# Deltek Costpoint®

## Version 7.1.1 Preprocessor

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# IMPORT TIMESHEETS

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# IMPORT TIMESHEETS

Use this screen to import timesheet information from an ASCII file. You can view and edit the transactions loaded through this preprocessor on the Manage Timesheets or Manage Correcting Timesheets screens. You can also review these transactions on the Print Timesheet Information Report by Employee or Print Timesheet Information Report by Account functions.

Do not select any of the **Auto Adjust** check boxes until you are ready to perform the final upload for a timesheet period. Timesheets must remain unposted until all timesheets are complete. Until you perform the final upload, each upload adds new lines to existing, unposted timesheets, providing a better audit trail.

When you perform the final upload with an **Auto Adjust** check box selected, the application includes all existing timesheet lines from the timesheets that were previously uploaded, and any new lines.

You can also use the Auto-Adjust Timesheets screen to auto-adjust the uploaded timesheets.

If the timesheets are posted prematurely, the application adds the new lines to a new, unposted timesheet, which is created using the next available sequence number.

This is a separately licensed product for the current release of Costpoint.

There are two ways to work with input files in Costpoint:

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

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

Only one user at a time can run this application.

After you upload a file, it is renamed with an extension of ".ZZZ". If a file with the same name and extension already exists, it is overwritten. This helps prevent uploading the same file twice.

Location

- People
- Labor
- Timesheet Interface

## Identification

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

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

### Parameter ID

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

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

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

**Description**

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

## Selection Ranges

### File Location

**Option**

This field always displays **One**.

**Start**

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

- In this field, enter, or click to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.
- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave this field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

### File Name

**Option**

This field always displays **One**.

**Start**

Enter, or click to select, the name of the file to be processed in the blank field to the right.

International users: The data can contain non-English characters, provided they are in the ASCII character set. Before creating an ASCII text (.TXT) file, be sure that your keyboard language is set to **EN** (United States English) to prevent the application from generating errors.

We recommend the use of .TXT and .CSV file-naming conventions.

### Timesheet Dates

Enter the range of dates to be included from the input file. When the **Roll Up Timesheet Dates** check box in the **Options** group box is **not** selected, any record in the input file that is outside this range is not imported and is not written to the error file. However, records that were not imported are included on the Error Report with a warning message and a record number of "**0**."

If you select the **Roll Up Timesheet Dates** check box, the import process includes **all** timesheets in the input file regardless of dates. In this particular instance, the **End Date** specified in the **Timesheet Dates** range will used as the timesheet date for the imported records.

**Option**

This field always displays **Range**.

**Start**

Enter, or click to select, the starting timesheet date.

**End**

Enter, or click to select, the ending timesheet date. If you select the **Roll Up Timesheet Dates** check box, enter the timesheet date that will be used for all the imported timesheets.

## Accounting Period

### Option

This field always displays **One**.

### Start

Enter, or click to select, the **Fiscal Year**, **Period**, and **Subperiod** with which the timesheets to import are linked.

- **Fiscal Year** — Select the fiscal year to be used as default. This value will not override values in the input file but is used if the fiscal year fields in the input file are blank.
- **Period** — Select the period to be used as default. This value will not override values in the input file but is used if the period fields in the input file are blank.
- **Subperiod** — Select the subperiod to be used as default. This value will not override values in the input file but is used if the subperiod fields in the input file are blank.

## Options

## Import File Information

### File Format

From the drop-down list, select the input file format. Valid option are:

- **Fixed-Length** — If you select this option, each field is a fixed-length and must be padded with spaces to the specified field width. You must use this type of file if you upload information that contains commas.
- **Comma-Separated Values** — If you select this option, each field is separated by a comma. The final field on each line does not have a trailing comma. Strings are *not* enclosed in quotes.

### Truncation Rule

Select the action you want Costpoint to take when an input file field is too long for the target database column. This field is available only if you selected **Comma-Separated Values** in the **File Format** drop-down list. Valid options are:

- **Always truncate** — If you select this option, Costpoint always truncates values that are too long without warning the user first. A warning message is written to the Error Report.
- **Never truncate** — If you select this option, Costpoint never truncates values that are too long. These records are rejected and an error message is written to the Error Report.
- **Warn before truncation** — If you select this option, a message box displays when a value that is too large is encountered in the input file. You are given the option to truncate the value or reject the record.

## Auto-Adjust Options for Regular Timesheets

### Auto-Adjust Salaried Employees

Select this check box if you want timesheets to be auto-adjusted for salaried employees. Note that if an individual employee has multiple timesheets, the program treats them as one timesheet, and the total of all timesheets matches the employee's salary rate multiplied by the **Override Auto Adj %**.

How selections in the **Timesheet Auto-Adjust Options** group box on the **Overtime Settings** subtask of the **Configure Labor Settings** screen affect the Auto-Adjust Salaried Employees checkbox.

- If you selected the **Enable for Salaried Employees** check box in the **Automatic Auto-Adjust** group box, this check box is automatically selected and disabled.
- If you selected the **Enable for Salaried Employees** check box in the **Selective Auto-Adjust** group box, this check box is automatically selected and enabled.
- If neither **Enable for Salaried Employees** check boxes are selected for salaried employees on the Overtime Settings subtask, this check box is automatically cleared and disabled.

**C** type timesheets are not auto-adjusted during import into Costpoint.

### Auto-Adjust Hourly Employees

Select this check box if you want timesheets to be auto-adjusted for hourly employees. Note that if an individual employee has multiple timesheets, they are treated as one timesheet, and the total of all timesheets matches the employee's salary rate multiplied by the **Override Auto Adj %**.

How selections in the **Timesheet Auto-Adjust Options** group box on the **Overtime Settings** subtask of the **Configure Labor Settings** screen affect the Auto-Adjust Salaried Employees checkbox.

- If you selected the **Enable for Hourly Employees** check box in the **Automatic Auto-Adjust** group box, this check box is automatically selected and disabled.
- If you selected the **Enable for Hourly Employees** check box in the **Selective Auto-Adjust** group box, this check box is automatically selected and enabled.
- If neither **Enable for Hourly Employees** check boxes are selected for hourly employees on the Overtime Settings subtask, this check box is automatically cleared and disabled.

**C** type timesheets are not auto-adjusted during import into Costpoint.

### Override Auto Adjust %

Enter the override auto-adjust percentage in this field. If you do not enter a value here and an employee's timesheet is set to be auto-adjusted, the **Default Auto-Adjustment Percent** for the employee's timesheet cycle (on the Manage Timesheet Periods screen) is used as the auto-adjustment percentage. The program uses the percentage entered here to auto-adjust timesheets and overrides the timesheet cycle **Default Auto-Adjustment Percent**.

**Rules for Auto-Adjustment of D and N Type Timesheets**

- If the **Base Correcting TS Info on Ref Date** check box is selected on the Configure Labor Settings screen, the application uses the **D** or **N** timesheet's **Reference Date** to determine the employee's **Salary Amount** and **Salary/Hourly** status for use in auto-adjusting.

The **Reference Date** is supplied in the input file.

- If the **Base Correcting TS Info on Ref Date** check box is NOT selected on the Configure Labor Settings screen, the application uses the **D** or **N Timesheet Date** to determine the employee's **Salary Amount** and **Salary/Hourly** status for use in auto-adjusting.
- If the employee is **Salaried** and the screen's **Auto Adjust Salaried Employees** check box is selected, the application auto-adjusts any **D** or **N** type timesheets for that employee. If an **Override Auto Adj %** is specified, the application uses that value; otherwise, it uses the **Default Auto-Adjustment Percent** for the employee's timesheet cycle.
- If the employee is **Hourly** and the screen's **Auto Adjust Hourly Employees** check box is selected, the application auto-adjusts any **D** or **N** type timesheets for that employee. If an **Override Auto Adj %** is specified, the application uses that value; otherwise, it uses the **Default Auto-Adjustment Percent** for the employee's timesheet cycle.
- Upon inserting **D** or **N** timesheets into Costpoint tables, the application sets the timesheet type (TS_HDR.S_TS_TYPE_CD) to **C**. The **Sequence Number** (TS_HDR.TS_HDR_SEQ_NO) is incremented up to "9" to avoid duplicate key issues. The application assigns a sequence number to the **N** type timesheet, then the **D** type timesheet.

The **D** or **N** type timesheets are considered separate timesheets until they are inserted into TS_HDR and TS_LN (they are never rolled up into one timesheet). They are auto-adjusted as separate timesheets.

**Assumptions for D and N Type Timesheets**

- Do not change the original timesheet in Costpoint. Changing the original timesheet in Costpoint causes an imbalance between the original timesheet and the reversal (**N**-type) timesheet from Deltek Time.
- The process or product that creates the timesheet file can probably produce an **N** type timesheet to signify a reversal timesheet and **D** type timesheets to signify a replacement timesheet.

## Timesheet Generation

### Timesheet Type

From the drop-down list, select the timesheet type to be used as a default if there is no timesheet type in the input file. This does not override values entered in the input file. Valid options are:

- Regular
- Bonus
- Correcting
- Labor Only

### Effective Bill Date Override

Enter a date to override the effective bill date **Default Method** from the Configure Labor Settings screen.

### Roll Up Timesheet Dates

Select this check box to **ignore** dates in the input file and put all records on one timesheet.

If you select this check box, the **End Date** specified in the **Timesheet Dates** range will be used as the timesheet date for the imported records.

If the **Calculation Method** in the **Prorate Options** group box in the Configure Labor Settings screen is **Days per Cycle**, this check box is cleared and disabled.

### Roll Up Timesheet Lines

Select this check box if you want lines in the input file to be added together when they belong to the same account, project, organization, and so forth.

If the Withholding State differs, the lines are not rolled up.

If the **Calculation Method** in the **Prorate Options** group box in the Configure Labor Settings screen is **Days per Cycle**, this check box is cleared and disabled.

### Parse Segmented IDs

Select this check box if you want the application to pad the segments of accounts, projects, organizations, and reference numbers. Numeric segments are padded on the left with zeros and alphanumeric segments are padded on the right with spaces. In previous versions, the program performed this function automatically. It has been made optional to speed up the process.

If the software that generates your input file supplies fully formatted segmented IDs, you can save substantial processing time by *not* selecting this check box.

### Prorate Salaried Employees

Select this check box to prorate labor costs for salaried employees in the final upload of the timesheet cycle. If you select this check box, the application prorates labor costs for all unposted regular or correcting timesheets within the current timesheet cycle. You cannot prorate a timesheet that was previously prorated or auto-adjusted.

Vacation time is handled the same as work time. Holiday time is not included toward the work hours.

### Generate Union Fringe

Select this check box to have Costpoint calculate applicable union cash fringes when you import a timesheet for a union employee. This check box is enabled only if the **Enable Union Functionality** check box is selected on the Configure Labor Settings screen. Union cash fringe timesheet lines are built according to settings on the Manage Union Profile Setup screen.

## Report

### Sort by Employee ID in Error Report

Select this check box to sort records by employee ID in the Error Report.

### Include Edit Report

Select this check box to print the Timesheet Preprocessor Edit Report. This button is enabled after the input file is preprocessed (see Print). The Edit report lists any timesheet records that are ready for import.

