in the field.</li> <li>▪ <b>Boilerplate:</b> Users must enter a boilerplate from the Boilerplates hub in the field.</li> <li>▪ <b>Character:</b> Users must enter an alphanumeric value in the field.</li> <li>▪ <b>Checkbox:</b> The field is a check box that users can select or clear.</li> <li>▪ <b>Contact:</b> Users must enter a contact from the Contacts hub in the field.</li> <li>▪ <b>Currency:</b> This field type displays only if you use multiple currencies in DPS. Users must enter a monetary amount in the field. You must also select the currency type in the <b>Currency Type</b> field in the Field Settings dialog box.</li> <li>▪ <b>Date:</b> Users must enter a date in the field.</li> <li>▪ <b>Date/Time:</b> Users must enter a date and time in the field.</li> <li>▪ <b>Dropdown:</b> You create a list of items that users select from in a drop-down list in the field. You create the items for the drop-down list in the Field Settings dialog box.</li> <li>▪ <b>Employee:</b> Users must enter an employee from the Employees hub in the field.</li> <li>▪ <b>Equipment:</b> Users must select an equipment item from the Equipment hub in the field.</li> <li>▪ <b>Firm:</b> Users must select a firm from the Firms hub in the field.</li> <li>▪ <b>Marketing Campaign:</b> Users must select a marketing campaign from the Marketing Campaigns hub in the field.</li> <li>▪ <b>Memo:</b> The field is a memo box in which users can enter a larger amount of text than they can in a regular field.</li> <li>▪ <b>Name:</b> This applies only for user-defined hubs. When you create a user-defined hub, a <b>Name</b> field, which has a name field type, is automatically added to the hub on the Overview tab. You can add up to three name type fields in each user-defined hub. For example, if you added a user-defined hub named Job Applicants, you will likely want three name fields to record the an applicant's first, middle, and last names. Users can enter an alphanumeric value in the field.</li> <li>▪ <b>Numeric:</b> Users must enter a number in the field.</li> <li>▪ <b>Opportunity:</b> User must enter an opportunity from the Opportunities hub in the field.</li> <li>▪ <b>Organization:</b> Users must enter an organization that is set up for your enterprise in the field.</li> <li>▪ <b>Phone:</b> Users must enter a telephone number in the field.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Project:</b> Users must enter a project (WBS1) from the Projects hub in the field. Phases and tasks (WBS2 and WBS3) are not available to select in project type fields.</li> <li>▪ <b>Record ID:</b> This applies only for user-defined hubs. When you create a user-defined hub, a <b>Number</b> field, which has a record ID field type, is automatically added to the hub on the Overview tab. You can have only one field with a Record ID type in each user-defined hub. Users can enter an alphanumeric value in the field. You can hide the field from users using the <b>Hidden</b> field for the field properties.</li> <li>▪ <b>URL:</b> Users must enter a URL web address in the field. When you click on a URL that is entered in the field, the web page opens in a new window.</li> <li>▪ <b>&lt;User Defined Hub&gt;:</b> Any user-defined hub that you added to DPS displays in the list. Users must enter a record from that user-defined hub in the field.</li> </ul>
Caption	Enter the name that will display on the tab for the user-defined field. You must use a unique name for each field in a hub.
Database Column Name	<p>This field prefills with the database name for the user-defined field. The name is used internally by the DPS database. The name does not display on a tab.</p> <p>The name is generated by combining "Cust" with the field name that you entered in the <b>Caption</b> field. Spaces between words are removed. For example, if you entered <b>Team Leader</b> in the <b>Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustTeamLeader</b>.</p> <p>In the <b>Database Column Name</b> field, you can change the field caption portion of the prefilled database column name, but you cannot change the Cust prefix portion of the name. The database column name must be unique.</p>
Continue	Click this button to continue, and enter the other settings for the field in the Field Settings dialog box.

### Field Settings Dialog Box

Use this dialog box in Screen Designer in the browser application to enter information for a user-defined field that you add to a hub.

The fields in this dialog box vary, based on the type of field that you add to the hub.

#### *Display the Field Settings Dialog Box*

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.



- Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab to add the field to.
  3. In the Actions section of the actions and properties pane on the form, click **Add Field**.
  4. Enter information for the field in the Add Field dialog box and click **Continue**.

#### *Contents of the Field Settings Dialog Box*


Use the fields and options on this dialog box when you add a user-defined field to a hub using Screen Designer in the browser application.

The fields on this tab vary, based on the type of field you are adding to the hub. The fields and options listed in this help topic are all the possible fields you will see on the dialog box.

#### Contents

Field	Description
Default Value	Enter a default value to prefill in the user-defined field when a user enters a new record in the hub. Users can change the prefilled value.
Desktop Application Tab	<p>This field displays only for user-defined fields that you add to the Employees or Projects hub. These hubs are in both the browser- and desktop-based applications.</p> <p>In the <b>Desktop Application Tab</b> field, select the hub's tab from the desktop application on which you want to add the user-defined field, in addition to adding the new field to the hub's tab in the browser application.</p>
Mapped Opportunity Field	This field displays only when you add a field in the Projects hub. Select a user-defined field from the Opportunities hub to map to the field that you are adding to the Projects hub. This allows the field in the Projects hub to be populated automatically when a project is created from an opportunity.
Mapped Project Field	This field displays only when you add a field in the Opportunities hub. Select a user-defined field from the Projects hub to map to the field that you are adding to the Opportunities hub. This allows the field in the Projects hub to be populated automatically when a project is created from an opportunity.
Currency Type	<p>This field displays if you use multiple currencies in DPS, and you selected <b>Currency</b> in the <b>Field Type</b> field on the Add Field dialog box for a user-defined field. Select one of the following currency types in this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Record:</b> This currency type is available for all hubs except the Projects and Activities hubs. When you select <b>Record</b> as the currency type, a <b>User Defined Currency Code</b> field is added to the Overview tab for the hub. Users must enter the currency amount in the new field in the currency that is entered for the hub record in the <b>User Defined Currency Code</b> field on the Overview tab.</li> <li>▪ <b>Specific:</b> Users must enter the currency amount in the field using the currency that you specify in the <b>Currency</b> field below the <b>Currency Type</b> field.</li> </ul>



Field	Description
Currency	This field displays when you select <b>Specific</b> in the <b>Currency Type</b> field for a currency type field. Select the currency in which users must enter the currency amount in the field. The list of possible currencies is based on the currencies that you set up in <b>Settings » General » Currency</b> in the desktop application.
Min Value	This field applies for numeric and currency type fields. To require that the values that users enter in the field are equal to or more than a minimum value, enter that minimum value in this field.
Max Value	This field applies for numeric and currency type fields. To require that the values that users enter in the field are less than or equal to a maximum value, enter that maximum value in this field.
Include in Report Total	This check box displays only for numeric and currency type fields. Select the check box to include totals for this field in the total rows of reports that include this field as a column in a report.
Values Grid	<p>This grid displays only for dropdown type fields. Enter the items to include in the field's drop-down list that users can select in the field.</p> <p>Click <b>+ Add Value</b> and enter an item for the drop-down list. Click the <b>Default</b> check box for any value that you want to prefill in the drop-down field by default. Users can change the entry in the prefilled field when they enter a record in the hub.</p> <p>The items in the drop-down list will appear in the order that you enter them in the Values grid. To change the order, hover over a row, click the  drag handle icon to the left of a value name, drag the row up or down in the grid, and drop it in the desired location.</p> <p>To delete a value from the drop-down list, hover over the row in the grid, and click <b>X</b> at the end of the row. The value is deleted from the drop-down list for the field going forward. If the value was previously selected and saved in the field for a hub record, the value is not automatically deleted from the field for the hub record. To remove the value from the field for a record, click in the field, and it is automatically cleared.</p>
Limit Entry to Values List	This check box displays only for dropdown type fields. Select this check box to require that users select only from the drop-down list in the field. Users will not be allowed to type an entry in the field. Clear this check box if you want to allow users to enter values that are not in the drop-down list in this field.
Decimal Places	If you selected <b>Numeric</b> in the <b>Data Type</b> field, use the <b>Decimals</b> field to specify the number of decimal places to display for numbers.
Touch CRM Section	<p>This field displays only if you are adding a field to the Contacts, Firms, or Opportunities hubs and you use Touch CRM (you have the CRM or CRM Plus module installed).</p> <p>Click ▼, in this field, and select the section on the Misc. tab in Touch CRM in which you want the field to display. If you leave this field blank, the field will not display in Touch CRM.</p>



Field	Description
	<p>To create a new section on the fly, click <b>+ Add Section</b> at the bottom of the drop-down list. In the Touch CRM Sections dialog box, enter name for the new section in which it will display in Touch CRM. Adding a new section this way is the same as adding a new section by clicking <b>Manage Touch CRM Sections</b> in the Actions section of the actions and properties pane on the Screen Designer form. When you set up sections on the Touch CRM Sections dialog box, you can also change the name of the Misc. tab.</p> <p>The fields that display left to right on the Screen Designer form, display from top to bottom on the screen in Touch CRM.</p>
Default Search Field	This check box displays when you add a field to a user-defined hub. Select this check box to allow users to search by this field when using the Custom Search dialog box to search for a hub record.

### Add Grid Dialog Box

Use this dialog box in Screen Designer in the browser application to add a grid to a tab in a hub.

#### *Display the Add Grid Dialog Box*

You display this dialog box in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, click the tab that you want to add a grid to.
3. In the Actions section of the actions and properties pane on the right side of the form, click **Add Grid**.

#### *Contents of the Add Grid Dialog Box*

Use the fields and options on this dialog box to add a user-defined grid to a tab in a hub in the browser application.

### Contents

Field	Description
Caption	Enter the name for the grid that users will see above the grid on the tab. You must use a unique name for each grid in a hub.



Field	Description
Database Table Name	<p>This field prefills with the database name for the grid. The name is used internally by the DPS database. The name does not display on a tab.</p> <p>The name is automatically generated by combining the prefix "Cust" with the grid's name that you entered in the <b>Caption</b> field. Spaces between words in the grid name are removed. For example, if you entered <b>Team Members</b> in the <b>Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustTeamMembers</b>.</p> <p>In the <b>Database Table Name</b> field, you can change the grid caption portion of the prefilled database table name, but you cannot change the Cust prefix portion of the name. The database table name must be unique.</p>
Continue	Click this button to continue, and enter the grid columns and other settings for the grid in the Grid Settings dialog box.

### Grid Settings Dialog Box

Use this dialog box in Screen Designer in the browser application when you add user-defined grids or modify user-defined or standard DPS grids in a hub.

You use this dialog box when you do any of the following:

- Create a new user-defined grid.
- Modify an existing user-defined grid (add or remove columns, change the order of the columns in the grid, and change a column's properties).
- Change the column captions (names) and properties for a column in a standard grid that comes with DPS.

#### *Display the Grid Settings Dialog Box*


You display this dialog box in Screen Designer in the browser application.

This same dialog box displays when you create a new grid and when you edit an existing grid.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. Click the tab on which to add or edit a grid.
3. If you are adding a new grid:
  - a) In the Actions section of the actions and properties pane on the Screen Designer form, click **Add Grid**.
  - b) Enter information for the field in the Add Grid dialog box and click **Continue**.



4. If you are editing an existing grid:

- a) On the Screen Designer form, click the grid that you want to change to highlight it.
- b) In the Grid Properties section of the actions and properties pane on the form, click  beside the **Field Type** field.

*Contents of the Grid Settings Dialog Box*

Use the fields and options on this dialog box in Screen Designer in the browser application to add, delete, or change columns for user-defined grid or modify a standard DPS grid.



### Contents

For standard DPS grids, you can change only column captions (headings) and the hidden, locked, and required properties for each column. You cannot add or delete columns or change the default value or display width for a column.

### Grid Columns Section

In this section:

- Add the columns for a user-defined grid. Each row that you enter in this section stores the information for a column in the grid. The columns that you enter (rows from top to bottom in this section) are displayed in the grid from left to right in the hub.
- For a standard DPS grid, change a column's caption (heading).