Input File Layout

Processing Details

Report Error Messages

# PROCESSING DETAILS

## Processing Details

1. The program checks the primary temporary table to determine whether any rows have not been imported. If there are, the system displays a message, and you can continue or cancel the process. If you continue, all temporary tables are cleared.
2. Records from the input file are read and inserted into the primary temporary table.
3. If you selected **Comma-Separated Values** in the **File Format** field, the program checks each field to see whether it is too large.
4. The program applies defaults to any fields that are blank in the input file.
5. Validation/substitution of data is performed in accordance with the selections you made in the **Validation Method** group box of the Configure Timesheet Suspense Values screen.
6. Suspense processing is performed in accordance with the values you entered into the **Suspense Values** group box of the Configure Timesheet Suspense Values screen. On timesheets that have invalid projects, organizations, accounts, POA combinations, PLCs, GLCs, reference 1 numbers, and/or reference 2 numbers, the invalid values are replaced by the respective suspense values. A message is written to the Suspense section of the error report and the timesheet line is written to the Suspense table. The account, project, organization, POA combinations, PLC, GLC, reference 1 number, and/or reference 2 number in the temporary table are replaced with the default suspense values and processing continues.
7. After the validations are completed, timesheets with errors are written to the error file. If there is an error on one line of the timesheet, all lines are rejected and written to the error file. These rows are then deleted from the temporary table. Timesheets with no errors, but with Warnings or Suspense replacements, are *not* deleted from the temporary table. The temporary table now contains only valid rows.
8. The application calculates charge hours and labor cost (if blank).
9. If you selected the **Auto Adjust Salaried Employees** check box, all timesheets for salaried employees are auto-adjusted. If you selected the **Auto Adjust Hourly Employees** check box, all the timesheets for hourly employees are auto-adjusted.
10. The Error Report is printed. If there are errors, a message box displays on the screen to notify you that errors were found. If there are no errors, the Error Report indicates that no error records were found.

## Import Details

1. The application checks the dates of the rows in the temporary table to verify that they fall within the range of dates entered on the screen.
2. The timesheet line key is set.
3. The Timesheet Header table is checked again to ensure that the timesheets being imported do not already exist. If duplicates exist, the system displays a message and importing is not done.
4. Rows from the temporary table are inserted into the Timesheet Header and Timesheet Line tables.
5. If suspense processing has taken place, suspense replacement data is written to the Suspense table.
6. All temporary tables are cleared.

## Tables

A list of the Costpoint tables used by this preprocessor and their corresponding Costpoint screens is provided at the end of this topic.

### Timesheet Header Table

The Timesheet Header table is filled as follows:

**Timesheet Date (TS_DT)**

1. The timesheet date is taken from the input file or the screen.
2. The default value is the ending date from the screen.

3. The validations are as follows:
    a. The date must be a valid date.
    b. The date must be in an open timesheet period based on the employee's timesheet period.
    c. The date must be within the period of performance of the project, if a project is entered (Warning only).

**Employee ID (EMPL_ID)**

1. The employee ID is taken from the input file.
2. The validations are as follows:
    a. The employee ID is a required field and must exist in the input file.
    b. The employee must be in the Employee table.
    c. The employee cannot be terminated and inactive.

**Timesheet Type Code (S_TS_TYPE_CD)**

1. The timesheet type is taken from the input file or the screen.
2. The default value is the timesheet type from the screen.
3. The validations are as follows: The timesheet type must be **R** (Regular), **B** (Bonus), **L** (Labor only), **N** (Reversing), **D** (Replacing), or **C** (Correcting).

**Timesheet Header Sequence Number (TS_HDR_SEQ_NO)**

1. The sequence number is taken from the input file, if one is provided there.
2. If you did not enter a sequence number in the input file, the application sets the timesheet header sequence number to **1**.

**Timesheet Header Reference Sequence Number (REFERENCE_SEQ_NO)**

**1.** The reference sequence number is taken from the input file, if one is provided there.

**2.** If you did not enter a sequence number in the input file, the application sets the timesheet header sequence number to "1."

**User ID (USER_ID)**

The application sets the user ID to the current user.

**Posting Sequence Number (POST_SEQ_NO)**

The posting sequence number is left blank by the application.

**Payroll Posted Flag (PR_POSTED_FL)**

The application sets the payroll posting flag to **N** (No).

**Leave Posted Flag (LV_POSTED_FL)**

The application sets the leave posted flag to **N** (No).

**Entry Date (ENTRY_DT)**

The application sets the entry date to the current system date.

**Working State (WORK_STATE_CD)**

1. The working state is taken from the input file.
2. The default value is the working state from the Salary Information and History table.
3. The validations are as follows:
    a. The working state is a required field and must be in the input file or defaulted from the Salary Information and History table.
    b. The working state must be in the Overtime Rules by State table.

**Fiscal Year (FY_CD)**

**Period Number (PD_NO)**

**Subperiod Number (SUB_PD_NO)**

1. The fiscal year, period, and subperiod are taken from the input file or the screen.
2. The default values are from the screen.
3. The validations are as follows:
    a. The combination of all three must exist in the Subperiod table.
    b. The combination must be open in the Subperiod table.

**Journal Code (S_JNL_CD)**

The application sets the journal code to **LD** (Labor Distribution).

**Timesheet Batch ID (TS_BATCH_ID)**

The timesheet batch ID is left blank by the application.

**Correcting Reference Date (CORRECTING_REF_DT)**

1. The correcting reference date is taken from the input file.
2. The validation is as follows: The date must be a valid date in YYYY-MM-DD format.

**Auto-Adjust Percentage Rate (AUTO_ADJ_PCT_RT)**

If you entered an **Override Auto Adj %** on the screen, the application uses that value to populate the AUTO_ADJ_PCT_RT column. If you did not enter an override on the screen, the program uses the **Default Auto-Adjustment Percent** for the employee's timesheet cycle (on the Manage Timesheet Periods screen) to populate the column.

**Timesheet Header Compute Code (S_TS_HDR_CMPUT_CD)**

The application sets the timesheet header compute code to **O** (Original).

**Labor Group Type (LAB_GRP_TYPE)**

The labor group type is taken from the Salary Information and History table.

**Pay Period (PAY_PD_CD)**

The pay period code is left blank by the application.

**Pay Period Start Date (PAY_PD_START_DT)**

The pay period start date is left blank by the application.

**Pay Period End Date (PAY_PD_END_DT)**

The pay period end date is left blank by the application.

**Timesheet Period Code (TS_PD_CD)**

The timesheet period code is taken from the Employee table.

**Home Organization (EMPL_HOME_ORG_ID)**

The home organization is taken from the Salary Information and History table.

**Inter-Company Tracking Organization (IC_TRKNG_ORG_ID)**

The program derives the inter-company tracking organization from the home organization by using the **Balance Sheet Level** defined in the Organization table (see the Manage Organization Structures screen).

**Home Reference Number 1 (EMPL_HOME_REF1_ID)**

The home reference number 1 is taken from the Salary Information and History table.

**Home Reference Number 2 (EMPL_HOME_REF2_ID)**

The home reference number 2 is taken from the Salary Information and History table.

### Timesheet Line Table

The Timesheet Line table is filled as follows:

**Timesheet Date (TS_DT)**

**Employee ID (EMPL_ID)**

**Timesheet Type (S_TS_TYPE_CD)**

**Timesheet Header Sequence Number (TS_HDR_SEQ_NO)**

1. The sequence number is set to the sequence number specified in the input file.
2. If no sequence number is specified in the input file and the timesheet type is **R** (Regular), **L** (Labor Only), or **B** (Bonus), a value of **1** defaults.
3. If no sequence number is specified in the input file, and the input file timesheet type is **C** (Correcting), **D** (Replacement), or **N** (Reversal), and a **C** type timesheet already exists in the Timesheet Header or Timesheet Header History table for the same employee and date, Costpoint automatically increases the sequence number by one (up to a sequence number of 99).
4. If no sequence number is specified in the input file, and the timesheet type is **C** (Correcting), **D** (Replacement), or **N** (Reversal), and a **C** type timesheet does not already exist in Costpoint for the same employee and timesheet date, a value of **1** defaults.

**Timesheet Line Number (TS_LN_NO)**

The timesheet line number is set to the sequence number of the input line in the input file.

**Pay Type (PAY_TYPE)**

1. The pay type is taken from the input file.
2. The default value is assigned as follows:
   a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
   b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
   c. The project is located in the Manage Project Timesheet Defaults table.
   d. The employee is located in the Default subtask of the Manage Employee Information screen.
   e. The pay type from the Configure Labor Settings screen is used.
3. The validations are as follows:
   a. The pay type is a required field and must be in the input file or have a default value supplied.
   b. The pay type must exist in the Pay Type table.
   c. If the employee is exempt, the **OK for Exempt Employees** check box in the Manage Pay Types screen must be selected.
   d. If the employee is not exempt, the OK for Non-Exempt Employees check box in the Manage Pay Types screen must be selected.
   e. If the employee is salaried, the **OK for Salaried Employees** check box in the Manage Pay Types screen must be selected.
   f. The pay type cannot exist for the project, the labor location, and the employee's labor group type in the Pay Type Restriction table.
   g. If the employee is salaried and FLSA exempt, you must select the **Allow Overtime for Salaried, FLSA Exempt Employees** check box in the Overtime Settings subtask of the Configure Labor Settings screen in order to use a pay type that is flagged as an overtime pay type.

**General Labor Category (GENL_LAB_CAT_CD)**

1. The general labor category is taken from the input file. If you did not select the **Allow GLC Change on Timesheet** check box in the Configure Labor Settings scree, the general labor category in the input file is ignored and a default is used.
2. The default value is assigned as follows:
   a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
   b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
   c. The project is located in the Manage Project Timesheet Defaults table.

   d. The employee is located in the Default subtask of the Manage Employee Information screen.

3. The validations are as follows:
   a. The general labor category is a required field and must be in the input file or have a default supplied.
   b. The general labor category must be in the General Labor Category table.
4. Suspense Processing:

   If you made an entry in the **GLC** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen, the program uses this value to replace invalid data.

**Timesheet Line Type (S_TS_LN_TYPE_CD)**

1. The timesheet line type is taken from the input file.
2. The default value is **A**.
3. The validations are as follows:
   a. The timesheet line type must be **A, B, L, M**, or **S**.
   b. Lines assigned to type **L** cannot have a labor cost.
   c. Lines assigned to type **L** must have hours.
   d. The account for a line type **L** must be assigned as either the accrual or expense account on a leave type that has the **Use as FMLA Leave Type** check box selected in the Manage Leave Types screen.
   e. The account for a line type **B** must be assigned as either the accrual or expense account on a leave type that has a related FMLA leave type.

**Labor Cost Amount (LAB_CST_AMT)**

1. The labor cost is taken from the input file.
2. If the input file labor cost is zero or blank, the application calculates the default value. Labor cost is calculated based on the hourly rate and the pay type. The formula used to calculate labor cost is determined as follows:
   a. If, in the Manage Pay Types screen, you selected the **Add Amount (below) to Timesheet Line** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay type code **A**.).
   b. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below)** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay type code **B**.)
   c. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below) times Factor** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours * pay type factor). (Pay type code **C**.)
3. The validations are as follows:
   a. The labor cost must be numeric.
   b. The labor cost must be zero if the line type is **L**.
   c. The labor cost must be positive if the entered hours are positive, and the labor cost must be negative if the entered hours are negative.

**Entered Hours (ENTERED_HRS)**

1. The entered hours are taken from the input file.
2. The validations are as follows:
   a. The entered hours must be numeric.
   b. The entered hours cannot be zero if the line type is **L**.