Field	Description
+ Add Column	Click this option to add a column to a user-defined grid. In the blank row for the column, enter information for the column. This option does not display on the dialog box for standard DPS grids.
	<p>After you add columns in the Grid Columns section, to change the order of the columns in the grid, hover over a row that you want to move, click the  drag handle icon at the beginning of a row, and then drag the row up or down and drop it into the desired location.</p> <p>The grid columns that you enter as rows from top to bottom in the Grid Columns section are displayed in the grid from left to right in the hub.</p>
Column Caption	Enter or change the name (heading) for the column, which users see in the grid. You must use a unique name for each column in the grid.
Database Column Name	<p>This field displays for user-defined grids. It prefills with the database name for the grid column. The name is used internally by the DPS database. The name does not display on the tab.</p> <p>The name is generated by combining "Cust" with the column name that you entered in the <b>Column Caption</b> field. Spaces between words are removed. For example, if you entered <b>Final Approved</b> in the <b>Column Caption</b> field, the <b>Database Column Name</b> field prefills with <b>CustFinalApproved</b>.</p>



Field	Description
	In the <b>Database Column Name</b> field, you can override and change the grid column caption portion of the prefilled database table name, but you cannot change the Cust prefix portion of the name. The database column name must be unique.
Column Name	This field displays the database name for a column in a standard DPS grid. You cannot change the name.
Type	<p>This field applies only for user-defined grids. Select the type for the grid column. The type determines the type of information that users must enter in the column (field) in the hub. Some of the types allow users to enter a record from another hub in the grid field, such as an employee or contact record. For these types, users can select an entry for the field from a lookup list for a hub record. After you save the grid settings, you cannot change a column's type.</p> <p>The grid column types that are allowed for a hub can vary. All possible types are:</p> <ul style="list-style-type: none"> <li>▪ <b>Account:</b> Users must enter a general ledger account from the chart of accounts in the field.</li> <li>▪ <b>Boilerplate:</b> Users must enter a boilerplate from the Boilerplates hub in the field.</li> <li>▪ <b>Character:</b> Users must enter an alphanumeric value in the field.</li> <li>▪ <b>Checkbox:</b> The field has a check box that users can select or clear.</li> <li>▪ <b>Contact:</b> Users must enter a contact from the Contacts hub in the field.</li> <li>▪ <b>Currency:</b> This type displays only if you use multiple currencies in DPS. Users must enter a monetary amount in the field. When you add a currency column, you must also select the currency type in the <b>Currency Type</b> field in the Column Properties section of the dialog box.</li> <li>▪ <b>Date:</b> Users must enter a date in the field.</li> <li>▪ <b>Date/Time:</b> Users must enter a date and time in the field.</li> <li>▪ <b>Dropdown:</b> You create a list of items that users select from in a drop-down list in the field.</li> <li>▪ <b>Employee:</b> Users must enter an employee from the Employees hub in the field.</li> <li>▪ <b>Equipment:</b> Users must select an equipment item from the Equipment hub in the field.</li> <li>▪ <b>Firm:</b> Users must select a firm from the Firms hub in the field.</li> <li>▪ <b>Marketing Campaign:</b> Users must select a marketing campaign from the Marketing Campaigns hub in the field.</li> <li>▪ <b>Memo:</b> The field is a memo box in which users can enter a larger amount of text than they can in a standard field.</li> <li>▪ <b>Numeric:</b> Users must enter a number in the field.</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Opportunity:</b> User must enter an opportunity from the Opportunities hub in the field.</li> <li>▪ <b>Organization:</b> Users must enter an organization that is set up for your enterprise in the field.</li> <li>▪ <b>Phone:</b> Users must enter a telephone number in the field.</li> <li>▪ <b>Project:</b> Users must enter a project from the Projects hub in the field. Phases and tasks are not available to select in project type fields.</li> <li>▪ <b>URL:</b> Users must enter a URL web address in the field. When you click on a URL that is entered in the field, the web page opens in a new window.</li> <li>▪ <b>&lt;User Defined Hub&gt;:</b> Any user-defined hub that you added to DPS displays in the list. When you select a user-defined hub, users must enter a record from that user-defined hub in the field.</li> </ul>
Sort By	This check box applies only for user-defined grids. Select this check box for the one column by which to automatically sort the data-filled rows in the grid. For example, if you add columns A, B, and C to a grid and you select the <b>Sort By</b> check box for column A, the numerous rows that users add to the grid will be ordered in the grid (from top to bottom) based on the entry made in column A for each row. If the sort-by column is a character type column, the rows in the grid are sorted in alphanumeric order; if the sort-by column is a numeric type column, the rows in the grid are sorted in numeric order; and so on.
x	This icon applies only for user-defined grids. To delete a column from the grid, hover over the row for the column and click <b>X</b> at the end of the row. Any data that is entered in the column for hub records is permanently deleted from DPS.

### Column Properties Section

After you add a column to the grid in the Grid Columns section, enter additional properties for the column in this section. The Column Properties section displays the properties for the column that you select in the Grid Columns section.

For standard DPS grids, the only properties that you can change for columns are **Hidden**, **Locked**, and **Required**.

Field	Description
Currency Type	<p>This field displays if you use multiple currencies in DPS and a column's type is <b>Currency</b>. Select one of the following currency types in this field:</p> <ul style="list-style-type: none"> <li>▪ <b>Record:</b> This currency type is available for all hubs except the Projects and Activities hubs. When you select <b>Record</b>, a <b>User Defined Currency Code</b> field is added to the Overview tab for the hub. Users must enter the currency amount in the grid column in the currency that is entered for the hub record in the <b>User Defined Currency Code</b> field on the Overview tab.</li> <li>▪ <b>Specific:</b> Users must enter the currency amount using the currency that you specify in the <b>Currency</b> field below the <b>Currency Type</b> field.</li> </ul>



Field	Description
Currency	This field displays if you use multiple currencies in DPS and you select <b>Specific</b> in the <b>Currency Type</b> field. Select the currency that users must enter for the currency type field. The list of possible currencies is based on the currencies that you set up in <b>Settings » General » Currency</b> in the desktop application.
Default Value	Enter the default value to prefill in this field when users enter a row in the grid for the hub.
Decimal Places	If you selected <b>Numeric</b> in the <b>Data Type</b> field, use the <b>Decimal Places</b> field to specify the number of decimal places to display for numbers.
Min Value	This field applies for numeric and currency type fields. To require that values entered in the field are equal to or greater than a minimum value, enter the minimum value in this field.
Max Value	This field applies for numeric and currency type fields. To require that values entered in the field are less than or equal to a maximum value, enter the maximum value in this field.
Include in Report Total	This check box displays only for numeric and currency type columns. Select this check box to include totals for this column in the following places: <ul style="list-style-type: none"> <li>▪ In the total rows of reports that include the column in the report.</li> <li>▪ At the bottom of the user-defined grid in the hub.</li> </ul>
Mapped Opportunity Field	This field displays only when you add a grid column in the Projects hub. Select a user-defined field from the Opportunities hub to map to the field that you are adding to the Projects hub. This allows the field in the Projects hub to be populated automatically when a project is created from an opportunity .
Display Width	Enter the width, in pixels, for the column as it will display in the grid on the tab.
Hidden	To hide a grid column from certain users based on their security role or from all users, select one role, multiple roles, or <b>[All Roles]</b> in this field. You may want to hide a column from all roles in a standard DPS when the column is not useful for anyone in your company or enterprise.
Locked	To allow certain users to see but not make entries in a grid column based on their security role, select one role, multiple roles, or <b>[All Roles]</b> in this field.
Required	Select a security role type in the drop-down list to require that a user with a certain type of security role must make an entry in the grid column for a record. A user's security role type is entered on the General tab in <b>Settings » Security » Roles</b> in the desktop application. The security role types in the <b>Required</b> field are: <ul style="list-style-type: none"> <li>▪ <b>Accounting</b></li> <li>▪ <b>CRM</b></li> <li>▪ <b>Both</b></li> </ul>



Field	Description
Required Level	<p>This field is enabled only for the Projects hub if you selected a security role type in the <b>Required</b> field.</p> <p>Select one of the following items in this field to determine at which work breakdown structure level an entry in this column is required.</p> <ul style="list-style-type: none"> <li>▪ <b>All Levels</b></li> <li>▪ <b>Project</b></li> <li>▪ <b>Lowest</b></li> </ul>

### Fields and Buttons

Field	Description
Desktop Application Tab	<p>This field displays only for user-defined grids that you add to the Employees or Projects hub. These hubs are in both the browser- and desktop-based applications. Some tabs for these hubs reside in both the browser and desktop applications and some tabs for these hubs reside in the browser or desktop application but not both.</p> <p>In the <b>Desktop Application Tab</b> field, select the hub's tab in the desktop application on which you want add the user-defined grid, in addition to adding the new grid to the hub's tab in the browser application.</p>
Save	Click this button to save the entries on the dialog box.
Cancel	Click this button to discard any entries or changes that you made on the dialog box and return to the Screen Designer form.

### Caption Dialog Box

Use this dialog box in Screen Designer to enter the text for a custom label that you add to a hub tab.


This dialog box allows you to see the full text for a label as you type it. You can also use ENTER on your keyboard to enter text on a new line.

#### *Display the Caption Dialog Box*

You display this dialog box Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.



2. On the Screen Designer form, click **Add Label** in the actions and field properties pane to create a new label on a tab.  
Or, click a label that is already added to the tab on the Screen Designer form.
3. Be sure that the label is selected on the Screen Designer form, and then click  in the **Caption** field in the Field Properties section of the actions and field properties pane.  
The Caption dialog box displays.

#### *Contents of the Caption Dialog Box*

The contents of this dialog box allow you to see all the text as you enter text for a label that you add to a tab in a hub.

#### **Contents**

Field	Description
Label Box	Enter the text for the label in this box. You can see all the text as you type. Use ENTER on your keyboard to add text to a separate line.
Save	Click this button to save the label text and return to the Screen Designer form.
Cancel	Click this button to return to the Screen Designer form without saving the changes you made on the dialog box.


#### **Tooltip Dialog Box**

Use this dialog box in Screen Designer to enter text for a tooltip for a field.

The dialog box is an expansion of the **Tooltip** field and allows you to easily see all the tooltip text as you type, especially if it is a larger amount of text.

#### *Display the Tooltip Dialog Box*

This dialog box displays in Screen Designer in the browser application.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section and select the hub that you want to customize, or go to the Settings section and select **Accounting » Chart of Accounts** to customize Chart of Accounts. On the form, select **Design** from the **Other Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the application that you want to customize.
2. On the Screen Designer form, open the tab that has the field or divider line that you want to add a tooltip to.
3. On the tab, and click the field or divider line to select it.
4. In the Field Properties section in the actions and field properties pane of the Screen Designer form, click  in the **Tooltip** field.  
The Tooltip dialog box displays.



### *Contents of the Tooltip Dialog Box*

The contents of this dialog box allow you to see all the tooltip text as you type it.

#### **Contents**

Field	Description
Text Box	Type the tooltip text in this text box.

### **Touch CRM Sections Dialog Box**

Use this dialog box in Screen Designer in the browser application to add and delete the sections on the Misc. tab in Touch CRM in which you add user-defined fields for the Contacts, Firms, and Opportunities hubs.

This dialog box applies if you use Touch CRM that comes with the CRM or CRM Plus modules.

The sections that you add or delete using this dialog box apply to the hub from which you open the dialog box. You maintain a separate set of sections for each Contacts, Opportunities, and Firms hub.

When you add a user-defined field to the Contacts, Opportunities, or Firms hub using the **Add Field** action in Screen Designer, you must specify the section in Touch CRM in which to locate the field. You can add Touch CRM sections on the fly when you add a field, or you can use the **Manage Touch CRM Sections** action in Screen Designer to add Touch CRM user-defined field sections before you add user-defined fields using the **Add Field** action.

### *Display the Touch CRM Sections Dialog Box*

This dialog box displays in Screen Designer in the browser application when you open Screen Designer for the Contacts, Firms, or Opportunities hub.

1. In the Navigation pane in the browser application, open Screen Designer in one of the following ways:
  - Go to the Hubs section, select the Contacts, Firms, or Opportunities hub, and on the hub form, select **Design** from the **Actions** drop-down menu.
  - Go to the Settings section and select **Screen Designer**. In the drop-down list in the title bar of the Screen Designer form, select the Contacts, Firms, or Opportunities hub.
2. Complete one of the following:
  - Open the dialog box directly from the Screen Designer form: Click **Manage Touch CRM Sections** in the Actions section of the actions and properties pane.
  - Open the dialog box to add a section on the fly when you add a new field to a hub:
    1. On the Screen Designer form, click a hub tab to add a field to.
    2. In the Actions section of the actions and properties pane of the form, click **Add Field**.
    3. In the Add Field dialog box, enter information for the new field and click **Continue**.
    4. In the Field Settings dialog box, click ▼ in the **Touch CRM Section** field.



- Click **+ Add Section** at the bottom of the drop-down list.

#### *Contents of the Touch CRM Sections Dialog Box*

Use the fields on this dialog box to add and delete Touch CRM sections into which you add user-defined field for the Contacts, Opportunities, and Firms hubs.

The sections that you add or delete using this dialog box apply to the hub from which you open the dialog box. You maintain a separate set of sections and tabs for each Contacts, Opportunities, and Firms hub.

The sections are added to the **Misc.** tab in Touch CRM. You can change the name of the **Misc.** tab using the **Tab Name for User Defined Fields** field on this dialog box.





#### Contents

Field	Description
Tab Name for User Defined Fields	Touch CRM has one tab for user-defined fields—the <b>Misc.</b> tab—that prefills in this field. To change the name of the <b>Misc.</b> tab, enter a different name for it in this field.

#### <Tab Name> Sections Grid

The title of this sections grid reflects the name of the tab that is entered in the **Tab Name for User Defined Fields** field. For example, if you enter **Industry** in the **Tab Name for User Defined Fields** field, the title for the sections grid is "Industry Sections."

In this grid, add the sections in which to locate user-defined fields on the Touch CRM tab that you entered in the **Tab Name for User Defined Fields** field.

Field	Description
+ Add Section	Click <b>+ Add Section</b> to add a blank row to the grid, and enter a new section to add to the user-defined fields tab in Touch CRM.
Section Name	Enter the name for the new section. You must use unique section names within a hub.
	The order of the sections that you add in the grid (from top to bottom) is the order that the sections display on the Touch CRM tab. To change the order, hover over a row, click and hold the drag handle  icon to the left of a section name, drag the row up or down in the grid, and drop it in the desired location.
	To delete a section, hover over the section name, click  at the end of the row, and then select <b>Delete</b> in the shortcut menu. You can delete only a section that has no user-defined field added to it.



## Learn More About

You may find it helpful to review other conceptual information and guidelines for using Screen Designer.

### Access to Screen Designer

A user's security role determines whether he or she can access Screen Designer in the browser application to customize the contents of a hub.

Screen Designer in the browser application and desktop application are similar but separate applications and access to each is set up separately.

### Access to Screen Designer in the Browser Application

In the browser application, you can access Screen Designer two ways:


- In the Navigation pane, go to the Settings section and select **Screen Designer**. Then select a hub on the Screen Designer form.
- In the Navigation pane, go to the Hubs section and select the hub that you want to customize. On the hub form, select **Design** from the **Other Actions** drop-down menu.

If your security role gives you access to the Screen Designer application in Settings, you can access Screen Designer in the browser application from either Settings or a hub but only for the hubs that your security role gives you access to.

To give a role access to the Screen Designer application in Setting in the browser application: Click **Settings » Security » Roles** in the desktop application. In the access to menu items section on the General tab, select the **Screen Designer** check box under **Settings**.

To give a role access to specific hubs: On the General tab in Roles Security Settings in the desktop application, select the check boxes for the specific hubs under **Hubs** in the access to menu Items section.

### Access to Screen Designer in the Desktop Application

In the desktop application, you access Screen Designer by clicking  in the bottom right corner of a hub form, such as the one on the Projects hub form.

In the desktop application, Screen Designer is accessible to you if your security role type is administrator. You can access only the hubs that your security role gives you access to. The **Administrator** check box must be selected in the Type of Role section on the General tab in **Settings » Security » Roles** in the desktop application for the role. To give a role access to specific hubs: On the General tab in Roles Security Settings in the desktop application, select the check boxes for the specific hubs under **Hubs** in the access to menu Items section.

### How Security is Applied in the Browser

DPS's security features make it possible for your system administrator to grant or restrict user access to applications, forms, and records in DPS.

To define each user's rights to DPS, the system administrator first creates user roles that reflect your organization's business rules. The system administrator then assigns each user to a role,



which determine what actions the user can perform. The user's security role is identified upon logging into the system.

Access to all DPS applications is assigned for each security role on the General tab of Role Security in the desktop application. Using the menu tree on this tab, you can either assign full access rights to all options, or expand the tree and sub-menus to define specific rights to each area of the application.

After determining application access, you can use the Screen Designer feature in the browser application to establish a role's access to the fields, grids, lookups, and report information for the hubs by doing the following:

- Show or hide tabs.
- Show or hide fields or grids. These settings also apply to any related fields or grids in custom searches.
- Lock a field or grid. This allows users to see the field or grid but not edit it.
- Require an entry in certain fields.

See the tab, field, and grid properties options on the Screen Designer form for more information.

### **Workflow Buttons Added with Screen Designer**

Use Screen Designer in the browser application to add a workflow button to a tab in a hub.

A workflow button allows users to initiate a scheduled workflow for a particular hub record or a web service workflow for a particular project plan or an expense report.

When you click a workflow button that has been added to a tab, the workflow is started for the record that you have open. For example, assume you have a scheduled workflow called **Validate Address**, which has a web service action that validates a contact's address through a mapping web site. You add a workflow button to the Overview tab of the Contacts Hub and link it to the **Validate Address** scheduled workflow. When a user enters a contact's address on the Overview tab in the Contacts hub and clicks the **Validate Address** workflow button, the workflow process is started and the address is validated.

In Screen Designer in the browser application, you add a workflow button to a tab by clicking **Add Workflow Button** in the actions and properties pane on the Screen Designer form. Then you select a scheduled workflow for the button in the **Workflow** field in the Field and Properties section of the Screen Designer form. You can select only scheduled workflows that are already associated with the hub to which you are adding a workflow button.

You do not need to schedule a scheduled workflow to make it work when you click a workflow button.

### **How the Workflow Button Works After It is Added to a Tab**

- You must save changes to the hub record before you click the workflow button on a tab in a hub.
- After you click the workflow button, a message is displayed in the status bar to indicate that the workflow has started. You can continue to work in DPS while the workflow is processed.
- The record must satisfy the conditions of the workflow. If it does not, you receive an error message.



- If the workflow no longer exists, you receive an error message when you click the workflow button.

### Screen Designer and Multiple Languages (Desktop)

Some special rules apply if you use Screen Designer in a multilingual environment.

If you use Screen Designer in the desktop application to move components (fields, grids, group boxes) to a different tab, a message prompts you to review the affected tabs for every enabled language. The components display on the new tab in other languages in the same position as the current tab.

If you use the Screen Designer to move a custom component to another tab, the User Defined Components application (**Settings » General » User Defined Components**) displays the new tab for that component.

### Name Fields in User-Defined Hubs

You can add up to three name type fields in a user-defined hub.

This applies for user-defined hubs that you create with Screen Designer in the browser application. This allows you, for example, to have separate fields for the first, middle, and last name of a person. When you add name type fields to a user-defined hub, you select **Name** in the **Field Type** field on the Add field dialog box.

When you create a user-defined hub, you also select **Name** or **Number** in the **Display in Page Title** field on the Create Hub dialog box or the Hub Preferences dialog box to determine whether the hub record's name or number displays at the top of the hub form to identify the record that you have open in the hub. If you select **Name** in this field and you added three name type fields to the hub, all three names will display at the top of the hub form. The order that you place the name fields in the hub determines the order in which they appear concatenated at the top of the hub form. DPS looks at the order of the name fields from top to bottom if the name fields are all on the summary panel; from left to right and then top to bottom if the name fields are all on one tab; and from tabs left to right if the name fields are on different tabs.

## Screen Designer in the Desktop Application

In the desktop application, you use Screen Designer in conjunction with User Defined Components to customize tabs, fields, and grids in the Projects and Equipment hubs.


In User Defined Components:

- For the Projects hub, you can add user-defined tabs but not fields and grids.
- For the Equipment hub, you can add user-defined fields, grids and tabs.

In Screen Designer, you organize and manage the layout of tabs, fields, and grids (for both the user-defined and the standard tabs, fields, and grids that are provided with DPS). You also set field-level security, such as hiding and locking hub fields.

To open User Defined Components, click **Settings » General » User Defined Components** from the Navigation menu.



You open Screen Designer directly from the Projects and Equipment hubs by clicking the **Screen Designer** icon  at the bottom right of the screen. Only users with an administrator type security role can access Screen Designer.

### Screen Designer and Multiple Currencies

If you are **not** using multiple currencies in DPS, the **Cost Currency** field still displays on the Contract Management tab of the Projects hub. To hide this field, you must open Screen Designer from the Contract Management tab. The Cost, Billing, and Functional currency options will all display in Screen Designer, but you must hide only the **Cost Currency** option to hide the respective field from the Contract Management tab.

### How to...

Before you use the Screen Designer in the desktop application, you may want to review the procedures for working with tabs, fields, group boxes, and grids.

Screen Designer in the desktop application provides application workspace lines to show you the amount of screen space available on the page for different display resolutions. For example, if your display resolution is 1024 x 768, then you must keep all labels and fields within the workspace lines labeled 1024 x 768.



If you place labels or fields outside this area, scroll bars display on the page.

### Customize Tabs with Screen Designer (Desktop)

Use Screen Designer in the desktop application to customize tabs in the Projects and Equipment hubs and the Chart of Accounts in Accounting Settings.

All possible fields display in Screen Designer, even for applications that your firm has not purchased, so you may see unfamiliar fields.

#### To customize a tab:











1. In the desktop application, display the screen (form) that you want to customize, and click the  **Screen Designer** icon at the bottom right of the screen.  
The Design form for that screen displays. If you right-click the  **Screen Designer** icon, you can then show or hide the tab sequencing for that screen.
2. Click the tab that you want to customize.
3. Design the tab to suit your company's needs.
4. Select and customize other tabs.
5. Click **OK**.

### Customize Fields with Screen Designer (Desktop)

Use Screen Designer in the desktop application to move, resize, and change labels for the fields on screens.

#### To customize a field:



1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, click a single field to select it, press CTRL while you select multiple fields, lasso a group of fields, or click **Select All** to select all fields. DPS displays the data for that field in the Properties pane. The data that you can change displays in black; the data that you cannot change is shaded (grayed out). The names that display in this list are actual HTML IDs associated with each element.
3. To resize a field or a set of fields, select the fields and enter new dimensions in the **Height** and **Width** fields on the Properties pane or drag the Resize arrows for the fields.
4. To move a field, select it and drag it to a new position or use the **Position** fields to specify a new location.  
You can click **Select All** to drag all fields on the tab at the same time.
5. To change the label for a field, enter a new name in the **Caption** field on the Properties pane or click  to display the Caption Editor dialog box and specify a new label on the dialog box.  
You cannot change labels for command buttons, such as **Delete Address**.  
HTML tags such as <i> and <b> are not supported.
6. To add a new field label, click  **New Label**, move the new label to its location, and enter the new name in the **Caption** field.  
The labels that you add with the custom label feature are not associated with any input field.
7. To align multiple fields, select the fields and then click one of the following icons:  **Align Left**,  **Align Right**,  **Align Top**, or  **Align Bottom**.
8. To make multiple fields the same width, select the fields and click  **Same Width**.
9. To make multiple fields the same height, select the fields and click  **Same Height**.
10. To delete a label that you created in Screen Designer, select the label and click  **Delete**.
  - Only field labels that you created in Screen Designer can be deleted using Screen Designer.
  - You cannot delete standard field labels.
  - If you created fields for this tab in the User Defined Components application, you need to go to that application to delete them.
  - You cannot delete the actual input portion of the field using Screen Designer. To do that, you need to use the User Defined Components application.
11. Click **OK**.