**Workers' Comp Code (WORK_COMP_CD)**

1. The workers' comp code is taken from the input file.

2. The default value is assigned as follows:
   a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
   b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
   c. The project is located in the Manage Project Timesheet Defaults table.
   d. The employee is located in the Default tab of the Manage Employee Information screen.
   e. The workers' comp code from the Configure Labor Settings screen.
3. The validations are as follows:
   a. Workers' comp code is a required field and must be in the input file or have a default value supplied.
   b. The workers' comp code must exist in the Workers' Comp table.

**Labor Location Code (LAB_LOC_CD)**

1. The labor location is taken from the input file.
2. The default value is assigned as follows:
   a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
   b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
   c. The project is located in the Manage Project Timesheet Defaults table.
   d. The employee is located in the Default tab of the Manage Employee Information.
3. The validations are as follows:
   a. If you selected the **Require Labor Location** check box in the Configure Labor Settings screen, a labor location is required and must be in the input file or have a default value supplied.
   b. The labor location must exist in the Labor Locations table.

**Compute Method (S_CMPUT_MTHD_CD)**

The compute method is set by the application. The compute method is a combination of a code indicating the source of the hourly rate and a code indicating the pay type calculation to be used. See the sections for **Hourly Rate** and **Labor Cost Amount**. In addition to the codes listed under **Hourly Rate**, **Z** is used if **Entered Hours** is zero.

**Charge Hours (CHG_HRS)**

The charge hours are set by the application as follows:

1. Set equal to entered hours if the pay type is not cost only.
2. Set to zero if the pay type is cost only.

**Hourly Rate (HRLY_AMT)**

The application sets the hourly rate. The hourly rate to be used is determined as follows:

1. If the employee is salaried/fixed and you selected the **Enable** check box in the **Use Standard Rates** group box in the Configure Labor Settings screen, the standard rate from the Salary Information and History table is used. (Hourly rate code is **S**.)
2. If you selected the **Enable Wage Determination Feature** check box in the Configure Labor Settings screen, and the employee is hourly and non-exempt, the project, labor location code, general labor category, and labor group type are located in the Wage Determination table.
3. If a match is found and you selected the **Override** option in the **Hourly Rate Method** group box in the Manage Wage Determination Rates screen, the rate from the Wage Determination table is used. (Hourly rate code is **O**.)
4. If you selected the **Use if Higher** option in the Manage Wage Determination Rates screen and the rate in the Wage Determination table is greater than the employee's hourly rate, the rate from the Wage Determination table is used. (Hourly rate code is **W**.)

5. In all other cases, the employee's hourly rate from the Salary Information and History table is used. (Hourly rate code is **E**.)

**Organization (ORG_ID)**

1. The organization is taken from the input file.
2. The default value for non-**M** (Manufacturing Order) type timesheets is assigned as follows:
    a. The program looks up the employee ID and the project in the Employee Project Timesheet Default table.
    b. The program looks up the employee ID and the project's account group code in the Employee Account Group Default table.
    c. The program looks up the employee's labor group type and the project's account group code in the Labor Account Group Default table.
    d. The program looks up the project in the Project Timesheet Default table.
    e. The program looks up the employee in the Default Regular Timesheet table (Manage Employee Information).
3. The default value for **M** (Manufacturing Order) type timesheets is assigned as follows:
    a. If the **Organization Default Method** in the Configure Labor Settings screen is **Employee Home Org**, the timesheet line organization field is populated with the employee's home organization.
    b. If the **Organization Default Method** in the Configure Labor Settings screen is **MO Org** and the **Account** is the manufacturing order's WIP labor account, the timesheet line organization field is populated with the manufacturing order's WIP direct labor organization.
    c. If the **Organization Default Method** in the Configure Labor Settings screen is **MO Org** and the **Account** is the manufacturing order's WIP misc 1 account, the timesheet line organization field is populated with the manufacturing order's WIP direct misc 1 organization.
    d. If the **Organization Default Method** in the Configure Labor Settings screen is **MO Org** and the **Account** is the manufacturing order's WIP misc 2 account, the timesheet line organization field is populated with the manufacturing orders WIP direct misc 2 organization.

**Organization Abbreviation (ORG_ABBRV_CD)**

1. The organization and/or the organization abbreviation are taken from the input file.
2. The default value for organization is assigned as follows:
    a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
    b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
    c. The project is located in the Manage Project Timesheet Defaults table.
    d. The employee is located in the Default tab of the Manage Employee Information screen.
3. The validations are as follows:
    a. Either the organization or the organization abbreviation can be entered in the input file. If the organization abbreviation is entered, the organization is located in the Organization table. If both are entered, they must both exist in the same row of the Organization table.
    b. Organization is a required field and must be in the input file or have a default value supplied.
    c. The organization must exist in the Organization table.
4. Suspense Processing:
    a. You must select a validation method relating to organizations in the Configure Timesheet Suspense Values screen to enable substitution for invalid data.
    b. The program uses the **Org** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.
5. The organization abbreviation will be entered into the Timesheet Line table based on the organization in the worktable after any default or suspense substitution.

**Account (ACCT_ID)**

1. The account is taken from the input file.
2. The defaults are as follows:
    a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
    b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
    c. The project is located in the Manage Project Timesheet Defaults table.
    d. The employee is located in the Default tab of the Manage Employee Information screen.
3. The validations are as follows:
    a. Account is a required field and must exist in the input file or have a default value supplied.
    b. The account must exist in the Account table.
    c. The account must be a detail account.
    d. The account must be available for use in timesheet entry.
4. Suspense Processing:
    a. You must select a validation method relating to accounts in the Configure Timesheet Suspense Values screen to enable substitution for invalid data.
    b. The application uses the **Project Acct** and **Non Project Acct** fields in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.

**Project (PROJ_ID)**

**Project Abbreviation (PROJ_ABBRV_CD)**

1. The project and/or the project abbreviation are taken from the input file.
2. The validations are as follows:
    a. You can enter either the project or the project abbreviation in the input file. If you enter the project abbreviation, the project is located in the Project table. If you enter both, they must both exist in the same row of the Project table.
    b. If you selected the **Project Required** check box for this account in the Manage Accounts screen, **Project** is a required field and must exist in the input file
    c. The project must exist in the Project table.
    d. The project must be active.
    e. The project must allow charges.
3. Suspense Processing:
    a. You must select a validation method relating to projects in the Configure Timesheet Suspense Values screen to enable substitution for invalid data.
    b. The application uses the **Project** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.
4. The project abbreviation will be entered into the Timesheet Line table based on the project in the worktable after any suspense substitution.

**Project Labor Category (BILL_LAB_CAT_CD)**

1. The project labor category is taken from the input file.
2. The default value is assigned as follows:

    Costpoint first uses the transaction project's setup to determine which project is used to default the PLC. If the transaction project has the **Use Top Level Work Force** check box selected on the Manage Project User Flow, the program uses the transaction project's top level.

    If the transaction project's **Use Top Level Work Force** check box is not selected, Costpoint then determines whether a source project is assigned to the transaction project. If a source project exists in the first row of the Manage Rate Sequence Order table, the program uses that source project to determine the PLC default value.

If the **Use Top Level Work Force** check box is not selected and no source project exists for the transaction project, the program uses the transaction project to determine the PLC default value.

a. The first level of PLC default is the Assign PLC to Employee Work Force subtask of the Manage Employee Work Force screen. If the project and employee exist in this screen, the PLC with a **Defaults** value of **Y** is inserted into the transaction. This screen is used as a basis for default whether or not the **Project Work Force Required** check box is selected on the Manage Project User Flow. If the program finds a PLC default value, the search ends here. If not, the process continues.

b. If the project's **Project Work Force Required** check box is selected on the Manage Project User Flow, the search for a PLC default value ends here. If the check box is not selected, the program searches non-work force related screens for a PLC default value.

c. If the transaction project, the employee, and a PLC default value exist in the Manage Project Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process end heres. If no PLC default exists in this screen, the process continues.

d. If the transaction project's account group, the employee, and a PLC default value exist in the Employee Project/Account Group Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.

e. If the transaction project's account group, the employee's labor group, and a PLC default value exist in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults screen, the PLC from this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.

f. If the transaction project and a PLC default value exist in the Manage Project Timesheet Defaults screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.

g. If the top level/source/transaction project, the transaction GLC, and a PLC default value exist on the Link GLC to Project PLC subtask of the Link Project Labor Categories to Projects screen, the PLC in this screen is inserted into the transaction and the default process ends here. If no PLC default exists in this screen, the process continues.

h. If the transaction GLC and a PLC default value exist in the Manage General Labor Categories screen, the PLC in this screen will be inserted into the transaction.

i. If a PLC is assigned to the employee in the Salary Info and History table as of the timesheet date, the PLC in that screen is inserted into the timesheet line. This is the last level of PLC default.

2. The validations are as follows:

   a. Costpoint determines whether or not a PLC is required for the transaction. If no project exists on the transaction, a PLC is not required and the validation process ends without error. If a PLC does exist on the transaction, but no project is specified, an error message prints. If a project exists and no error occurred, the validation process continues to step b.

   b. If the **Project Work Force Required** check box is selected for the project on the Manage Project User Flow, the work force validations are done. Costpoint uses the appropriate project (top level, source, or transaction) to validate the employee against the work force. If the employee is not assigned to the appropriate work force, an error message prints. If the employee is assigned to the appropriate work force, the validation process continues to the next step.

   c. If the top level/source/transaction project does not exist in Link Project Labor Categories to Projects screen, the validation process ends without error. If the project does not exist in Link Project Labor Categories to Projects screen, it means that all PLCs are linked to that project. If the project does exist in the Link Project Labor Categories to Projects screen, the validation process continues to the next step.

   d. If the PLC field is blank, Costpoint determines the project/account combination's Project Account Group function. If the function is Labor, an error message prints to inform you that the PLC is required. If the function is not Labor, the validation process ends without error. If the PLC field is not blank, the validation process continues to the next step.

e. If the PLC field is not blank, the next step will depend on the project's **Project Work Force Required** check box on the Manage Project User Flow.

A. If the **Project Work Force Required** check box is selected for the project, the project/employee/PLC combination is validated against the Assign PLC to Employee Work Force subtask on the Project Employee Work Force screen. If the combination exists there, the validation process continues.

B. If the **Project Work Force Required** check box is not selected for the process ends here without error. If the combination does not exist in this table, Costpoint prints an error message.roject, the project/PLC combination is validated against the Link Project Labor Categories to Projects table. If the combination exists there, the validation process ends here without error. If the combination does not exist in this table, the system prints an error message.

1. Suspense Processing:

   a. You must select a validation method relating to the Project Labor Category (PLC) in the Configure Timesheet Suspense Values screen to enable substitution for invalid data.

   b. The program uses the **PLC** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.

**Notes (NOTES)**

Notes are taken from the input file. If the Notes field in the input file is all spaces, it is set to a single space by the application.

**Withholding State (WH_STATE_CD)**

1. Withholding State is taken from the input file.

2. If the **Multi-State Taxes** check box is selected for the employee's Pay Cycle (in the Enter Manage Pay Periods screen), the default value is assigned as follows:

   a. Withholding State is taken from the input file.

   b. The **Withholding State** is taken from the Manage Employee Project Timesheet Defaults screen if the timesheet project and employee are set up in that screen.

   c. The **Withholding State** is taken from the Employee Project/Account Group Timesheet Defaults screen if the timesheet project's account group and the employee are set up in that screen.

   d. The **Withholding State** is taken from the Manage Labor-Group Proj-Acct-Group Timesheet Defaults screen if the timesheet project's account group and the employee's labor group are set up in that screen.

   e. The **Withholding State** is taken from Manage Project Timesheet Defaults screen if the timesheet project is set up in that screen.

   f. The **Withholding State** is taken from the Manage Employee Taxes screen.

3. The validations are as follows:

   a. A warning is generated if the withholding state is not assigned to the employee in the Enter/Mange Employee Taxes screen.

   b. An error is generated if the withholding state does not exist in the State Taxes table.

   c. An error is generated if no withholding state default can be determined.

**Reference Number 1 (REF_STRUC_1_ID)**

1. Reference number 1 is taken from the input file.

2. The default value is assigned as follows:

   a. The employee ID and the project's account group code are located in the Manage Employee Proj-Acct-Group Timesheet Defaults table in Costpoint Labor.

   b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.

   c. The project is located in the Manage Project Timesheet Defaults table.

   d. The employee is located in the Default tab of the Manage Employee Information screen.

3. The validations are as follows:
    a. The reference number must exist in the Reference Structure table as a reference 1 number.
    b. The employee must have a home reference 1 number (warning only).
    c. If the employee has no home reference 1 number, there must be no reference 1 number (warning only).
4. Suspense Processing: The program uses the **Ref 1** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.

**Reference Number 2 (REF_STRUC_2_ID)**

1. Reference number 2 is taken from the input file.
2. The default value is assigned as follows:
    a. The employee ID and the project's account group code are located in the Employee Project/Account Group Timesheet Defaults table.
    b. The employee's labor group type and the project's account group code are located in the Manage Labor-Group Proj-Acct-Group Timesheet Defaults table.
    c. The project is located in the Manage Project Timesheet Defaults table.
    d. The employee is located in the Default tab of the Manage Employee Information screen.
3. The validations are as follows:
    a. The reference number must exist in the Reference Structure table as a reference 2 number.
    b. The employee must have a home reference 2 number (warning only).
    c. If the employee has no home reference 2 number, there must be no reference 2 number (warning only).
4. Suspense Processing: The program uses the **Ref 2** field in the **Suspense Values** group box of the Configure Timesheet Suspense Values screen to replace invalid data.

**Effective Billing Date (EFFECT_BILL_DT)**

1. The Effective Billing Date is taken from the input file.
2. If a PLC exists on the timesheet line and no effective bill date is specified in the input file, the effective bill date is set to the last day of the specified accounting period.
3. If you are processing a **C** type (Correcting) timesheet, and a PLC exists on the timesheet line, and no effective bill date is specified in the input file, and the **Use Reference Date in Correcting Timesheets** check box is selected in the **Effective Bill Date Options** group box in the Configure Labor Settings screen, the ref date from the input file defaults.
4. If the **Use Reference Date in Correcting Timesheets** check box is not selected or you are processing an **R** type (Regular) or **B** type (Bonus) timesheet, the **Default Method** from the **Effective Bill Date Options** group box in the Configure Labor Settings screen is used to determine the effective bill date default. If the effective bill date **Default Method** is **Subperiod End Date**, the last day of the timesheet header subperiod defaults when you enter a valid PLC. Otherwise, if the effective bill date **Default Method** is **Timesheet Date**, the timesheet date defaults when you enter a valid PLC. You can edit the date, but it is not validated. This field is required if a PLC is specified on the timesheet line.
5. The validations are as follows:
    a. The effective billing date must exist either in the input file or have a default value available. The default value is the **Subperiod End Date**.
    b. If the effective billing date is supplied in the input file, it must be a valid date and be in the format YYYY-MM-DD.

### Manufacturing Order (MO) Table (TS_LN_MO)

The Manufacturing Order Line table is filled as follows:

**Timesheet Date (TS_DT)**

**Employee ID (EMPL_ID)**

**Timesheet Header Sequence Number (TS_HDR_SEQ_NO)**

These fields are set the same as in the Timesheet header.

**Timesheet Line Number (TS_LN_NO)**

The timesheet line number is set to the sequence number of the input line in the input file.

**Manufacturing Order (MO_ID)**

The program populates this field with the manufacturing order ID from the input file.

**Operation Sequence Number (MO_OPER_SEQ_NO)**

The program populates this field with the operation sequence number from the input file.

**Operation Step Number (MO_OPER_STEP_NO)**

The program populates this field with the operation step number from the input file.

**Work Center (WC_ID)**

The program populates this field with the work center ID from the input file.

**Charge Hours (CHG_HRS)**

The charge hours are set by the application as follows:

1. Set equal to entered hours if the pay type is not cost only.
2. Set to zero if the pay type is cost only.

**Labor Cost Amount (LAB_CST_AMT)**

1. The labor cost is taken from the input file.
2. If the input file labor cost is zero or blank, the application calculates the default value. Labor cost is calculated based on the hourly rate and the pay type. The formula used to calculate labor cost is determined as follows:
    a. If, in the Manage Pay Types screen, you selected the **Add Amount (below) to Timesheet Line** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay Type code **A**.)
    b. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below)** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay Type code **B**.)
    c. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below) times Factor** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours * Pay Type factor). Enter pay type code **C**.
3. The validations are as follows:
    a. The labor cost must be numeric.
    b. The labor cost must be zero if the line type is **L**.
    c. The labor cost must be positive if the entered hours are positive, and the labor cost must be negative if the entered hours are negative.

**Fiscal Year (FY_CD)**

**Period Number (PD_NO)**

**Subperiod Number (SUB_PD_NO**

1. The fiscal year, period, and subperiod are taken from the input file or the screen.
2. The default values are from the screen.
3. The validations are as follows:
    a. The combination of all three must exist in the Subperiod table.
    b. The combination must be open in the Subperiod table.

**Cost Element Type Code (S_COST_ELEMENT_CD)**

This field is populated based on the account/organization from the timesheet line. If the timesheet line's account/organization matches the Manufacturing Order's work-in-process labor account and organization, this field is populated with **L**. If the timesheet line's account/organization matches the Manufacturing Order's work-in-process miscellaneous 1 account and organization, this field is populated with **1**. Otherwise, this field is populated with **2**.

**Operation Activity Type (S_ACTIVITY_TYPE)**

The program populates this field with the operation activity type from the input file.

### Sales Order (SO) Table (TS_LN_SO)

The Sales Order Line table is filled as follows:

**Timesheet Date (TS_DT)**

**Employee ID (EMPL_ID**

**Timesheet Header Sequence Number (TS_HDR_SEQ_NO)**

These fields are set the same as in the Timesheet header.

**Timesheet Line Number (TS_LN_NO)**

The timesheet line number is set to the sequence number of the input line in the input file.

**Sales Order (SO_ID)**

The program populates this field with the sales order ID from the input file.

**Sales Order Release Number (SO_RLSE_NO)**

The program populates this field with the sales order release number from the input file.

**Charge Hours (CHG_HRS)**

The charge hours are set by the application as follows:

1. Set equal to entered hours if the pay type is not cost only.
2. Set to zero if the pay type is cost only.

**Labor Cost Amount (LAB_CST_AMT)**

1. The labor cost is taken from the input file.
2. If the input file labor cost is zero or blank, the application calculates the default value. Labor cost is calculated based on the hourly rate and the pay type. The formula used to calculate labor cost is determined as follows:

a. If, in the Manage Pay Types screen, you selected the **Add Amount (below) to Timesheet Line** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + pay type amount. (Pay type code **A**.)

b. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below)** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours). (Pay type code **B**.)

c. If, in the Manage Pay Types screen, you selected the **Multiply Hours times Amount (below) times Factor** option for the pay type, the formula is (entered hours * hourly rate * pay type factor) + (pay type amount * entered hours * pay type factor). (Pay type code **C**.)

3. The validations are as follows:

. The labor cost must be numeric.

a. The labor cost must be zero if the line type is **L.**

b. The labor cost must be positive if the entered hours are positive, and the labor cost must be negative if the entered hours are negative.

**Fiscal Year (FY_CD)**

**Period Number (PD_NO)**

**Subperiod Number (SUB_PD_NO)**

1. The fiscal year, period, and subperiod are taken from the input file or the screen.
2. The default values are from the screen.

3. The validations are as follows:
    a. The combination of all three must exist in the Subperiod table.
    b. The combination must be open in the Subperiod table.

## Technical Details

### Tables Read

Account (ACCT) (Manage Accounts)

Account Entry Rules (ACCT_ENTRY_RULES) (Manage Account Entry Groups)

Accounting Period (ACCTING_PD) (Manage Accounting Periods)

Billable Labor Category (BILL_LAB_CAT) (Link Project Labor Category Rates to Projects)
Employee (EMPL) (Manage Employee Information)

Employee Project-Acct-Grp TS Defaults (EMPL_ACCT_GRP_DFLT) (Employee Project/Account Group Timesheet Defaults)

Fiscal Year (FY) (Manage Fiscal Years)

General Labor Category (GENL_LAB_CAT) (Manage General Labor Categories)

Labor-Grp Project-Acct-Grp TS Defaults (LAB_ACCT_GRP_DFLT) (Manage Labor-Group Proj-Acct-Group Timesheet Defaults)

Labor Location (LAB_LOCATION) (Manage Labor Locations/Locals)

Labor Settings (LAB_SETTINGS) (Configure Labor Settings)

Leave Type (LV_TYPE) (Manage Leave Types)

Organization (ORG) (Manage Organization Elements)

Organization Account (ORG_ACCT) (Link Accounts/Organizations)

Over-Time Rules by State (OT_RULES_BY_STATE) (Manage Overtime Rules by State)

Overtime Settings (OT_SETTINGS) (Configure Labor Settings - Overtime Settings subtask

Pay Type (PAY_TYPE) (Manage Pay Types)

Pay Type Restriction (PAY_TYPE_RESTRICT) (Manage Pay Type Restrictions)

Project (PROJ) (Manage Project User Flow)

Project Control (PROJ_CNTL) (Configure Project Settings)

Project Employee Labor Category (PROJ_EMPL_LAB_CAT) (Manage Employee Work Force)

Project Labor Category (PROJ_LAB_CAT) (Link Project Labor Categories to Projects)

Project Labor Category Map (PROJ_LAB_CAT_MAP) (Link General Labor Category to Project Labor Category)

Project Organization Account (PROJ_ORG_ACCT) (Link Projects/Accounts/Organizations)

Project TS Defaults (PROJ_TS_DFLT) (Manage Project Timesheet Defaults)

Reference Structure (REF_STRUC) (Manage Reference Structures)

Salary Information and History (EMPL_LAB_INFO) (Manage Employee Salary Information)

Sub Period (SUB_PD) (Manage Subperiods

Timesheet Header History (TS_HDR_HS) (View Timesheet History Inquiry)

Timesheet Period Schedule (TS_PD_SCH) (Manage Timesheet Periods)

Timesheet Regular Default Lines (DFLT_REG_TS) (Manage Employee Information)

Wage Determination (WAGE_DETERM) (Manage Wage Determination Rates)

Workers' Comp (WORK_COMP) (Manage Workers' Compensation Codes)

Input File

(User named)

## Tables Read and Written

Function Parameter Catalog

(FUNC_PARMS_CATLG)

Manufacturing Order Timesheet Line (TS_LN_MO) (Manage Timesheets)

Posting Semaphore (POST_SEMAPHORE)

Sales Order Timesheet Line (TS_LN_SO) (Manage Timesheets)

Sequence Generator (SEQ_GENERATOR)

Timesheet Header (TS_HDR) (Manage Timesheets)

Timesheet Line (TS_LN) (Manage Timesheets)

Timesheet Prep Parameters (T_PARMS_AOPUTLTS)

Menu: Others - Product Interfaces - Preprocessors - Import Timesheets

## Other Output

Error File (input file name + .ERR)

Edit Report

Error Report

## INPUT FILE LAYOUT

The input file is named by the user. The error file has the same name with an ".ERR" extension.