### Customize Group Boxes with Screen Designer (Desktop)

You can use Screen Designer in the desktop application to add new group boxes or change the labels for existing group boxes.

A group box is the box around a group of fields and the label for the box, if one exists. For example, you may have a group box labeled **Address**, which surrounds the **Street Address**, **City**, **State**, and **Zip** fields. The fields within the group box are not "linked" to the group box. If you move the group box, the fields within the box remain in the same place.

#### To customize a group box:

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, to select a group box and all the fields within it, complete one of the following actions:
  - Click outside the group box and drag the mouse over the entire box to lasso all the fields within it.
  - Press the SHIFT key and then click the group box and each individual field within it.
3. To add a group box, click  **New Group Box**.
4. To move a group box, drag the box to the new position or use the **Position** fields on the Properties pane to specify the location.
5. To resize a group box, drag the outlines of the box or enter dimensions in the **Height** and **Width** fields on the Properties pane.
6. To add a label for a group box, enter the label in the **Caption** field on the Properties pane.
7. Drag fields into the group box and arrange them in the sequence that you want.
8. To delete a group box that you added with Screen Designer, select it and click  **Delete**.
9. Click **OK**.

### Customize Grids with the Screen Designer (Desktop)

Use Screen Designer in the desktop application to change grids.

Grids are a type of field in which you can insert multiple entries. For example, the Our Team tab of Projects hub contains two grids—Employees and Vendors. In both grids you can insert, copy, or delete multiple entries.

You cannot resize grids with Screen Designer. The width of the grid automatically sizes to fit the width of the window. However, if you want to change the number of rows displayed in the grid before vertical scrollbars appear, you can do so in the User Defined Components application.

#### To customize a grid:

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.





2. On the Screen Designer form, select a grid.  
The Columns pane displays, which allows you to change information about the column fields within the grid. For example, the Employee Skill grid contains three columns: **Skill**, **Level**, and **Primary**. For each of these columns, you can determine whether the column is locked or required. When you edit grids, the settings in the Properties pane apply to the overall grid; the settings in the Columns pane apply to the column headings within the grid.
3. To move a grid, drag it to the new position or use the **Position** fields on the Properties pane to specify the location.
4. To change a grid's label, enter the new name in the **Caption** field on the Properties pane.
5. To specify the maximum number of records that display at one time before the user needs to page through the records, enter the number in the **Row Limit** field on the Properties pane.
6. To change a column heading, click the heading, then click the **Columns** field on the Properties pane, and then click the ellipsis (...) button.
7. On the Collection Name pane of the Grid Column Collection Editor dialog box, select the column heading.  
The information about that heading displays in the Properties for Collection pane.
8. Use the Properties for Collection pane to change the name of the column heading and to determine whether the heading is hidden, locked, or required.  
If the selected grid has only one line of text for each heading, only one **Caption** field displays. If the grid supports two lines of text per heading, two **Caption** fields display, and so on.
9. Click **OK**.

### Add a Workflow Button with Screen Designer (Desktop)

You can use Screen Designer in the desktop application to add a workflow button to a tab.

#### To add a workflow button to a tab:

1. In the desktop application, open the tab to which you want to add a workflow button, and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the toolbar of the Screen Designer form, click  **New Workflow Button**.  
A button labeled **Custom Button** displays in the upper left part of the tab.
3. Drag the button to the desired location on the tab.
4. In the Properties panel, enter a label for the button in the **Caption** field.
5. In the drop-down list in the **Workflow** field, select the workflow that will start when users click this button on the tab.  
Only workflows that are associated with the application to which you are adding a workflow button display in the **Workflow** field's drop-down list.
6. Click **OK**.




### Add a Tool Tip with the Screen Designer (Desktop)

In Screen Designer in the desktop application, you can create brief, company-specific help tips for your screens.

You can create tool tips for most fields, including input, drop-down list, and check box fields. After you create a tool tip for a field, a user can hover the mouse pointer over the field to view the tip.

You cannot format text for a tool tip.

#### To add a tool tip:

1. In the desktop application, display the screen (form) that contains fields that you want to customize and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, select the field to which you want to add a tool tip.  
Select the input portion of the field, not the label of the field.
3. In the **Tool Tip** field on the Properties pane, enter the text for the tip.
4. Click **OK**.




### Add Online Help with the Screen Designer (Desktop)

Use Screen Designer in the desktop application to create company-specific online help for your screens.

To display this custom help, a user clicks on a help icon that you position on the screen. You can format the online help text and insert hyperlinks to other help topics. On any screen, you can add as many Help Text icons as you like.

You can use an icon to supply users with links to other documents and Web pages. For example, for a field that requires a company-specific code, place an icon next to that field. When the user clicks the icon, the help text that displays contains a link to the list of codes.

#### To add an icon and online help text:

1. In the desktop application, display the screen (form) that contains fields that you want to customize, and click the  **Screen Designer** icon at the bottom right of the screen.
2. On the Screen Designer form, click  **New Help Text**.  
A Help icon displays in the upper left part of the tab.
3. Drag the icon and place it next to a field, where users can click it to get information for that field, or in a neutral part of the screen, where users can get more information about the entire screen.
4. In the **Help Text** field on the Properties panel, enter the help message.
5. To format the text with the Text Editor, click the ... button in the **Help Text** field.
6. Optional. Click  **New Label** and specify a label such as "Click here for a list of codes" to display beside the icon.
7. Click **OK**.








## Learn More About

Before you use Screen Designer, you may find it helpful to review guidelines for tab sequencing, security, workflows, and more.










### Screen Designer Icons (Desktop)

Use the icons on the toolbar of the Screen Designer form in the desktop application to move, resize, and change labels for the fields on screens.

You can also add group boxes, help text, and workflow buttons to screens.

Icon	Description
 <b>Select All</b>	Use this icon to "lasso" (select) multiple fields at one time. For example, you can select multiple fields so that you can left-align them. Click the icon and then hold down the mouse and lasso the fields that you want to change.
 <b>Align Left</b>	Use this icon to left-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Align Right</b>	Use this icon to right-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Align Top</b>	Use this icon to top-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Align Bottom</b>	Use this icon to bottom-align multiple selected fields. First, use the  <b>Select All</b> icon to lasso multiple fields. Alternatively, select a field, and then hold down the CTRL key to select the rest of the fields that you want to align.
 <b>Same Width</b>	To make multiple fields the same width, select the fields and click this icon. The fields reset to the same width as the last field that you selected.
 <b>Same Height</b>	To make multiple fields the same height, select the fields and click this icon. The fields reset to the same height as the last field that you selected.
 <b>Bring to Front</b>	When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the <b>Bring to Front</b> and <b>Send to Back</b> options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location).



Icon	Description
	These are tools that allow you to set up tab components in the Screen Designer. These options do not display on the actual tabs.
 <b>Send to Back</b>	<p>When you add or rearrange fields, grids, group boxes, and other components, there may be instances when one component overlaps another. Use the <b>Bring to Front</b> and <b>Send to Back</b> options to select the desired overlapping component so that you can edit it (for example, change the label or move it to a new location).</p> <p>These are tools that allow you to set up tab components in Screen Designer. These options do not display on the actual tabs.</p>
 <b>Restore Defaults</b>	If you want to restore tabs and fields to their original default settings, select the tab element(s) that you want to restore and click this icon.
 <b>Restore Location</b>	If you want to restore Top/Left align properties to their original location, select the fields that you want to restore and click this icon.
 <b>New Group Box</b>	Use this icon to create a new group box. A group box consists of the box around a group of fields and the label of the group box. For example, you may want to create a group box labeled <b>Address</b> , which surrounds <b>Street Address</b> , <b>City</b> , <b>State</b> , and <b>Zip</b> fields.
 <b>New Label</b>	Use this icon to add a new label. When you select this option, a new custom label displays in the upper left corner of the form. Move the new label to the desired location and relabel the field by entering the name in the <b>Caption</b> field.
 <b>New Help Text</b>	Use this feature to create user-defined help for your tabs. Unlike the Tool Tip, Help Text allows you to format the text, as well as insert links to other help areas. After you create a Help icon, a user can click the icon to view the help. You can add as many Help Text icons as you like to the tab.
 <b>New Workflow Button</b>	<p>Use this icon to add a workflow button to a tab.</p> <p>When you add a workflow button, users can click the button to initiate a scheduled workflow for a particular hub record. You set up the scheduled workflows in <b>Settings » Workflow » Scheduled Workflows</b>.</p> <p>After you click the <b>New Workflow Button</b>, you specify the following in the Properties pane of the Screen Designer dialog box:</p> <ul style="list-style-type: none"> <li>▪ The label for the button in the <b>Caption</b> field.</li> <li>▪ The workflow for the button in the <b>Workflow</b> field. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in this field.</li> </ul>
 <b>Delete</b>	Use this icon to delete a selected field. Only those field labels that you created in Screen Designer can be deleted in Screen Designer.
 <b>Help</b>	Use this icon to display online help.



## Screen Designer and Multiple Languages (Desktop)

Some special rules apply if you use Screen Designer in a multilingual environment.

If you use Screen Designer in the desktop application to move components (fields, grids, group boxes) to a different tab, a message prompts you to review the affected tabs for every enabled language. The components display on the new tab in other languages in the same position as the current tab.

If you use the Screen Designer to move a custom component to another tab, the User Defined Components application (**Settings » General » User Defined Components**) displays the new tab for that component.

## Security and the Screen Designer

When you use Screen Designer in the desktop application, you can apply security settings to screen elements, including input fields, grids, and column headings within grids.

You can determine, by security role, whether or not you want the element to be hidden and whether or not users can enter data in a field.

You can also determine whether a given field is required for CRM, Accounting, or both.

Field Type	Description
<b>Locked Fields</b>	<p>You can determine, by security role, whether or not you want a field to be locked. Users can see locked fields but cannot take action in them. You can lock all screen elements, including input fields, grids, and column headings within grids.</p> <p>To lock a field, select the field and click the <b>Locked</b> field. Select the role to which you want to apply the locked status. You can also select <b>&lt;All Roles&gt;</b>. When you select this option, any new roles that are added in the future are excluded as well.</p> <p>Make sure that you do not lock required fields.</p> <p>When you lock a field, select the input portion of the field, rather than the label for that field.</p> <p>When you lock a grid, the commands for the grid (for example, <b>Insert, Copy, Delete</b>) are disabled. When you lock column headings within a grid, the commands are not disabled.</p>
<b>Hidden Fields</b>	<p>You can determine, by Security role, whether or not you want a field to be hidden. Users cannot see hidden fields. You can hide all screen elements. To hide a field, select the field and click the <b>Hidden</b> field. Select the role to which you want to apply the hidden status.</p> <p>Make sure that you do not hide required fields.</p> <p>When you hide a field, remember to hide both the input portion of the field and the label for the field.</p>
<b>Required Fields for CRM and Accounting</b>	<p>If your company has either CRM or Accounting installed, you can specify whether a selected field is required for CRM, for</p>



Field Type	Description
	Accounting, or both. To make a field required for these applications, select the field(s). Then select the desired option ( <b>CRM, Accounting, Both</b> ) from the <b>Required</b> field in the Properties pane.
<b>Required Fields</b>	If you do not have CRM or Accounting installed, the menu option in the <b>Required</b> field just has <b>Yes</b> as an option. Select this option if you want the field to be required.
<b>Required Fields</b>	Select this option if you want the field required for the system.

### Workflows and the Screen Designer

Use Screen Designer in the desktop application to add a workflow button to a tab.

A workflow button allows users to initiate a scheduled workflow for a particular hub record or a web service workflow for a particular project plan or an expense report.