The input file can be either a fixed-format file or a comma-separated file. If the file is a fixed-format file, you must fill every position with either an appropriate character or a space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format. If the file is comma-separated, it is not necessary to fill every position, but the file must have the correct number of commas. Each record must be on a separate line and end with a carriage return and line feed.

In fixed-format files, you must populate the required input file fields with valid data. If you do not populate an optional column in a fixed-length input file, you must enter the maximum number of spaces for that column before entering data for the next column. After you have entered the last character of meaningful data for the input file, you do not need to fill the remaining column lines with spaces. For example, if the **Sequence Number** field in position 217 is the last required value (out of a total of 487 possible field position spaces), you do not need to add the remaining 269 spaces. However, if you enter the **Sequence Number** in position 217 and wish to enter data in the **Project-Account Abbrev** field (starting at position 228) but not the **Effective Billing Date** field (starting at position 218), you must enter 10 spaces in place of the **Effective Billing Date** field before entering **Project-Account Abbrev** data in position 228. This also applies when you enter data in a required field, skip the following optional field, and then enter data in another required field.

Most users of earlier versions of Costpoint can continue to use the previous format, which did not include the Organization Abbreviation and the Project Abbreviation. If you are using the **Comma-Separated Values** format and 21 commas are present in the input file, the earlier format is presumed. There is one condition in which you cannot use the previous format. You must include the new field positions if:

- You are using the **Fixed-Length** format,
- You entered **Notes,** and
- You did not pad the record to the previous full record length.

The current full record length for fixed-length records is 487.

You cannot use commas in the **Notes** field.

Neither format requires that the **Notes** field be filled with spaces, but both require that every record end with a carriage return and line feed.

The input file layout follows:

| # | Field Name | Costpoint Table/Column | Data Type and Size | Column | Required/ Optional | Defaulting Information | Format/Contents |
|---|---|---|---|---|---|---|---|
| 1 | Timesheet Date | TS_HDR and TS_LN.TS_DT | Char 10 | 1–10 | Required | If a value is not supplied in the input file, the **To** date specified on the screen defaults. | YYYY-MM-DD |
| 2 | Employee ID | TS_HDR and TS_LN.EMPL_ ID | Char 12 | 11-22 | Required | | |
| 3 | Timesheet Type Code | TS_HDR and TS_LN.S_TS_ TYPE_CD | Char 2 | 23-24 | Required | If a value is not supplied in the input file, type **R** defaults. | R, B, L, D, N, or C |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 4 | Working State | TS_HDR. WORK_STATE_CD | Char 2 | 25-26 | Required | If a value is not supplied in the input file, the **Default Overtime State** from the Manage Employee Salary Information screen defaults. | |
| 5 | Fiscal Year | TS_HDR.FY_ CD | Char 6 | 27-32 | Required | If not supplied in the input file, the **Fiscal Year** specified on the Import Timesheets screen defaults. | |
| 6 | Period | TS_HDR.PD_ NO | Numeric 2 | 33-34 | Required | If not supplied in the input file, the **Period** specified on the Import Timesheets screen defaults. | (99) |
| 7 | Subperiod | TS_HDR.SUB_ PD_NO | Numeric 2 | 35-36 | Required | If not supplied in the input file, the **Subperiod** specified on the Import Timesheets screen defaults. | (99) |
| 8 | Correcting Ref Date | TS_HDR. CORRECTING_ REF_DT | Char 10 | 37-46 | Optional | | YYYY-MM-DD |
| 9 | Pay Type | TS_LN.PAY_ TYPE | Char 3 | 47-49 | Required | For default information, please see "Pay Type" in the Tables section of Processing Details. | |
| 10 | General Labor Category | TS_LN.GENL_ LAB_CAT_CD | Char 6 | 50-55 | Required | For default information, please see "General Labor Category" in the Tables | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | section of Processing Details. | |
| 11 | Timesheet Line Type Code | TS_LN.S_TS_ LN_TYPE_CD | Char 1 | 56-56 | Required | If a value is not supplied in the input file, type **A** defaults. | A, B, L, M, S |
| 12 | Labor Cost Amount | TS_LN.LAB_ CST_AMT | Numeric 15 | 57-71 | Required | For default information, please the "Labor Cost Amount" in the Tables section of Processing Details. | (-99999999999.99) |
| 13 | Hours | TS_LN. ENTERED_HRS and CHG_HRS | Numeric 10 | 72-81 | Required | | (-999999.99) |
| 14 | Workers' Comp Code | TS_LN.WORK_ COMP_CD | Char 6 | 82-87 | Required | For default information, please see "Workers' Comp Code" in the Tables section of Processing Details. | |
| 15 | Labor Location Code | TS_LN.LAB_ LOC_CD | Char 6 | 88-93 | Required if **Require Labor Location** is selected on the Configure Labor Settings screen. | For default information, please see "Labor Location Code" in the Tables section of Processing Details. | |
| 16 | Organization ID | TS_LN.ORG_ID | Char 20 | 94-113 | Required | For default information, please see "Organization" in the Tables section of Processing Details. | |
| 17 | Account ID | TS_LN.ACCT_ ID | Char 15 | 114-128 | Required | For default information, please see "Account" in the Tables section of | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Processing Details. | |
| 18 | Project ID | TS_LN.PROJ_ ID | Char 30 | 129-158 | Required if **Project Required** is selected on the Manage Accounts screen for the specified account. | For default information, please see "Project" in the Tables section of Processing Details. | |
| 19 | Project Labor Category | TS_LN.BILL_ LAB_CAT_CD | Char 6 | 159-164 | Required/ Optional status dependent upon project setup. | For default information, please see "Project Labor Category" in the Tables section of Processing Details. | |
| 20 | Reference Number 1 | TS_LN.REF_ STRUC_1_ID | Char 20 | 165-184 | Optional | For default information, please see "Reference Number 1" in the Tables section of Processing Details. | |
| 21 | Reference Number 2 | TS_LN.REF_ STRUC_2_ID | Char 20 | 185-204 | Optional | For default information, please see "Reference Number 2" in the Tables section of Processing Details. | |
| 22 | Organization Abbreviation | TS_LN.ORG_ ABBRV_CD | Char 6 | 205-210 | Optional | If not supplied in input file, the organization abbreviation defaults from the Manage Organization Elements screen. | |
| 23 | Project Abbreviation | TS_LN.PROJ_ ABBRV_CD | Char 6 | 211-216 | Optional | If not supplied in input file, the project abbreviation defaults from the Basic Info tab of the | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | Manage Project User Flow. | |
| 24 | Sequence Number | TS_HDR and TS_LN.TS_HDR_SEQ_NO | Numeric 1 | 217-217 | Required | If a value is not supplied in the input file, **1** defaults. | 1 - 9 |
| 25 | Effective Billing Date | TS_LN.EFFECT_BILL_D | Char 10 | 218-227 | Optional | If a value is not supplied in the input file, the **Default Method** selected in the **Effective Bill Date Options** group box on the Configure Labor Settings screen is used to determine the default value. | YYYY-MM-DD |
| 26 | Project-Account Abbrev. | TS_LN.PROJ_ ACCT_ABBRV_CD | Char 6 | 228-233 | Optional | If a value is not specified in the input file, the **Proj-Acct Abbrev** defaults from the Manage Project Account Groups screen. | |
| 27 | Multi-State Code | TS_LN.WH_ST_CD | Char 2 | 234-235 | Optional | Required if the **Multi State Withholding Taxes** check box is selected on the Manage Pay Periods screen. | |
| 28 | Reference Sequence Num | TS_HDR.REFERENCE_ SEQ_NO | Char 1 | 236-236 | Optional | If not supplied and timesheet type is **Labor Only**, default **1**. | |
| 29 | Timesheet Line Date | TS_LN.TS_LN_DT | Char 10 | 237-246 | Optional | Required only when prorating with a **Calculation Method** of **Days per Cycle**. | YYYY-MM-DD |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 30 | Notes | TS_LN.NOTES | Char 254 | 247-500 | Optional | | |

If the timesheet line type is **M** (Manufacturing Order), replace fields 22 through 30 with the following fields:

| # | Field Name | Costpoint Table/Column | Data Type and Size | Column | Required / Optional | Defaulting Information | Format/Contents |
|---|---|---|---|---|---|---|---|
| 22 | Manufacturing Order ID | TS_LN_MO. MO_ID | Char 10 | 205-214 | Required if the **Timesheet Line Type Code** is **M**. | | |
| 23 | Operation Sequence No | TS_LN_MO. MO_ OPER_ SEQ_NO | Numeric 4 | 215-218 | Required if the **Operation Step No** is specified. | | |
| 24 | Operation Step No | TS_LN_MO. MO_OPER_ STEP_NO | Numeric 3 | 219-221 | Required if the **Operation Sequence No** is specified. | | |
| 25 | Activity Type | TS_LN_MO.S_ ACTIVITY_ TYPE | Char 1 | 222 | Required if the **Timesheet Line Type Code** is **M**. | | R or S |
| 26 | Work Center ID | TS_LN_MO. WC_ID | Char 12 | 223-234 | Optional | | |
| 27 | Organization Abbreviation | TS_LN.ORG_ ABBRV_CD | Char 6 | 235-240 | Optional | If not supplied in input file, the organization abbreviation defaults from the Manage Organization Elements screen. | |
| 28 | Project Abbreviation | TS_LN.PROJ_ ABBRV_CD | Char 6 | 241-246 | Optional | If not supplied in the input file, the project abbreviation defaults from | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | the Basic Info tab of the Manage Project User Flow. | |
| 29 | Sequence Number | TS_HDR and TS_LN.TS_HDR_SEQ_NO | Numeric 1 | 247 | Required | If a value is not supplied in the input file, **1** defaults. | 1 - 9 |
| 30 | Effective Billing Date | TS_LN.EFFECT_BILL_DT | Char 10 | 248-257 | Optional | If a value is not supplied in the input file, the **Default Method** selected in the **Effective Bill Date Options** group box on the Configure Labor Settings screen is used to determine the default value. | YYYY-MM-DD |
| 31 | Project-Account Abbrev | TS_LN.PROJ_ACCT_ABBRV_CD | Char 6 | 258-263 | Optional | If not specified in the input file, the project account abbreviation defaults from the Manage Project Account Groups screen. | |
| 32 | Multi-State Code | TS_LN.WH_ST_CD | Char 2 | 264-265 | Optional | Required if the **Multi State Withholding Taxes** check box is selected on the Manage Pay Periods screen. | |
| 33 | Reference Seq Num | TS_HDR.REFERENCE_SEQ_NO | Char 1 | 266 | Optional | If not supplied and timesheet type is **Labor Only**, default **1**. | |
| 34 | Timesheet Line Date | TS_LN.TS_LN_DT | Char 10 | 267-276 | Optional | Required only when prorating with a **Calculation Method** of | YYYY-MM-DD |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | **Days per Cycle**. | |
| 35 | Notes | TS_LN.NOTES | Char 254 | 277-530 | Optional | | |