When you click a workflow button that has been added to a tab, DPS starts the workflow for the record that you have open. For example, assume you create a scheduled workflow called **Validate Address**, which has a web service action that validates a contact's address through a mapping web site. You add a workflow button to the General tab of the Contacts hub for the **Validate Address** scheduled workflow. When a user enters a contact's address on the General tab in the Contacts hub and clicks the **Validate Address** workflow button, the workflow process is started and the address is validated.

In Screen Designer in the desktop application, you add a workflow button to a tab by clicking the



**New Workflow Button** icon on the Screen Designer toolbar. Then you select a scheduled workflow for the button in the **Workflow** field in the Properties pane in Screen Designer. Only scheduled workflows that are associated with the application to which you are adding a workflow button display in the drop-down list in the **Workflow** field.

You do not need to schedule a scheduled workflow to make it work when you click a workflow button.

### How the Workflow Button Works

- After a user clicks a workflow button, DPS displays a message in the status bar to indicate that the workflow has started. The user can continue to work in DPS while the workflow is processed.
- The record must still satisfy the conditions of the workflow. If the workflow does not meet the workflow conditions for that record, the user received an error message.
- You must save changes to the record before you initiate the workflow. If you do not, a message displays to inform you that you must save your changes.
- If the workflow no longer exists, an error message displays.



## Dashboard Designer

Use the Dashboard Designer to create or modify your Dashboard.

Dashboard Designer is not associated with the desktop application Dashboard. For more information on Dashboard in the desktop application, refer to [Dashboard Overview](#).

By combining information drawn from different areas of the system, you can design a page that brings together all of the information and tools that you rely on most. You can use simplified data sets that displays data in a way that it can reveal patterns which can be used to monitor business performance. Because Dashboard content is delivered based on role-based security, administrators can easily manage the content for individuals or groups of users.

Dashboard content is divided into individual dashparts, or blocks. Dashparts provide access to specific records, reports, activities, applications, and web links. You can set up your Dashboard for DPS in Dashboard Designer to display only those dashparts used in your role and arrange them on the screen in any way that you like.

### Learn More About...

Learn more about key concepts that are applied in Dashboard Designer.

### Predefined Dashboards

DPS contains some predefined dashboards that you can immediately use without having to go through the process of making a customized dashboard from scratch.

Predefined dashboards were designed so that dashboards can be immediately deployed for employees when you start using Dashboards. You can also use predefined dashboards as a baseline for a dashboard that you have in mind. You can add or remove dashparts, edit dashparts, change the layout of dashparts, rename the dashboard title and assign employees that can access the predefined dashboard.

The following predefined dashboards and corresponding dashparts are available:

Field	Description
CRM	<p>This predefined dashboard is available if the CRM application is activated.</p> <p>Provides CRM users with visibility to their opportunities and activities so they have quick access to the information they need. The CRM predefined dashboard also displays milestones are coming up related to their opportunities or all opportunities. You can also see estimated and weighted revenue in different ways to effectively manage your pipeline. The CRM predefined dashboard includes the following dashparts:</p> <ul style="list-style-type: none"><li>▪ Upcoming Milestones system dashpart</li><li>▪ Opportunity system dashpart</li><li>▪ My Activities system dashpart</li><li>▪ Pipeline system dashpart</li></ul>
Resource Planning	<p>This predefined dashboard is available if the Resource Planning application is activated.</p>



Field	Description
	Designed for project managers or resource managers, the Resource Planning predefined dashboard allows you to quickly view generic resource assignments that are coming up and see which need to be assigned to an actual employee/resource. The Resource Planning predefined dashboard contains the Upcoming Generic Assignments system dashpart.
Project Manager at Billing	<p>This predefined dashboard is available if the Accounting application is activated.</p> <p>Designed to give project managers quick access to project level financial information for projects they manage. Financial information is based on Total compensation amount to actual project activity for JTD (job-to-date) Revenue, JTD Billed and JTD Billing Amount, and JTD Variance (the difference between JTD Revenue and JTD Amount Billing). The Project Manager at Billing predefined dashboard includes the following dashparts:</p> <ul style="list-style-type: none"> <li>My Projects predefined table dashpart</li> <li>Project Financials at Billing predefined table dashpart</li> </ul>
Project Manager at Cost	<p>This predefined dashboard is available if the Accounting application is activated.</p> <p>Designed to give project managers quick access to project level financial information so they can evaluate the performance of projects they manage. Financial information is based on Total Compensation, JTD Revenue, JTD Billed, JTD Amount Cost, and JTD Profit. JTD Profit represents the difference between your Revenue and the Cost of the time and expense entries entered in the system. The Project Manager at Cost predefined dashboard includes the following dashparts:</p> <ul style="list-style-type: none"> <li>My Projects predefined table dashpart</li> <li>Project Financials at Cost predefined table dashpart</li> </ul>
Executive	<p>This dashboard is available if:</p> <ul style="list-style-type: none"> <li>You are a new DPS client. This dashpart is not available for clients that migrated from other Deltek products.</li> <li>The Accounting application is activated.</li> </ul> <p>Designed to give executives an overall view of the company performance from Employee Utilization, AR, Project Profit, and most and least active clients. This predefined dashboard includes the following dashparts:</p> <ul style="list-style-type: none"> <li>Employee Utilization YTD by Labor Category</li> <li>AR Aging</li> <li>Top 5 Clients - Revenue</li> <li>Bottom 5 Clients - Revenue</li> <li>Project Profit %</li> </ul>
Financial	This dashboard is available if:



Field	Description
	<ul style="list-style-type: none"> <li>You are a new DPS client. This dashpart is not available for clients that migrated from other Deltek products.</li> <li>The Accounting application is activated.</li> </ul> <p>Designed to provide users with a quick overview of company financials. This predefined dashboard includes the following dashparts:</p> <ul style="list-style-type: none"> <li>AR - Top 10 Outstanding by Client</li> <li>AR Aging</li> <li>Project Financials at Cost</li> </ul>

Refer to the [Dashparts](#) help topic for more information on the different dashparts found in each predefined dashboard.

## Dashparts

The different parts or applications found in a dashboard are called dashparts.

Your Dashboard content is easily managed because it is divided into individual sections called dashparts. Each dashpart uses data from the many areas of DPS that can be configured to display data that can be used to monitor your business performance. Consequently, the dashpart uses data for available applications based on the configuration of DPS you are using.


Dashparts are categorized as:


- Table dashparts
- Favorite Report dashpart
- Chart dashparts
- System dashparts
- Predefined dashparts

## Table Dashparts

These dashparts display read only data from a selected area of DPS in a grid.


You can select which columns are displayed in the dashpart and organize the columns based on

your preference. Table dashparts are represented with the  icon in **Dashparts** of the Dashboard Designer form. When the favorite report dashpart base is used for a table dashpart,

the  icon represents the dashpart in **Dashparts** instead. When table dashparts are viewed in Dashboard under My Stuff, table dashparts displays the appropriate information based on the access rights of the employee.

Some information in table dashparts are links that serve as quick access to the corresponding hub record. Click the links to display the hub record to get a more information on the linked record. Filter options are available when the table dashparts are viewed in Dashboard. The following table dashparts are available in Dashboard Designer:



Field	Description
Opportunity	<p>Displays information based from the Opportunities hub.</p> <p>The Opportunity table dashpart is available if the Resource Planning, CRM, or CRM Plus application is enabled. The columns and fields that are available for the Opportunity table dashpart are based on the enabled applications.</p> <p>Some column data are links you can click to display an info bubble with additional information and a link to the relevant hub record. Refer to <a href="#">Info Bubbles and Help</a> for more information.</p>
Project	<p>Displays information based from the Projects hub.</p> <p>Some column data are links you can click to display an info bubble with additional information and a link to the relevant hub record. Refer to <a href="#">Info Bubbles and Help</a> for more information.</p>
Favorite Report	<p>Displays the selected report from a list of global favorite reports from Reporting in the desktop application. You can modify the information found in a global favorite report in the Reporting application. Any saved updates made to global favorite reports are reflected in the Favorite Report dashpart.</p> <p>If the <b>Always Rebuild Report</b> option is selected when you create or update the Favorite Report table dashpart, then the dashpart refreshes whenever you access the dashboard with the dashpart . Otherwise, the Favorite Report dashpart automatically refreshes the report every 24 hours.</p> <p>The date and time the report was updated displays in the right end of the dashpart title bar. Click  in the right end of the dashpart title bar to update the Favorite Report table dashpart.</p>

### Predefined Dashparts

On the Dashboard Designer form, some table dashparts can be found under **Existing Dashparts** even if you haven't created a table dashpart. These are predefined table dashparts that are ready to use and can be included in a dashboard that you are creating without any modification. They function like any other table dashpart except they have some preselected columns. Unlike a system dashpart, you can modify predefined table dashparts and use it as a baseline for a table dashpart that you need so that you have a starting point.

### System Dashparts

System dashparts display data on a unique interface that you can add to any dashboard as needed. These dashparts are predefined and cannot be edited or resized.

Apart from the unique visual representation of data, system dashparts contain some fields and options you can use to perform tasks that are associated with the system dashpart. System

dashparts are represented with the  icon in the **Dashparts** of the Dashboard Designer form. The following system dashparts are available:

- Upcoming Milestones
- Opportunities



- My Activities
- Pipeline
- Upcoming Generic Assignments
- Favorite Reports

### *Favorite Reports Dashpart*



Use this system dashpart to view your saved personal favorite reports and global favorite reports from your browser application dashboard.

Favorite reports are modified in the desktop application Reporting feature. The Favorite Reports system dashpart displays all global and saved personal favorite reports from the desktop application.

Note: The Favorite Report table dashpart and the Favorite Reports system dashpart are different. The Favorite Report table dashpart displays one selected report from a list of global favorite reports but it does not have access to personal favorite reports, while the Favorite Reports system dashpart allows access to saved personal and global favorite reports.

A Report system dashpart is also available from the dashboard of the desktop application. Although similar, it differs from the Favorite Reports system dashpart in the browser application. See [System Dashpart Types](#) for more information.

### Contents

Field	Description
Filtering Option	<p>The following options can be used to filter the favorite report:</p> <ul style="list-style-type: none"> <li>▪ Custom Filter drop-down: This option is below the Favorite Reports dashpart title bar. By default, the selected option in the field is <b>All</b>, which displays all the data in the favorite report. Click the drop-down to display the other custom filter options available for the Favorite Reports dashpart. Saved custom filter settings are also displayed in this drop-down. Select the <b>Custom...</b> option to display the Custom Search dialog box where you can create a custom filter for the Favorite Reports dashpart. See <a href="#">Custom Search Dialog Box</a> for more information</li> <li>▪ : Click to enable column filtering fields. Enter a value in the column filter fields to filter the data in the grid based on the entered value for the column filter.</li> </ul>
Name	The name of the favorite report.
Type	The type of report.
	This option displays at the right end of a row when you move the mouse cursor over the favorite report line item. Click to preview the corresponding report in another browser tab.



### Upcoming Milestones Dashpart

Use this timeline in the Dashboard area to review the upcoming milestones for your opportunities and select search filters to expand or limit the milestones found along the timeline.

#### Contents


Field	Description
Upcoming Milestones Timeline	Upcoming Milestones displays a graphical timeline of the history of milestone activities associated with your opportunities that are based on your selection of search filters. Up to 7 upcoming milestones can be displayed on the timeline beginning with today's or your most current milestone. Use the paging arrows at either end of the milestone chart to move to previous or next milestones across the timeline.
Search	Each timeline that is displayed in the Dashboard is based upon your choice of search filters.
Search Filter list	<p>On the drop-down list to the right of Upcoming Milestones, click <b>All</b> to display a timeline of milestones for all opportunities (both active and inactive), click <b>Active</b> to display a timeline of milestones only for opportunities with the Active status, or click <b>Mine</b> to display a timeline of milestones only for those opportunities with which you are associated as a team member.</p> <p>To apply a custom search rather than one of the standard ones described above, click one of the saved custom searches listed below the standard ones, or click <b>Custom</b> to create a new custom search. In the Custom Opportunity Search dialog box, you can select search values for selected fields in the records.</p> <p>To see the search criteria for the currently selected custom search in an info bubble, hover over the search name if the search is saved, or over <b>Custom</b> if it is not saved.</p> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
Paging Controls	Use the previous and next paging arrows on the milestone timeline to find and review both past and future milestones that span the entire timeline.
Milestone Info Bubble	On the timeline, click a milestone point to display an info bubble that shows detailed information about the milestone: name, date, its associated opportunity, along with any additional comments, instructions, or notes. A <b>More...</b> link appears if there is more than one milestone for a specific date. Click this link to display a separate window where you can view additional milestones for the specified date.



### Opportunity Dashpart

The Opportunity dashpart on your Dashboard provides an at-a-glance view of your opportunities. The dashpart lists all active opportunities in which you are a team member as specified in the Our Team grid in the Opportunities area.

#### Contents

Field	Description
Search Filter	<p>On the drop-down list below the Opportunity, click <b>All</b> to display all opportunities (both active and inactive), click <b>Active</b> to display only opportunities with the Active status, or click <b>Mine</b> to display only those opportunities with which you are associated as a team member.</p> <p>To apply a custom search rather than one of the standard ones described above, click one of the saved custom searches listed below the standard ones, or click <b>Custom</b> to create a new custom search. In the Custom Opportunity Search dialog box, you can select search values for selected fields in the records.</p> <p>To see the search criteria for the currently selected custom search in an info bubble, hover over the search name if the search is saved, or over <b>Custom</b> if it is not saved.</p> <p>For information about creating and using searches, see the following topics in Basics:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Search for and Select a Record</a></li> <li>▪ <a href="#">Create a Custom Search Filter</a></li> <li>▪ <a href="#">Custom Search Dialog Box</a></li> </ul>
Opportunity List	In the opportunity list, click an opportunity name to display an info bubble containing opportunity information: opportunity type, estimated revenue, probability of winning, date opened or closed, status, and stage. Click <b>More</b> in the info bubble to display the full opportunity record on a separate browser tab.
	Use the scroll bar to scroll through the opportunities in your list.

### Pipeline Dashpart

The Pipeline dashpart in the Dashboard section of My Stuff is represented as a chart that provides a summary view of revenue for the opportunities in your pipeline. For each dimension value on the vertical axis, the chart displays estimated and weighted revenue amounts in separate bars.

You can use searches to select the opportunities that are included, and you can specify the vertical axis dimension and the time frame.

If your firm uses multiple currencies, you can also select the currency in which you want to display pipeline amounts.



## Pipeline Calculation

To determine each opportunity's contribution to pipeline revenue, DPS spreads the revenue amount for each opportunity evenly across the period from that opportunity's start date to its end date to determine per-day revenue. It then uses the opportunity start and end dates to determine the number of days each opportunity will contribute revenue during the Pipeline chart time frame, and multiplies that number of days by the per-day revenue amounts to determine that opportunity's contribution to the revenue shown in the chart.

**Example:** The number of days between the start and end dates for Opportunity ABC is 300 days, and the estimated revenue for the opportunity is 3,000,000. Based on that information, DPS calculates a per-day revenue amount of 10,000 (3,000,000 total revenue / 300 days). You select **Next 6 Months** as the time frame for the Pipeline chart. DPS uses the start and end dates for Opportunity ABC to determine that the opportunity would contribute revenue for 120 of the days in that six month time frame. As a result, Opportunity ABC's pipeline revenue contribution for that time frame is 1,200,000 (120 days x 10,000 revenue per day).

An opportunity's contribution to weighted revenue for the Pipeline chart is calculated in exactly the same way, once the weighted revenue is calculated (Estimated revenue x Probability).

Because a start, an end date, and an estimated revenue amount are required for the calculation of pipeline revenue amounts, the chart excludes opportunities that do not have all three of those values.

## Contents

Field	Description
Search Filter list	<p>On the drop-down list to the right of the chart name, click <b>All</b> to display all opportunities (both active and inactive) on the chart, click <b>Active</b> to include only opportunities with the Active status, or click <b>Mine</b> to display only opportunities with which you are associated as a team member.</p> <p>To apply a custom search filter rather than one of the standard ones described above, click one of the saved custom searches listed below the standard ones, or click <b>Custom</b> to create a new custom search. In the Custom Opportunity Search dialog box, you can select search values for selected fields in the records.</p> <p>To see the search criteria for the currently selected custom search in an info bubble, hover over the search name if the search is saved, or over <b>Custom</b> if it is not saved.</p>
Dimension selection	<p>Click the currently selected dimension, located next to the search filter list in the upper-left corner of the chart, to change the dimension by which pipeline revenue is broken down on the vertical axis (for example, by probability, primary client, market, stage, and so on).</p> <p>The dimension selections include all standard and custom fields for opportunities that have a lookup list or drop-down list of values. In addition, a <b>By Month</b> option enables you to display a month-by-month breakdown of revenue for the time frame you select for the chart.</p>
Time frame selection	Click the currently selected time frame, located to the right of the Dimension selection list in the upper-left corner of the chart, to change the overall period of time represented on the chart.



Field	Description
	The revenue bars on the chart represent the total estimated or weighted revenue for the selected time frame. For example, if you select <b>Next 6 Months (Projected)</b> , each bar represents the estimated or weighted revenue for that group of opportunities for the next six months, starting on the current date.
⚙	If your firm uses multiple currencies, click ⚙ to display the Pipeline Settings dialog box and select the presentation currency for the chart.
Vertical axis values	The vertical axis of the chart displays the values for the dimension that you select above the chart. Estimated revenue and weighted revenue bars display for each dimension value. If no pipeline revenue exists for a dimension value, that value does not display on the axis.
Horizontal axis values	The horizontal axis of the chart displays the scale of revenue amounts.
Weighted revenue bars	<p>Each weighted revenue bar represents the sum of weighted revenue for that group of opportunities for the time frame. Hover over the bar to display the weighted revenue amount and the number of opportunities contributing to that amount.</p> <p>Weighted revenue for an opportunity = Estimated revenue x Probability.</p> <p>If your firm uses multiple currencies, opportunity weighted revenue amounts are converted to a single presentation currency for the Pipeline chart, based on currency configuration information in DPS and using today's date as the exchange date. The initial default currency for the chart is the functional currency for your home company. If you want to display the chart using a different currency, click ⚙ above the upper-right corner of the chart and select the currency in the Pipeline Settings dialog box.</p> <p>DPS spreads the weighted revenue amount for each opportunity evenly across the period from that opportunity's start date to its end date to determine per-day weighted revenue. It then uses the opportunity start and end dates to determine the number of days each opportunity will contribute revenue during the Pipeline chart time frame, and multiplies that number of days by the per-day weighted revenue amounts to determine that opportunity's contribution to the weighted revenue shown in the chart.</p>
Estimated revenue bars	<p>Each estimated revenue bar represents the sum of estimated revenue for that group of opportunities for the time frame. Hover over the bar to display the estimated revenue amount and the number of opportunities contributing to that amount.</p> <p>If your firm uses multiple currencies, opportunity estimated revenue amounts are converted to a single presentation currency for the Pipeline chart, based on currency configuration information in DPS and using today's date as the exchange date. The initial default currency for the chart is the functional currency for your home company. If you want to display the chart using a different currency, click ⚙ above the upper-right corner of the chart and select the currency in the Pipeline Settings dialog box.</p>



Field	Description
	DPS spreads the estimated revenue amount for each opportunity evenly across the period from that opportunity's start date to its end date to determine per-day estimated revenue. It then uses the opportunity start and end dates to determine the number of days each opportunity will contribute revenue during the Pipeline chart time frame, and multiplies that number of days by the per-day estimated revenue amounts to determine that opportunity's contribution to the estimated revenue shown in the chart.

#### Pipeline Settings Dialog Box


If your firm uses multiple currencies, use the Pipeline Settings dialog box to select the currency in which you want to calculate and display pipeline amounts on the Pipeline dashpart in the Dashboard area of My Stuff.

#### *My Activities Dashpart*



Use the My Activities dashpart to see your activity dates, contacts, and notes at a glance and add new activities to the Dashboard.

My Activities displays the pending and completed activities assigned to you in descending order, beginning with the most current activity at the top and followed by those further in the future below. All milestones are excluded from the My Activities list. To view milestone activities, use the Upcoming Milestone Timeline.

#### Dashpart Contents

Field	Description
+Add Activity	The +Add Activity link is available if you have permission to add new activities. Click this link to display the Activity dialog box. Modify the default information as needed.
Search Filter List	Use this drop-down to filter your activities. Select <b>Today</b> (default) to show today's activities, or <b>Upcoming</b> to show all activities from today and in the future, or <b>All</b> to display all your activities in descending order beginning with the oldest past activity. DPS "remembers" your time frame selection for the next time you log in.
	Use the scroll bar to view all your historical, current, and future activities.
Show/Hide Completed List	<p>Toggle the Show/Hide Completed link to show or hide a list of your activities. When you click <b>Show Completed</b> the activity list refreshes and displays all the activities based on the time frame you selected. A check box appears to the right of each activity and is unchecked by default. To hide the list, click <b>Hide Completed</b>.</p> <p>The way in which activities are displayed in the grid depends upon which types of activities they were assigned. Your administrator defines Activity types via <b>Settings » Labels and Lists</b>. All activities assigned as tasks (such as</p>



Field	Description
	an SOQ activity) or that span multiple days are listed at the top of the Activities grid and a dividing line separates these from all other activities. Typically, these task activities show no date unless a task has a reminder. In addition, activities that span multiple days are displayed separately for each day of the time span and these appear with no start time at the top of the list.
Date	<p>This column displays the activity date and also time if available.</p> <p>To display additional information about the activity, click the date. An info bubble appears containing the activity information: activity name, title, phone numbers, and email address of the employees or contacts associated with the activity. Click the checkbox in the upper right corner to remove the activity from the list. Click <b>More...</b> in the info bubble to display the full date record on a separate browser tab.</p>
Contact (Opportunity)	<p>This column displays the name of the contact for the activity and, if the activity is linked to an opportunity, the opportunity name below the contact name.</p> <p>Click the contact name to display an info bubble containing contact information: job title, location, phone numbers, and email address. Click <b>More...</b> in the info bubble to display the full contact record on a separate browser tab.</p>
Notes	This text field displays notes and comments for the activity. Click  to display the Notes dialog box that allows you add or modify comments and format text.
Completed	Click this checkbox to remove an activity from the list. As you complete an activity, click the checkbox to remove it from the list. The completed activity appears with a strikethrough and, after a delay, is removed from your list. If <b>Show Completed</b> is unchecked, a notification appears below indicating that the activity was marked complete. Click <b>Open</b> to view the full activity in a separate dialog box.
	Click the filter icon to expand or limit your list of activities. You can enter field values for start date and time, contact, and/or notes.

### *Upcoming Generic Assignments Dashpart*


Use the Upcoming Generic Assignments Dashpart to view a summary about upcoming generic assignments that need to be assigned to specific resources. A generic assignment is a labor category placeholder that represents a job role or function in a project (such as an architect, or engineer, or developer) to which you assign actual people.

You must have access to the Resource Planning application in order to use this dashpart.

### **Contents**

The Upcoming Generic Assignments dashpart provides a summary for project managers about upcoming generic assignments that need to be assigned to specific resources. Typically, you use generic assignments for summary-level plans or for plans intended to function as "what-if" scenarios. This table dashpart lists the resources currently available for a project.