If the Timesheet Line Type is **S** (Sales Order), replace fields 22 through 30 with the following fields:

| # | Field Name | Costpoint Table/Column | Data Type and Size | Column | Required/ Optional | Defaulting Information | Format/Contents |
|---|---|---|---|---|---|---|---|
| 22 | Sales Order ID | TS_LN_SO.SO_ ID | Char 10 | 205-214 | Required if the **Timesheet Line Type Code** is **S**. | | |
| 23 | SO Release No | TS_LN_SO.SO_RLSE_NO | Numeric 2 | 215-216 | Required if the **Timesheet Line Type Code** is **S**. | | |
| 24 | SO Line No | TS_LN_SO.SO_LN_KEY | Numeric 2 | 217-218 | Optional | | |
| 25 | Organization Abbreviation | TS_LN.ORG_ ABBRV_CD | Char 6 | 219-224 | Optional | If not supplied in input file, the organization abbreviation defaults from the Manage Organization Elements screen. | |
| 26 | Project Abbreviation | TS_LN.PROJ_ ABBRV_CD | Char 6 | 225-230 | Optional | If not supplied in input file, the project abbreviation defaults from the Basic Info tab of the Manage Project User Flow. | |
| 27 | Sequence Number | TS_HDR and TS_LN.TS_HDR_SEQ_NO | Numeric 1 | 231 | Required | If not supplied in the input file, **1** defaults. | 1 - 9 |
| 28 | Effective Billing Date | TS_LN. EFFECT_BILL_DT | Char 10 | 232-241 | Optional | If a value is not supplied in the input file, | YYYY-MM-DD |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | the **Default Method** selected in the **Effective Bill Date Options** group box on the Configure Labor Settings screen is used to determine the default value. | |
| 29 | Project-Account Abbrev. | TS_LN.PROJ_ ACCT_ABBRV_CD | Char 6 | 242-247 | Optional | If not specified in the input file, the project account abbreviation defaults from Manage Project Account Groups screen. | |
| 30 | Multi-State Code | TS_LN.WH_ST_CD | Char 2 | 248-249 | Optional | Required if the **Multi State Withholding Taxes** check box is selected on the Manage Pay Periods screen. | |
| 31 | Reference Sequence Num | TS_HDR.REFERENCE_SEQ_NO | Char 1 | 250-250 | Optional | If not supplied and timesheet type is **Labor Only**, default **1**. | |
| 32 | Timesheet Line Date | TS_LN.TS_LN_DT | Char 10 | 251-260 | Optional | Required only when prorating with a **Calculation Method** of **Days per Cycle**. | YYYY-MM-DD |
| 33 | Notes | TS_LN.NOTES | Char 254 | 261-514 | Optional | | |

# REPORT ERROR MESSAGES

The following errors may appear on the Error Report.

At the end of this topic is a list of the Costpoint tables used by this preprocessor, and their corresponding Costpoint screens.

### Account

| Message | Description |
|---|---|
| **Contains segments that are too long.** | The account in the input file has one or more segments that are longer than the specified length for the segment. |
| **Contains too many segments.** | The account in the input file has too many delimiters. |
| **No default could be provided.** | The **Account** field in the input file is blank and no defaults exist. |
| **Not a detail account.** | The **Detail** check box on the Manage Accounts screen is not selected for the account specified in the input file. You cannot charge accounts unless they are marked as detail accounts. |
| **Not active.** | The Active check box in the Manage Accounts screen is not selected for the account specified in the input file. You cannot charge accounts unless they are active. |
| **Not formatted due to a fatal error.** | A fatal error occurred when the program tried to check the input mask format. Please call for technical support. |
| **Not found in Acct Entry Groups table.** | The account entry group assigned to the account in the input file does not include timesheets. |
| **Not found in Acct table.** | The account in the input file does not exist in the Account table. |
| **Project is required for this account.** | The **Project Required** check box in the Manage Accounts screen is selected for the account, but no project was found in the input file. |
| **Too long for the defined structure.** | The account in the input file is longer than the specified length for accounts. |
| **Not LABOR-related in Proj Acct Grps.** | The account in the input file does not have a function of **LABOR**, **NON-LABOR**, **UNALLOW-LABOR**, **UNALLOW-NONLABR**, or **BAL** in the project's account group. |
| **Inactive in Project Acct Grps.** | The account is not active within the project's account group. |

| | |
|---|---|
| **Empl not assigned to Leave Type.** | The leave type linked to the leave account is not assigned to the employee in the Employee Leave table. |

### Activity Type

| Message | Description |
|---|---|
| **Activity Type must be R or S.** | The timesheet line type is **M** and the activity type from the input file is not **R** or **S**. |

### Balance

| Message | Description |
|---|---|
| **Leave balance below minimum.** | The leave balance is below the minimum specified for the leave type. |

### Charge Hours

| Message | Description |
|---|---|
| **Auto-adjust not applicable - 0 / neg net.** | The **Auto Adjust** check box has been selected on the screen, but the timesheet line(s) produced a negative or zero-net. Would cause negative MO hour balance<br>The timesheet line type is **M**, and the timesheet charge hours could cause the MO to go into a negative hours balance. |

### Correcting Date

| Message | Description |
|---|---|
| **Not a valid date.** | The date in the input file is not a valid date, or it is in the wrong format. All dates must be in the format YYYY-MM-DD. |

### Corr Ref Date

| Message | Description |
|---|---|
| **No Corr Ref Dt for Corr timesheet. (Warning)** | The timesheet type is **C** (Correcting), but no correcting reference date is specified. |

### Cost Amount

| Message | Description |
|---|---|
| **Would cause negative MO cost balance** | The timesheet line type is **M**, and the timesheet labor amount may cause the MO to go into a negative cost balance. |

### Employee

| Message | Description |
|---|---|

| | |
|---|---|
| **Has been terminated. (Warning)** | The employee status is **Inactive**, a termination date exists for the employee, and the termination date is earlier than the timesheet date. |
| **Employee is inactive.** | The employee status is **Inactive**, and no termination date exists for the employee. |
| **Must be in input file.** | The **Employee** field in the input file is blank. |
| **Not found in Empl table.** | The employee in the input file does not exist in the Employee table. |
| **No Salary Info & History for Empl / Date.** | There is no row in the Salary Info & History table for this employee dated on or before the timesheet date. |

### Effect Bill Dt

| Message | Description |
|---|---|
| **Not a valid date.** | The date in the input file is not a valid date or it is in the wrong format. All dates should be in the format YYYY-MM-DD. |
| **Effect Bill Dt should have Proj / PLC.** | An effective bill date exists in the input file, but no **Project** and **PLC** were specified or defaulted. |

### FY / PD / Sub PD

| Message | Description |
|---|---|
| **Not found in Subperiod table.** | The fiscal year, accounting period, and subperiod combination does not exist in the Subperiod table. |
| **Not open.** | The fiscal year, accounting period, and subperiod combination is flagged as **Closed** in the Subperiod table. |

### Genl Lab Cat

| Message | Description |
|---|---|
| **No default could be provided.** | The **General Labor Category** field in the input file is blank, and no defaults exist. |
| **Not found in Genl Labor Cat table.** | The general labor category in the input file does not exist in the General Labor Category table. |

### Header Data

| Message | Description |
|---|---|
| **Inconsistent data.** | The header data must be identical on each line of an individual timesheet. The **Contents** column on the Error Report identifies the field that has incompatible data. The possible fields are **Working State, Fiscal Year, Period Number, Subperiod,** and **Correcting** |

| | |
|---|---|
| | **Reference Date**. The most likely error is multiple correcting reference dates for the same timesheet. |

**Hours**

| Message | Description |
|---|---|
| **Not numeric.** | The **Hours** field in the input file is not numeric and is not blank. |

**Hours/Amounts**

| Message | Description |
|---|---|
| **Must both be pos or neg.** | The **Hours Entered** field and the **Labor Cost Amount** field must have the same sign. If one is positive, the other cannot be negative. |

**Labor Cost Amt**

| Message | Description |
|---|---|
| **Not numeric.** | The **Labor Cost Amount** in the input file is not numeric and is not blank. |

**Lab Loc Code**

| Message | Description |
|---|---|
| **No default could be provided.** | The **Require Labor Location on Timesheet** check box in the Configure Labor Settings screen is selected, but the **Labor Location** field in the input file is blank and no defaults exist. |
| **Not found in Lab Loc table.** | The labor location in the input files does not exist in the Labor Location table. |

**Lv Account**

| Message | Description |
|---|---|
| **No Lv Period exists for TS Date** | There is no leave period in the employee's leave cycle that includes the timesheet date. |

**Manuf Order**

| Message | Description |
|---|---|
| **Charges against this MO not allowed.** | The manufacturing order's **Allow Additional Timesheet Charges** check box is not selected in the **Default Restrictions for Closed MOs** or **Default Restrictions for Completed MOs** group boxes in the Configure Production Control Settings screen. |

**Manuf Order ID**

| Message | Description |
| --- | --- |
| **Invalid MO ID.** | The manufacturing order ID in the input file does not exist in the Manufacturing Order table. |
| **MO ID must be provided.** | The timesheet line type is **M**, but no manufacturing order ID was specified in the input file. |
| **MO ID is entered for non 'M' line.** | The timesheet line type is not **M**, but a manufacturing order ID was specified in the input file. |

### Oper Seq No

| Message | Description |
| --- | --- |
| **Invalid Oper Seq No.** | The operation sequence number in the input file does not exist in the manufacturing order's Routing table. |
| **Oper Seq No requires Oper Step No.** | The timesheet line type is **M**, an operation sequence number was provided in the input file, but an operation step number was not provided in the input file. |
| **Oper Seq No must be provided.** | The timesheet line type is **M**, the **Operation Sequence Number** check box is selected in the **Timesheet Entry Requirements** group box in the Configure Production Control Settings screen, but no operation sequence number was provided in the input file. |

### Oper Step No

| Message | Description |
| --- | --- |
| **Not numeric.** | The timesheet line type is **M** and the operation step number in the input file is not numeric and is not blank. |
| **Oper Step No requires Oper Seq No.** | The timesheet line type is **M**, an operation step number was provided in the input file, but an operation sequence number was not provided in the input file. |

### Oper Seq/Step

| Message | Description |
| --- | --- |
| **Invalid Oper Seq/Step combination.** | The timesheet line type is **M** and the operation sequence number and operation step number combination from the input file does not exist in the manufacturing order's Routing table. |

### Org/Acct

| Message | Description |
| --- | --- |

| | |
|---|---|
| **Not active.** | The account and organization combination is not active in the Organization Account table. |
| **Not active in selected fiscal year.** | The fiscal year of the record in the input file is not within the starting and ending fiscal years for the account and organization combination in the Organization Account table. |
| **Not active in selected FY / period.** | The accounting period of the record in the input file is not within the starting and ending periods for the account and organization combination in the Organization Account table. |
| **Not found in Acct / Org table.** | The account and organization combination does not exist in the Organization Account table. |
| **Invalid Org / Acct for this MO.** | The timesheet line type is **M** and the timesheet line organization/account combination is not assigned to the manufacturing order ID from the input file. |