Field	Description
Range	This section shows the planned hours that are estimated as necessary to complete work. The range is comprised of the project's start date (mmddyyyy) and a time period that you select from the drop-down list at the far right of the range. For example, you can view assignments that begin on 3/30/2017 and run through the next week.
Time Period Options	Use this drop-down to select a specific time period for the range. Options in this drop-down list include: Next Week, Next 2 Weeks, Next Month, and so on.
Generic Resource/Level	<p>This column is composed of parent/child records showing the generic resource (parent) assigned to the project, and the actual employee or firm element (child) for which each resource has planned hours. If there are multiple generic resources assigned to one plan level, DPS displays the individual generic resources on subsequent rows.</p> <p>To expand or collapse generic the resource row, click ► to show the named person or firm assigned to the resource. Click the generic resource text to display additional information, such as its labor category and status. On the named resource row, click the name of the employee or firm text to display additional information, such as contract start and end dates, project manager, client, and status. Click <b>More...</b> to open the records in Project View.</p>
Assignment Start	DPS displays the first date found for each assignment.
Assignment End	DPS displays the last date found for each assignment.
Range Hours	DPS displays the planned hours for each generic resource row. If there are multiple listings for the same generic resource, DPS maintains separate rows so that you can view each resource's actual planned hours and assign the appropriate employee.
ETC Hours	The ETC (Estimate To Complete) Hours column shows the estimates of the total additional hours beyond that worked or spent to date, that will be required to complete the work.
	Use the scrollbar to the right of the dashpart to page through and view long lists of assignments.

### Predefined Dashparts

Use predefined dashparts as a baseline for dashparts that you need to create.

Predefined dashparts are table dashparts that you can use when creating dashboards and dashparts in Dashboard Designer. You can edit a predefined dashpart and use it as a starting point or baseline for a dashpart. You can add or remove columns, and change the column order and dashpart base as you would normally do for a table dashpart.

Dashboard Designer provides the following predefined or pre-made dashparts:



Field	Description
My Projects	<p>Displays the following information:</p> <ul style="list-style-type: none"> <li>Project Name</li> <li>Project Number</li> <li>Client Name</li> <li>Contact Name</li> <li>Contact Phone</li> <li>Contact Email</li> </ul>
Project Financials at Billing	<p>This dashpart is available if the Accounting application is activated.</p> <p>Displays the following information:</p> <ul style="list-style-type: none"> <li>Project Name</li> <li>Project Number</li> <li>Client Name</li> <li>Total Compensation</li> <li>JTD Revenue</li> <li>JTD Billed</li> <li>JTD Amount Billing</li> <li>JTD Variance</li> </ul>
Project Financials at Cost	<p>This dashpart is available if the Accounting application is activated.</p> <p>Displays the following information:</p> <ul style="list-style-type: none"> <li>Project Name</li> <li>Project Number</li> <li>Client Name</li> <li>Total Compensation</li> <li>JTD Revenue</li> <li>JTD Billed</li> <li>JTD Amount Cost</li> <li>JTD Profit</li> </ul>
Opportunity List	<p>Displays the following information:</p> <ul style="list-style-type: none"> <li>Opportunity Name</li> <li>Organization Name</li> <li>Type</li> <li>Stage</li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li>▪ Est. Revenue</li> <li>▪ Weighted Revenue</li> <li>▪ Est. Start Date</li> <li>▪ Est. Compl. Date</li> </ul>
Opportunities Closing Soon	<p>This dashpart is available if:</p> <ul style="list-style-type: none"> <li>▪ You are a new DPS client. This dashpart is not available for clients who migrated from other Deltek products.</li> <li>▪ If the Accounting application is activated.</li> </ul> <p>Displays the following information based on opportunities that are not yet lost or won but have a probability of winning the opportunity at more than 90% :</p> <ul style="list-style-type: none"> <li>▪ Opportunity Name</li> <li>▪ Est. Revenue</li> <li>▪ Weighted Revenue</li> <li>▪ Probability</li> <li>▪ Stage</li> <li>▪ Owner Name</li> </ul>
Project Profit %	<p>Displays the following information:</p> <ul style="list-style-type: none"> <li>▪ Project Name</li> <li>▪ Project Number</li> <li>▪ JTD Profit Percent</li> <li>▪ JTD Revenue</li> <li>▪ JTD Amount Cost</li> <li>▪ JTD Profit</li> </ul>
AR - Top 10 Outstanding by Client	<p>This dashpart is available if:</p> <ul style="list-style-type: none"> <li>▪ You are a new DPS client. This dashpart is not available for clients who migrated from other Deltek products.</li> <li>▪ The Accounting application is activated.</li> </ul> <p>Displays the AR - top 10 Outstanding by Client favorite report that is based on the Outstanding AR by Client report with specific settings to display the top 10 clients based on the accounts receivables. The report displays as a graph with the following information:</p> <ul style="list-style-type: none"> <li>▪ AR - JTD</li> <li>▪ Client</li> </ul>



Field	Description
AR Aging	<p>This dashpart is available if:</p> <ul style="list-style-type: none"> <li>You are a new DPS client. This dashpart is not available for clients that migrated from other Deltek products.</li> <li>The Accounting application is activated.</li> </ul> <p>Displays the following metric information:</p> <ul style="list-style-type: none"> <li>Outstanding AR (Current)</li> <li>Outstanding AR (31-60)</li> <li>Outstanding AR (61-90)</li> <li>Outstanding AR (91-120)</li> <li>Outstanding AR (Over 121)</li> <li>Total Outstanding AR</li> <li>Average Age of Receivables</li> </ul>
Bottom 5 Clients Revenue	<p>This dashpart is available if:</p> <ul style="list-style-type: none"> <li>You are a new DPS client. This dashpart is not available for clients who migrated from other Deltek products.</li> <li>The Accounting application is activated.</li> </ul> <p>Displays the Bottom 5 Clients Revenue favorite report. The report displays a bar graph of the bottom 5 clients with for revenue by client with the following information:</p> <ul style="list-style-type: none"> <li>Days Open - Opportunity</li> <li>Opportunity Name</li> </ul>
Top 5 Clients Revenue	<p>This dashpart is available if:</p> <ul style="list-style-type: none"> <li>You are a new DPS client. This dashpart is not available for clients who migrated from other Deltek products.</li> <li>The Accounting application is activated.</li> </ul> <p>Displays the Top 5 Clients Revenue favorite report. The report displays a bar graph of the top 5 clients with for revenue by client with the following information:</p> <ul style="list-style-type: none"> <li>Days Open - Opportunity</li> <li>Opportunity Name</li> </ul>
Employee Utilization YTD by Labor Category	<p>This dashpart is available for new DPS clients and is not available for clients who migrated from other Deltek products.</p> <p>Displays the Employee Utilization YTD by Labor Category report that is based on the Time Analysis report with specific settings. The following employee utilization information is displayed:</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ Total</li> <li>▪ Direct</li> <li>▪ Indirect</li> <li>▪ Direct/Total</li> <li>▪ Direct/(Total - Absence)</li> <li>▪ Target</li> <li>▪ Vacation</li> <li>▪ Sick</li> <li>▪ Holiday</li> <li>▪ Bus Dev</li> <li>▪ Civic</li> <li>▪ Mgmt</li> <li>▪ Acctg</li> <li>▪ Prof Devmt</li> <li>▪ Marketing</li> <li>▪ Other</li> </ul>

## How To...

Learn more about specific tasks that you can perform in Dashboard Designer.

### Create Dashboards

Create dashboards for employees in the Dashboard Designer.

#### To create a dashboard:

1. In the Navigation pane, go to the Settings section and select Dashboard Designer. The Dashboard Designer form displays and opens the last dashboard that you worked on. But if this is the first time you opened Dashboard Designer, a getting started message is displayed instead.
2. Click **+ New Dashboard**.
3. Enter the dashboard name in the **Dashboard Title** field.
4. To add dashparts to the dashboard, click and drag dashparts from the Existing Dashparts area in the Dashparts pane to the sandbox area found at the right side of the Dashparts pane.  
Optionally, you can create new table dashparts. Click **+ New Dashpart** in the Dashparts pane to display the Add Dashpart dialog box.





5. After adding dashparts to the dashboard, click **Share** to display the Share this Dashboard dialog box where you can select employees and roles that can use the dashboard you are creating.
6. Click **Save**.

### Create Dashparts

Create custom dashparts that you can include in your dashboards.

Note that you can only create new table dashparts. You cannot create system dashparts in the browser application.

#### To create a dashpart:

1. In the Navigation pane, go to the Settings section and select Dashboard Designer.
2. In the Dashparts pane, click **+ New Dashpart** to display the Add Dashpart dialog box.
3. Select a hub to use as a basis for the table dashpart in **Dashpart Base**. **Available Columns**, **▶** column selection buttons, and **Selected Columns** are displayed.
4. Optional: Select a search criteria in **Saved Search** to filter the data that is displayed in the selected dashpart columns.
5. Enter a name for the dashpart in **Dashpart Title**.
6. Select columns in **Available Columns** and click **▶** to include the selected columns in the table dashpart. You can click **▼** and enter a filter criteria in the filter field to filter the columns in **Available Columns**.  
Selected columns are displayed in **Selected Columns**.
7. In **Selected Columns**, move the mouse cursor on a column label to display the  option at the right end of the corresponding column label. You have the option to click  and drag the corresponding column label up or down the list to organize the column order on the dashpart.
8. Click **Save**.  
The Add Dashpart dialog box closes and the new dashpart you created displays in the Existing Dashparts area on the Dashparts pane.

### Add or Remove Dashparts on a Dashboard


Add dashparts that you need on a dashboard or remove dashparts that you don't need on a dashboard.

#### To add or remove dashparts on a dashboard:

1. Open the dashboard you want to modify in the Dashboard Designer form.
2. Add or remove dashparts.

Option	Description
To add dashparts	In the Dashparts pane, click and drag a dashpart from the Existing Dashparts area to the sandbox area on the right side of the Dashparts pane. You can also click and drag dashparts in the sandbox area to layout the dashparts based on your preference.








Option	Description
To remove dashparts	In the sandbox area, click the  found at the upper right corner of a dashpart and select <b>Remove</b> .

3. Repeat the process as needed.
4. Click **Save**.

### Modify an Existing Dashpart

Update a dashpart on a dashboard to reflect the information you need on the dashpart.


#### To modify an existing dashpart:

1. Open a dashboard with the dashpart that you need to modify in the Dashboard Designer form.
2. In the sandbox area, click the  found at the upper right corner of a dashpart and select **Edit**.  
The Update Dashpart dialog box displays.
3. Perform any of the following updates to the dashpart:
  - Modify the search criteria in **Saved Search**.
  - Change the **Dashpart Title**.
  - Add or remove columns: Use the   column selection buttons to move columns from **Available Columns** and **Selected Columns**
  - Change the order of columns: In **Selected Columns**, move the mouse cursor on a column label to display the  option at the right end of the corresponding column label. You have the option to click  and drag the corresponding column label up or down the list to organize the column order on the dashpart.
  - Save the dashpart as a new dashpart: Select **Save As** and change the name in the **Dashpart Name**.
4. Click **Save**.  
The Update Dashpart dialog box closes.

### Delete a Dashpart from the Existing Dashparts Section

Delete dashparts that are no longer necessary from the list of existing dashparts in the Dashboard Designer.

#### To delete a dashpart from the Existing Dashparts section:

1. On the Dashboard Designer form, move your mouse cursor on a dashpart found in the Existing Dashparts section on the Dashparts pane.
2. Click  on the upper right corner of the dashpart and select **Remove**.  
The dashpart is removed from the Existing Dashparts section.



## Change the Layout of Dashparts in a Dashboard

Organize the layout of your dashparts to make a dashboard easier to view.

### To change the layout of dashparts in a dashboard:

1. Open the dashboard you want to modify in the Dashboard Designer form.
2. Click and drag dashparts in the sandbox area based on your preference.  
The sandbox area is the area on the right side of the Dashparts pane. The sandbox area reflects how the dashboard looks like once it is displayed in Dashboards.
3. Click **Save**.

## Assign Access Rights for Dashboards

Select employee or user roles that can access a dashboard.

### To assign access rights for dashboards:

1. Open the dashboard you want to assign access rights for employees in the Dashboard Designer form.
2. Click **Share**.  
The Share this Dashboard dialog box displays.
3. Select employees or user roles in **Employees** or **Roles**.  
Repeat the process as needed to assign access rights to more employees or user roles.
4. Click **Save**.  
The Assign Access to Dashboard dialog box closes.
5. Click **Save** on the Dashboard Designer form.

## Copy an Existing Dashboard

You can duplicate an existing dashboard and use it as a baseline to quickly build another dashboard.