### Organization

| Message | Description |
|---|---|
| **Contains segments that are too long.** | The organization in the input file has one or more segments that are longer than the specified length for the segment. |
| **Contains too many segments.** | The organization in the input file has too many delimiters. |
| **Invalid base segment.** | The organization in the input file has a base segment that is invalid. It is either too large or does not exist in the Organization table. |
| **No default could be provided.** | The **Organization** field in the input file is blank and no defaults exist. |
| **Not active.** | The **Active** check box in the Manage Organization Elements screen is not selected for the organization. |
| **Not formatted due to a fatal error.** | A fatal error occurred when the program tried to check the input mask format. Please call for Technical Support. |
| **Not found in Org table.** | The organization from the input file does not exist in the Organization table. |
| **Too long for the defined structure.** | The organization in the input file is longer than the specified length for the top level organization. |

### Organization Abbreviation

| Message | Description |
|---|---|
| **Abbreviation not found.** | An organization abbreviation was entered, but it was not found in the Organization table. |

| | |
|---|---|
| **ID/Abbreviation mismatch.** | An organization abbreviation was entered, but it did not agree with the abbreviation found for the organization ID that was also entered. |

### Pay Type

| Message | Description |
|---|---|
| **Cannot be used by exempt employees.** | The **OK for Exempt Employees** check box in the Manage Pay Types screen is not selected and the employee is exempt. |
| **Cannot be used by non-exempt employees.** | The **OK for Non-Exempt Employees** check box in the Manage Pay Types screen is not selected and the employee is non-exempt. |
| **Cannot be used by salaried employees.** | The **OK for Salaried Employees** check box in the Manage Pay Types screen is not selected and the employee is salaried. |
| **No default could be provided.** | The **Pay Type** field in the input file is blank and no defaults exist. |
| **Not found in Pay Type table.** | The pay type in the input file does not exist in the Pay Type table. |
| **Pay type restricted.** | The Pay Type Restriction table contains a record for the pay type, project, labor location, and employee's labor group type. This pay type cannot be used by this project, employee, and labor location. |

### Period

| Message | Description |
|---|---|
| **Not numeric.** | The period number in the input file is not numeric and is not blank. |

### Proj/Empl/PLC

| Message | Description |
|---|---|
| **Not found in Proj Empl Lab Cat table.** | The **Project Work Force Required** check box in the Manage Project User Flow screen is selected, but the combination of project, employee, and project labor category does not exist in the Project Employee Labor Category table. |

### Project

| Message | Description |
|---|---|
| **Contains segments that are too long.** | The project in the input file has one or more segments that are longer than the specified length for the segment. |

| | |
|---|---|
| **Contains too many segments.** | The project in the input file has too many delimiters. |
| **Invalid base segment.** | The project in the input file has a base segment that is invalid. It is either too large or does not exist in the Project table. |
| **Not active.** | The **Active** check box is not selected in the Manage Project User Flow screen. |
| **Does not allow charging.** | The **Allow Charging** check box is not selected in the Manage Project User Flow screen. |
| **Not formatted due to a fatal error.** | A fatal error occurred when the program tried to check the input mask format. Please call for Technical Support. |
| **Not found in Project Master table.** | The project in the input file does not exist in the Project table. |
| **Not in Period of Performance.** | The timesheet date does not fall within the period of performance dates for the project (Warning only). |
| **Too long for the defined structure.** | The project in the input file is longer than the specified length for the top-level project. |
| **Invalid Proj ID for this MO.** | The timesheet line type is **M** and the timesheet line project is not assigned to the manufacturing order ID from the input file. |

### Project Abbreviation

| Message | Description |
|---|---|
| **Abbreviation not found.** | A project abbreviation was entered, but it was not found in the Project table. |
| **ID/Abbreviation mismatch.** | A project abbreviation was entered, but it did not agree with the abbreviation found for the project ID that was also entered. |

### Proj/Acct

| Message | Description |
|---|---|
| **Acct requires a Project.** | The **Project Required** check box in the Manage Accounts screen is selected for this account. You must enter a project. |
| **Acct prohibits Projects.** | The **Project Required** check box in the Manage Accounts screen is not selected for this account. You must not enter a project for this account. |
| **Account not in Proj Acct Grp or Wildcard** | The combination of project and account does not exist in the Project Organization Account table or one of the Project Wildcard tables. |

### Proj Acct Abbrev

| Message | Description |
|---|---|
| **No project specified.** | A project/account abbreviation was specified, but no project was specified or defaulted. |
| **Abbreviation not found.** | A project/account abbreviation was specified, but it was not found in the Project/Account Abbreviation table. |
| **ID / Abbreviation mismatch.** | The project's project/account abbreviation is not linked to the account in the Project Account Group table. |
| **Account is not proj required.** | A project/account abbreviation was specified, but the account linked to that abbreviation/ project does not require a project. |

### Proj / Empl

| Message | Description |
|---|---|
| **Not authorized to work on project.** | The project/employee combination is not in the Employee Work Force table. |

### Proj / Org

| Message | Description |
|---|---|
| **Org not valid for Project.** | The project/organization combination was not found in the Project/Org table or in the Project/Org/Account table. |

### Proj / Org / Acct

| Message | Description |
|---|---|
| **Not active.** | The project, organization, and account combination is not flagged as **Active** in the Project Organization Account table. |
| **Not found in Proj / Org / Acct table.** | The combination of project, organization, and account does not exist in the Project Organization Account table or one of the Project Wildcard tables. |

### PLC

| Message | Description |
|---|---|
| **PLC does not exist.** | The PLC does not exist in the Project Labor Categories table. |
| **PLC codes require a project.** | A PLC was specified, but no project was specified. |
| **Project requires a PLC.** | The project exists in the Link Project Labor Categories to Projects table, but no PLC was specified. If the project specified in the input file has the **Use Top** |

| | |
|---|---|
| | **Level Work Force** check box selected on the Manage Project User Flow screen, this validation is based on the top-level project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and a source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the source project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and no source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the input file project's work force. |
| **Project / Employee / PLC Workforce combo does not exist.** | The project, PLC and employee do not exist in the Assign PLC to Employee Work Force subtask of the Manage Employee Work Force screen. If the project specified in the input file has the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen, this validation is based on the top-level project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and a source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the source project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and no source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the input file project's work force. |
| **Employee not in Workforce for (Transaction / Top-Level / Source) Project** | The employee is not assigned to the project's work force. If the project specified in the input file has the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen, this validation is based on the top-level project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and a source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the source project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and no source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the input file project's work force. |
| **PLC not authorized for (Transaction / Top-Level / Source) Project.** | The project exists in the Project Labor Category table, but the project labor category from the input file does not exist in the Link Project Labor Categories to Projects table. If the project specified in the input file has the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen, this validation is based on the top-level project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and a source project is assigned to the project in the Manage |

| | |
|---|---|
| | Rate Sequence Order table, this validation is based on the source project's work force. If the project specified in the input file does not have the **Use Top Level Work Force** check box selected in the Manage Project User Flow screen and no source project is assigned to the project in the Manage Rate Sequence Order table, this validation is based on the input file project's work force. |

### Reference 1

| Message | Description |
|---|---|
| **Contains segments that are too long.** | The reference 1 in the input file has one or more segments that are longer than the specified length for the segment. |
| **Contains too many segments.** | The reference 1 in the input file has too many delimiters. |
| **Home reference 1 found (Warning only).** | The employee has a home reference 1 number established in the Manage Employee Salary Information table. The input file does not have a reference 1 number. This could cause unbalanced postings. |
| **Invalid base segment.** | The reference 1 in the input file has a base segment that is invalid. It is either too large or does not exist in the Reference Structure table. |
| **No home reference 1 found (Warning only).** | The employee does not have a home reference 1 number in the Manage Employee Salary Information table, but there is a reference 1 number in the input file. This could cause unbalanced postings. |
| **Not formatted due to a fatal error.** | A fatal error occurred when the program tried to check the input mask format. Please call for Technical Support. |
| **Not found in Reference table.** | The reference 1 number in the input file does not exist in the Reference Structure table as a valid reference 1 number. |
| **Too long for the defined structure.** | The reference 1 in the input file is longer than the specified length for the top-level reference 1 number. |
| **Not valid for data entry.** | The reference ID's **Use in Data Entry** check box is not selected on the Manage Reference Elements or Manage Reference Structures screens. |

### Reference 2

| Message | Description |
|---|---|
| **Contains segments that are too long.** | The reference 2 in the input file has one or more segments that are longer than the specified length for the segment. |

| | |
|---|---|
| **Contains too many segments.** | The reference 2 in the input file has too many delimiters. |
| **Home reference 2 found (Warning only).** | The employee has a home reference 2 number established in the Manage Employee Salary Information table. The input file does not have a reference 2 number. This could cause unbalanced postings. |
| **Invalid base segment.** | The reference 2 in the input file has a base segment that is invalid. It is either too large or does not exist in the Reference Structure table. |
| **No home reference 2 found (Warning only).** | The employee does not have a home reference 2 number in the Manage Employee Salary Information table, but there is a reference 2 number in the input file. This could cause unbalanced postings. |
| **Not formatted due to a fatal error.** | A fatal error occurred when the program tried to check the input mask format. Please call for Technical Support. |
| **Not found in Reference table.** | The reference 2 number in the input file does not exist in the Reference Structure table as a valid reference 2 number. |
| **Too long for the defined structure.** | The reference 2 in the input file is longer than the specified length for the top-level reference 2 number. |
| **Not valid for data entry.** | The reference ID's **Use in Data Entry** check box is not selected in Manage Reference Elements or Manage Reference Structures screens. |

### Sales Order

| Message | Description |
|---|---|
| **Cannot charge unapproved SO.** | The timesheet line type is **S** and the sales order ID in the input file has a Status of **Pending**, **In Approval**, **Rejected**, or **Void**. |

### Sales Order ID

| Message | Description |
|---|---|
| **Invalid SO ID.** | The timesheet line type is **S** and the sales order ID in the input file does not exist in the Sales Order table. |
| **SO ID must be provided.** | The timesheet line type is **S**, but no sales order ID was specified in the input file. |
| **SO ID is entered for non 'S' line.** | The timesheet line type is not **S**, but a sales order ID was specified in the input file. |

### SO ID/SO Rlse

| Message | Description |
|---|---|

| | |
|---|---|
| **Invalid SO ID/SO Rlse combination.** | The timesheet line type is **S** and the sales order release number and sales order ID from the input file are not linked in the Sales Order table. |

### SO ID/SO Line

| Message | Description |
|---|---|
| **Invalid SO ID/SO Line combination.** | The timesheet line type is **S** and the sales order line number from the input file does not exist for the sales order ID from the input file. |

### SO Line

| Message | Description |
|---|---|
| **SO line has been closed.** | The timesheet line type is **S** and the sales order line status is **C** (Closed). |

### Sequence No

| Message | Description |
|---|---|
| **Not between 1 and 9.** | The sequence number in the input file is not a number between 1 and 9. |
| **Not numeric.** | The sequence number in the input file is not numeric and is not blank. |

### SO Line No

| Message | Description |
|---|---|
| **Not numeric.** | The timesheet line type is **S** and the sales order line number in the input file is not numeric and is not blank. |
| **SO Ln No must be provided.** | The timesheet line type is **S**, but no sales order line number was specified in the input file. |