### To copy an existing dashboard:

1. Open the dashboard you want to copy in the Dashboard Designer form.
2. Click **Copy**.  
The Dashboard Copy dialog box displays.
3. Enter a dashboard name in **Dashboard Name** and then click **Copy**.  
The Dashboard Copy dialog box closes and the dashboard copy displays in the Dashboard Designer form.

## Delete a Dashboard

Delete unnecessary dashboards from the Dashboard Designer as needed.

### To delete a dashboard:

1. Open the dashboard you want to delete in the Dashboard Designer form.
2. Click **Delete**.



The Dashboard Delete dialog box displays.




3. Click **Yes**.

The dashboard is deleted and the next dashboard in the result list of the **Dashboard** search field displays. If you deleted the last dashboard in the result list, then the first dashboard is displayed instead.

### Change Tab Order of Dashboards

You can change the order of dashboard tabs that is displayed for employees in **My Stuff » Dashboard**.

To change the tab order of dashboards:

1. Click **Settings » Dashboard Designer**.
2. In the Dashboard Designer form, click  to display the list view.
3. In the list view grid, move the mouse cursor over the dashboard row item that needs to be reordered.  
 displays in the left most side of the dashboard row item.
4. Click  and drag the dashboard row item up or down the list view grid to change the order of the selected dashboard.  
Repeat steps 3 - 4 to reorder other dashboards.
5. Optional: Click **Preview Tabs** to display the Dashboard Order Preview dialog box where the actual tabs for the dashboard tabs are displayed based on the order in the list view grid.

## Fields and Options

Learn more about fields and options that are found in the forms and dialog boxes of Dashboard Designer that can be used to perform Dashboard Designer tasks.

### Dashboard Designer Form

Use this form to create or modify your Dashboard by adding, removing, or modifying dashparts.

### Display the Dashboard Designer Form

Display the Dashboard Designer form from the Settings section of the Navigation pane.



In the Navigation pane, go to the Settings section and select Dashboard Designer.




## Contents of the Dashboard Designer Form

Use the fields and options in the Dashboard Designer form to create or modify your dashboard.

### Contents

Field	Description
Dashboard Search	Use this field to locate your saved dashboards that you want to view or modify. Click the drop-down arrow ▼ on the right side of the field to select a dashboard from the list of all saved dashboards. You can enter a dashboard name in the search field to filter the list of dashboards.
+ New Dashboard	Click this option to create a new dashboard. If you have an open dashboard, the sandbox area is cleared.
☰ or ☐	While the detail view of the Dashboard Designer is displayed, ☰ also displays beside <b>+ New Dashboard</b> . While the list view is displayed, the ☰ icon is replaced with ☐. Click ☰ to display the list view or click ☐ to display the detail view of the Dashboard Designer.
Dashboard Title	The name of the current dashboard. Click ✎ on the right side of Dashboard Title to enter or change the name for your dashboard. The ✎ icon displays when you move the mouse cursor over the field.
Save	Click <b>Save</b> to save any changes.
Copy	Click <b>Copy</b> to create a copy of the dashboard that is currently displayed in the Dashboard Designer form.
Delete	Click <b>Delete</b> to delete the dashboard that is currently displayed in the Dashboard Designer form.
Share	Click <b>Share</b> to display the Share this Dashboard dialog box where you select the employees or roles that can access the dashboard that is currently displayed in the Dashboard Designer form.
Dashparts Pane	<p>The Dashparts pane is on the left side of the Dashboard Designer form. Click &lt; to hide the Dashparts pane or &gt; to display it.</p> <ul style="list-style-type: none"> <li>▪ <b>+ Add New Dashpart:</b> Displays the Add Dashpart dialog box where you can create a table dashpart.</li> <li>▪ <b>Existing Dashparts:</b> Displays a list of saved table dashparts and system dashparts. Icons on the left side of the dashpart title differentiate dashparts: <ul style="list-style-type: none"> <li>▪ : Represents table dashparts.</li> <li>▪ : Represents table dashparts that use the report dashpart base.</li> </ul> </li> </ul>



Field	Description
	<ul style="list-style-type: none"> <li> : Represents system dashparts.</li> </ul> <p>Click and drag the dashparts to the sandbox area to include the dashpart in the dashboard.</p>
Sandbox Area	This area is located on the right side of the Dashboard Designer form. Use the area to design dashboards by adding dashparts and moving them around to layout the dashboard. Add dashparts by dropping the dashparts that you clicked and dragged from the <b>Dashparts</b> pane to the sandbox area. Change the layout of the dashparts by dragging dashparts in the order that you prefer within the sandbox area. Customize the dashboard further when you resize table dashparts, but note that system dashparts have a fixed size. Click and drag the bottom right corner of a table dashpart to resize it.





### List View of the Dashboard Designer Form

The list view displays a grid with all dashboards that you can modify in the Dashboard Designer.

### Contents

Field	Description
Preview Tabs	Click this option to display the Dashboard Order dialog box. The Dashboard Order dialog box displays the order and look of the dashboard tabs that displays in <b>My Stuff » Dashboard</b> for employees.

### Dashboard Designer Grid

Field	Description
	 is found in the left end of the grid when the mouse cursor is over a row item. Click and hold  and drag the row item up and down the dashboard list to reorganize the order of the dashboards when the dashboards are displayed in <b>My Stuff » Dashboard</b> .
Name	Displays the name of the dashboard. Click the dashboard name to display the dashboard in detail view.
# of Associated Dashpart	Displays the number of dashparts used in the dashboard.
Display Order	Displays the order number of the dashboard in relation to the tab order that is displayed in <b>My Stuff » Dashboard</b> .
	Click this option to display the Share this Dashboard dialog box where access rights for the corresponding dashboard is configured.



## Add Dashpart Dialog Box

Use the dialog box to create a custom dashpart based on your preference.

The Dashboard Designer allows you to create dashparts based on information that is available in DPS. The following dashparts can be created:

- Opportunities
- Project
- Favorite Report

## Display the Add Dashpart Dialog Box

Use the dialog box to create dashparts.

1. In the Navigation pane, go to the Settings section and select Dashboard Designer.
2. Open a saved dashboard that you want to modify or create a new dashboard.
3. Click **+ New Dashpart** in the Dashparts pane.

## Contents of the Add Dashpart Dialog Box

Use the following fields and options to create a new dashpart.

### Contents

Field	Description
Dashpart Base	Select the base you want to use as a reference for the dashpart that you want to create. Available options are: <ul style="list-style-type: none"> <li>▪ Opportunities</li> <li>▪ Project</li> <li>▪ Account Analysis</li> <li>▪ Favorite Report</li> </ul>
Saved Search	This field displays when you select a dashpart base that is based on a hub. Use this field to filter the data that the dashpart displays based on a search criteria. It displays options based on the saved search criteria of the corresponding hub of the selected <b>Dashpart Base</b> . You can also create new search criteria and save it for future reuse.
Always Rebuild Report	This option displays when Favorite Report is selected in <b>Dashpart Base</b> . Select this option to automatically refresh the favorite report table dashpart when the dashboard is accessed.
Dashpart Title	Enter the name of the dashpart that you want to create.
Available Columns	This field displays after you select a dashpart base. Displays a list of available columns based on the selected <b>Dashpart Base</b> .



Field	Description
Quick Find	Enter a column name or part of a column name to filter the list of columns in <b>Available Columns</b> or <b>Selected Columns</b> .
◀▶	These options displays after you select a dashpart base. Click these options to move selected columns to and from the <b>Available Columns</b> list and <b>Selected Columns</b> list.
Selected Columns	This field displays after you select a dashpart base. Displays a list of columns that were selected from the <b>Available Columns</b> list. Columns included in this list are displayed in the dashpart.

### Share this Dashboard Dialog Box

Use this dialog box to manage the access rights of employees for a dashboard you created.

You need access rights to perform this task. Assign access rights for a dashboard by using the fields in the dialog box to select employees by name or role. If you need to access a dashboard, contact the employee that created the dashboard or your system administrator.

### Display the Share this Dashboard Dialog Box

Use the dialog box to manage employee access rights for a dashboard.

1. In the Navigation pane, go to the Settings section and select Dashboard Designer.
2. While using the detail view, open a saved dashboard that you want to modify or create a new dashboard.
3. On the Action bar, click **Share**.

### Contents of the Share this Dashboard Dialog Box

Use the following fields and options to assign employee access for a dashboard.

#### Contents

Field	Description
Roles	Use this field to select the roles allowed to access this dashboard. Click ▼ to display a drop-down menu with a list of available roles that you can select. Continue to select another role from the drop-down menu to assign dashboard access to other roles.  An x mark is displayed beside each role and on the left side of ▼. Click x beside the role to remove the role from the field. Click x beside ▼ to clear all selected roles from the field.
Employees	Use this field to select the employees allowed to access this dashboard. Click ▼ to display a drop-down menu with a list of available employees that you can select. Continue to select another employee from the drop-down menu to assign dashboard access to other employees.



Field	Description
	An <b>x</b> mark is displayed beside each employee name and on the left side of ▼. Click <b>x</b> beside the employee name to remove that employee from the field. Click <b>x</b> beside ▼ to clear all selected employees from the field.

### Update Dashpart Dialog Box

Use this dialog box to edit the displayed content of a dashpart on a dashboard.

### Display the Update Dashpart Dialog Box

Use the dialog box to edit the contents of an editable dashpart.

1. In the Navigation pane, go to the Settings section and select Dashboard Designer.
2. Open a saved dashboard with existing dashparts or create a new dashboard with a dashpart.
3. Click ⋮ on the upper right corner of the dashpart and select **Edit**.

**Note:** System dashparts cannot be edited.

### Contents of the Update Dashpart Dialog Box

Use the following fields and options to edit dashpart contents.

#### Contents

Field	Description
Dashpart Base	Select the base you want to use as a reference for the dashpart that you want to create. Available options are: <ul style="list-style-type: none"> <li>▪ Opportunities</li> <li>▪ Project</li> <li>▪ Account Analysis</li> <li>▪ Favorite Report</li> </ul>
Always Rebuild Report	This option displays when Favorite Report is selected in <b>Dashpart Base</b> . Select this option to automatically refresh the favorite report table dashpart when the dashboard is accessed.
Saved Search	This field displays when you select a dashpart base that is based on a hub. Use this field to filter the data that the dashpart displays based on a search criteria. It displays options based on the saved search criteria of the corresponding hub of the selected <b>Dashpart Base</b> . You can also create new search criteria and save it for future reuse.
Dashpart Title	Enter the name of the dashpart that you want to create.



Field	Description
Available Columns	Displays a list of available columns based on the selected <b>Dashpart Base</b> .
Quick Find	Enter a column name or part of a column name to filter the list of columns in <b>Available Columns</b> or <b>Selected Columns</b> .
▶◀	Click these options to move selected columns to and from the <b>Available Columns</b> list and <b>Selected Columns</b> list.
Selected Columns	Displays a list of columns that were selected from the <b>Available Columns</b> list. Columns included in this list are displayed in the dashpart.
Save As	Select this option to save the dashpart as a different dashpart. Enter a new name in <b>Dashparts Title</b> to save a dashpart as a different dashpart.

### Dashboard Order Preview Dialog Box


Use the dialog box to preview how the dashboard tab order appears in **My Stuff » Dashboard**.

The Dashboard Order Preview dialog box cannot be resized.

### Display the Dashboard Order Preview Dialog Box

Access the dialog box from the list view of the Dashboard Designer.


To display the Dashboard Order Preview dialog box:

1. In the Dashboard Designer form, click .
2. In the list view, click **Preview Tabs**.

### Contents of the Dashboard Order Preview Dialog Box

Field	Description
Dashboard Tabs	Displays tabs based on the list of dashboards found in the list view of Dashboard Designer. The order of the displayed tabs reflect how the tabs are also displayed in <b>My Stuff » Dashboard</b> .
◀▶	◀ and ▶ displays when the number of tabs are more than what can fit in the dialog box. Click ▶ to scroll left and click ▶ scroll right to view the other tabs in the dialog box.





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