### SO Rlse No

| Message | Description |
|---|---|
| **Not numeric.** | The timesheet line type is **S** and the sales order release number in the input file is not numeric and is not blank. |
| **SO Rlse No must be provided.** | The timesheet line type is **S**, but no sales order release number was specified in the input file. |

### Subperiod

| Message | Description |
|---|---|

| | |
|---|---|
| **Not numeric.** | The subperiod in the input file is not numeric and is not blank. |

### Timesheet

| Message | Description |
|---|---|
| **Already exists.** | A timesheet with the same date, sequence number, and type already exists for the employee in the Timesheet Header table. |
| **Already exists in TS History.** | A timesheet with the same date, sequence number, and type already exists for this employee in the Timesheet Header History table. |
| **Maximum sequence number exceeded.** | The timesheet type is **C** (Correcting), **D** (Replacement), or **N** (Reversal) in the input file and 99 correcting timesheets for the same employee and timesheet date already exist in the Costpoint Timesheet or Timesheet History table. |

### Timesheet Date

| Message | Description |
|---|---|
| **Not a valid date.** | The date in the input file is not a valid date or it is in the wrong format. All dates must be in the format YYYY-MM-DD. |
| **No timesheet period exists for date.** | The effective bill date does not fall within a timesheet period for the employee's timesheet cycle. |
| **Not in an open timesheet period.** | The timesheet date does not fall within an open timesheet period for the timesheet cycle assigned to the employee. |
| **Not within selected dates (Warning only).** | The date in the input file is not within the range of dates selected on the screen. This timesheet cannot be uploaded and is not written to the error file. |

### TS Line Type

| Message | Description |
|---|---|
| **Leave lines may not have cost.** | The line type in the input file is **L**, and there is a labor cost amount in the input file. |
| **Leave lines must have hours.** | The line type in the input file is **L**, but there are no hours in the input file. |
| **Must be A, B, L, M, S or 1-9.** | The line type in the input file is not **A**, **B**, **M**, **S**, **L**, or **1-9**. |
| **L type lines must be flagged as FMLA.** | The account on an **L** type timesheet line must be assigned in the Leave Type table as either the accrual or expense account on a leave type for which the **Use** |

| | |
|---|---|
| | **as FMLA Leave Type** check box is selected in the Manage Leave Types screen. |
| **B type lines must have FMLA Cd.** | The account on a **B** type timesheet line must be assigned in the Leave Type table as either the accrual or expense account on a leave type that has a related FMLA leave type. |

### TS Type Code

| Message | Description |
|---|---|
| **Must be R, B, L or C.** | The timesheet type code in the input file is not **R** (Regular), **B** (Bonus), **L** (Labor Only), or **C** (Correcting). |

### Union/Local/GLC

| Message | Description |
|---|---|
| **GLC Hrly Rt not found in Union Profile.** | The specified union, local, and GLC do not exist in the Union Profile table. |

### Withholding State

| Message | Description |
|---|---|
| **This withholding state is not assigned to the employee in the Employee Tax table. The default tax rate will be used when payroll is calculated. (Warning)** | The withholding state in the input file is not in the Employee State Tax table (EMPL_TAX.WH_ST_CD) or the Multi-State Tax table (EMPL_TAX_MULT.WH_ST_CD). |
| **The withholding state in the input file does not exist in the State Taxes Table.** | The withholding state in the input file is not in the State Taxes table (STATE_TAXES_INFO.STATE_CD). |
| **The Withholding State field in the input file is blank and no defaults exist.** | The withholding state in the input file is blank, and there are no defaults. The employee's pay period (EMPL_TAX.PAY_CD) is checked for multi state taxes (PAY_PD.MULTI_ST_WH_FL = **Y**). |

### Work Center ID

| Message | Description |
|---|---|
| **Work Center ID must be provided.** | The timesheet line type is **M**, the **Work Center** check box is selected in the **Timesheet Entry Requirements** group box in the Configure Production Control Settings screen, but no work center ID was provided in the input file. |
| **Work Center ID is not active.** | The timesheet line type is **M** and the Work Center is not active. |

### Workers' Comp Cd

| Message | Description |
|---|---|

| | |
|---|---|
| **No default could be provided.** | You did not select the **Require Default for Employees** check box in the **Workers' Compensation** group box in the Configure Labor Settings screen, the input file does not have a workers' compensation code, and no defaults exist. |
| **Not found in Workers' Comp Cd table.** | The workers' compensation code from the input file does not exist in the Workers' Compensation table. |

#### Working St Code

| Message | Description |
|---|---|
| **No default could be provided.** | The input file does not have a working state and a default does not exist in the Salary Information and History table. |
| **Not found in OT Rules By State table.** | The working state from the input file does not exist in the Overtime Rules by State table. |

### Warning Messages

The account, organization, project, reference 1, and reference 2 may have the following message:

| Message | Description |
|---|---|
| **Reformatted to match defined structure.** | The <<field>> in the input file does not match the input mask for the <<field>>. It has been padded with spaces or zeroes to match the input mask. |

Any field may have the following messages if the input file is comma-separated:

| Message | Description |
|---|---|
| **WARNING: Value truncated.** | The value in the input file was too large for the Costpoint field. The input value is truncated. |
| **Value too long for field.** | The value in the input file was too large for the Costpoint field. The record has been rejected. |

### Screen Error Messages

The following error messages may be displayed on the screen.

| Message | Description |
|---|---|
| **Each line of the input file should contain X fields. Line Y of your input file contains Z fields. Abort processing?** | This message occurs only when you are importing a comma-separated file. X is the number of fields that the input record must contain. Y is the line number of the current record. Z is the number of fields found on this line in the input file. Too many or too few commas were found on the line in the input file. Continuing to process may result in errors. Please verify the layout of the input file. |

| | |
|---|---|
| **Ending date is earlier than beginning date.** | The ending date must be a later date or the same as the beginning date. |
| **File does not exist.** | The input file entered could not be found. |
| **No records have been selected to transfer.** | All the records in the input file were either outside the selected date range or were rejected with errors. |
| **No records found in table. Please process the input file before importing or printing.** | You clicked  or the , and there are no rows in the temporary table. |
| **Records that have not been imported exist in the temporary table. Do you want to continue?** | You clicked , but there are still rows in the temporary table that have not been imported. Click **Yes** to continue, and all the rows in the temporary table are deleted. Click **Cancel** to import the existing rows in the temporary table, or if you need to investigate the rows in the temporary table. |
| **Requested dates do not exist in the table.** | When you click  or the , the dates on the screen are compared to the dates in the temporary table. This message is displayed when the dates in the table do not fall within the range entered on the screen. |
| **The database is unable to process the records required for the requested activity. Possible reasons are: another user is using a record you wish to update, database error or hardware malfunction.** | When this error occurs, make note of what was being done and at what point the application stopped, then call for Technical Support. It is usually a good idea to move this message box so that you can view the process "thermometer." |
| **Timesheets to be imported already exist in the Timesheet Header or History tables. This condition must be corrected before importing.** | When you click , the rows in the temporary table are compared to the Timesheet Header and Timesheet History tables to see if duplicates exist (a timesheet with the same date and type for one or more employees in the temporary table already exists in the Timesheet Header table). This indicates that timesheets have been added to Costpoint sometime between the processing of the input file and the import of the timesheet file. If this message appears, the temporary table is not imported to the timesheet tables. |
| **X 'Y' on input file line Z is too long. Truncate?** | This message occurs only when a comma-separated file is being processed and you selected **Warn before truncation** in the **Truncated Values** drop-down box. X is the field name. Y is the contents of the field. Z is the line number of the record in question. This indicates that the field in the input file is longer than the corresponding field in Costpoint. The extra characters on the right will be truncated. |

## Technical Details

### Tables Read

- Account (ACCT) (Manage Accounts)
- Account Entry Rules (ACCT_ENTRY_RULES) (Manage Account Entry Groups)

- Accounting Period (ACCTING_PD) (Manage Accounting Periods)
- Billable Labor Category (BILL_LAB_CAT) (Link Project Labor Category Rates to Projects)
- Employee (EMPL) (Manage Project User Flow)
- Employee Project-Acct-Grp TS Defaults (EMPL_ACCT_GRP_DFLT) (Employee Project/Account Group Timesheet Defaults)
- Fiscal Year (FY) (Manage Fiscal Years)
- General Labor Category (GENL_LAB_CAT) (Manage General Labor Categories)
- Labor-Grp Project-Acct-Grp TS Defaults (LAB_ACCT_GRP_DFLT) (Manage Labor-Group Proj-Acct-Group Timesheet Defaults)
- Labor Location (LAB_LOCATION) (Manage Labor Locations/Locals)
- Labor Settings (LAB_SETTINGS) (Configure Labor Settings)
- Leave Type (LV_TYPE) (Manage Leave Types)
- Organization (ORG) (Manage Organization Elements)
- Organization Account (ORG_ACCT) (Link Accounts/Organizations)
- Over-Time Rules by State (OT_RULES_BY_STATE) (Manage Overtime Rules by State)
- Overtime Settings (OT_SETTINGS) (Configure Labor Settings - Overtime Settings subtask)
- Pay Type (PAY_TYPE) (Manage Pay Types)
- Pay Type Restriction (PAY_TYPE_RESTRICT) (Manage Pay Type Restrictions)
- Project (PROJ) (Manage Project User Flow)
- Project Control (PROJ_CNTL) (Configure Project Settings)
- Project Employee Labor Category (PROJ_EMPL_LAB_CAT) (Manage Employee Work Force)
- Project Labor Category (PROJ_LAB_CAT) (Link Project Labor Categories to Projects)
- Project Labor Category Map (PROJ_LAB_CAT_MAP) (Link General Labor Category to Project Labor Category)
- Project Organization Account (PROJ_ORG_ACCT) (Link Projects/Accounts/Organizations)
- Project TS Defaults (PROJ_TS_DFLT) (Manage Project Timesheet Defaults)
- Reference Structure (REF_STRUC) (Manage Reference Structures)
- Salary Information and History (EMPL_LAB_INFO) (Manage Employee Salary Information)
- Sub Period (SUB_PD) (Manage Subperiods)
- Timesheet Header History (TS_HDR_HS) (View Timesheet History Inquiry)
- Timesheet Period Schedule (TS_PD_SCH) (Manage Timesheet Periods)
- Timesheet Regular Default Lines (DFLT_REG_TS) (Manage Employee Information)
- Wage Determination (WAGE_DETERM) (Manage Wage Determination Rates)
- Workers' Comp (WORK_COMP) (Manage Workers' Compensation Codes)
- Input File (User named)

## Tables Read and Written

- Function Parameter Catalog
- (FUNC_PARMS_CATLG)
- Manufacturing Order Timesheet Line (TS_LN_MO)
- Menu: People - Labor - Timesheets - Manage Timesheets
- Posting Semaphore (POST_SEMAPHORE)
- Sales Order Timesheet Line (TS_LN_SO)

- Menu: People - Labor - Timesheets - Manage Timesheets
- Sequence Generator (SEQ_GENERATOR)
- Timesheet Header (TS_HDR)
- Menu: People - Labor - Timesheets - Manage Timesheets
- Timesheet Line (TS_LN)
- Menu: People - Labor - Timesheets - Manage Timesheets
- Timesheet Prep Parameters (T_PARMS_AOPUTLTS)
- Menu: Others - Product Interfaces - Preprocessors - Import Timesheets

## Other Output

- Error File (input file name + .ERR)
- Edit Report
- Error Report